



IEEE

Switzerland Section

Institute of Electrical and
Electronics Engineers

THE INSTITUTE OF ELECTRICAL & ELECTRONICS ENGINEERS, INC. SECTION SWITZERLAND BYLAWS

These Bylaws define the rules of the IEEE Switzerland Section. For questions not covered herein, the IEEE Bylaws, Constitution and Policy and Procedures apply.

ARTICLE I - *Name and Territory*

- Sec. 1. This organization shall be known as the Switzerland Section of the Institute of Electrical and Electronics Engineers, Inc.
- Sec. 2. The territory of the SWITZERLAND Section, as approved by the Regional Activities Board, includes Switzerland and Liechtenstein.

ARTICLE II - *Officers*

- Sec. 1. The elected officers of the Section shall be the Chairman, the Vice-Chairman, the Secretary-Treasurer and at most four Members at Large.
- Sec. 2. The terms of office of the elected officers shall be for 2 years. Re-Election is possible, except for the Chairman.
- Sec. 3. Terms of office will begin on the twelve-month period beginning January 1 and end the following December 31, but in any case the outgoing officers will continue until their successors are duly elected and take office.

- Sec. 4. Any vacancy occurring during the year shall be filled by a majority vote of the Section Executive Committee.
- Sec. 5. The duties of the elected officers shall be as described in the IEEE Bylaws and in the Section Operations Guide

ARTICLE III - *Standing Committee*

- Sec. 1. The Standing Committees of the Section will at most be as follows: Program Committee, Membership and Award Committee, Student Activities Committee, Publicity Committee.
- Sec. 2. The Chairmen of the Standing Committees will be appointed by the Section Chairman with the approval of the Section Executive Committee, and their terms will expire on the same periods of time as the Section Officers.
- Sec. 3. Each Committee Chairman will appoint his/her committee members with the approval of the Section Executive Committee, and their terms will expire on the same periods of time as the Section Officers.
- Sec. 4. Duties of the Standing Committees will be generally as described in the IEEE Section Operations Guide.

ARTICLE IV - *Management*

- Sec. 1. The management of the Section shall be by the Section Executive Committee, which shall consist of the elected officers, the Junior Section Chairman, the Chairmen of the Section Standing Committees as well as all chapter chairmen.
- Sec. 2. One third of the Section Executive Committee shall constitute a quorum.
- Sec. 3. A majority of the Section Executive Committee present shall be necessary in the conduct of its business. In case of equality of vote the Chairman has to take the ultimate decision.
- Sec. 4. Meetings of the Section Executive Committee ordinarily will be held tri-monthly and will be called by the Section Chairman or by a request of any three members of the Section Executive Committee.
- Sec. 5. The fiscal year of the Section shall extend from January 1 through December 31.

ARTICLE V - *Nomination and Election of Officers*

- Sec. 1. A Nominating Committee consisting of three Section Members, not then officers of the Section, shall be appointed by the Section Chairman with the approval of the Section Executive Committee.
- Sec. 2. The nominations of the Nominating Committee will be announced to the Section membership and, following this, a minimum of twenty-eight days are allowed for additional nominations by petition. To be valid, the petition must be signed by at least ten voting members.
- Sec. 3. If only one nomination is made for each office, the election will be made at the Annual Meeting. If additional nominations are made, election will be called by

ballot mailed to the membership with the vote counted by a Tellers Committee appointed by the Section Chairman.

Sec. 4. The timetable for this procedure is as follows:

Not later than July 1	Appointment of Nominating Committee
Before September 15	Announcement of Nominations
October 15	Close nominations by petition
November 15	Hold election by mailing ballots (Secretary-Treasurer).

Sec. 5. A plurality of the votes cast shall be necessary for election.

ARTICLE VI - Section Business Meeting

Sec. 1. In order to transact business at the Section Business meeting, fifteen members must be present to constitute a quorum.

ARTICLE VII - Finances

Sec. 1. All expenditures of Section funds must be approved by the Section Executive Committee.

Sec. 2. Without prior authorization of the IEEE Executive Committee, Section funds can be used only for normal operations of the Section.

Sec. 3. The Secretary-Treasurer, the Chairman or the Vice-Chairman shall be authorized to draw funds as approved by the Section Executive Committee.

Sec. 4. All funds of the Section shall be deposited in a form approved by the Section Executive Committee.

ARTICLE VIII - Amendments

Sec. 1. Proposals for amendments to these Bylaws may originate in the Section Executive Committee or by a petition signed by at least ten voting members.

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

Sec. 3. Amendments to these Bylaws are published at least two weeks before the Section Business Meeting and are approved by the Section Business Meeting.

ARTICLE IX - Subsections

Sec. 1. This Article is reserved for appropriate Bylaws covering future Subsections.

ARTICLE X - Chapters

Sec. 1. The Section shall encourage formation of Chapters and technical groups.

Sec. 2. Chapters may be constituted on a Section or local basis with the approval of the Section Executive Committee. Such chapters should strive to define and implement its scope of interest corresponding to some Society of the Institute

and should actively engage in growth and program to affiliate with the Society as a Chapter.

Sec. 3. The Section shall recognize the existence of such a Chapter when it is composed of five or more Institute members and duly approved. All Chapter meetings shall be reported to the Secretary-Treasurer on form supplied for the purpose.

Sec. 4. The Chapter shall select at least a chairman who shall have responsibility for maintaining relationships with the Section Executive Committee and adherence to Institute and Section Bylaws.

ARTICLE XI - *Inter-Society Affiliations*

Sec. 1. The Section may affiliate with other groups under policy as stated in the IEEE Section Manual provided the affiliation has been voted on favorably by a 2/3 vote of the Section Executive Committee.