

**BYLAWS OF THE FLORIDA WEST COAST SECTION  
OF THE  
INSTITUTE OF ELECTRICAL & ELECTRONICS ENGINEERS, INC.**

**I. Name and Territory**

This organization shall be known as the Florida West Coast Section of the Institute of Electrical & Electronics Engineers, Inc. Its territory shall include the counties of Charlotte, Citrus, DeSoto, Hardee, Hernando, Hillsborough, Lee, Manatee, Pasco, Pinellas, Polk and Sarasota of the State of Florida.

**II. Purpose**

Those purposes stated in the IEEE Constitution with amplification by the Section Operations Guide of the Institute of Electrical & Electronics Engineers are further implemented by these Section By-laws.

**III. Officers**

The officers of the Section shall be a Chairman, a Vice-Chairman, a Secretary and a Treasurer.

All Elected Officers must be members of the Section at the time of nomination and must maintain an active membership status throughout the term of office. They must be willing and able to serve in the capacity for which they are nominated.

**IV. Management**

- a. There shall be a Section Executive Committee which shall be the governing body of the Section, consisting of the Section Officers, the Immediate Past Section Chairman, Chairmen of all standing committees, the Editor of the Suncoast Signal, the Business Manager of the Suncoast Signal, and the Chairmen of the Society Chapters, and the Student Branch.

In addition the Chairman may appoint, subject to the confirmation by majority vote of the above members of the Section Executive committee, additional members of this Section Executive Committee from the Section membership.

- b. The Section Chairman, responsible to the Section Executive Committee, shall have general supervision of the affairs of the Section, as directed by the IEEE Section Operations Guide. He shall appoint the Chairmen of all standing committees and ad hoc committees of the Section, and the Editor of the Suncoast Signal and the Business Manager of the Suncoast Signal.

- c. The Vice-Chairman shall automatically become the Chairman when a vacancy in the Chairman's Office is created by any situation. The Vice-Chairman shall perform the duties of the Chairman in the conduct of the Section and the Executive Committee whenever the Chairman is unable to attend or participate in those activities. The Vice-Chairman shall be the Program Chairman for the Section.
- d. The Secretary shall record and distribute the minutes of all Section Executive Committee meetings. The Secretary shall keep a file of all significant correspondence, records, and reports of the Section for the administrative year. The outgoing Secretary shall prepare the Section Annual Meetings Report, summarizing all meeting activities of the Section and Society Chapters for the calendar year. The outgoing Secretary shall prepare the annual Officer Confirmation form. These annual reports shall be submitted in time to comply with the IEEE Field Services rebate deadline dates.
- e. The Section Treasurer shall be responsible for all receipts and disbursements in accordance with the Section budget. He shall be responsible for such financial reports as may be required by the Section Executive committee and by the IEEE General Manager.
- f. The Standing committees of the Section shall be the following:
  - 1. Awards and Recognition
  - 2. Membership Development
  - 3. Nominating
  - 4. Program
  - 5. Public Relations
  - 6. Educational Activities
  - 7. PACE – Professional Activities Committee for Engineers
  - 8. History

The duties of these committees shall be in general agreement with those outlined in the Section Operations Guide, with such modifications as may be suggested by the Section Chairman, subject to approval of the Executive Committee.

The Chairmen of these committees must be members of the Section at the time of nomination and must maintain an active membership status throughout the term of office. They must be willing and able to serve in the capacity for which they are appointed.

- g. The Editor of the Suncoast Signal shall be responsible for the publication of and editorial content of the Suncoast Signal, subject to the requirements of the Executive Committee.

- h. The Business Manager of the Suncoast Signal shall be responsible for soliciting and obtaining paid advertisers for the Suncoast Signal, subject to the requirements of the Executive Committee.
- i. Other ad hoc committees may be appointed to handle other affairs of the Section as needed, such as student affairs, inter-society relations, planning and the like.

#### **V. Meetings**

- a. The Section shall hold its annual meeting not later than December 31 of each year.
- b. At least 15 members shall be present to constitute a quorum at all meetings of the Section called for the transaction of regular business and requiring a vote to be taken.
- c. Notices of all regular Section meetings shall be sent to all IEEE members in the territory of the Section at least one week prior to the meeting. These notices shall contain a full statement of the time, place and business of the meeting.

#### **VI. Publications**

The Section shall publish a periodical named the "Suncoast Signal" which will be the major medium of communication with the Section membership. This periodical may accept advertising.

#### **VII. Finances**

- a. The fiscal year of the Section shall be from January 1 to the following December 31.
- b. A budget detailing the predicted fiscal operation of the activities of the Section for each fiscal year shall be prepared by the outgoing Treasurer and approved by the outgoing Executive Committee, to be ratified by the incoming Executive Committee after assuming office.
- c. Whenever the ordinary expense of the Section are in excess of the funds supplied by the IEEE, additional funds from the operation of lecture series, publication advertising, and from all other activities of the Section may be used to defray the ordinary expenses of the Section.
- d. All funds received by the Section shall be deposited in one or more accounts designated by the Section Executive Committee. The signature of the Treasurer or one other Section Officer shall be required for any withdrawal.

- e. The outgoing Treasurer will complete and balance the books and make a final report by January 31, after the close of the fiscal year, to the Executive Committee.
- f. The financial operations of the Section shall be audited by January 31, after the close of the fiscal year by a committee appointed by the incoming Chairman. This committee shall make its report to the incoming Chairman for review by the Executive Committee no later than the following Executive Committee meeting.
- g. The Treasurer shall submit a report covering the financial activities since the last previous report at each regular Executive Committee meeting. The outgoing Treasurer shall submit a Section Financial Report for the prior calendar year to IEEE Field Services no later than February 1 of the current year.

### **VIII. Election of Officers and Executive Committee Members**

- a. The following shall be elected by the Section membership:  
Chairman, Vice-Chairman, Secretary and Treasurer.
- b. Not later than August 1<sup>st</sup> of each year the Section Chairman shall appoint a Nominating Committee consisting of three or more members not currently officers of the Section.
- c. Nominations shall be made by the Nominating Committee in time for publication to the membership in October preceding the election.
- d. Additional nominations may be made by the Section membership when supported by a petition signed by at least ten voting members of the Section. These nominations must be received by the Nominating Committee not later than twenty-eight days after publication of the nominees referred to in (c) preceding.
- e. If there is no contest for any office, the election shall take place at the Annual Meeting by voice vote.
- f. In the event that there is more than one nominee for any elective office, the election shall be conducted by means of a mail ballot sent to all members and including all nominations. The ballot may be part of the "Suncoast Signal".
- g. Mail ballots must be sent out at least three weeks prior to the date of the Annual Meeting. The return must be post-marked at least one week prior to the Annual Meeting in order to be counted.
- h. A mail ballot shall be counted by a Committee of Tellers appointed by the Section Chairman, subject to the approval of the Executive Committee, consisting of three

members of the Section who are neither candidates, members of the Nominating Committee, or members of the Section Executive Committee.

- i. A simple plurality of ballots cast shall be necessary for election.
- j. The results of the election shall be reported at the Annual Meeting.
- k. The incoming officers shall assume their duties at the end of the Annual Meeting, and shall serve until the end of the next Annual Meeting.

#### **IX. Office Vacancies**

Vacancies in office occurring during the year shall be filled by Section Executive Committee action for the remainder of the unexpired term.

#### **X. Society Chapters**

Society Chapters shall be promoted by the Section in accordance with the IEEE By-laws and the IEEE Section Operations Guide.

#### **XI. Executive Committee Voting**

Conducting of business by the Executive Committee shall require a majority vote of those present at a Section Executive Committee Meeting. However, in no case may the Executive Committee take action when there are less than five (5) members present. Only members of the Executive Committee or their appointed representatives shall be permitted to vote.

#### **XII. Recall**

If for any reason the best interests of the Section seem to require a change in the governing body during the administrative year, the matter shall be duly and carefully considered and acted upon by the Section Executive Committee.

#### **XIII. Amendments**

Amendments to these By-laws may be made by 2/3 vote of those present at a Section Executive Committee Meeting provided that the text of the proposed amendment has been published to the Section membership at least twenty days in advance of the meeting, and that the committee has been notified of the intent to take a vote at that meeting, and that the amendment is in accordance with the Constitution and By-laws of the IEEE, and IEEE Statements of Policy.

**NOTE: The secretary shall furnish a copy of these By-laws to all incoming officers and committee Chairmen no later than the first executive committee meeting of the new fiscal year.**

These By-laws are available on disk in PDF, or Word format from:

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