

# **The Institute of Electrical and Electronic Engineers, Inc.**

## **Section Bylaws for the Benelux Section**

Nothing in these Bylaws is to be construed as to be contrary to the IEEE Bylaws, Constitution, Policies, and Procedures.

### **Article 1 - Name and Territory**

**Section 1** This organization shall be known as the Benelux Section of the Institute of Electrical and Electronic Engineers, Inc.

**Section 2** The territory of the Benelux Section, as approved by the Regional Activities Board, includes the following countries: Belgium, Netherlands, and Luxembourg.

### **Article 2 - Officers**

**Section 1** The elected officers of the Section shall be the Chairperson, the Vice-Chairperson, the Secretary, and the Treasurer. They constitute the elected members of the Section Executive Committee. The Junior Past-Chairperson, the Junior-Past-Secretary, and the Chapter Chairpersons are ex officio members of the Section Executive Committee. The Chairpersons of the standing committees are appointed officers of the Section.

**Section 2** The term of office of the elected officers shall be two years.

**Section 3** Terms of office will begin at the close of the bi-annual meeting at which an officer was elected. Outgoing officers will, however, continue until their duly elected successors have taken office.

**Section 4** Any vacancy occurring during the term of office shall be filled by a majority vote of the Section Executive Committee.

**Section 5** The duties of the elected officers shall be described in the IEEE Bylaws and in the Section Operations Guide.

### **Article 3 - Standing Committees**

**Section 1** The Standing Committees of the Section are as follows:

- Awards
- Chapter Activities Coordination
- Conference Coordination
- Educational Activities
- Membership Development
- Professional Activities
- Student Activities

This list may be expanded or restricted as needed for the good functioning of the Section.

**Section 2** The Chairpersons of the Standing Committee will be appointed by the Section Chairperson with the approval of the Section Executive Committee, and their terms will expire when new Section officers are elected, provided their succession is insured if deemed necessary. They may be reappointed. They may also resign, and the Section Executive Committee will insure continuity if deemed necessary.

**Section 3** Each Committee Chairperson will appoint his/her committee members with the approval of the Section Executive Committee, and their terms will expire on the same date as that of the Chairperson.

**Section 4** Duties of the Standing Committees will be generally as described in the IEEE Section Operations Guide.

## **Article 4 - Management**

**Section 1** The management of the Section shall be by the Section Executive Committee, which shall consist of the elected officers, the ex officio members, and the appointed officers as indicated under Article 2, Section 1.

**Section 2** A majority of the Section Executive Committee shall constitute a quorum for decisions.

**Section 3** A majority of the Section Executive Committee present shall be necessary in the conduct of its business.

**Section 4** Meetings of the Section Executive Committee ordinarily will be held twice a year and will be called by the Section Chairperson or by request of any three members of the Section Executive Committee. Considering the large distances and the inherent travel times, date and place will be arranged to suit the largest possible number of officers.

**Section 5** The fiscal year of the Section will be from 1 January till 31 December.

## **Article 5 - Nomination and Election of Officers**

**Section 1** A Nominating Committee consisting of three members, preferably not then officers of the Section, shall be appointed by the Chairperson with the approval of the Section Executive Committee.

**Section 2** The nominations of the Nominating Committee will be announced to the Section membership and, following this, a minimum of twenty-eight days will be allowed for additional nominations by petition. To be valid, the petition must be signed by ten or more voting members.

**Section 3** If only one nomination is made for each office, the nomination will be confirmed and the officers will so be elected at the bi-annual meeting. If additional nominations are made, election among the proposed alternative candidates will take place by hand raising at the bi-annual meeting.

**Section 4** The timetable for this procedure is as follows:

- Appointment of Nominating Committee at the penultimate meeting of the Section Executive Committee before the bi-annual meeting.
- Announcement of nominations by the Nominating Committee to the Section Executive Committee at the last Section Executive Committee meeting before the bi-annual meeting. This announcement shall be included with the invitation for the bi-annual meeting, to be sent to the Section Membership not later than one month before the bi-annual meeting.
- Close of nominations by petition one month after sending out the invitation to the bi-annual meeting.

**Section 5** A simple majority of the votes shall be necessary for election.

## **Article 6 - Business Meeting**

**Section 1** In order to transact business at a Section meeting, at least eight members must be present to constitute a quorum.

## **Article 7 - Finances**

**Section 1** All financial liabilities of Section funds must be approved by the Chairperson and the Treasurer prior to the engagement. These officers may delegate the decision on allocated provisions to other officers for the good functioning of the Section.

**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 8 - Amendments**

**Section 1** Proposals for amendments to these Bylaws may originate in the Section Executive Committee or by petition signed by one hundred or more voting members.

**Section 2** Amendments to or revocation of these Bylaws shall be in accordance with the IEEE Bylaws.

## **Article 9 - Geographic Provenance of the Chairperson**

**Section 1** It is a standing custom that the Chairperson shall alternatively be from the Netherlands and from Belgium or Luxembourg.

**Section 2** Within the Belgian/Luxembourgian turns, it is a standing custom to alternate between Northern region and Southern region for the Chairperson.

These Bylaws have been accepted unanimously at the Section Executive Committee meeting in Antwerpen, 31 May 1995.