

# SOUTHERN ALBERTA SECTION OPERATIONS PROCEDURES

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In all instances, the *Institute of Electrical and Electronics Engineers (IEEE) Constitution and Bylaws*, *IEEE Policies*, and *Member and Geographic Activities (MGA) Manual* shall prevail when there is a conflict between these documents and the Section Operations Procedures.

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

### **Section 1**

This organization shall be known as the IEEE Southern Alberta Section.

### **Section 2**

The territory of the Southern Alberta Section, as approved by MGA, includes the following: the entire Province of Alberta, Canada south of the parallel of the latitude N 52 degrees 14' 47" and includes the cities of Calgary, Lethbridge, Medicine Hat and Red Deer.

## **ARTICLE II - Membership**

### **Section 1**

Section membership is restricted to IEEE members of Graduate Student Member, Member, Senior Member or Fellow grade residing within the boundaries of the Section.

### **Section 2**

Section members may vote in Section elections.

### **Section 3**

With the exception of the Student Branch Representative, each member of the Section Executive Committee shall be an IEEE member of Graduate Student Member, Member, Senior Member or Fellow grade.

## **ARTICLE III - Officers**

### **Section 1**

The elected officers of the Southern Alberta 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 of the year following their election. Outgoing officers shall continue until their successors are duly elected and take office. No officer may serve in the same position for more than two consecutive terms.

### **Section 4**

Any vacancy occurring during the year shall be filled by a majority vote of the Section Executive Committee.

# SOUTHERN ALBERTA SECTION OPERATIONS PROCEDURES

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## **Section 5**

The duties of the elected officers are as follows:

1. The Section Chair shall serve as Chair for all meetings of the Section and the Section Executive Committee. The Section Chair shall exercise general supervision of the affairs of the Section in accordance with the policies and instructions of the Section Executive Committee. The Chair shall appoint the Chairs of all Standing Committees and ad hoc committees of the Section subject to the approval of the Section Executive Committee. The Chair shall be the official representative of the Section.
2. The Section Vice Chair shall assist the Chair in the coordination of all Section activities. At the request of the Section Chair or in the absence of the Section Chair, the Section Vice Chair shall chair meetings of the Section and Section Executive Committee.
3. The Section Secretary duties shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, and submission of meeting and officer reports to the Member and Geographic Activities Department at the end of each year and such other duties as are assigned to him/her by the Chair.
4. The Section Treasurer duties shall include the development of a Section budget for approval by the Section, accounting of all Section funds, keeping financial records, and submitting the Financial Operations Report of the Section to the IEEE Staff Director, Financial Services

## **ARTICLE IV - Standing Committees**

### **Section 1**

The Standing Committees of the Section may include but shall not be limited to:

1. Newsletter
2. Membership Development Committee
3. Student Activities Committee
4. By-laws Committee
5. Nominating Committee
6. Educational Activities Committee
7. Webmaster

### **Section 2**

The 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 term of office of the elected officers of the Section.

### **Section 3**

Each Committee Chair shall appoint Committee members, with the approval of the Section Executive Committee, and their terms are to be the same as the Chairs' end-of-term date.

### **Section 4**

The Chair may propose the addition or removal of Standing Committees for the Section. Such Standing Committees shall be approved the Section Executive Committee.

# SOUTHERN ALBERTA SECTION OPERATIONS PROCEDURES

---

## **ARTICLE V - Management**

### **Section 1**

The management of the Section shall be by the Section Executive Committee which shall consist of the following:

1. Elected Officers
2. Past Section Chair
3. Chapter Chairs
4. Affinity Group Chairs
5. Student Branch Chairs
6. Standing Committee Chairs

The number of voting members elected must be at least one greater than those appointed. The Past Section Chair, Chapter Chairs and Affinity Group Chairs as elected by their membership, are considered as "elected" officials.

### **Section 2**

A majority of the Section Executive Committee in attendance at the meeting shall constitute a quorum. A quorum shall normally be necessary for the Section Executive Committee to conduct the business of the Section except as allowed in Section 6 of Article V.

### **Section 3**

The Section Executive Committee shall hold a minimum of six (6) meetings plus the Annual General Meeting during the fiscal year as defined in Section 4 of Article V. All meetings shall be called by the Section Chair or by a request of any three members of the Section Executive Committee.

### **Section 4**

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

### **Section 5**

Meetings shall be open to all IEEE members as observers. Meetings shall be conducted in accordance with the current edition of "Robert's Rules of Order."

Motions shall be made for all items that involve election of officers, changes to the Section Operations Procedures, adoption of committee reports, and financial matters (Treasurers reports, proposed spending of funds, budgets etc.).

Motions shall have both a Mover and a Secunder. The chair must recognize the motion by "stating the question". Once the motion is on the floor and the chair recognized the motion, there shall be time for discussion and debate. The chair shall "call the question" to a vote after the debate period. The motion, mover & secunder and the outcome of the vote shall be recorded in the meeting minutes.

# SOUTHERN ALBERTA SECTION OPERATIONS PROCEDURES

---

## **Section 6**

Electronic motions and voting may be made as an alternative to conducting the Section business during scheduled Section Executive Committee meetings where expedited motions approvals are needed, or where quorums are not reached in scheduled meetings.

Electronic motions shall follow the same procedures as motions made during meetings including the need for a Mover and Seconder, time for debate, vote and inclusion in the next meeting minutes.

The time for discussion and debate for electronic motions shall normally be 5 days. The time for the vote on electronic motions shall normally be 4 days.

At least 50% of the Executive Committee Members must cast a vote for the vote to be valid. All Executive Committee Members must be copied when each vote is cast so that voting is transparent.

The Chair shall inform the Section Executive Committee of the outcome of the electronic motion.

## **ARTICLE VI - Nomination and Election of Officers**

### **Section 1**

A Nominating Committee consisting of three (3) appointed members, not then officers of the Section, nor intending to stand as candidates for office, shall be approved by 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 a minimum of one percent of the voting members of the Section, except in no case shall more than 25 signatures be required.

### **Section 3**

Election of Officers will be made at the Section Annual General Meeting of members.

### **Section 4**

The timetable for the nominating procedure is as follows:

Appointment of Nominating Committee:	By February 1 of the election year
Announcement of Nominations:	By May 1 of the election year
Close nominations by petition:	By October 15 of the election year
Hold election:	By November 30 of the election year

### **Section 5**

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

# SOUTHERN ALBERTA SECTION OPERATIONS PROCEDURES

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## **ARTICLE VII - Finances**

### **Section 1**

Funds within the Section, from whatever source derived, are the property of the IEEE, and shall not be used for purposes other than the normal operations of the Section as defined in the IEEE Bylaws or published interpretation of policy, without prior authorization of the MGA Board and/or the IEEE Executive Committee, unless otherwise provided.

Funds derived from member dues (rebate funds) shall not be used for scholarships, fellowships and other education awards. The awards activities shall be supported by funds from activities all or in part specifically directed to such usage. Contributions may be accepted for such use and donations should be encouraged the use of tax-exempt mechanisms, where available.

Sections shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no Section or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE for those activities specifically prohibited in the governing documents of the IEEE or published interpretation of policy.

### **Section 2**

The Treasurer shall administer all expenditures of Section funds including funds for Society Chapters, Student Branches and Affinity Groups.

Cheques under \$1,000 shall only require one signature from an Elected Officer of the Section. Cheques \$1,000 and over shall require two signatures from Elected Officers of the Section. Cheques requiring only one signature shall not be made out to the Officer signing the cheque.

### **Section 3**

The Section Executive Committee shall approve the expenditure of all Section Funds including funds for Technical Chapters, Student Branches and Affinity Groups.

### **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 VIII – Subunits**

### **Section 1**

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

### **Section 2**

Management of the subunit will be undertaken by the Section and governed as detailed in these Operations Procedures and the Member and Geographic Activities (MGA) Manual, including financial activity where authorized, as well as subunit officer elections.

## **ARTICLE IX - Amendments**

### **Section 1**

Amendments to or revocation of these Operations Procedures shall be in accordance with the

# SOUTHERN ALBERTA SECTION OPERATIONS PROCEDURES

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Institute of Electrical and Electronics Engineers (IEEE) Constitution and Bylaws, IEEE Policies Policy and Procedures, and Member and Geographic Activities (MGA) Manual.

## Section 2

The Past Chair shall review the Operations Procedures annually and make recommendations to the Section Executive Committee for changes, additions and/or deletions.

Proposals for amendments to these Operations Procedures may also originate in the Section Executive Committee or by a petition signed by ten (10) or more Southern Alberta Section voting members.

## Section 3

Amendments to these Operations Procedures shall be approved by two-thirds vote of the Section Executive Committee.

Once approved by the Section Executive Committee the revised Operations Procedures must be reviewed for compliance by IEEE Staff. This may result in further changes being required which must be approved by the Section Executive Committee.

The approval of the Region 7 President must be secured for the final version of the Operations Procedures to be placed on the consent agenda of the next Regional Board meeting.

The Section Membership shall be informed of the adoption of revised Operations Procedures.

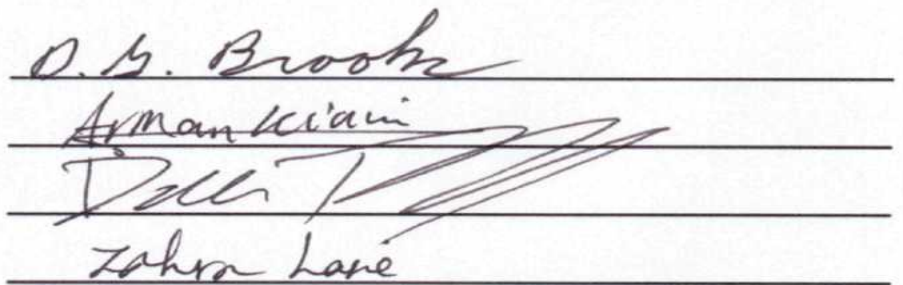
Approval Date: 19 May 2015

SAS Chair: Doug Brooks

SAS Vice Chair: Arman Kiani

SAS Treasurer: Dale Tardiff

SAS Secretary: Zahra Lari



The image shows four handwritten signatures on a document, each written on a horizontal line. From top to bottom, the signatures are: "D. G. Brooks", "Arman Kiani", "Dale Tardiff", and "Zahra Lari".