



ADDENDUM BYLAWS OF THE IEEE DENVER SECTION  
RATIFIED AUGUST 10, 2010

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

## ARTICLE I - Name and Territory

### Section 1

This organization shall be known as the IEEE Denver Section.

### Section 2

The territory of the IEEE Denver Section, as approved by MGA, includes the following Counties:

- **Denver Section:** Broomfield, Clear Creek, Delta, Douglas, Eagle, Elbert, Jefferson, Mesa, Montrose, Pitkin, Summit, Washington, Yuma, and all counties north of said counties in Colorado, excluding those counties in the High Plains Section.

## ARTICLE II - Membership

### Section 1

Section members are those individuals of Associate or higher grade membership and Student members residing within the boundaries of the Section, or who live or work in a neighboring Section and have requested Contiguous Section Membership status from the Regional Activities Department.

### Section 2

Section members with the grade of Associate or higher may vote in Section elections. Student members are not eligible to vote in Section elections. IEEE Society Affiliates are not members of the Section, but they will be notified of Section events and welcome to participate.

### Section 3

Section members of Graduate Student Member or higher grade may hold elected office, or chair a Section Committee. Students and Associate members may not hold office nor chair a committee.

## ARTICLE III – Officers

### Section 1

The elected officers of the IEEE Denver Section shall be:

1. Chair
2. Vice Chair/Chair-Elect
3. Secretary
4. Treasurer

### Section 2

The terms of office of the elected officers shall be for one (1) year.

### Section 3

Terms of office shall begin on 1 January. Outgoing officers shall continue until their successors are duly elected and take office. However, no officer may serve in the same position for more than two (2) consecutive years.

### Section 4

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



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**Section 5**

The duties of the elected officers shall be available from Regional Activities Department staff, in the MGA Operations Manual.

ARTICLE IV – Standing Committees

**Section 1**

The Standing Committees of the Section may be as follows:

- |                              |   |                                  |
|------------------------------|---|----------------------------------|
| 1. Bylaw & Ops Manual        | 6. Membership Development                 | 11. Awards and Recognition       |
| 2. Nominations               | 7. Strategic Planning                     | Professional Activities (PACE)   |
| 3. Electronic Communications | 8. Pre-College and Educational Activities | 13. Public Relations & Publicity |
| 4. Local Conferences         | 9. Collegiate Student Branch Activities   | 14. Finance / Audit              |
| 5. Publications              | 10. Industry Relations                    | 15. Government Liaison           |

**Section 2**

The Chairs of the Standing Committees shall be appointed as necessary 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 his/her 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 duties of most Standing Committees shall be printed in the MGA Operations Manual.

**Section 5**

The Finance/Audit Committee shall consist of the Treasurer, the Chair, Vice-Chair, and the Assistant Treasurer to oversee management of the finances of the Section and completion of the L-50.

ARTICLE V – Management

**Section 1**

The management of the Section shall be by the Section Executive Committee, which shall consist of the elected officers, the immediate Past Section Chair and the following:

1. Chapter Chairs, or their delegate
2. Subsection Chairs, or their delegate
3. Affinity Group Chairs or their delegate

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

**Section 2**

A quorum shall consist of at least six (6) of the Section Executive Committee members plus the Chair or Vice Chair of the Section. A quorum shall be necessary for the Section Executive Committee to conduct the business of the Section

**Section 3**

Meetings of the Section Executive Committee ordinarily shall be held monthly and shall be called by the Section Chair or by a request of any three members of the Section Executive Committee.



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**Section 4**

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

ARTICLE VI - Nomination and Election of Officers

**Section 1**

A Nominating Committee consisting of three (3) members, not then officers of the Section, nor intending to stand as candidates for office, shall be appointed by the Section Chair with the approval of the Section Executive Committee. If available to do so, the immediate 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 ten (10) or more voting members or 1% of the Section’s voting membership, whichever is fewer. In no case shall more than 25 signatures be required.

**Section 3**

If only one nomination is made for each office, the election shall be declared by acclamation at a meeting of the Section general membership, or the Section Executive Committee. If additional nominations are made, election shall be made by ballot, mailed or made available on the Internet to the membership with the vote counted by a Tellers Committee appointed by the Section Chair. In the case of an Internet based election, the membership shall be notified by mail of the URL address and the procedure for voting in the election. Internet ballots must provide for Member identification and verification of eligibility.

**Section 4**

The timetable for this procedure is as follows:

- Appointment of Nominating Committee: .....no later than 1 August
- Announcement of Nominations/Call for petition candidates:.....no later than 15 September
- Close nominations by petition: .....no later than 15 October
- If required, a ballot shall be mailed/posted on the web prior to: .....30 October

**Section 5**

A plurality of the votes cast shall be necessary for election. The Section Chair is not a voting member unless needed to break a tie vote.

ARTICLE VII - Finances

**Section 1**

Without prior authorization of MGA and/or the IEEE Executive Committee, Section funds can be used only for normal operations of the Section. Those activities which fall outside of normal operations include donations, establishment of scholarship funds, and investment of funds outside of the IEEE Investment Program. Additional information is available from IEEE Financial Services Staff.

**Section 2**

All expenditures of Section funds must be approved by the Section Chair.

Expenditures outside of the approved budget must be reported and approved at the next meeting of the Section Executive Committee.



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**Section 3**

The Treasurer can only draw, disperse, or transfer funds that are approved by the Chair. In the event the Treasurer is unavailable, the Chair may be draw, disperse, or transfer funds only approved by the Vice-Chair.

**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. All Unit bank accounts will allow for access by at least two (2) current Denver Section officers, one of whom shall be the Section Treasurer.

**Section 5**

By 2012, all Units shall use the Concentration Banking Reporting System (CBRS) as their primary account unless explicitly approved by Section Executive Committee to use an alternative account as a replacement of, or in addition to, their CBRS account.

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 and fulfill IEEE objectives.

**Section 2**

Management of the subunit will be overseen by the Section and governed as detailed in this addendum and the MGA Operations Manual, Section 9. This shall include financial activity, elections and officer activities.

**Section 3**

Only those subunits that are wholly represented by the IEEE Denver Section or have been registered with the Denver Section as their Home Section are considered to be Subunits of the Denver Section.

ARTICLE IX - Amendments

**Section 1**

Proposals for amendments to this Addendum may originate in the Section Executive Committee or by a petition signed by 15 or more voting members.

**Section 2**

Amendments to or revocation of this addendum shall be in accordance with the IEEE Bylaws (I-309), IEEE Policy and MGA Operations Manual. Such amendments must be reviewed by IEEE Staff and if in conflict with or adding to IEEE governance documents, approved by the Region Director and the MGA.

ARTICLE X - Approvals

Approved by the Denver Section Executive Committee on August 10, 2010.

**Excom Chair:**  /s/ Richard Robinson  Aug 10, 2010

**Secretary:**  /s/ Joe Ewaskowitz  Aug 10, 2010