

IEEE SOUTH SASKATCHEWAN SECTION BYLAWS

In all instances, the *Institute of Electrical and Electronics Engineers (IEEE) Constitution, IEEE Bylaws, IEEE Policies, and the MGA Operations Manual* will prevail when there is a conflict between these documents and the Section Bylaws. The use of Section Bylaws shall be allowed when required to meet the requirements of local laws.

ARTICLE I - Name and Territory

Section 1

This organization shall be known as the South Saskatchewan Section of the IEEE (or the IEEE South Saskatchewan Section).

Section 2

The geographic boundaries of the South Saskatchewan Section shall be determined by the Section Executive Committee with the approval of the Region Director and Member and Geographic Activities (MGA).

ARTICLE II - Officers

Section 1

The elected officers of the South Saskatchewan Section shall be:

- ◆ Chair
- ◆ Vice Chair
- ◆ Secretary
- ◆ Treasurer

Section 2

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

Section 3

Terms of office will be from 1 January through 31 December. Outgoing officers may continue until their successors are duly elected and take office.

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 will be available from the MGA Operations Manual.

ARTICLE III - Standing Committees

Section 1

The Standing Committees of the Section will be as follows:

- ◆ Awards
- ◆ Education Activities
- ◆ Membership Development
- ◆ Student Activities

Section 2

The Chair of the Standing Committees will be appointed by the Section Chair with the approval of the Section Executive Committee, and their terms of office shall be for one (1) year and will expire on 31 December.

Section 3

Each Committee Chair will appoint his/her Committee members, with the approval of the Section Executive Committee, and their terms of office shall be for one (1) year and will expire on 31 December.

Section 4

The duties of the Standing Committees will be available from the IEEE Canada Operations Manual.

Section 5

The Section Chair shall appoint a Representative to the Regina Engineering Society (RES). The term of office shall be for one (1) year and will expire on 31 December.

ARTICLE IV - Management

Section 1

The management of the Section shall be by the Section Executive Committee which shall consist of the elected officers of the Section, the Past Section Chair, the Chapter and Affinity Group Chairs, and the Chairs of the Standing Committees. Chapter and Affinity Group Chairs, as elected by their membership, are considered “elected” officials, as is the Past Section Chair.

The number of voting members elected must be at least one greater than those appointed.

Section 2

A majority of the Section Executive Committee shall constitute a quorum. A quorum shall be necessary for the Section Executive Committee to conduct the business of the Section.

Section 3

Meetings of the Section Executive Committee ordinarily will be held monthly and will 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 V - Nomination and Election of Officers

Section 1

A Nominating Committee consisting of three (3) or more Section members, not then officers of the Section, shall be appointed by the Section Chair with the approval of the Section Executive Committee.

Section 2

The nominations of the Nominating Committee shall be announced to the Section membership not less than six (6) weeks prior to the election date. Following this, individual voting members eligible to vote in such election may nominate candidates by petition. To be valid, the petition must be signed by 2% of the Section membership. The petition shall be completed at least 28 days before the date of the election.

Section 3

The election process shall be by secret ballot.

The Section Chair shall submit the names of up to three (3) members of the Section to serve as a Tellers Committee, to the Section for approval. After the tally of votes, the Tellers Committee shall report the results of the election to the Section Chair.

Section 4

The timetable for this procedure is as follows:

- ◆ Appointment of Nominating Committee: 1 May
- ◆ Call for Nominations: 15 May
- ◆ Announcement of Nominations: 1 October
- ◆ Close nominations by petition: 15 October
- ◆ Hold election: 15 November
- ◆ If required, a ballot shall be mailed prior to: 1 November

Section 5

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

ARTICLE VI - Business Meeting

Section 1

In order to transact business at a Section meeting, at least 50% of the members must be present to constitute a quorum.

ARTICLE VII - Finances

Section 1

All expenditures of Section funds must be approved by the Section Chair.

Section 2

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

Section 3

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

ARTICLE VIII - Amendments

Section 1

Proposals for amendments to these Bylaws may originate in the Section Executive Committee or by a petition signed by 10% or more voting members.

Section 2

Amendments to or revocation of these Bylaws shall be in accordance with the IEEE Bylaws, IEEE Canada Bylaws and the MGA Operations Manual.

Section Executive Committee Approval Signatures

Date: 22 November 2023

Region Director Signature

Date: 31 December 2023