

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS

MAINE SECTION

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REFERENCES:

IEEE Constitution, Articles I & III

IEEE Bylaws, Sections 104, 403, 404, 406, 407, 502, 504, & 505

IEEE Region 1 (Northeastern Region) Regional Committee Bylaws

IEEE Central New England Council Bylaws

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Article I - Name and Territory

Section 1

The name of this organization shall be the Maine Section of the Institute of Electrical and Electronics Engineers. Abbreviated: Maine Section, IEEE.

Section 2

The territory of the Maine Section as approved by RAB, shall include the State of Maine in its entirety.

Article II - Purpose

Section 1

The purpose of this Section shall be to further the aims and ideals of the Institute and to promote the welfare of its own members. This will be accomplished by such things as:

- a. holding meetings
- b. field trips
- c. or other activities of an engineering or scientific nature
- d. or activities of interest and value to IEEE members

Article III - Membership

Section 1

All members of the IEEE with IEEE mailing addresses within the territory of the Maine Section are automatically members of this Section, unless an individual member chooses membership in a contiguous Section in accordance with IEEE Bylaws. Certain other members of IEEE residing in a contiguous territory may become members of the Maine Section in accordance with IEEE Bylaws.

Section 2

All Fellows, Senior Members and Members of the Maine Section shall be entitled to vote and hold office. Associates shall be entitled to vote but not to hold office. Student members shall not have the right to vote, nor to hold office.

Article IV - Officers

Section 1

Elected Officers of the Section shall be a Chair, Vice-Chair, Secretary, Treasurer, and two Members-at-Large of the Executive Committee. The Chair, at the expiration of his/her term of office, shall serve as Junior Past Chair, and be a member of the Executive Committee for the following year. Members-at-Large shall be elected for a period of two years. All other officers shall hold office for the Section year.

Section 2

The Section Chair manages the operation of the Section.

Summary of Duties and Responsibilities:

1. is familiar with the IEEE constitution, IEEE Bylaws and Section Bylaws.
1. is responsible for keeping the Section Bylaws current.
2. is responsible for the operation of the Section to maximize determination and satisfaction of Section member needs with the resources available.
3. presides at meetings of the Section and the Section Executive Committee.
1. presents appointments of committee chairs to the Executive Committee for review.
2. is responsible for assuring that all Section Officers, Committee chairs, and Chapter Chairs are properly trained for their jobs.
1. serves as the Section representative on the Regional Committee.
2. is responsible for the transfer of Section records to the new Section Chair at the end of the administrative year.

Section 3

The Section Vice-Chair performs the duties of the Section Chair in the absence of the Section Chair.

Summary of Duties and Responsibilities:

1. is responsible for performing the duties of Section Chair whenever the Section chair is unable to do so.
2. is responsible for becoming familiar with the duties of the Chair and undertakes other responsibilities assigned by the Section Chair.
1. shall serve as Chairman of the Section Program Committee.
2. prepares an annual report of Section activities.
3. shall meet with the Chapter Officers to coordinate planning meetings.

Section 4

The Secretary shall perform the duties and obligations usually pertaining to that office. The Secretary shall provide to IEEE Field Services a meeting report for each Section or Chapter meeting held during the prior calendar year, by February 1st of each year. The Secretary shall also provide to IEEE Field Services an updated list of Section Officers and Chapter and Committee Chairmen

within twenty days of any elections or changes. The Secretary is also responsible for the historical records of the activities of the Maine Section.

Section 5

The Treasurer manages the funds of the Section.

Summary of Duties and Responsibilities:

1. is responsible for the proper transfer of Section financial records at the beginning and end of each administrative year.
1. is responsible for maintaining accurate records for all Section financial transactions.
2. is responsible for the banking of Section funds.
3. will prepare the annual budget for the Section Chair to submit to the Executive Committee no later than October 15th for the upcoming Section year.
1. refers expenses outside the budget to the Section Chair for action.
2. is responsible for assuring that all Section expenditures are made in accordance with IEEE policy.
3. is responsible for submitting financial statements to IEEE Headquarters, as defined in the Financial Operations Guide, by February 1st of each year. Not later than February 15th the accounts of the Treasurer shall be subject to audit by a committee of three appointed by the Chair.

Section 6

The Members-at-Large are responsible for arrangements for the Section's annual meeting. They will also assist the other officers in performing their duties, as requested.

Article V - Committees

Section 1

Standing Committees of this Section shall include:

1. Program Committee
1. Publicity Committee
 - a. Membership Development Chair
 - b. Newsletter Editor
 - c. Webmaster
 - d. GOLD Chair
2. Public Relations Committee
3. Professional Activities Committee
4. Educational Activities Committee
5. Student Activities Committee

and such other committees as may be required at the discretion of the Executive Committee.

Section 2

The Chairs of all Committees will be appointed by the Section Chair, with the approval of the Section Executive Committee. The Section Chair shall be an ex-officio member of all Section Standing Committees. Each Standing Committee Chair term will expire at the end of each Section year and must be re-appointed each successive year.

Section 3

The personnel of any standing or special committee may be appointed by its chair, subject to the discretion of the Executive Committee.

Article VI - Management

Section 1

This Section shall be governed by an Executive Committee consisting of the Chair, Vice-Chair, Secretary, Treasurer, two Members-at-Large, Junior Past Chairman, and one representative from each of the Section's Chapters. (Currently Communications, Computer/Electron Device, and Power Engineering/Industrial Applications)

Summary of Duties and Responsibilities:

1. assists in the establishment of the policies, goals, and long range plans of the Section.

1. advises on the operating plan prepared by the Section Chair, including the annual calendar of events.
 2. Approves the Section Bylaws, subject to the approval by the Regional Director.
 3. Fills vacancies in offices between annual elections.
 4. is responsible for identifying talent that could be utilized by the Section.
1. advises on Committee Chair appointments
 2. advises on the annual Section budget and disbursement of funds.
 3. approves the annual Section audit.
 4. approves Section nominations for IEEE awards.
1. maintains the necessary permanent records of the Section.

Section 2

Meetings of the Executive Committee shall be held at the call of the Chair, or of any three members of the Executive Committee, at such times and in such places as may be designated.

Section 3

Five or more members shall constitute a quorum. If only four members are present for such a meeting, a fifth may be designated from the Standing Committee Chairs in the following hierarchy: Membership Development; Public Relations; Professional Activities; Educational Activities; Student Activities. The presiding officer at Executive Committee meetings will vote only in case of a tie.

Section 4

Executive Committee business may be conducted by mail or telecommunications when desirable. Concurrence by at least five members of the Executive Committee shall be required to transact such business.

Section 5

Notices and minutes of all Executive Committee meetings, and a record of any Executive Committee business conducted by mail, electronic mail, or telecommunications, shall be given to each member of the Executive Committee and Standing Committee Chairmen within 1 month of the meeting date.

Section 6

Any committee member may be removed for just cause by the Executive Committee at any Executive Committee meeting upon the vote of at least 75 percent of the total Executive Committee membership, provided:

1. a motion to that effect shall have been made at a similar meeting at least thirty days previously
 1. that a copy of such motion together with a statement of charges shall have been delivered within seven days to the Committee member in question.
- Such committee member shall have the right of defense.

An officer's absence for more than half of, or for three consecutive, Executive Committee meetings will be considered as cause for removal.

Section 7

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

Section 8 All committee members shall receive a copy of these Bylaws. Any Section member shall also receive a copy of these Bylaws upon request.

VII. Nomination and Election of Officers

Section 1

Not later than January 15 of each year, and with the approval of the Executive Committee, the Chair of the Section shall appoint a Nominating & Awards Committee of the three most recent past Section Chairs. If any of the three cannot serve, the Chair shall appoint up to three Section members who are not current Section officers to serve on the Nominating & Awards Committee.

Section 2

The Nominating and Awards Committee shall nominate a regular ticket consisting of one candidate each for Chair, Vice-Chair, Secretary, Treasurer, and a candidate for the office of Junior Member-at-Large of the Executive Committee.

The Nominating and Awards Committee shall also consider nominations for:

1. Section and Regional awards,
2. Advances to higher grades of membership,
3. The office of Regional Director, and
4. Candidates for service on IEEE Committees and Boards.

Section 3

The Nominating & Awards Committee shall give preference to a re-nomination of each officer to a second term, if the second term is mutually desirable by both the officer and the committee. The consecutive period of service in any one office shall not exceed three years without approval by the Region 1 Director and the Regional Activities Board.

The Nominating and Awards Committee shall guide its actions by the following provisions:

1. The nominee for the office of Chair preferably may be the Section Vice-Chair.
2. The nominee for the office of Vice-Chair preferably may be the Section Secretary.
3. The nominee for the offices of Secretary and Treasurer shall preferably be chosen from Section members who have served on the Executive Committee.
4. Consideration shall be given to providing an equitable distribution of officers by geography and by professional interest.

Section 4

The Nominating & Awards Committee shall notify the Secretary of its nominations by February 14. The Section membership shall be notified, not later than April 1, of the nominations made by the Nominating and Awards Committee. In the Section membership notification, Article VII Sections 5, 6, and 7 (excluding numbered paragraphs) shall be reprinted.

Section 5

Nominations for any or all offices may be made by petition under the following provisions:

1. Such petition or petitions shall bear the personal signature of at least 10 voting members of the Maine Section.
 2. Such petition or petitions must be delivered to the Secretary not later than March 1.
1. The nominee or nominees covered by such petition or petitions shall be included in the regular ballot, and designated as such.

Section 6

If no nominations by petition are received by the Secretary as outlined under Article VII, Section 5 of these Bylaws; then no further announcement to the Section membership is necessary, and the election, by voice vote, shall be held at the Annual meeting.

Section 7

If there develops a contest for any elective office as provided for under Article VII, Section 5 of these Bylaws, then an election by written ballot shall be held:

1. Not later than April 10 of each year, the Secretary shall prepare and mail to each Section member entitled to vote under Article III of these Bylaws: an official ballot, and an official pre-addressed return ballot envelope. The official ballot shall contain the names of all nominees duly proposed in accordance with these Bylaws.
2. Only official ballots shall be counted, and to be accepted shall be enclosed in the sealed official ballot envelope. This official ballot envelope must bear the signature of the voting member and must reach the Secretary not later than 12 o'clock noon, May 1st.

3. A committee of three or more tellers, members not nominated for office, shall be appointed by the Section Chairman prior to May 1st. This committee shall convene and shall receive from the Secretary by May 10th, unopened, all election ballots received by the Secretary in accordance with these Bylaws. The Secretary shall check the name on the official ballot envelope against the authentic, up-to-date list of the IEEE members of the Section, separating unopened, any and all ballots from ineligible persons. These ballots shall not be counted.

Three copies of the results of the election shall be made, each bearing the personal signature of each member of the committee of tellers, together with the date of the count. One such copy shall be delivered by May 15 to the Secretary and one to the Section Chair. The third copy shall remain in the possession of the Chairman of the committee of tellers until after announcement of the election results. The copy delivered to the Secretary shall be retained in the permanent files of the Section.

4. In case of a tie vote for any office, it shall be resolved in favor of one of the candidates so tied by a majority of the votes cast by the members of the Executive Committee to be called immediately after the count of votes by the tellers; a record of such vote shall be entered in the minutes of said meeting of the Executive Committee.

5. At the first Section meeting after the tellers' report has been received by the Secretary (but no later than the Annual Meeting) the presiding officer shall read the report of the committee of tellers and shall declare duly elected the eligible candidate receiving the greatest number of votes for each office.

Section 8

Duly elected officers shall assume their official duties on the first day of the Section year succeeding their election and shall hold office for one year, or until their successors take office. The Section year shall be January 1 - December 31. The Secretary shall provide Headquarters with the names and addresses of the new officers within 20 days of their election.

Section 9

Any vacancy occurring within the Executive Committee shall be filled by Executive Committee appointment. Any person so appointed shall hold office until the next succeeding election.

Article VIII - Meetings

Section 1

A minimum of five meetings shall be held during each calendar year at such times and places as may be designated by the Program Committee and approved by the Executive Committee. An Annual Section Meeting will be held in May or June as desired.

Section 2

Members of this Section shall be notified of the time, place, and subject of each Section meeting. Student Branch Chairmen within the Section territory shall also be notified of the time, place, and subject of Section meetings.

Section 3

No section or chapter meetings shall be held during Electro week.

Section 4

A majority shall constitute a quorum at all committee meetings.

Article X - Finances

Section 1

All expenditures of Section funds must be approved by the Executive Committee. Normal operations expenditures shall be approved in the yearly budget. Special projects funds shall be approved by a majority vote at a full quorum Excom meeting.

Section 2

Without prior authorization of the Executive Committee, Section funds can be used only for normal operations of the Section.

Section 3

The Treasurer or the Chair shall be authorized to draw funds as approved by the Section Executive Committee.

Section 4

IEEE members shall pay no Section dues.

Section 5

Persons not members of the Maine Section due to circumstances acceptable to the Executive Committee may have their names placed on the mailing list to receive copies of all meeting notices, etc. upon payment in advance of an annual fee to be established by the Executive Committee to cover the cost of this mailing. A list of all persons on the Section mailing list who are not members of the Maine Section shall be reported to the Section Chairman each year, by December 31.

Article X - Society Chapters

Section 1

A Chapter of a Society, or a joint Chapter of more than one Society, may be promoted by the Section, or by a Society, or by their respective members, by submitting a petition signed by twelve (12) or more members of the Section (other than students) who are members of or pledge themselves to become members of the Society. In the case of joint Chapters, the petition shall contain at least three signatures of members from each Society involved.

A Chapter shall be deemed established after approval of the petition by the Executive Committee of the Section, and the consent of the Region 1 Director and the Society President(s).

Changes between joint and single chapters require the same approvals. However, no petition is required.

Section 2

No Chapter shall hold a meeting nor arrange a time and location for that meeting without approval by the Section Executive Committee. Notices of all meetings sponsored by a Chapter shall be given to all Section members and Society Affiliates. A Chapter shall hold at least two technical meetings each calendar year.

A Chapter shall assist its associated Society in promoting IEEE sponsored symposia, technical conferences, regional meetings, etc., within the Section. The Chapter shall be responsible for coordination with the Section on such meetings.

Section 3

A Chapter may elect its own Chair and other desired officers. Those elected shall hold the grade of Fellow, Senior Member, or Member. The Section Secretary shall be notified of election results within one week of all Chapter elections. Also, the Section Secretary shall be notified of all Chapter Bylaws changes.

Section 4

The Section is responsible for Chapter management, and shall have control of all Chapter assets. The Section Executive Committee may allow a Chapter to administer its own funds. These funds may include: receipts from associated Societies or Technical Councils, or receipts from Chapter-sponsored programs, or other sources as allowed by the Section Executive Committee.

If a Chapter administers its own funds, it will provide a financial report to the Section Treasurer by January 15, for the prior calendar year. Also, all Chapter's accounts are subject to audit as described in Article IV, Section 4.

Article XI - Society Affiliates

Section 1

The Section shall recognize each Society Affiliate with a mailing address within the territory of the Section. A list of all Society Affiliates recognized by the Section shall be reported to the Section Chairman by December 31 each year.

Section 2

Each Affiliate so recognized shall receive notices regarding meetings, symposia, conferences, conventions and other pertinent functions and activities of the Society with which he/she is affiliated.

Section 3

An Affiliate shall be entitled to attend and participate in activities of the Society with which he/she is affiliated by payment of the same charges as IEEE members.

Section 4

An Affiliate is eligible to serve only in appointive offices in the Section relating to activity of the Society with which he/she is affiliated.

Section 5

An Affiliate shall not be entitled to any other rights or privileges nor to vote for any candidate to elective office in the Section including Society activity; nor hold any such elective office.

Article XII - Councils

Section 1

The Maine Section may join a council upon approval of the Executive Committee for the purpose of coordinating the activities of the Maine Section with those of adjoining Sections.

Section 2

The Section Executive Committee shall appoint one or more representatives to a Council Committee each year. The Section representative(s) shall report to the Executive Committee on Council activities at each Executive Committee meeting, and provide copies of all Council Bylaws changes to each Executive Committee member.

Section 3

The Section may withdraw from a Council with Executive Committee approval if:

1. The Section has been a member of that Council for at least two years, and
2. it submits a petition to the Region 1 Director for approval.

Article XIII - Student Branches

Section 1

A Student Branch is normally associated with a single college, university, or technical institute, and reports to the Region 1 Director. However, in order

to promote Section-Student involvement and coordination, Student Branch Chairmen and Counselors shall be invited to attend Section Executive Committee meetings, and shall be given notices of all Section meetings. In turn, the Student Branch shall send Branch meeting notices to the Section Student Activities Chairman.

Section 2

In accordance with IEEE Bylaws, a Student Branch in the Maine Section territory will provide:

1. an Annual Report and Financial Statement by May 1, and
2. an Annual Branch Activity Plan by November 1

to the Section Student Activities Chairman and the Manager of Student Services at IEEE Headquarters.

Article XV - Amendments

Section 1

Proposed changes to these Bylaws, and the reasons therefore, shall be mailed to all Executive Committee members at least 20 days before the stipulated meeting of the Executive Committee at which the vote shall be taken. Two-thirds of all votes cast at that meeting shall be required to approve any Bylaws changes.

Section 2

Changes to these Bylaws may originate by petition providing that the petition bears the personal signature of at least 20% or 25 members of this Section, whichever is smaller, together with the date of each signature.

Section 3

Once approved by the Executive Committee, the amended Bylaws shall also be sent to the Region 1 Director for approval. A notice of any Bylaws changes shall be sent to Section members in the next scheduled mailing to the Section membership following the approval of the Bylaws changes.

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INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS
MAINE SECTION
NOTICE OF INTENT TO ELECT OFFICERS
<DATE>