

# IEEE Romania Section EMC Society Chapter Bylaws

## **Name and Purpose**

*Section 1:* This organization shall be known as the Electromagnetic Compatibility (EMC) Chapter of the IEEE Romania Section .

*Section 2:* The purpose shall be the dissemination of knowledge of the theory and practice of all aspects of EMC or the related arts and sciences, as well as the promotion of the professional development of the members.

*Section 3:* The Chapter shall sponsor meetings of the Section within the field of interest of the Chapter, shall provide the necessary personnel for the Section Committees, and shall assist in any Society symposium or conference held within the Section territory.  
The Chapter shall be responsible for the coordination with the Society on such symposia or conferences.

*Section 4:* The organization and operation of the EMC Chapter shall be in accordance with the Constitution and Bylaws of the IEEE Romania Section.

## **Membership**

*Section 5:* The members of the Chapter shall be all IEEE Section members of any grade who are also members of the Society.

*Section 6:* Affiliates of the Society with mailing addresses within the territory of the Section may be Affiliates of the Chapter.

## **Officers and Management**

*Section 7.* The Officers of the EMC Chapter shall be a Chairman, a Vice-Chairman and a Secretary /Treasurer.

*Section 8.* To be eligible for Office, a candidate must be enrolled as a member of the EMC – IEEE Romania Section and a member in good standing in the local Chapter.

*Section 9:* The term of office of all Chapter officers shall be two years or coincident with the term of Section officers. The Executive Committee shall fill vacancies of office occurring during the year.

*Section 10:* The Chapter shall be managed by an Executive Committee composed of the officers of the Chapter as stated in Section 7, the chairmen of all standing committees of the Chapter, and a representative of the Section Executive Committee *ex officio*. The Executive Committee may elect by a majority vote and appoint additional members from the Chapter. The Chairman of the EMC Chapter shall be Chairman of the Executive Committee. The Executive Committee shall be the governing body of the EMC Chapter and shall transact all business it deems advisable, including the filling of vacancies in Offices, authorization of expenditures etc.

It shall be responsible for presenting such reports to the Society, as may be required by their Bylaws, and for presenting meeting and financial reports to the Section.

*Section 11:* An Affiliate is eligible to serve only in appointive offices in the Chapter of the Society with which he/she is affiliated, or as may be authorized by the Section Executive Committee.

*Section 12:* At least six weeks prior to the last Annual Meeting of the Chapter during a term, the Chairman shall appoint a Nominating Committee that shall submit a list of candidates to the Executive Committee at least four weeks prior to that Annual Meeting.

### **Duties of the Officers**

*Section 13:* The Chapter Chairman shall have the general supervision of the Chapter in all its activities, shall preside at all meetings of the Chapter *per se* and of its Executive Committee, and shall represent the Chapter at all meetings, Sectional, Regional or otherwise, having business or activity embraced by the field of interest of the Societies.

He/she shall be an ex officio member of all standing Chapter committees.

Upon election or as soon thereafter as practicable, he/she shall appoint the standing and other necessary committees of the Chapter. He/she may prefer only to appoint the standing committees chairmen and allow them to select the individual committee members.

He/she shall establish contact with the Society Chapter Representatives (if the Societies are so structured) and establish routines to advise the Society Chapter Representatives on the following: names, business addresses and telephone numbers of incoming officers; calendar of the Chapter meetings, notices and reports of individual meetings; copies of meeting report forms; unusual events, successes and problems encountered in the Chapter operation.

*Section 14:* The Chapter Vice-Chairman shall assume the duties of the Chairman during the absence or incapacity of the latter, or when so directed by the Chairman. The Vice-Chairman shall compile the calendar of Chapter events.

*Section 15:* The EMC Chapter Secretary/Treasurer shall keep a record of all activities of the chapter and shall report same to IEEE Romania Section, together with any special reports required by EMC – IEEE Headquarters, within a reasonable time after each meeting.

The Secretary/Treasurer shall carry on all other communications necessary to the activities of the EMC Chapter.

The Secretary/Treasurer shall keep a record of the names of members in attendance at the meetings.

The Secretary/Treasurer shall receive all money and pay all debts of the Chapter authorized by the Executive Committee, and shall keep an exact account of receipts and expenditures.

*Section 16:* As soon as feasible after the election the Chairman shall appoint the chairmen of the following standing committees: Membership, Meetings and papers, Publicity and Arrangements, and any other as needed.

## **Standing Committees**

*Section 17:* The Membership Committee, acting as a part of the corresponding Section Committee, shall encourage and promote the Chapter membership requirements according to the Constitution and Bylaws of Societies, and shall keep a current list of members.

*Section 18:* The Meeting and Papers Committee, acting as a part of the corresponding Section Committee, shall promote all meetings of the Chapter and Section. It will be responsible with the organization of the Chapter meetings and with the publication of the papers presented at these meetings.

*Section 19:* The Publicity and Arrangements Committee shall be responsible for all publicity (including the web page) of the Chapter. It will keep the Section members informed of the Chapter activities and will make the proper arrangements to insure the facilities needed for the Chapter meetings.

*Section 20:* Other Standing Chapter Committees may be established by the Executive Committee as needed, to answer other requirements of Chapter members. The responsibilities and objectives of such new committees shall be precisely stated, in accordance with the Section and Chapter Bylaws.

*Section 21:* Each Standing Committee shall be coordinated by a Chairman.

## **Meetings**

*Section 22:* The Chapter is required to hold no less than two Technical Meetings a year. All technical meetings sponsored by the Chapter shall be opened to all Section members and to all affiliates of the Chapter. The Chapter shall hold such meetings in coordination with the Section or a responsible committee thereof. Notice of technical meetings promoted by the Chapter shall be sent to members and affiliates.

*Section 23:* Each member or affiliate of the Chapter shall receive notice regarding meetings, symposia, conferences, conventions, and other pertinent functions and activities of the Societies.

*Section 24:* An affiliate shall be entitled to attend and participate in activities of the Societies with which he/she is affiliated upon payment of the same charges as a member.

*Section 25:* The Annual Meeting of the Chapter shall be held in anticipation of the Annual Meeting of the Section, generally in November each year. The Chapter Chairman as decided by the Executive Committee may call the Annual Meeting of the Chapter. All Chapter members shall be notified of the time and place of the event at least two weeks in advance of the meeting. At least six Chapter members in good standing shall constitute a quorum, and a plurality vote of members attending a meeting shall be necessary to conduct business. The Chapter Chairman has a casting vote in case of a ballot.

*Section 26:* The Executive Committee of the Chapter shall hold meetings at such times as are deemed necessary to carry on the management of the Chapter, with a minimum number of one annual meeting. Meetings of the Executive Committee may be called by the Chapter Chairman at his discretion, or shall be called upon request of two of its members. No meeting shall be held unless all committee members were notified of the time and place of the event at least two days in advance of the meeting. Two thirds of the Executive Committee shall constitute a

quorum, and a plurality vote of members attending a meeting shall be necessary to conduct business unless otherwise provided to the contrary. The Chapter Chairman has a casting vote in case of a ballot.

### **Financial Activities**

*Section 27:* The Chapter shall administer and have authority over only such funds as are: (1) budgeted for it by the Section Executive Committee, or (2) awarded to it by the parent Society through the Section Treasurer.

### **Nominations and Elections**

*Section 28:* The Nominating Committee appointed pursuant to Section 11, shall forward its report to the Executive Committee. The Executive Committee shall notify the Chapter members of the nominations at least two weeks prior to the Annual Meeting. The nominations shall contain at least one name for each of the officers, and may contain additional names for the Executive Committee. No name of any candidate shall be presented without his prior consent. Nominations by Chapter members may be made by write-in votes in the case of a mail ballot, and from the floor where elections are held at the Annual Meeting. All candidates shall hold a Member, Senior Member or Fellow grade membership and shall be a member of the Societies.

*Section 29:* Every two years the members of the Chapter shall elect for a two year term the Chapter officers from the Chapter membership. The elections shall be by direct vote of members at an Annual Meeting, unless the election is held by mail ballot at least two weeks prior to said meeting. Provision for mail vote shall be made in a mail ballot. A plurality of votes cast shall elect, and in case of more than one candidate for a position the affirmative vote is assumed. The Executive Committee or its designees shall constitute a Tellers Committee.

*Section 30:* An affiliate cannot serve in an elective office in the Chapter nor vote for candidates for these offices unless authorized by the IEEE Executive Committee.

### **Amendments**

*Section 31:* Amendments to the present Bylaws may be initiated by a majority of the Chapter Executive Committee or by petition bearing six signatures of Chapter members in good standing. A two-thirds vote of the Chapter Executive Committee shall be required to approve proposed amendments for submittal to the Section Executive Committee for final approval. All changes in the Bylaws must be consonant with the Constitution and Bylaws of the IEEE, Societies, and the Section.

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**Chapter Organizer,**

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