

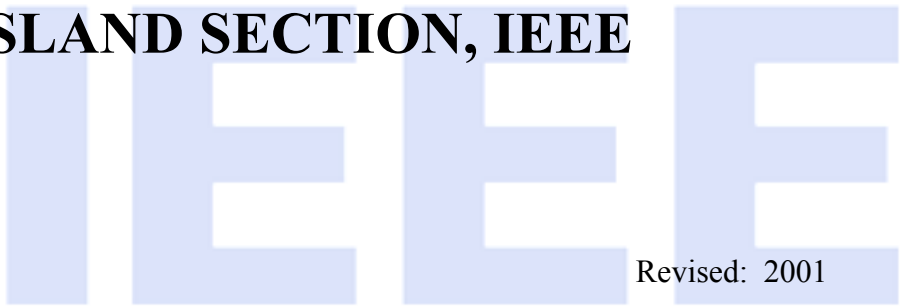
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Institute of Electrical and Electronics Engineers, Inc.

BYLAWS

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LONG ISLAND SECTION, IEEE



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I. PREAMBLE

In all instances, the Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, RAB Operations Manual and IEEE Policy and Procedures will prevail when there is a conflict between these documents and Section Bylaws.

II. NAME

The name of the Section is “The Long Island Section of The Institute of Electrical and Electronic Engineers, Inc.”, herein referred to as the L.I. Section.

III. SECTION TERRITORY

The L.I. Section territory shall encompass the counties of Nassau and Suffolk in New York State. It is established and shall operate in accordance with the Bylaws of the IEEE. Members of the L.I. Section are those members of the IEEE of all grades of membership who are registered with IEEE Headquarters as being members of the L.I. Section.

IV. MEETINGS

The L.I. Section shall schedule at least five (5) meetings each year at times and places to be determined by the Executive Committee. Technical meetings sponsored by a Society Chapter, or held as part of a special series of meetings, may be counted in satisfaction of this requirement. A Section meeting shall be held in April, May, or June, which shall be the annual meeting of the L.I. Section.

V. QUORUM

At least fifteen (15) voting members of the L.I. Section shall be present to constitute a quorum at any special meeting of the L.I. Section called for the transaction of business and requiring that a vote of L.I. Section voting members be taken. A voting member of the L.I. Section is a member of the L.I. Section of the grade of Associate or higher, as defined in the Bylaws of the IEEE.

VI. OFFICERS

A. Complement

The elected officers of the L.I. Section shall be a Chair, a First Vice-Chair, a Second Vice-Chair, a Secretary, and a Treasurer. L.I. Section officers must be members of the L.I. Section holding the grade of Member or above. Any one person cannot simultaneously hold more than one office.

The terms of these officers shall be one year, extending from January 1 to December 31, but in any case shall continue until their successors are duly elected and take office. The consecutive period of service of any one person in any one office shall not exceed years.

B. Duties

The Chair shall be solely responsible for running the affairs of the L.I. Section during his term of office, and shall be the ultimate director of policy. He shall serve as the prime representative of the L.I. Section to Region 1, to the Metropolitan Section Activities Council (METSAC), and to the Board of Directors of the IEEE.

The Chair shall

- * Direct the activity and define added responsibility of the other officers and of past Chairs.

- *Appoint all coordinators.

- *Appoint all standing committee chairs.

- *Create ad-hoc committees as required, and appoint members, including a chair, to each such committee.

- *Be the ultimate arbiter of the policies of the L.I. Section.

The Chair shall direct the activities of standing committees responsible for nominations and the election process, for legal affairs, and for liaison with other Sections of the IEEE.

The First Vice-Chair shall act temporarily as Chair in the event the Chair is not available. The Second Vice-Chair shall act temporarily as Chair in the event neither the Chair nor the First Vice-Chair is available. Additional duties of the First and Second Vice-Chairs may be assigned from time to time by the Chair.

The Secretary shall attend all meetings of the Executive Committee and all L.I. Section meetings at which Section business is to be transacted, and shall record detailed minutes thereof. The Secretary shall prepare written minutes of Executive Committee meetings, shall distribute them to Executive Committee members in a timely fashion, and shall notify Executive Committee members of the date, time, and place of each meeting called. The Secretary shall prepare and transmit all official reports of the L.I. Section, including those required by the IEEE Operations Center, unless otherwise specified herein. The Secretary shall maintain a calendar of all activities of or related to the L.I. Section. The Secretary shall prepare, for publication in PULSE or by direct mailing, all official notices to the membership.

The Treasurer shall be responsible for L.I. Section funds. The Treasurer shall receive payments for deposit into L.I. Section accounts, and shall be the member who ordinarily disburses funds and discharges fiscal obligations. The Treasurer shall maintain the financial books of the L.I. Section, prepare a monthly financial report for the Executive Committee, and

prepare and transmit to IEEE headquarters the requisite annual fiscal report. The Treasurer shall be responsible for the preparation and monitoring of budgets for all activities. The Treasurer shall supervise the Business Manager. The Treasurer and the Chair shall be the only members empowered to draw upon L.I. Section funds.

VII. ELECTION OF OFFICERS

The L.I. Section Chair shall appoint not later than June 1 a Nominating Committee and a Tellers Committee, each consisting of three or more members not then officers of the L.I. Section. A member may not simultaneously serve on the Nominating and Tellers Committees. The Senior Past Chair shall be the Chair of the Nominating Committee. The duties of the Nominating Committee shall be in accordance with the RAB Operations Manual and with the requirements herein.

Candidates for L.I. Section office shall not be members of either the Nominating or the Tellers Committees.

Nominations for L.I. Section officers shall be by two means:

1. The Nominating Committee shall nominate one full slate of candidates, and shall present the slate to the L.I. Section Executive Committee on or before July 1. Approval of the Executive Committee is not required. This slate shall be published in an issue of the PULSE on or before August 1, with a notification of the procedure for petition nominations.

2. Nominations may be made by petition during the month of August as limited herein. Petition nominations must be in writing and bear the signature of at least ten (10) voting members of the L.I. Section; they are to be delivered to the Chair of the L.I. Section or to the Chair of the Nominating Committee no later than August 28.

An election shall be held by written, mail-in ballot. The ballot shall be in the form of a dedicated one-page insert in the November PULSE. The ballot shall be prepared by the Nominating Committee, shall present all nominees for all offices on one side, shall be addressed to the Chair of the Tellers Committee on the reverse side, shall have provisions for member's signature and entering of membership grade and number, and shall include folding instructions for postal returns.

Valid ballots shall be tabulated by the Tellers Committee. Valid ballots are those received by the Tellers Committee by November 23, and containing the member's signature, grade, and membership number.

An officer will be deemed elected if he receives a plurality of the votes cast. The Tellers Committee shall report the results of the election to the Executive Committee by December 1. In

the event of a tie vote the L.I. Section Executive Committee shall choose between the nominees involved.

The election results shall be published in the first issue of PULSE after the election is verified.

Should a vacancy occur in the office of Chair of the L.I. Section, the First Vice-Chair shall take his place. A vacancy in any other office shall be filled through appointment by the Chair, with the approval of the Executive Committee. In either case the new officer shall complete the unexpired term of the person he succeeds. Should a vacancy occur for an officer-elect, a replacement shall be appointed by the then presiding Chair, with the approval of the Executive Committee.

In the above paragraph, a vacancy is defined as either:

1. A written statement of resignation, or
2. Abandonment of office.

Upon receipt of a written resignation, the replacement process shall take place as described above. If there is abandonment, a different process shall take place.

First the abandonment must be recognized. For the abandonment to be recognized, the officer's performance shall be duly and carefully considered by the Section Executive Committee. Situations calling for such consideration include a series of unexcused absences from EXCOM meetings, and a loss of contact with EXCOM. Vacancy by abandonment shall be confirmed by a two-thirds majority of the Section Executive Committee members present at an EXCOM meeting. Upon confirmation of the vacancy, the replacement process shall take place as defined above.

VIII. EXECUTIVE COMMITTEE

A. Government

The L.I. Section shall be governed by an Executive Committee.

B. Composition

The Executive Committee shall consist of the following;

*Officers

*Chair

*First Vice-Chair

*Second Vice Chair

*Secretary

*Treasurer

*Junior Past Chair (Chair previous year)

*Senior Past Chair (Junior Past Chair previous year)

*All Coordinators

*Chairs of all standing committees

*Chairs of all Society Chapters administered by the L.I. Section

*Liaison appointees

*Chairs of all ad-hoc committees.

Members of the Executive Committee must be voting members of the L.I. Section.

Members of the Executive Committee comprise two classes: those who have a vote on the Executive Committee (voting members) and those who do not have a vote on the Executive Committee (non-voting members). All members may introduce and second motions at Executive Committee meetings, debate motions, and participate in general discussions. Only voting members may vote on motions. Voting members of the Executive Committee shall be

*All officers

*Both Past Chairs

*All Coordinators

*Chairs of Society Chapters administered by the L.I. Section

*Those standing committee chairs and liaison appointees designated as voting members in Sec. VII.D and VII.E, herein.

C. Coordinators

The following constitute the Coordinators of the L.I. Section:

*Society Coordinator

Oversees and guides Chapter operations (single Society Chapters or joint Chapters), for all L.I. Chapters as well as for those multi-Section Chapters supervised by the L.I. Section. Maintains liaison with other METSAC Chapters.

*Student Affairs Coordinator

Maintains liaison with student chapters within the L.I. Section territory.

*Media Coordinator

Supervises and edits all L.I. Section publications, other than PULSE, supervises public relations and publication of meetings notices, and guides publication policy with respect to all L.I. Section publications other than PULSE.

Coordinators are appointed by the Chair.

D. Committees

The following are standing committees:

Award Nominations
Award Presentations
Business
 The Chair is the Business Manager (voting)
Facilities
Finance
Historical
 The Chair is the Historian
Legal Affairs (voting)
Membership Development
Nominating
Professional Activities Committee for Engineers (PACE)
 Long Island Representative (voting)
Program
Publicity and Public Relations
PULSE
 The Chair is the PULSE Editor (voting)
Tellers

Standing committee chairs shall be appointed by the elected Chair of the L.I. Section; they shall serve at the pleasure of the appointing Chair; their terms shall expire with that of the appointing Chair, except for the PULSE Editor. The PULSE Editor shall serve until he resigns or is removed by majority vote of all voting members at a L.I. Section Executive Committee meeting. Only standing committee chairs may appoint members to their respective committees, except that the requirements of Sec. VI of these Bylaws shall govern for the Nominating and Tellers Committees.

The Section Chair may appoint ad-hoc committees to serve the Executive Committee. In no case shall the term of an ad-hoc committee survive the term of the appointing Chair.

Subject to the approval of the Executive Committee, the Section Chair may establish Task Forces for special tasks to serve the Executive Committee. The term of a Task Force, which may survive the term of the Section Chair, shall be specified by the Section Chair at the time of the establishment of the Task Force. Establishment shall include designation of the Task Force chair, who shall appoint all other Task Force members. Terms and conditions of each Task Force shall be approved by a 2/3 majority of the Executive Committee members present at the meeting at which the Task Force establishment is announced. A Task Force may be disbanded prior to the expiration of its term by a duly approved motion with a 2/3 majority at any Executive Committee meeting.

E. Appointees

The following appointees serve as liaison function:

- *Industry liaison
- *METSAC liaison
- *IEEE-USA liaison (voting)

The METSAC liaison appointee shall be the Junior Past Chair.

Appointment and service of appointees shall be governed identically to those of standing committee chairs.

F. Meetings

The Executive Committee shall meet at least ten (10) times per year. The presiding officer of an Executive Committee meeting shall be the L.I. Section Chair, or in his absence, the following officers in priority order:

- *First Vice-Chair
- *Second Vice-Chair
- *Treasurer
- *Secretary

Nine voting members of the Executive Committee, including at least one officer, shall constitute a quorum for the transaction of business. A majority vote of those present shall be necessary for the passing of any motion, unless otherwise noted herein. In no case shall one person be entitled to more than one vote, notwithstanding the number of voting positions in which he may currently serve.

Executive Committee meetings shall be open to all members of the L.I. Section, except that the presiding officer may designate a meeting or a portion of a meeting to be in “executive session”, wherein the meeting shall be restricted in attendance to the voting members of the Executive Committee.

The meetings shall be conducted in accordance with the requirements of these Bylaws. Unless otherwise agreed by the voting members at each meeting, the rules of procedure shall be Robert’s Rules of Order.

IX. SOCIETY CHAPTERS

A. Formation

360 The L.I. Section shall encourage formation of Society Chapters and membership in Societies. A Chapter is defined in the Bylaws of the IEEE.

365 A Society Chapter or Joint Society Chapter may be promoted within the L.I. Section by submitting a petition to the Executive Committee in accordance with the requirements of the Bylaws of the IEEE. The petition will be approved if it satisfies the Executive Committee that sufficient interest exists within the L.I. Section to warrant the establishment of the proposed Society Chapter. Multi-Section Chapters require the approval of all of the Sections involved and agreement as to which Section is to administer the multi-Section Society Chapter; in the case of
370 a petition for a multi-Section Chapter, the Society Coordinator is to maintain communications and negotiate with the other Sections involved.

B. Organization

375 A Society Chapter shall elect at least a chair. He and any other elected officers must hold the grade of Fellow, Senior Member, or Member. The terms of these officers shall be one year, extending from January 1 to December 31, but in any case shall continue until their successors are duly elected and take office. A chair may serve more than one consecutive term, however, the chair shall not be eligible to serve a subsequent term if the society held less than two non-
380 joint meetings in the prior year under his tenure. The Bylaws of the L.I. Section shall govern.

X. OPERATING AND ADMINISTRATIVE PROCEDURES

385 A Procedures Manual, incorporating the general operating and administrative practices of the L.I. Section, consistent with but not specifically set forth in these Bylaws, shall be maintained to provide a continuity of policy. This document shall be maintained by the Legal Affairs Committee.

XI. FINANCE

A. Fiscal Year

The fiscal year of the L.I. Section shall begin on the first day of January and end on the thirty-first day of December.

B. Budget

An operating budget for the L.I. Section shall be adopted for each fiscal year, and shall be in place before the beginning of the fiscal year. A single itemized budget shall cover all Section operations, committee operations, L.I. Chapter operations, and special Section activities. The adopted budget shall be such that total expenditures may exceed total income by no more than 10% of the net assets of the L.I. Section as stated in the Treasurer's report as of November 30.

After budget adoption, each operating entity of the budget shall control expenditure so that surplus is not less than budgeted, or deficit is not greater than budgeted.

The budget may be amended in whole or in part at any time during the fiscal year, except that no amendment shall result in total expenditures exceeding total income by more than 10% of the net assets of the L.I. Section as of the previous November 30, unless approved by a 2/3 majority of the voting members present at an Executive Committee meeting.

C. Audit

The Executive Committee shall arrange for an audit of the books of the Treasurer whenever it is considered necessary. The audit shall be performed by the Finance Committee. If the Treasurer is a member of the Finance Committee, he shall not participate in the audit.

D. Bank Accounts

All unit bank accounts for the Section and its Chapters will allow for the signature authority of the IEEE Staff Director of Financial Services.

XII. PULSE

A. Publication

The L.I. Section shall publish a periodical entitled "The PULSE of Long Island" (PULSE) each month except July and August. This periodical shall announce all Section meetings and contain sufficient detail to serve as the official notice of the meetings. All operations of PULSE except those designated under B. Finance, below, shall be under the direction of the PULSE Editor.

B. Finance

435 Paid advertising may be carried by the periodical. Financial matters pertaining to PULSE shall be handled by the Business Manager. A written financial report of the previous month's PULSE operations shall be submitted as a separate item in the Treasurer's report to the Executive Committee.

C. Distribution

440 PULSE shall be mailed to all L.I. Section members, with the annual subscription rate of \$1.00 being paid from the member allowance. Subscription to other than L.I. Section members shall be \$10.00 annually. Distribution of complimentary copies, which shall be limited to 10% of the total circulation, shall be determined by the Executive Committee. The Regional Director shall receive a complimentary copy of each issue.

XIII. AMENDMENT OF BYLAWS

450 These Bylaws have been adopted in accordance with the Bylaws of the IEEE and may be amended.

Amendment to these Bylaws may be proposed as follows:

455 (a) by the Executive Committee

(b) by a voting member of the L.I. Section with the approval of the Executive Committee

460 (c) by presenting to the Executive Committee the proposed amendment, in writing, accompanied by a petition bearing the signatures of at least fifteen (15) voting members of the L.I. Section.

465 In the case of (a) and (b), above, notice of the proposed amendment shall be given to Executive Committee members at least 20 days prior to the meeting at which a vote on the proposal is to be taken, and a two-thirds majority of the Executive Committee members present is required to adopt the formal proposal. Executive Committee approval is not required in the case of (c).

470 Any proposed amendments to these Bylaws shall require a two-thirds vote of the voting members present at a special L.I. Section meeting for adoption thereof, provided that notice in writing of the proposed amendment has been sent to each voting member of the L.I. Section at least three weeks prior to such meeting.

Adopted amendments shall be transmitted to the Director of Region 1 to satisfy the requirements of the Bylaws of the IEEE.