

## *IEEE Iran Section Bylaws*

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

### **ARTICLE I - Name and Territory**

#### **Section 1**

This organization shall be known as the IEEE Iran Section, herein mostly referred to as "Section".

#### **Section 2**

The territory of the IEEE Iran Section, as approved by RAB, includes the province of Islamic Republic of Iran, as officially endorsed by the United Nations.

### **ARTICLE II – Purpose**

The Iran Section has for its purpose the advancement of the theory and practice of electrical, electronic, and computer engineering and the maintenance of high professional standards among its members, with special attention to such aims within the territory of the Section. Special attention will be made to the research and education of students and experts within the related fields through holding or sponsoring annual events, establishing engineering standards, granting awards, close collaboration with domestic and international institutions, universities and academia, industries in both private and government sectors.

### **ARTICLE III - 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 from the Regional Activities Department.

#### **Section 2**

Section members with the grade of 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, but they will be notified of Section events and are 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 IV - Officers**

#### **Section 1**

The elected officers of the Iran Section shall be:

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

**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 in office until their successors are duly elected and take office. However, no officer may serve in the same position for more than four consecutive years. The elected officers shall present themselves for re-election after the first term (two years in 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 shall be available from Regional Activities Department staff, in the RAB Operations Manual.

**ARTICLE V - Standing Committees****Section 1**

The Section Standing Committees and Subcommittees therein shall be created or dissolved by the Section Executive Committee as needed to conduct the affairs of the Section.

**Section 2**

The Standing Committees of the Section shall be as follows:

1. Awards Committee
2. Continuing Education Committee
3. Nominations Committee
4. Membership Development
5. Membership Communications (which includes Subcommittees on Section Website, Email, and section newsletter)
6. Student Activities Committee

**Section 3**

The Chairs (and Co-Chairs) of the Standing Committees shall be appointed by the Section Chair with the approval of the Section Executive Committee, and their terms correspond to the same term of office of the elected officers of the Section.

**Section 4**

Each Committee Chair (and Co-Chairs) shall appoint Committee members, with the approval of the Section Executive Committee. Committee members' end-of-terms dates shall be the same as the Chairs' end-of-term date.

**Section 5**

The duties of the Standing Committees shall be available from the RAB Operations Manual.

**ARTICLE VI - Management****Section 1**

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

1. Technical Society Chapter Chairs (or Co-Chairs)
2. Standing Committee Chairs (or Co-Chairs)

The number of voting members elected must be at least one greater than those appointed. Chapter Chairs, as elected by their membership, are considered "elected" officers, as is the Past Section Chair. Each voting member is entitled to cast a total of one vote - this is to prevent an individual who simultaneously holds more than one voting position from casting one vote for each voting position that he/she holds. A voting member may choose to abstain from a vote at his/her discretion.

**Section 2**

All members of the Section Executive Committee will receive advance notice of upcoming business meetings. Though the majority of the Section Executive Committee should be present to constitute a quorum at Section business meetings, from past experience we have found that we often have to make do with fewer Section Executive Committee members in attendance. A minimum of three (3) members of the Section Executive Committee who are present at a Section business meeting shall be necessary to constitute a quorum. A quorum shall be necessary for the Section Executive Committee to conduct the business of the Section.

**Section 3**

The Section members-at-large are able to participate in the affairs of the Section Executive Committee and may be called upon (if they are willing) to perform duties that the Chair considers necessary.

**Section 4**

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

**Section 5**

The Annual Awards Meeting shall be held during the first six months of the calendar year at a place prescribed each year by the Section Executive Committee acting upon suggestions of the Awards Committee.

**Section 6**

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

**ARTICLE VII - 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. If available to do so, the 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 and, following this, a minimum of 28 days allowed for additional nominations by petition. To be valid, the petition must be signed by three (3) or more voting members. All nominees shall be of Member Grade or higher in good standing in the IEEE prior to their nomination.

**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 by acclamation of the Section Executive Committee at the November Executive Committee meeting. 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: (suggested)

Appointment of Nominating Committee:	no later than 1 August
Announcement of Nominations/Call for petition candidates:	no later than 1 September
Close nominations by petition:	no later than 1 October
If required, a ballot shall be mailed/posted on the web prior to:	15 October
Hold Election:	15 November
Teller Announcements:	1 December

**Section 5**

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

**ARTICLE VIII - 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 Treasurer and/or Section Chair.

## **Section 3**

The Section Treasurer and Section 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.

## **Article IX - Inter-Society Affiliations**

### **Section 1**

The Section may affiliate with other National societies, including specifically, but not limited to Iranian Institute of Electrical and Electronics Engineers, Physical Society of Iran, and Iranian Optical Society, in informal relationships with no monetary or legal implications.

### **Section 2**

The affiliation should receive approval by a two-third vote of the Section Executive Committee, and it should have been reviewed by the Regional Director and approved by the Executive Committee of the IEEE.

### **Section 3**

The affiliate societies, upon their approval, could benefit from IEEE through member information exchange, access to public scientific and engineering databases, co-sponsoring events, and joint peer-reviewed periodical publications.

## **ARTICLE X – Subunits**

### **Section 1**

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

### **Section 2**

Management of each subunit will be undertaken by the Section and governed as detailed in these bylaws, including financial activity where appropriate, as well as officer and election activity.

### **Section 3**

The Society Chapter or Group shall select at least a Chair who shall have responsibility for maintaining relationships with the Section Executive Committee and adherence to the Section Bylaws. The terms of office of the Society Chapter Officers and Group Officers shall coincide with the terms of office of the Section officers. Nomination and election procedures for Society Chapter and Groups officers shall be the same as those for Section officers.

#### **Section 4**

Technical meetings of any Society or Group shall be open to all members of the Section and to the public as Section guests. All meetings shall be reported to the Section Secretary on appropriate forms as supplied for the purpose by IEEE.

### **ARTICLE XI – Removal from Elected or Appointed Position**

#### **Section 1**

Any Section member appointed or elected to any position of office may be removed for cause from that position of office by a two-thirds majority vote of the Executive Committee. IEEE headquarters shall be first informed of the pending action without naming the individual affected, and so petitioned for procedural guidance.

#### **Section 2**

Prior to any vote being taken, the member in question shall be notified in writing of the pending action and requested to appear before the Executive Committee at the time and place designated in the notice to show cause why he/she should not be removed from the position.

#### **Section 3**

If a volunteer is removed from office, IEEE headquarters shall be informed only for roster purposes that the former volunteer's position is either now vacant or being filled by someone else.

### **ARTICLE XII – Publications**

#### **Section 1**

The Section shall publish a freely available electronic newsletter, which will be the electronic media for distribution to the Section membership. This newsletter may accept paid advertising.

#### **Section 2**

The Section shall establish and use an electronic media of communications (email) with Section membership; scope and format shall be updated periodically whenever appropriate.

#### **Section 3**

In collaboration with other National scientific societies and institutions, Section shall publish peer-reviewed journals covering various topics related to the Electrical Engineering.

**ARTICLE XIII – Student Activities**

Section shall pay utmost attention to Student Activities by providing sponsorship, direct links to the IEEE resources, and granting scholarships and awards.

**ARTICLE XIV - Amendments****Section 1**

Proposals for amendments to these Bylaws may originate in the Section Executive Committee or by a petition from the membership at large and signed by seven (7) or more voting members.

**Section 2**

Amendments to or revocation of these Bylaws shall be in accordance with the IEEE Bylaws, RAB Bylaws and RAB Operations Manual. Such amendments must be reviewed by IEEE Staff, and approved by the Region 1 Director and Regional Activities Board.