

The Institute of Electrical and Electronic Engineers, Inc.

Power & Energy Society Chapter – Oregon Section Bylaws

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The Institute of Electrical and Electronics Engineers (IEEE) Constitution and Bylaws, IEEE Policy Manual, and Member and Geographic Activities Board (MGAB) Operations Manual shall be taken as the accurate regulation for any conflicts that may arise in these Power & Energy (PES) Chapter, Oregon Section Bylaws.

ARTICLE I – Scope and Purpose

Sec. 1 The Oregon Section, PES Chapter lies under the blanket of the IEEE PES scope, purpose, constitution, and related bylaws, providing a local connection to technical advances in the power industry around the world.

Sec. 2 As stated by the PES regarding the purpose of the Society: To be the leading provider of scientific and engineering information on electric power and energy for the betterment of society, and the preferred professional development source for our members.

ARTICLE II – Membership

Sec. 1 Members residing within the Section boundaries with an IEEE membership grade of Associate or higher and Student members are eligible to be members of the Chapter.

Sec. 2 Members with the grade of Associate or higher are eligible to vote in Chapter elections. Student members are not eligible to vote in Chapter elections.

Sec. 3 IEEE Society Affiliates are not members of the Section, however they will be notified of events and are eligible to participate.

ARTICLE III – Officers

Sec. 1 Chapter members of Graduate Student grade or higher may hold elected office or chair a Chapter Committee. Students and Associate members are ineligible for Officer or Committee Chair positions.

Sec. 2 The hierarchy of Officers in the Executive Committee of the Chapter shall be as follows:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Member(s)-at-Large

The number of Members-at-Large positions may vary depending upon the need for any particular year. Membership duties can be included with other positions as long as it does not detract from the fulfillment of that position.

Sec. 3 At the expiration of their term of office, the Chapter Chair shall remain in the Executive Committee as the Immediate Past Chair and will be eligible to vote on committee matters.

Sec. 4 The effective date for newly voted Officers is the first of January following the vote. Outgoing Officers shall continue in their positions until their elected successor takes office.

Sec. 5 The term of office shall be one year for all positions. No Officer shall serve in the same position of the Executive Committee consecutively for more than two years.

Sec. 6 Vacancies occurring during the year shall be filled by a majority vote of the Chapter Committee.

Sec. 7 The duties of the elected Officers shall be available from Regional Activities Department staff, in the MGAB Operations Manual.

Sec. 8 Meetings of the Chapter Committee shall be held regularly and called by the Chair. The standard parliamentary authority to conduct all meetings of this Chapter shall be the "Robert's Rules of Order," revised.

Sec. 9 The duties of Chapter Executive Officers shall include and are not limited to:

- Chair
 1. Organize and preside over all chapter meetings.
 2. Prepare necessary Annual Plan of Activities and Annual Report for IEEE PES.
 3. Arrange for officer elections annually.
 4. Organize the transition of positions and materials between Chapter Officers.
 5. Coordinate Chapter activities with the regional Section and PES Officers.
- Vice-Chair
 1. Assist Chapter Chair with general workload, organization of annual Chapter activities, and oversight of subcommittees.
 2. Chair membership and programming subcommittees.
 3. Perform the functions of Chair when in absence or at request.
- Secretary
 1. Record and keep minutes from all Chapter meetings.
 2. Post calendar of Chapter meetings and activities.
 3. Report newly elected officers online as they are elected.
 4. Be responsible for Chapter correspondence.
 5. Assist the Chair in keeping meeting order and following all presiding Bylaws.
 6. Organize transition of all related materials and records to the incoming Secretary.
- Treasurer
 1. Maintain all Chapter finances and accounts.
 2. Prepare budget reports to be included with the Annual Plan of Activities and Annual Report.
 3. Organize transition of all related materials and records to the incoming Treasurer.
- Member(s)-at-Large
 1. Maintain membership roster and committee assignments in coordination with Secretary.
 2. Provide reports to the Executive Committee regarding membership changes and input.
 3. Organize the publicity of all membership inclusive activities of the Chapter.

ARTICLE IV – Nomination and Election of Officers

Sec. 1 Officer positions shall be nominated by a committee of past Chapter Chairs still acting as members. The Immediate Past Chair shall be the Nomination Committee Chair. In the event one or more positions of the Nominating Committee cannot be filled by Past Chairs, the current Officers shall elect a substitute(s) to fill the vacancy(ies).

Sec. 2 The Nominating Committee shall follow these guidelines:

1. The nominee for Chapter Chair will preferably be the current Vice Chair.
2. The nominee for the Chapter Vice Chair will preferably have been the Chapter Secretary and/or Treasurer or have served in past committees.
3. The nominee for Chapter Chair shall be invited to give input on further nominations.
4. Secretary and Treasurer will be preferably nominated from among Chapter members who have either served as past Officers or have been outstanding in other aspects of the Chapter, Section, or IEEE.
5. The nominees for the position of Members-at-Large will preferably be members who have shown interest and/or are actively involved in Chapter affairs.
6. Member grade and above are eligible to nomination for any office position.

Sec. 3 Nominations will be announced and one month shall be allow for additions by petition from Chapter members. The written consent of the member being nominated shall be included in the petition.

Sec. 5 In the case only one nomination is made for each office, the election shall be declared for that nominee. If additional nominations are made, election shall be made by ballot, made available electronically, in hard copy, or by a verbal voting process during meetings of the membership.

ARTICLE V – Finances

Sec. 1 Expenditures of Chapter funds require approval from the Executive Committee. Normal operation costs may be pre-approved by the Chapter Chair.

Sec. 2 The Treasurer together with the Chair or Secretary may jointly draw Executive Committee approved expenditures.

Sec. 3 The Chapter may receive annual financial assistance from the IEEE PES based on membership and programming requirements.

ARTICLE VI – Standing Committees

Sec. 1 Standing committees may be appointed as required by the Chapter. General purpose Standing Committees are as follows:

- Program Committee: The committee shall be responsible for providing a meeting place and any equipment necessary to conduct Chapter meetings and proceedings. The Program Committee shall also be responsible for social affairs and will coordinate hospitality functions for Chapter events.
- Chapter Activities Committee: The committee shall be responsible for providing programs to develop student interest, provide educational opportunities, and coordinate participation in professional affairs within the Chapter.
- Awards Committee: The committee shall be responsible for conducting Chapter awards activities.
- Publicity and Newsletter: The committee shall be responsible for Chapter publicity and information initiatives including periodic newsletters.

Sec. 2 The Chairs of the standing committees shall be appointed by the Chapter Chair and approved by the Executive Committee. Their terms correspond to the term of office described in ARTICLE III – Sec. 5.

Sec. 3 The Chair of the committee shall appoint members to serve throughout the term of the appointing committee Chair.

ARTICLE VII – Amendments

Sec. 1 Amendments to the bylaws contained herein shall be adopted following approval by a vote of the Chapter membership. Amendment proposals may originate in the Executive Committee or by petition from membership.