

# IEEE CONNECTICUT SECTION ADDENDUM

Voted September 26, 2012

In all instances, the *Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, IEEE Policy Manual, and Member and Geographic Activities (MGA) Operations Manual* shall prevail when there is a conflict between these documents and Section Addendum.

## ARTICLE I - Name and Territory

### Section 1

This organization shall be known as the IEEE Connecticut Section.

### Section 2

The territory of the Connecticut Section, as approved by MGA, includes the following:

The entire state of Connecticut

## ARTICLE II - Membership

### Section 1

Section members are those individuals of Associate or higher grade membership and Student members residing within the boundaries of the Section, or who live or work in a neighboring Section and have requested contiguous Section membership status.

### Section 2

Section members with the grade of Associate or higher may vote in Section elections. Student members are not eligible to vote in Section elections. IEEE Society Affiliates are not members of the Section, but they will be notified of Section events and welcome to participate.

### Section 3

Section members of Member or higher grade may hold elected office, or chair a Section Committee. Students and Associate members may not hold office nor chair a committee.

## ARTICLE III - Officers

### Section 1

The elected officers of the Connecticut Section shall be

1. Chairman
2. Vice Chairman
3. Secretary
4. Treasurer

### Section 2

The terms of office of the elected officers shall be for two (2) years.

### Section 3

Terms of office shall begin on 1 January. Outgoing officers shall continue until their successors are duly elected and take office. However, no officer may serve in the same position for more than two consecutive terms or three total terms.

### Section 4

Any vacancy occurring during the term of office of any officer shall be filled by a majority vote of the Section Executive Committee. The term of office of any officer so approved shall be for the remainder of the original term of office of that officer.

### **Section 5**

The duties of the elected officers shall be available from Member and Geographic Activities staff, in the MGA Operations Manual.

## **ARTICLE IV - Committees**

### **Section 1**

The Standing Committees of the Section shall be as follows:

1. Awards and Recognition
2. Professional Activities
3. Student Activities
4. Membership Development
5. Audit/Tellers
6. Industry Liaison

### **Section 2**

Other permanent and ad-hoc committees may be created by the Executive Committee. Ad-hoc committees will be set up for specific projects or issues and initially have a definite sun set period. The Executive Committee may approve extensions of an ad-hoc committee or convert it into a permanent committee.

### **Section 3**

The Chairs of all Committees shall be appointed by the Section Chair with the approval of the Section Executive Committee. Their term of office will end at the first Executive Committee meeting of the calendar year.

### **Section 4**

Each Committee Chair may appoint a Vice Chair, with the approval of the Section Executive Committee. The Committee Chair may appoint a Secretary and Committee members. The Committee Vice Chair may also serve as Secretary. The term of office of the Committee Vice Chair and Secretary shall be the same as the Committee Chair's end-of-term date. Committee members shall have no specific term of office, but shall serve at the discretion of the Chair or until the Committee is dissolved by the Section Executive Committee.

### **Section 5**

The duties of the Standing Committees shall be printed in the MGA Operations Manual. The duties of the committees not defined by the MGA will be determined by the Executive Committee and documented in the Executive Committee meeting minutes.

## **ARTICLE V - Management**

### **Section 1**

The management of the Section shall be by the Section Executive Committee which shall consist of the elected officers, the Junior Past Section Chair and the following:

1. Up to four (4) elected Members-at-Large
2. Chapter Chairs, Committee Chairs and Affinity Chairs not to exceed four (4)
3. One student member selected by procedures determined by the Executive Committee

The number of voting members elected must be at least one greater than those appointed. Chapter Chairs and Affinity Chairs when elected by their membership are considered an

“elected” official, as is the Junior Past Section Chair. If a person holds more than one voting position he will only have one vote.

## **Section 2**

A majority of the Section Executive Committee shall constitute a quorum. A quorum with at least one officer shall be necessary for the Section Executive Committee to conduct the business of the Section.

## **Section 3**

A Chapter, affinity group or standing committee chair that attends an Executive Committee meeting, in person or via teleconference, will have voting privileges at that meeting.

A Vice Chair of a Chapter, affinity group or standing committee that has been elected or appointed may attend in place of the Chair and have a vote at the Executive Committee meetings.

A Chapter, affinity group or a standing committee Chair may appoint a delegate to attend the Executive Committee meeting on their behalf and upon notification of this appointment to the Executive Committee Chair may vote.

Each Chapter, affinity group or standing committee will only have one vote.

## **Section 4**

Meetings of the Section Executive Committee ordinarily shall be held monthly and shall be called by the Section Chair or by a request of any three members of the Section Executive Committee.

## **Section 5**

The fiscal year of the Section shall be 1 January – 31 December.

# **ARTICLE VI - Nomination and Election of Officers**

## **Section 1**

A Nominating Committee consisting of two (2) members, not then officers of the Section, nor intending to stand as candidates for office, shall be appointed by the Section Chair with the approval of the Section Executive Committee. If available to do so, the Junior Past Section Chair will serve as Chair of the Nominating Committee.

## **Section 2**

The nominations of the Nominating Committee shall be announced to the Section membership by publishing the nominations on the Section web page and in the Section electronic newsletter and, following this, a minimum of 28 days allowed for additional nominations by petition. To be valid, the petition must be signed by twenty five (25) or more voting members or 1% of the Section’s voting membership, whichever is fewer.

## **Section 3**

If only one nomination is made for each office, the election shall be declared by acclamation at a meeting of the Section general membership, or the Section Executive Committee. If additional nominations are made, election shall be made by ballot, mailed or made available on the Internet to the membership with the vote counted by a Tellers Committee appointed by the Section Chair.

## **Section 4**

The timetable for this procedure is as follows:

Appointment of Nominating Committee:

no later than 1 August

Announcement of Nominations/Call for petition candidates:	no later than 15 September
Close nominations by petition:	no later than 15 October
If required, a ballot shall be mailed/posted on the web prior to:	November 1

## **Section 5**

A plurality of the votes cast shall be necessary for election.

## **ARTICLE VII - Finances**

### **Section 1**

Without prior authorization of the IEEE Executive Committee, Section funds can be used only for normal operations of the Section. Those activities which fall outside of normal operations include donations, establishment of scholarship funds, and investment of funds outside of the IEEE Investment Program. Additional information is available from IEEE Financial Services Staff.

### **Section 2**

All expenditures of Section funds must be approved by the Section Executive Committee by way of the annual budget. The annual budget will be approved at the first meeting of the fiscal year. Requests for increases in the budget may be made at any meeting of the Executive Committee. Expenditures within the approved budget must be approved by the Chairman of the Executive Committee or the Chairman of the respective Committee, Chapter or Affinity Group. The Section Chairman may approve expenditures up to \$500 outside of the budget for emergencies or for unplanned IEEE or section activities.

### **Section 3**

The Treasurer and Section Vice Chairman shall be authorized to draw funds as authorized by Section 2 of this article.

### **Section 4**

If permitted by government and banking regulations, all unit bank accounts will provide for the signature authority of the IEEE Staff Director, Financial Services. All Unit bank accounts will allow for access by at least two current officers.

## **ARTICLE VIII – Subunits**

### **Section 1**

The Section shall encourage the formation of subunits, including Society Chapters and Affinity Groups. The Section shall support the efforts of subunits to serve the members and fulfill IEEE objectives.

### **Section 2**

Management of the subunit will be overseen by the Section and governed as detailed in this Addendum and the MGA Operations Manual, Section 9. This shall include financial activity, elections and officer activities.

## **Article IX – Section Awards**

### **Section 1**

That there be established the IEEE Connecticut Section Leadership Award to recognize members of any grade who have exhibited exemplary and substantive leadership of an extraordinary nature in implementing activities which support Section goals and objectives. Nominations shall be made to the Awards Committee and its recommendations shall be submitted to the Executive Committee for review and approval. More than one award may be made concurrently.

### **Section 2**

That there be established the IEEE Connecticut Section Distinguished Service Award to recognize support provided to the Section and its members in support of its goals by organizations, firms or individuals. Nominations shall be made to the Awards Committee and its recommendations shall be approved by the Executive Committee. More than one award may be made concurrently.

### **Section 3**

That there be established the IEEE Connecticut Section Student Leadership Award to recognize student members who have exhibited exemplary and substantive leadership of an extraordinary nature. Nominations shall be made to the Awards Committee and its recommendations shall be approved by the Executive Committee. More than one award may be made concurrently.

### **Section 4**

The Section Chair may authorize a cash payment as part of any award issued by the Section with the approval of the Executive Committee.

## **ARTICLE X - Amendments**

### **Section 1**

Proposals for amendments to this Addendum may originate in the Section Executive Committee or by a petition signed by twenty five (25) or more voting members. Addendum revisions will be submitted to the voting Members of the Section Executive Committee no less than twenty days prior to a scheduled vote.

### **Section 2**

Amendments to or revocation of this Addendum shall be in accordance with the IEEE Bylaws, IEEE Policy and the MGA Operations Manual.