

IEEE VANCOUVER SECTION ADDENDUM

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

ARTICLE I - Name and Territory

Section 1

This organization shall be known as the IEEE Vancouver Section.

Section 2

The territory of the Vancouver Section, as approved by MGA Board, includes the Province of British Columbia excluding Vancouver Island.

ARTICLE II - Membership

Section 1

Section members are Associate or higher grade members and Student members residing within the boundaries of the Section, or who live or work in a neighbouring Section and have requested Contiguous Section Membership status from IEEE MGA.

Section 2

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

Section 3

Section members of Graduate Student Member or higher grade may hold elected office, or chair a Section Committee. Student and Associate members may not chair a committee nor hold office other than the Student Branch Representative.

ARTICLE III - Officers

Section 1

The Elected Officers of the Vancouver Section shall be

1. Section Chair
2. Section Vice Chair
3. Section Treasurer
4. Section Secretary
5. Section Immediate Past Chair

Section 2

The terms of office of the Elected Officers shall be for one (1) year.

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 years. The Elected Officers shall typically be nominated through the yearly rotation as follows: The outgoing Section Secretary as the new Section Treasurer, the outgoing Section Treasurer as the new Section Vice Chair, the outgoing Section Vice Chair as the new Chair, and the outgoing Chair as the Past Chair. The incoming Section Secretary must have served as a Chapter Chair for at least one (1) year.

Section 4

Any vacancy occurring during the year shall be filled by a majority vote of the Section Executive Committee.

Section 5

The duties of the Elected Officers are available in the MGA Operations Manual.

ARTICLE IV - Standing Committees

Section 1

The Standing Committees of the Section shall be as follows:

1. Advertising and Publicity
2. Awards and Recognition
3. Communications
4. Conference Support
5. Educational Activities
6. Membership Development
7. Professional Activities

8. Student Activities

Section 2

The Chairs of the Standing Committees shall be appointed by the Section Chair with the approval of the Section Executive Committee, and their terms shall correspond to the term of office of the Elected Officers of the Section. The consecutive period of service in any one position shall normally not exceed three years however; the Section Executive Committee may approve exceptions to this requirement.

Section 3

Each Committee Chair shall appoint his/her Committee members, with the approval of the Section Executive Committee. Their terms shall correspond to the term of office of the Committee Chair.

Section 4

The duties of Standing Committees Officers shall be prepared and approved by the section executive committee and available for members to review upon request.

ARTICLE V - Management

Section 1

The management of the Section shall be by the Section Executive Committee, which shall consist of:

1. Elected Officers of the section (elected)
2. Subsection Chairs (elected)
2. Chapter Chairs (elected)
2. Affinity Group Chairs (elected)
3. Standing Committee Chairs (appointed)

The number of voting members elected must be at least one greater than those appointed. Chapter Chairs and Affinity Group Chairs, as elected by their membership, and the Past Section Chair are considered "elected" official.

Section 2

A quorum shall be necessary for the Section Executive Committee to conduct the business of the Section. A quorum shall consist of at least 7 voting members provided it includes at least three of the Elected Officers of the Section.

Section 3

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 4

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 three (3) 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. The immediate Past Section Chair will serve as Chair of the Nominating Committee. If possible the other members of the committee will be chosen from the pool of Past Chairs as long as they do not hold or intend to hold an officer position that year.

Section 2

The nominations of the Nominating Committee shall be announced to the Section membership. Following this announcement, a minimum of twenty eight (28) days shall be allowed for additional nominations by petition. A valid petition must be signed by twelve (12) or more voting members or 1% of the Section's voting membership, whichever is fewer.

Section 3

The 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. In the case of an Internet-based election, the membership shall be notified by mail of the web address (URL) and the procedure for voting in the election. Internet ballots must provide for Member identification and verification of eligibility.

Section 4

The timetable for this procedure is:

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
A ballot shall be mailed/posted on the web:	no later than 30 October

Section 5

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

ARTICLE VII - Finances

Section 1

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

Section 2

All expenditures of Section funds must be approved by the Section Executive Committee. Expenditures outside of the approved budget must be reported at the next meeting of the Section Executive Committee.

Section 3

The two out of three of Section Secretary, Section Treasurer and Section Vice-Chair shall be authorized to draw funds as approved by the Section Executive Committee.

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 Subsections, 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 - Amendments

Section 1

Proposals for amendments to this Addendum may originate by the Section Executive Committee or by a petition signed by twenty five (25) or more voting members of the Section.

Section 2

Amendments to or revocation of this Addendum shall be in accordance with the IEEE Bylaws, IEEE Policy, and the MGA Operations Manual. Such amendments must be reviewed by the IEEE Staff, and if in conflict with or adding to IEEE governance documents, approved by the Region Director and the Member and Geographic Activities Board.