

IEEE NIGERIA SECTION BYLAWS

PREAMBLE

In all instances, the Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, IEEE Policy Manual, and Regional Activities Board (RAB) Operations Manual shall prevail when there is a conflict between these documents and Nigeria Section Bylaws, subject to all meetings and activities of the Section being compliance with the laws of Federal Republic of Nigeria.

ARTICLE I- Name and Territory

Section 1

This organization shall be known as the IEEE Nigeria Section.

Section 2

The territory of the Nigeria Section, as approved by RAB, includes the following: 36 states and the Capital Territory of the Federal Republic of Nigeria.

ARTICLE II- Membership

Section 1

Section members are individuals who are Students, Graduate students, Associate or higher grade membership residing within the boundaries of Nigeria, or who live or work in neighboring countries and have requested contiguous Section Membership status from the Regional Activities Department of IEEE HQ.

Section 2

Section members with the grade of Associate or higher (Members, Senior Members, Fellows, Life members) 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 member or Member or higher grade may hold elected office or chair a Section Committee. Student members and Society Affiliates may not hold office nor chair a committee.

ARTICLE III- Officers

Section 1

The elected officers of the Nigeria Section shall be

1. Chair
2. Vice Chair
3. Secretary
4. Asst. Secretary
5. Publicity Secretary
6. Treasurer

Section 2

The terms of office of the elected officers shall be for 2 years.

Section 3

Terms of office shall begin on 1 January. Outgoing officers shall continue until their successors are duly elected and taken office. However, no officer may serve in the same position for more than two consecutive terms of two years each except where there is a special EXCO resolution which shall not exceed one calendar year.

Section 4

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

Section 5

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

ARTICLE IV- Standing Committees

Section 1

The Standing Committees of the Section shall be as follows:

1. Professional Activities
2. Membership Development
3. Educational Activities
4. Publicity / Publications
5. Student Activities
6. Awards and Recognition
7. Technical Committee.

Section 2

The Section Chair with the approval of the Section Executive Committee shall appoint the Chairs of the Standing Committees, and their terms correspond to the term of office of 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 the Standing Committees shall be as printed in the RAB Operations Manual.

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 Past Section Chairs and the following:

1. Chapter Chairs
2. Standing Committee Chairs
3. Rep of Branch Counselors
4. Rep of Students (non- voting)

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

Section 2

A Majority of the Section Executive Committee shall constitute quorum. 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 shall be held monthly and shall be called by the Section Chair or by the request of any three members of the Section Executive Committee.

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 members, not then officers of neither the Section nor intending to stand as Candidates for office shall be appointed by the Section Chair with the approval of the 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 10 voting members or 1% of the Section's voting membership whichever is fewer.

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 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.

ARTICLE VII- Finances

Section 1a

Apart from the Institute's dues for members and students to be paid yearly as determined by IEEE, an annual local due (in Naira) shall be paid by every member of the Nigeria Section, the amount of which shall be fixed by the Executive Committee and rectified by the members at a Section Meeting.

Section 1b

Without prior authorization of the IEEE Executive Committee, Section funds can be used only for normal operations of the Section. Those activities that fall outside of normal operations include donations, establishment of scholarship funds and investment of funds outside of IEEE Financial Service Staff.

Section 2

All expenditures of Section funds must be within the budget approved by the Section Executive Committee or approved by the Section Chair. Expenditures outside the approved budget must be reported at the next meeting of the Section Executive Committee.

Section 3

The Treasurer and Chair shall be authorized to draw funds as approved by the Section Executive Committee.

Section 4

If permitted by government and banking regulation: all unit bank accounts will be open in the name of the IEEE Nigeria Section and will be provided for the signature authority of the IEEE Staff Director, Financial Services. All Unit bank accounts will allow for access by at least two current officers consisting of at least Chair and Treasurer.

Section 5

The financial management of Section's subunits shall comply with the policies and procedures detailed in the RAB Operations Manual Section 9.

ARTICLE VIII- Subunits

Section 1

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

Section 2

Management of the subunits will be overseen by the Section Committee and governed as detailed in these bylaws and the RAB Operations Manual Section 9, including financial activity where appropriate, as well as officer and elected activity.

Section 3

Student branch shall consist of a Branch Counselor who must be a financial member of IEEE Nigeria, elected student officials and student members as specified in the relevant RAB law.

Section 4

There shall be subsections that may be formed within the territory of Nigeria by any combinations of members and students within a region or City exceeding 15 members. The leadership must be financial members. All subsection activities are subjected to control of IEEE Nigeria Section EXCO.

ARTICLE IX- Amendments

Section 1

Proposals for amendments to these Bylaws may originate from the Section Executive Committee or by a petition signed by 25 or more voting members.

Section 2

These Bylaws may be reviewed every 5 years following a proposal from the Section Executive Committee or by a petition signed by 25 or more voting members. Such review must not be in contradiction of the IEEE Bylaws, RAB Bylaws, the RAB and Nigeria's constitution. Such review must be approved by a majority of members present at a Section's meeting.

Section 3

Amendments to or revocation of these Bylaws shall be in accordance with the IEEE Bylaws, RAB Bylaws and the RAB Operations Manual. Such amendments must be reviewed by IEEE Staff, approved by Region Director and Regional Activities Board.

Dated this 26th day of February, 2011

