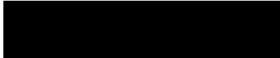


Region 5; R5; Southwestern USA - Region 5

R50011 Denver Section



02/04/2008 12:53 PM

To <p.a.lefkin@ieee.org>

cc

Subject RE: E-Notice for Centennial Subsection

Peggy,

The Denver Section informed me that the Centennial Subsection is defined by county. We cover the following counties in three states.

Colorado: Larimer, Logan, Morgan, Phillips, Sedgwick, and Weld.

Wyoming: Albany, Campbell, Carbon, Converse, Goshen, Johnson, Laramie, Natrona, Niobrara, and Platte.

Nebraska: Banner, Box Butte, Cheyenne, Deuel, Garden, Kimball, Morrill, Scotts Bluff, and Sheridan.

Finding the zip codes encompassed by these counties is either costly in money or time. The US Postal Service does not give lists for free and instead refers users to commercial providers who charge at least \$29 per county. I have found one service that is free for 20 counties a day so it took me two days to provide the attached list. Hopefully IEEE, as a high volume mailer, already subscribes to one of these databases and can easily keep the list current in the future.

Let me know when you can update our member and e-mail lists so that we can trust using them again.

Thanks,

Peter M. O'Neill  
Chairman  
Centennial Subsection of the Denver Section  
Institute of Electrical & Electronics Engineers  
E-mail: [pete\\_oneill@ieee.org](mailto:pete_oneill@ieee.org)  
<http://www.ieee-centennial.org>

-----Original Message-----

From: [p.a.lefkin@ieee.org](mailto:p.a.lefkin@ieee.org) [mailto:[p.a.lefkin@ieee.org](mailto:p.a.lefkin@ieee.org)]  
Sent: Monday, January 28, 2008 12:53 PM  
To: O'NEILL, PETER M  
Cc: [j.hale@ieee.org](mailto:j.hale@ieee.org)  
Subject: RE: E-Notice for Centennial Subsection

Dear Peter -

I would like to take you up on your earlier offer to obtain all of the postal codes in the Denver area and outline which belong to the Denver Section and which belong to the Centennial Subsection. It would be appreciated if you would work with the Denver Section chair so we know there is agreement from both units.

Once that has been established, we will notify the Region 5 Director so he is aware of the proposed changes/additions.



Thank you,  
Peggy

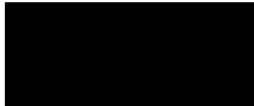
-----  
---  
Peggy Lefkin  
Supervisor - MGA Administration  
IEEE Member and Geographic Activities Department  
445 Hoes Lane  
Piscataway, NJ 08854 USA  
+1 732 562 5512 (Phone)  
+1 732 463 3657 (Fax)  
p.a.lefkin@ieee.org (E-mail)  
-----  
---

IEEE. Fostering technological innovation and excellence for the benefit  
of humanity.  
-----  
---

"O'NEILL, PETER

M"

To



<p.a.lefkin@ieee.org>

cc

01/28/2008

<j.hale@ieee.org>

12:11 AM

Subject

RE: E-Notice for Centennial

Subsection

Hello Peggy,

I am following up on my 12/21/07 reply to your message below. Have you  
been able to straighten out the Zip codes assigned to the Centennial  
Subsection vis a vis our parent Denver Section. As you may recall,

there are codes (e.g. 80525) assigned to Denver that are completely surrounded by, and well within the boundaries of, the Centennial Subsection. Furthermore, there are codes (e.g. 80528) in Centennial's area that are not assigned to either the subsection or the section. I would like to resolve this because it affects both our communication with our members via eNotice and our dues rebate.

Thanks for your assistance,

Peter M. O'Neill  
Chairman  
Centennial Subsection of the Denver Section Institute of Electrical & Electronics Engineers  
E-mail: [pete\\_oneill@ieee.org](mailto:pete_oneill@ieee.org)  
<http://www.ieee-centennial.org>

-----Original Message-----

From: [p.a.lefkin@ieee.org](mailto:p.a.lefkin@ieee.org) [mailto:[p.a.lefkin@ieee.org](mailto:p.a.lefkin@ieee.org)]  
Sent: Friday, December 21, 2007 5:16 AM  
To: O'NEILL, PETER M  
Cc: [j.hale@ieee.org](mailto:j.hale@ieee.org)  
Subject: RE: E-Notice for Centennial Subsection

Hello Peter -

We can certainly review the boundaries of both the section and subsection.  
This discussion will have to include the Denver section chair. Once both units agree on the boundaries, it should go to the Region Committee for endorsement and ultimately to the Member and Geographic Activities Board for final approval at its 16 February meeting.

Your statement is correct that members of the subsection are ultimately members of the section. However, since the subsection was created to serve the needs of the members who reside in that area, those members are segmented as members of the subsection.

On another note, I see your signature states Centennial subsection chair.  
We have Osvaldo Buccafusca as the chair of the subsection since January 2006 and your position as secretary since January 2007. Please advise if there's been a recent election and when the new officers will be reported.

Thank you,  
Peggy

-----  
---  
Peggy Lefkin  
Supervisor - MGA Administration  
IEEE Member and Geographic Activities Department  
445 Hoes Lane  
Piscataway, NJ 08854 USA  
+1 732 562 5512 (Phone)  
+1 732 463 3657 (Fax)  
[p.a.lefkin@ieee.org](mailto:p.a.lefkin@ieee.org) (E-mail)  
-----

---  
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of humanity.

---

"O'NEILL, PETER

M"

To

<p.a.lefkin@ieee.org>

CC

12/20/2007

"BUCCAFUSCA, OSVALDO"

03:19 PM

Subject

RE: E-Notice for Centennial

Subsection

Peggy,

These lists are very helpful. I see that the Centennial list has geographic holes that include me. I live and work in Fort Collins, Colorado, the heart of the Centennial Subsection, yet neither my home of 80528 nor my work in 80525 appear in the Centennial list. However, 80525 is in the Denver list while 80528 is in neither. Do you have an efficient way to re-create your list to assure complete coverage of the Centennial Subsection's area? If not, I can try to work with the Post Office to create that list for you. How should we proceed to fix the Centennial Zip Code list?

There is no overlap of these two lists despite Centennial being a subsection of the Denver Section. Wouldn't that make all Centennial Subsection members also members of the Denver Section?

Thanks,

Peter M. O'Neill

Chairman  
Centennial Subsection of the Denver Section Institute of Electrical &  
Electronics Engineers  
E-mail: [pete\\_oneill@ieee.org](mailto:pete_oneill@ieee.org)  
<http://www.ieee-centennial.org>

-----Original Message-----

From: [p.a.lefkin@ieee.org](mailto:p.a.lefkin@ieee.org) [mailto:[p.a.lefkin@ieee.org](mailto:p.a.lefkin@ieee.org)]  
Sent: Thursday, December 20, 2007 4:15 AM  
To: O'NEILL, PETER M; [pgoyal@earthlink.net](mailto:pgoyal@earthlink.net); [jjefferies@ieee.org](mailto:jjefferies@ieee.org);  
[rrobinson256@ieee.org](mailto:rrobinson256@ieee.org)  
Cc: [k.n.luu@ieee.org](mailto:k.n.luu@ieee.org); [j.hale@ieee.org](mailto:j.hale@ieee.org)  
Subject: Fw: E-Notice for Centennial Subsection

All -

Section assignments for all members in the US is automatic by zip code.  
Contiguous section assignment may be requested if you live or work in a  
section other than the address you have selected as your primary  
address.

This type of section assignment is done manually by the staff in our  
department upon request by the member.

I have attached the current geographic boundaries for the Denver section  
and Centennial subsection. Please let me know if you have additional  
questions or concerns.

Thank you,  
Peggy

(See attached file: Denver-Centennial boundaries.xls)

-----  
---  
Peggy Lefkin  
Supervisor - MGA Administration  
IEEE Member and Geographic Activities Department  
445 Hoes Lane  
Piscataway, NJ 08854 USA  
+1 732 562 5512 (Phone)  
+1 732 463 3657 (Fax)  
[p.a.lefkin@ieee.org](mailto:p.a.lefkin@ieee.org) (E-mail)  
-----

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of humanity.  
-----  
---

----- Forwarded by Peggy Lefkin/RAD/STAFF/US/IEEE on 12/20/2007 06:06 AM  
-----

Khanh

Luu/RAD/STAFF/U

S/IEEE

To

"O'NEILL, PETER M"

12/19/2007

02:59 PM

cc

<p.a.lefkin@ieee.org>,  
[REDACTED]

<jjefferies@ieee.org>,  
<rrobinson256@ieee.org>

Subject

RE: E-Notice for Centennial  
Subsection(Document link: Peggy  
Lefkin)

Hi Peter,

Please note that the notices go out to active members of an OU, who have not opted out of mailings and who have valid email addresses. Furthermore, Some ISPs/email clients block ieee.org mailings due to the large number of mailings that we send out on a daily basis.

Current Active members of the Centennial Subsection: 761 Current Active members w/filters: 652 Eligible voters w/filters: 546

---

Khanh Luu

<http://ewh.ieee.org>  
<http://www.ieee.org/enotice>  
+1 732 562 6358

"O'NEILL, PETER M"

[REDACTED]

To

12/19/2007 02:15 PM

<k.n.luu@ieee.org>

cc

<p.a.lefkin@ieee.org>,  
[REDACTED]

<jjefferies@ieee.org>,  
<rrobinson256@ieee.org>

Subject

RE: E-Notice for Centennial  
Subsection

Hi Khanh,

I am not trying to reach all Denver Section members, rather I am trying contact of the subset of them who are also in the Centennial Subsection. The Enotice list you do send my messages to gets to most of them but it misses a significant portion of them. Thus I would like to ask how you built this list, in particular did you only select those who have identified themselves as members of the Centennial Subsection in their member profile or did you select them geographically. At the section level there apparently is an automatic geographic assignment as I noticed long ago that I was listed as a Denver Section member without ever having stated so myself. I hope there is some similar way to automatically apply such a geographic assignment at the subsection level. Maybe Peggy Lefking can shed some light on this.

By the way, your service on sending out Enotices has been very fast so my only issue is with coverage.

Thanks,

Peter O'Neill  
Chairman  
Centennial Subsection

From: k.n.luu@ieee.org [mailto:k.n.luu@ieee.org]  
Sent: Wednesday, December 19, 2007 7:18 AM  
To: O'NEILL, PETER M  
Cc: p.a.lefkin@ieee.org; [REDACTED] jjefferies@ieee.org;  
rrobinson256@ieee.org  
Subject: Re: E-Notice for Centennial Subsection

Hi Peter,

If you want to reach all Denver Section members, I do need the approval from the Section Chair.

I am copying Peggy Lefkin in the hope that she can assist us with the affiliation issue.

---

Khanh Luu

<http://ewh.ieee.org>  
<http://www.ieee.org/enotice>  
+1 732 562 6358

"O'NEILL, PETER M"

To  
12/18/2007 10:10 PM

<k.n.luu@ieee.org>

cc

Subject

E-Notice for  
Centennial  
Subsection

Hello Kahn,

As secretary of the Centennial Subsection of the Denver, Colorado Section I starting using IEEE E-Notice to send out meeting and other important announcements to our membership. Though our mailings are going to over 700 people, they are still missing many of our members. I think the total IEEE members in our area is around 1,100. Some active members have told the officers that they are not receiving our E-notices.

I think the problem has to do with the member's declared affiliation. All Centennial members are automatically listed as being in the Denver Section, which is true, but not all are listed as being in Centennial as well. This was the case with outgoing chairman Osvaldo Buccasfusca. We are urging our members to enter this affiliation in their IEEE web accounts and to get IEEE email aliases but we need to do something more automatic. Is it possible for IEEE HQ to automatically register subsection membership by mailing address? I could give you a list of counties that we cover and possibly Zip codes. I open to your suggestions. Also I realize that I should take the training on the new analytics system.

Thanks,

Peter M. O'Neill  
Chairman  
Centennial Subsection of the Denver Section  
E-mail: [pete\\_oneill@ieee.org](mailto:pete_oneill@ieee.org)  
<http://www.ieee-centennial.org>



Centennial Zip Codes.xls



Denver Section	Colorado										
	<b>Adams</b>	<b>Arapahoe</b>	<b>Boulder</b>	<b>Denver</b>	<b>Denver</b>	<b>Douglas</b>	<b>Garfield</b>	<b>Jefferson</b>	<b>Mesa</b>	<b>Pitkin</b>	<b>Washington</b>
	80011	80010	80025	80201	80246	80104	81601	80001	81501	81611	80720
	80019	80012	80026	80202	80248	80108	81602	80002	81502	81612	80740
	80022	80013	80027	80203	80249	80109	81623	80003	81503	81615	80743
	80024	80014	80028	80204	80250	80116	81635	80004	81504	81642	80757
	80030	80015	80301	80205	80251	80118	81636	80005	81505	81654	80801
	80031	80016	80302	80206	80252	80124	81647	80006	81506	81656	80812
	80035	80017	80303	80207	80256	80125	81650	80007	81520		
	80036	80018	80304	80208	80257	80126	81652	80021	81521		
	80037	80041	80305	80209	80259	80129		80033	81522		
	80040	80044	80306	80210	80261	80130		80034	81523	<b>Rio Blanco</b>	<b>Yuma</b>
	80042	80046	80307	80211	80262	80131		80123	81524	81641	80727
	80045	80047	80308	80212	80263	80134	<b>Gilpin</b>	80127	81525	81648	80735
	80102	80103	80309	80216	80264	80135	80422	80128	81526		80755
	80136	80105	80310	80217	80265	80138	80427	80162	81527		80758
	80137	80110	80314	80218	80266	80163	80474	80214	81624		80759
	80221	80111	80321	80219	80271			80215	81630		80822
	80229	80112	80322	80220	80273			80225	81643		80824
	80233	80113	80323	80222	80274			80226	81646		
	80234	80120	80328	80223	80279			80227			
	80241	80121	80329	80224	80280			80227			
	80260	80122	80455	80230	80281	<b>Eagle</b>	<b>Grand</b>	80228			
	80601	80150	80466	80231	80290	80423	80442	80232	<b>Moffat</b>	<b>Routt</b>	
	80602	80151	80471	80236	80291	80426	80446	80235	81610	80428	
	80614	80155	80481	80237	80293	80463	80447	80235	81625	80467	
	80640	80160	80501	80238	80294	81620	80451	80401	81626	80469	
		80161	80502	80239	80295	81621	80459	80402	81633	80477	
		80165	80503	80243	80299	81631	80468	80403	81638	80479	
		80166	80510	80244		81632	80478	80419	81640	80483	
		80247	80516			81637	80482	80425	81653	80487	
			80516			81645		80433		80488	
			80533			81649		80437		81639	
			80540			81655		80439			
			80544			81657		80453			
						81658		80454	<b>Montrose</b>	<b>Summit</b>	
	<b>Clear Creek</b>	<b>Delta</b>						80457	81220	80424	
	80436	81410						80465	81401	80435	
	80438	81413						80470	81402	80443	
	80444	81414							81411	80497	
	80452	81415				<b>Elbert</b>	<b>Jackson</b>		81422	80498	
	80476	81416				80101	80430		81424		
		81418				80107	80434		81425		
		81419				80117	80473		81429		
		81420				80830	80480		81431		
		81428				80835					

Black Hills Subsection				Centennial Subsection					
Low	High	Low	High	Low	High	Low	High	Low	High
69122	69122	80638	80639	82620	82620	57620	57620	82723	82723
69125	69125	80642	80646	82630	82630	57626	57626	82729	82729
69128	69129	80648	80654	82633	82633	57638	57638	82730	82730
69131	69131	80701	80701	82635	82640	57640	57640		
69133	69133	80705	80705	82643	82644	57644	57644		
69141	69141	80721	80723	82646	82646	57649	57651		
69145	69145	80726	80726	82648	82648	57701	57703		
69147	69149	80728	80729	82716	82718	57706	57706		
69154	69154	80731	80734	82725	82725	57709	57709		
69156	69156	80736	80737	82727	82727	57716	57720		
69160	69160	80741	80742	82731	82732	57722	57722		
69162	69162	80744	80747	82834	82834	57724	57725		
69190	69190	80749	80751	82840	82840	57730	57730		
69301	69301	80754	80754			57732	57732		
69331	69331	82001	82003			57735	57735		
69334	69336	82005	82010			57737	57738		
69340	69341	82050	82055			57741	57741		
69343	69343	82058	82061			57744	57745		
69345	69345	82063	82063			57747	57748		
69347	69348	82070	82073			57751	57752		
69351	69353	82081	82084			57754	57756		
69355	69358	82201	82201			57758	57764		
69360	69361	82210	82210			57766	57767		
69363	69363	82212	82215			57769	57770		
69365	69365	82217	82219			57772	57773		
80504	80504	82221	82225			57775	57776		
80511	80515	82227	82227			57779	57780		
80517	80517	82229	82229			57782	57783		
80520	80528	82240	82240			57785	57785		
80530	80530	82242	82244			57787	57788		
80532	80532	82301	82301			57790	57794		
80534	80539	82321	82321			57799	57799		
80541	80543	82323	82325			69337	69337		
80545	80547	82327	82327			69339	69339		
80549	80551	82329	82329			69346	69346		
80553	80553	82331	82332			69354	69354		
80603	80603	82334	82335			69367	69367		
80610	80612	82601	82602			82701	82701		
80615	80615	82604	82605			82710	82712		
80620	80624	82609	82609			82714	82715		
80631	80634	82615	82615			82720	82721		

Denver Section:	Low	High	Low	High	Low	High
	80001	80007	80457	80457	81610	81612
	80010	80019	80459	80459	81615	81615
	80021	80022	80463	80463	81620	81621
	80024	80028	80465	80471	81623	81626
	80030	80031	80473	80474	81630	81633
	80033	80037	80476	80483	81635	81643
	80040	80042	80487	80488	81645	81650
	80044	80047	80497	80498	81652	81658
	80101	80105	80501	80503		
	80107	80113	80510	80510		
	80116	80118	80516	80516		
	80120	80131	80533	80533		
	80134	80138	80540	80540		
	80150	80151	80544	80544		
	80155	80155	80601	80602		
	80160	80163	80614	80614		
	80165	80166	80640	80640		
	80201	80212	80720	80720		
	80214	80239	80727	80727		
	80241	80241	80735	80735		
	80243	80244	80740	80740		
	80246	80252	80743	80743		
	80256	80257	80755	80755		
	80259	80266	80757	80759		
	80271	80271	80801	80801		
	80273	80274	80812	80812		
	80279	80281	80822	80822		
	80290	80291	80824	80824		
	80293	80295	80830	80830		
	80299	80299	80835	80835		
	80301	80310	81220	81220		
	80314	80314	81401	81402		
	80321	80323	81410	81411		
	80328	80329	81413	81416		
	80401	80403	81418	81420		
	80419	80419	81422	81422		
	80422	80428	81424	81425		
	80430	80430	81428	81429		
	80433	80439	81431	81431		
	80442	80444	81501	81506		
	80446	80447	81520	81527		
	80451	80455	81601	81602		

# BYLAWS OF THE DENVER SECTION OF THE IEEE

June, 1986  
Rev. - April, 1987

## I. NAME AND TERRITORY

The name of this section shall be the Denver Section of the Institute of Electrical and Electronic Engineers, hereinafter called the Section. The territory included within the Section shall consist of two subsections as described below:

The Black Hills Subsection shall contain the following Counties of Butte, Custer, Fall River, Harding, Lawrence, Meade, Pennington, Perkins and Shannon in the State of South Dakota; Crook and Weston in the State of Wyoming; and Dawes and Sioux in the State of Nebraska.

The Centennial Subsection shall contain the following Counties of Albany, Campbell, Carbon, Converse, Goshen, Johnson, Laramie, Natrona, Niobrara, and Platte in the State of Wyoming; Banner, Box Butte, Cheyenne, Deuel, Garden, Kimball, Morrill, Scotts Bluff and Sheridan in the State of Nebraska; Larimer, Logan, Morgan, Phillips, Sedgwick and Weld in the State of Colorado.

→ The Denver Section shall contain the following Counties of Yuma, Washington, Elbert, Douglas, Jefferson, Clear Creek, Summit, Eagle, Pitkin, Mesa, Delta, Montrose and all Counties north of said Counties in Colorado including the counties as listed above in Wyoming, South Dakota, and Nebraska for the Black Hills and Centennial Subsections.

The territory of the Section and its Subsections shall be approved by the IEEE Regional Activities Board, and may be enlarged, reduced or otherwise altered by the Regional Activities Board at any time in accordance with the IEEE Bylaws.

## II. FISCAL YEAR

The Section shall operate on a fiscal year beginning on January 1st and ending on December 31st of each calendar year, beginning in 1987.

## III. OFFICERS AND TERM OF OFFICE

- A. To be eligible for an office, the candidate must hold the grade of Member, Senior Member, or Fellow. In addition, Chapter officers are required to be members of the society concerned with the Chapter. Associates and Affiliates may be appointed to serve on committees only.
- B. The officers of the Denver Section shall be a Chairman, three (3) Vice-Chairmen, a Secretary and a Treasurer. All officers shall be elected annually at the Annual Business and Awards Banquet of the Denver Section, usually held in concurrence with the last meeting of the general section membership in each academic year, either in May or June. The term of office shall be for one year, concurrent with the fiscal year but in all cases shall continue until a successor has been duly elected and takes office, usually at the first meeting of the general section membership of the new fiscal year in January.

#### IV. EXECUTIVE COMMITTEE

- A. There shall be a Section Executive Committee for the purpose of managing the operations and administration of the Section in accordance with these Bylaws and the Constitution and Bylaws of the IEEE. Membership of the Executive Committee shall consist of the Section Executive Board, the Senior Past Chairman, and the Chairmen of each of the Section Standing Committees established in these Bylaws. Additional non-voting members may be appointed by the Section Chairman for a specified time or event, but in no case will their term extend beyond that of the Chairman.
- B. The Chairmen of The Denver Section Subsections shall be ex-officio members of the Denver Section Executive Committee with full voting power when present.
- C. Each Society Chapter Chairman of the Denver Section shall have representation on the Executive Committee through the Societal Chapter's Committee Chairman. Each Society Chapter Chairman shall be an ex-officio member of the Denver Section Executive Committee with full voting power when present.
- D. Members of the Region 5 Executive Committee shall be ex-officio members of the Denver Section Executive Committee with full voting power when present.
- E. Executive Committee meetings shall be called by the Section Chairman at his discretion or by a petition signed by three (3) voting members of the Executive Committee. There shall be a minimum of four (4) Executive Committee meetings, one per quarter, each fiscal year conducted within the geographic area of the Denver Section. They shall be open to all IEEE members.
- F. A minimum of a majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of business at any Executive Committee meeting.

#### V. EXECUTIVE BOARD

- A. The Denver Section Executive Committee shall have an Executive Board which is responsible for establishing the annual Section goals, proposing to the Executive Committee the annual Section agenda of activities, a proposed budget to support these activities, directing and coordinating the activities of the Standing Committees and executing those matters of business approved by the Executive Committee towards accomplishing these Section goals.
- B. Membership of the Denver Section Executive Board shall consist of the six (6) elected Section Officers, the Junior Past Chairman, the Chairman of the Awards & Nominations Committee and the Chairman of the Professional & Industrial Liaison Committee. The last two Committee Chairmen may change from year to year at the request of the incoming Section Chairman, with the approval of the other members of the Executive Board.

VI. DUTIES OF THE SECTION CHAIRMAN

- A. The Chairman, responsible to the Section Executive Committee, shall be the Senior Executive Officer of the Section and has general supervision of the affairs of the Section. He shall have such powers and duties as are provided in the IEEE and Section Bylaws, including but not limited to the following:
  - 1. To appoint the Chairmen of all Standing Committees as specified in these Bylaws.
  - 2. To make appointments for any special duties as may arise during his term of office.
  - 3. To act as Chairman of the Executive Committee and call meetings as required or necessary to properly handle the affairs of the Section in the best interests of the Section and the IEEE.
  - 4. To represent the Section (unless an alternate is designated by the Section Executive Committee) as a member of the IEEE Regional Committee and carry out such duties relating thereto as prescribed in the IEEE Bylaws.
  - 5. To conduct the election of officers at the Annual Business Meeting of the Section.
  - 6. To prepare a consolidated report at the close of his administration reviewing the activities of the Section during his term of office and furnish copies to the Regional Director, IEEE Headquarters, the incoming Section Chairman and a file copy for the Section's permanent records.
- B. The Section Chairman shall be the Senior Executive Officer of the Executive Board which shall meet at the discretion of the chairman. A minimum two-thirds vote of the Executive Board shall be required to move an item of business from the Executive Board to the Executive Committee for a vote.
- C. The Section Chairman shall preside at all meetings of the Executive Board, Executive Committee, General Section Annual Business Meeting and the Installation of the Incoming Officers.

VII. DUTIES OF THE SECTION VICE-CHAIRMEN

- A. The Section Vice-Chairmen are the principle executive officers next to the Section Chairman with the responsibility to coordinate and direct the activities of the Section Committees. The Senior Vice-Chairman is the highest officer next to the Chairman and shall perform the duties of the Section Chairman in the conduct of Section business on the Executive Committee and the Executive Board whenever the Chairman is unable to attend or participate in these activities.

- B. The Senior Vice-Chairman shall be responsible for the direction and overall coordination of the Section Program and Educational Committees. The Section Program Committee shall have overall coordination of the monthly calendar of the Section, Subsections, and Society Chapter meetings along with the other Section Committee sponsored and educational meetings; see that all meetings are properly reported in a timely matter to the Section Secretary; and rebates are paid by the Section Treasurer to the Society Chapters and Subsections.
- C. The Vice-Chairman for Student Activities shall be responsible for those activities which interact with students. These activities are in support of and are to coordinate IEEE Student Branch programs, the annual Student Paper Contest, Pre-College Math & Science programs such as the Colorado Science Fair and Science Olympiad, and administer financial support of these activities in the form of awards and grants from the Student Fund.
- D. The Vice-Chairman for Member Services shall be responsible for those activities which support the general membership. These include publication of the monthly newsletter, Professional Activities, Technical Conferences and the publicity of all Section member activities. These activities are in close coordination and support of the Section Program under the direction of the Senior Vice-Chairman.
- E. The Section Vice-Chairmen shall also fulfill any other duties assigned to them by the Section Chairman or as a result of actions taken by the Education Committee.
- F. The Section Vice-Chairmen are to appoint a Committee Chairman who can represent them at Executive Meetings in their absence.

#### VIII. DUTIES OF THE SECTION SECRETARY

- A. The Secretary, as a member of both the Executive Board and the Executive Committee, shall attend all meetings; or, if unable to attend shall arrange for an alternate and record the minutes of the meetings.
- B. He/she shall be responsible for sending out meeting notices for both Executive Board Meetings and Executive Committee Meetings.
- C. He/she shall be responsible for maintaining current records on the Section membership from information furnished by IEEE Headquarters, with assistance of the Membership Committee.
- D. He/she shall be the custodian of all records of the Section and shall pass on to his successor those records which should be retained for historical or other purpose.
- E. At the beginning of each new administration, the Secretary shall be responsible for notifying IEEE Field Services of the names of all incoming elected Section, Subsection and Chapter Officers and approved Committee Chairmen within twenty (20) days after taking office.

- F. The Section Secretary shall be responsible for notifying IEEE Headquarters of appointments to the Section Executive Committee, Subsection Chairmen, Chapter Chairmen, Committee Chairmen and other appointments or changes during the fiscal year of which the IEEE Headquarters should be advised. Names and term of newly elected officers shall be reported to IEEE Headquarters within twenty (20) days following election.
- G. The Section Secretary shall provide each new Section, Subsection, Chapter Officer and Committee Chairmen with a copy of the Denver Section Bylaws and appropriate operation guides prepared by IEEE Headquarters and other guides that may be prepared by the Section after each annual election and/or committee appointments.
- H. He/she shall maintain supplies of stationery and other forms as may be required by the Section and Subsection officers. Normally, mailing labels and other stationery supplies will be ordered, as required, from IEEE Headquarters.
- I. The outgoing Secretary shall be responsible for reporting to the IEEE Headquarters, on the prescribed form, information as to the meetings held by the Section, Subsections, Chapters, Societies and Groups. This report shall be submitted prior to February 1st of the ensuing year, which is the deadline date for rebate. The report must reach IEEE Headquarters by February 1st.

#### IX. DUTIES OF THE SECTION TREASURER

- A. Immediately following installation of officers, the incoming Treasurer shall arrange with the Auditing Committee Chairman and the outgoing Treasurer for the transfer of the Sectional financial records and funds.
- B. As a member of both the Executive Board and the Executive Committee, he/she shall attend all meetings or have another person present the current financial report.
- C. He/she shall be responsible for maintaining the Section's financial activities:
  - 1. Receipts and disbursements record.
  - 2. Deposits of all monies received by the Section in a depository approved by the Executive Committee.
  - 3. Determine funds available to the Section from IEEE Headquarters.
  - 4. Make disbursements only as authorized in the Section annual budget or as specifically approved by the Executive Committee.
- D. He/she shall work with the Section Executive Board in the preparation of a Section budget for the ensuing academic year. This budget shall be submitted for approval of the Executive Committee not later than September 15th, and may be modified as required by majority vote of those present, providing a quorum is present at any official Executive Committee Meeting.



- E. The outgoing Treasurer shall submit the Section Financial Statement, on the prescribed form, for the year ending December 31st in time to be received in IEEE Headquarters by February 1st. This is the deadline to assure March rebates are sent to the Section in March.

X. STANDING COMMITTEES

- A. The Section Chairman shall be responsible for appointing chairmen of all Standing Committees with recommendations and advice from the Executive Board. Tentative appointments may be made by the Chairman-elect prior to taking office to allow new Committee Chairmen the opportunity to learn about their committee tasks before assuming responsibility at the beginning of the next fiscal year. Committee Chairmen appointments are subject to ratification by the Executive Committee.

- B. The Standing Committees of the Denver Section shall be:  
(see Executive Committee Organizational Chart attached)

Awards & Nominations	Publicity & Publications
Professional & Industry Liaison	Professional Activities
Membership	Conference Activities
Finance	Student Fund
Section Program	IEEE Student Branches Activities
Educational Program	Pre-College Students Activities
Societal Chapters	

XI. DUTIES OF THE STANDING COMMITTEES

A. Awards & Nominations

1. The Section Awards & Nominations Committee Chairman manages the awards program of the section. The four (4) permanently endowed awards will be presented at the Annual Business and Awards Banquet in May or June. The Awards & Nominations Committee Chairman shall chair these four endowed Section Annual Awards Committees as follows:
  - a) The Section Service Award Committee shall consist of the previous award recipients, present Section Chairman, Junior and Senior Past Chairmen, who are solicited annually for nominations. The final decision rests with the Awards & Nominations Committee Chairman. The award is an engraved plaque and a check for \$100 given to an individual for dedicated services to the Denver Section over an extended number of years, usually in excess of 10 years. An individual can receive this award only once.
  - b) The Society Chapter of the Year Award Committee shall consist of the Secretary, Societal Chapters Committee Chairman, and the Senior Vice-Chairman who collectively determines the winner for the previous calendar year based on meeting reports, increases in membership and other out-reach activities. No Chapter may win this award in consecutive years. The award is a certificate and a check for \$100.

- c) IEEE Student Branch of the Year Award Committee shall consist of the IEEE Student Branches Activities Chairman, Student Fund Chairman and the Vice-Chairman for Student Activities who collectively determine the winner from nominations and other reports submitted by the Student Branch Counselors, Student Branch Officers, their school and IEEE staff. The award is an engraved plaque and a check for \$100.
  - d) The Professional Award Committee shall consist of the Professional & Industry Liaison Committee Chairman, Professional Activities Committee Chairman and the Vice-Chairman for Member Services who collectively determine the award recipient from nominations solicited of the Denver Section of the IEEE and other Professional Societies in the Denver Section area. This award will be a suitable engraved plaque. An individual can receive this award only once.
  - e) The Section Awards and Nominations Committee Chairman shall be responsible for any other awards which may be designated by the Section Executive Committee or endowed in the future.
- 2. The Awards & Nominations Committee Chairman shall be responsible for obtaining a lapel pin for the outgoing Section Chairman and obtaining certificates of appreciation and/or other recognitions at the conclusion of each fiscal year as determined by the outgoing Chairman. The outgoing Chairman will give his incoming Section Chairman's pin to the newly elected Chairman at the installation of officers.
  - 3. The Awards & Nominations Committee Chairman shall be responsible for preparing Fellow Nominations to be submitted annually and/or endorsements by the Section. Newly elected Fellows are to be recognized in an appropriate way by the Section.
  - 4. The Awards & Nominations Committee Chairman shall be responsible to submit names in nomination for higher level awards and IEEE leadership positions to the Region and other IEEE Boards and Committees when requested. He/she is assisted in this task by the Executive Board.
  - 5. The Awards & Nominations Committee Chairman shall be responsible for soliciting and recommending to the Executive Committee those names to be presented to the Section membership for the election of the next year's officers. He/she is assisted in this task by a nominating subcommittee consisting of the Junior and Senior Past Chairmen and one or more persons appointed by the Section Chairman not then an officer of the Section.

B. Professional & Industry Liaison

The Professional & Industry Liaison Committee Chairman represents IEEE on the Colorado Engineers Council (CEC) and other inter-Society, Industry and Government engineering organizations. The Professional &

Industry Liaison Committee Chairman shall be responsible to report on CEC and other Professional & Industrial Engineering activities, the coordination of the Annual Legislative Breakfast and Engineers Dinner, coordinating IEEE membership interest with Industry and Government, and conducting IEEE liaison programs to further engineering management support of IEEE membership and Government and Industry participation in IEEE activities.

C. Membership

The Membership Committee Chairman shall be responsible for encouraging all IEEE members in the Section to obtain the highest grade for which they are qualified and to promote new membership at Section, Subsection, Society Chapter, all IEEE meetings, conferences, and other professional gatherings, and to reach out for new members in those Industrial, Educational and Governmental areas where potentially qualified members can be found. The Membership Committee Chairman shall keep the Section, Subsection, Chapters and Student membership statistics and make available Membership Information and Applications to the Society Chapters and other members and non-members who request Information about IEEE.

D. Finance

The Section Treasurer shall be the Finance Committee Chairman. In addition to the duties of the Treasurer described above, the Finance Committee Chairman shall present a Financial Statement at each Executive Committee Meeting and at the Annual Section Business Meeting. The Finance Committee Chairman shall maintain the Student Fund investments and advise the Student Fund Committee on future investment opportunities and estimate the Student Fund's yearly income. The Finance Committee Chairman shall also maintain the Awards Fund separate from the Student Fund and the Section General Fund and advise the Awards & Nominations Committee Chairman as to the yearly income to be used for the four endowed Section Awards. The Denver Section Awards Fund shall not be used for other than Denver Section Annual awards.

E. Program

The Program Committee Chairman shall be responsible for conducting the Section's monthly general meetings and scheduling and arranging the Annual Business & Awards Banquet and the annual installation of officers. These general Section meetings can be in joint sponsorship with other societies, IEEE Society Chapters, Subsections, Student Branches, or sponsored by the Section alone, and should present topics and tours of a general nature to draw attendance from the broadest cross section of the IEEE membership. More technical topics and tours should be presented by the Society chapters and vice versa. The Annual Business Meeting will begin with a short business report covering the previous academic year followed by the presentation of awards covering the previous calendar year, followed by the evening's program. Family and guests shall be encouraged to attend. Individual invitations shall

be sent to all past Section Chairmen, Subsection Chairmen, Fellows and Student Branch Counselors. The installation of officers will be a simple ceremony at the beginning of the first general membership meeting in the first month of the new fiscal year.

F. Educational Program

The Section Educational Program Committee Chairman shall be responsible for the continuing technical education of the Denver Section membership. This can be accomplished through the IEEE Educational Activities Board Satellite Video Conferences, short courses, workshops, and other locally generated educational courses either in joint sponsorship with other technical societies, IEEE Society Chapters, conferences, or sponsored solely by the Section. The Section Educational Program should be financially self-supporting where possible.

G. Societal Chapters

1. The Section Societal Chapters Chairman shall be responsible for coordinating the Society Chapters within the Denver Section. The Societal Chapters Chairman shall assist each Chapter, maintain active leadership through annual elections, and hold at least two meetings per calendar year to remain in an active status. This may require leadership training and education as to Section policy and procedures for meeting announcements, reports and rebates and the coordination of Chapter meeting dates with Section, Subsection meeting dates to minimize interfering with another IEEE meeting. Each Subsection and Society Chapter will receive a monetary rebate, subject to Executive Committee approval, for each meeting held. All Society Chapter and Subsection meetings must be announced in the Section newsletter to be eligible for Section rebates.
2. A new Society Chapter can be petitioned, signed by no fewer than 12 Section members, other than students, who are members of the Society concerned. It should then be submitted to the Section Executive Committee for approval which will in turn submit the petition to the Director, IEEE Field Services. The Chapter shall be considered established after Field Services has determined the Regional Director and the Society Presidents have no objections.

H. Publicity & Publications

1. The Section Publicity & Publications Committee Chairman is the Section newsletter Editor as well as Chairman of the Publications Committee consisting of the Section Treasurer, Societal Chapters Chairman and Section Program Chairman. The Section newsletter is to be published once a month from September through May or June, with the exception of December which is optional, and is to be received by the general membership no later than the first week in each of these months. The Publications Committee Chairman is responsible to collect any fees charged for advertising in Section Publications.

2. The Publicity & Publications Chairman shall be responsible for any contact with the news media for the publicity of IEEE activities such as election of officers, annual awards, and special meetings and other events, and to assist in conference publicity when requested.

I. Professional Activities

The Section Professional Activities Committee Chairman shall be responsible for those activities which improve the professional standing and recognition of Electrical, Electronics and Computer Engineers, Scientists, and Technologist in the local communities administered by the Denver Section. Such activities include Government Action programs, workshops and meetings on IEEE Career issues, assisting USAB Member Services and other activities in support of the Regional and National Professional Activities Committee for Engineers (PACE) programs. The Professional Activities Chairman is expected to represent the Section at the Annual PACE Conference and other Regional and National conferences and meetings as requested.

J. Conference Activities

1. The Section Conference Activities Committee Chairman shall monitor all Regional, National and International IEEE conference schedules. When appropriate, letters of inquiry shall be sent to the committee responsible for the future selection of conference sites. If favorable responses are received, then formal letters of invitation shall be prepared for the signature of the Section Chairman. Coordination shall be undertaken with the local Chamber of Commerce and/or Visitors Convention Bureau in order to obtain letters from their organization in addition to the Mayor and Governor of the state. The Section Conference Committee shall assist the National Conference Committees as may be required by their needs.
2. The Section Conference Activities Committee Chairman shall coordinate IEEE involvement in local trade shows with IEEE Denver Section Conference Committee members, on other society program committees and/or administrative bodies, and vice versa should the Denver Section sponsor an IEEE Regional Electro-Technology Trade Show solo; or in partnership with another IEEE organization; or another local group of a National Technical/Engineering Society.
3. The Section shall provide a \$3,000 pool as a resource fund to conferences. Every effort should be made to insure financial success for the conference and the section may expect to share in the surplus realized. The Section may also be asked to share the risk associated with a conference and be prepared to equally share in the losses if they occur. The Conference Committee Chairman will prepare a written agreement as to the sharing of surpluses and/or losses which must be approved by the Executive Committee.

K. Student Fund

1. The Section shall establish and maintain a fund for the purpose of promoting student interest and participation in electrical, electronic or computer engineering and science at the Junior High, Senior High and College levels.
2. The Section Treasurer shall keep completely separate records of monies allocated to the Student Fund and there shall be no mingling of the Student Fund with Section monies allocated for general use. The Treasurer will invest the Fund in reasonably safe and prudent investments with the assistance and approval of a majority of the Student Fund Committee. Income from such investments shall be kept separate from other Section monies and disbursements from the Fund income shall be made by the Treasurer only if properly authorized and approved by majority vote of the Student Fund Committee.
3. Additions to the Fund shall consist of monies allocated thereto by majority vote of those Executive Committee members present at any Executive Committee Meeting, provided there is a quorum present.
4. Monies allocated to the Fund by Executive Committee vote may be permanently withdrawn from the Fund by a two-thirds (2/3) or more vote of the entire Executive Committee members eligible to vote. This vote may be by mail or at any Executive Committee meeting provided two-thirds or more members are present.
5. Monies allocated to the Fund may be temporarily withdrawn from the Fund and used for other purposes than those designated in A above, provided all the following conditions are met:
  - a) There is reasonable assurance that the monies will be replaced within a specified time period, not to exceed eighteen (18) months.
  - b) The amount of the monies removed from the Fund for all such temporary use does not in aggregate exceed more than twenty-five percent (25%) of the total fund.
  - c) The allocation for temporary use is approved by majority vote of those members present at any meeting of the Executive Committee providing there is a quorum present.
  - d) The allocation for temporary use is approved by a majority vote of the members of the Student Fund Committee.
  - e) The Treasurer is authorized to transfer monies from the general Section monies equal to the approximate amount of income which the withdrawn amount of monies would have earned if they had not been withdrawn.
6. The Student Fund Committee shall consist of three members. The Section Chairman shall at the beginning of his term in office fill the vacancy or vacancies which may exist due to the expiration of a

Student Fund Committee member's term of office. The term of office for new appointments to the Student Fund Committee shall be for not more than three (3) fiscal years; but the Section Chairman may appoint a new member or reappoint an existing member for less than three years, providing no more than one of the members' terms of office expire in the same year. The Section Chairman shall promptly fill vacancies which may occur during the year by appointing a new member for the unexpired term. Any new member appointed to the Student Fund must also be a voting member of the Executive Committee at the time of appointment or within the last three (3) years.

7. The powers and duties of the Student Fund Committee shall include the following:
  - a) To administer the Fund and income from the Fund to achieve the objectives and purpose stated in A above.
  - b) To assist and/or direct the Treasurer in the prudent and wise investments of the Fund, and/or income from the Fund, so the maximum income may be achieved with a reasonable degree of safety.
  - c) To obtain, by February 1st of each year, from the Section Treasurer a statement as to the amount of monies in the Fund, the amount of income available from the Fund for that year, plus income carry-over (if any) from previous years.
  - d) The Student Fund Chairman shall provide the Section Chairman with a report by February 15th for the previous calendar year showing the balance in the Fund at the beginning and end of the year and income and disbursements during the previous year. The Treasurer shall assist in preparing this report.
  - e) To prepare by February 15th of each year a list of proposed disbursements for that calendar year. This list may be increased, decreased or modified during the year by majority approval of the Student Fund Committee members, but in no event shall the disbursements be greater than the previous year's income plus income carry-over (if any) specified in 3 above. Disbursements from the Fund itself shall be made only if authorized as stipulated in either D or E above.
8. The Student Fund Committee shall designate the most senior committee member in terms of years on the committee each calendar year as its Chairman. All disbursements made by the Section Treasurer from the Student Fund checking account may be initially requested verbally by the Student Fund Chairman, but it must be followed up with a written request from the Student Fund Chairman to the Section Treasurer within 10 days.

L. IEEE Student Branches Activities

1. The Section IEEE Student Branches Activities Committee Chairman shall be responsible for coordinating Section support of Student Branches at the many schools of engineering within the Denver Section. This can best be accomplished by attending one or more Student Branch meetings at each school throughout the year to establish communications with the IEEE Student Branch Counselor, the Student Branch officers and the school staff. Students should be encouraged to attend section meetings and a 50% meal subsidy will be paid by the Student Branches Committee for all dinner meetings attended by IEEE students. IEEE sponsored activities for the Student Branches include the annual Student Paper Contest and Student Professional Awareness Conferences at as many schools with leadership to undertake this project. Student Professional Awareness Conferences are to be coordinated with the Section Professional Activities Chairman. This committee works closely with the Student Fund which supplies funds for the awards and other student project grants, the Region 5 Student Activities Chairman who coordinates the Student Paper Contests, and the IEEE Student Services in New Jersey which supplies the Student Activities Guides for Sections and other Student support supplies and information.
2. The IEEE Student Branch students shall be represented collectively by the appointment of an IEEE student to this committee. The student representative will be an ex-officio member of the Executive Committee with full voting power when present.

M. Pre-College Student Activities

The Section Pre-College Student Activities Committee Chairman shall be responsible for coordinating Section support of Pre-College Math and Science, educational activities in promoting Electrical, Electronics and Computer technological understanding. The principle activities involve judging and presentation of awards at the Colorado Science Fair, support of the Colorado Science Olympiad, and other programs with a similar interest in promoting technical education and understanding. This committee also works closely with the Student Fund which supplies money for awards and other student project grants and coordinates with the Section Professional Activities Chairman.

N. All Standing Committee Chairmen

1. Each Committee Chairman shall appoint the members of his/her committee. Each Committee Chairman shall appoint a Vice-Chairman who can represent the committee at Executive Committee Meetings and vote for the Chairman when absent.



2. Each Committee Chairman shall submit to the Section Chairman an annual report and evaluation of their activities at the conclusion of the fiscal year. These reports will be used in the Section Chairman's annual report to the Region 5 Director presented at the Annual Region 5 Conference and Regional Committee Meeting usually in March or April, and to the IEEE Denver Section general membership at the Annual Business Meeting, usually in May or June.

## XII. NOMINATION AND ELECTION OF OFFICERS

- A. Each year the Section shall elect six (6) officers for a term of one year. No later than ninety (90) days prior to the Annual Business Meeting of the Section, the Nominations Subcommittee shall submit to the Awards & Nominations Committee Chairman names of qualified IEEE members for the offices of Chairman, three (3) Vice-Chairmen, and Secretary and Treasurer. Only Fellows, Senior Members, and Members are eligible to hold Section offices. Nominees for Chairman shall be limited to those individuals who will have served a minimum of three (3) years on the Executive Committee prior to the possible assumption of the office.
- B. No later than sixty (60) days prior to the Annual Business meeting of the Section, the Awards & Nominations Committee Chairman shall submit to the Section Chairman a list of candidates who are eligible, willing to serve if elected, and capable of carrying out the duties of the office as described in these Bylaws and other guides supplied by IEEE Headquarters. The nominations submitted shall be announced to each voting member of the Section by mail notice no later than thirty (30) days prior to the Annual Business Meeting of the Section, and in sufficient time to allow nominations by petition.
- C. Other nominations shall be accepted by the Section Chairman prior to the Annual Business Meeting, providing the nominations are submitted in writing and supported by a petition signed by at least ten percent of the voting membership, or ten qualified voting members, whichever is least.
- D. In the event there is only one nominee for each office, the Section Chairman shall declare the nominee elected and no balloting need be held at the Annual Business Meeting.
- E. When, at the Annual Business meeting, there is more than one nominee for any one of the elective offices, the Section Chairman may conduct the election, providing there is a quorum present and it is evident that a fair expression of the wishes of the Section membership will be reflected. As an alternate, he may announce that the election shall be determined by letter ballot. In this event, the Secretary shall mail within twenty (20) days after the Annual Business meeting, a letter ballot listing the nominees for each office. The mailing shall include a return addressed envelope. A return mailing date deadline no less than thirty (30) days or later than forty-five (45) days after the Annual Business Meeting shall be specified on the ballot. The Section Chairman shall call a meeting of the Executive Committee and appoint a

three member Teller Committee to count the returned ballots and determine the elected officers. A plurality of the votes cast shall be necessary for election. Notification of the newly elected officers and transfer of duties shall be made without delay.

### XIII. VACANCIES

- A. Vacancies in office shall be filled by an appointment made by the Section Chairman subject to approval, within 30 days following the appointment, by a majority vote of all members of the Executive Committee. If the vacancy is in the office of the Section Chairman, the Senior Vice-Chairman shall automatically assume the office and appoint a replacement for the Senior Vice-Chairman office, subject to approval as given above.
- B. If, for any reason, the best interests of the Section seem to require a change in the Section Executive Committee during the year, the matter shall be duly and carefully considered at a meeting of the Executive Committee at which a quorum is present. By at least a two-thirds vote of the Executive Committee members present, or upon submission of a written petition signed by fifteen (15) or more voting members of the Section, the matter shall be resolved by a two-thirds vote of the Section Executive Committee for replacing a Committee Chairman, or following the same procedure as given in for an elective office when more than one nominee has been made.

### XIV. BYLAW ADDITIONS, DELETINGS AND REVISIONS

Additions, deletions and revisions to these Bylaws may be proposed by three or more members of the Executive Committee or petition signed by fifteen (15) or more Section members. The proposed additions, deletions or revisions shall be mailed to all members of the Executive Committee at least twenty (20) days before the stipulated Executive Committee Meeting at which the vote is to be taken. Providing a quorum is present, two-thirds of all votes cast shall be required to approve the proposed addition, deletion or revision, or two-thirds mail vote of the Executive Committee, provided a 30-day period is allowed for such responses. In either event, any such change must be consonant with the IEEE Constitution, Bylaws and published interpretation of policy. A copy of the current Section Bylaws, and any amendments thereafter which involve substantive changes, shall be submitted by the Section Secretary to the Regional Director for approval, with such approvals reported to the Regional Activities Board.

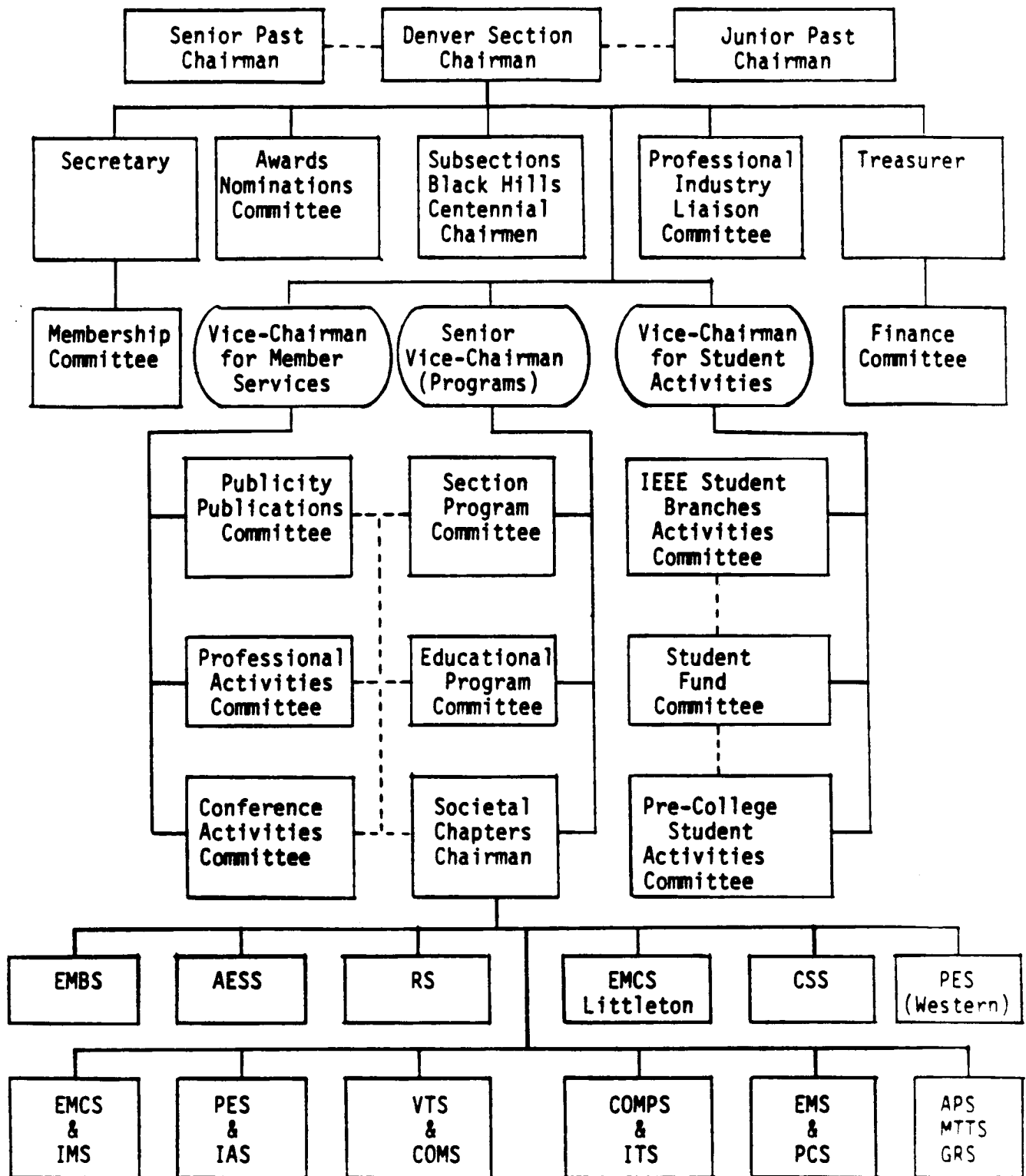
### XV. OTHER PROVISIONS

Any matters relating to the operation and affairs of the Section, which are not covered herein, shall be resolved by action of the Officers and Executive Committee in accordance with the provisions of the IEEE Constitution and Bylaws and published interpretation of policy.

### XVI. ATTACHMENTS

Executive Committee Organizational Chart.

ATTACHMENT TO THE BYLAWS OF THE DENVER SECTION OF THE IEEE, JUNE 1986



# GENERIC BYLAW CHECKLIST

UNIT: DENVER

SUBMITTED BY: \_\_\_\_\_ DATE: 4/87

LOCAL OK: \_\_\_\_\_

- 1) Name RC, RS ✓
- 2) a) Organization ✓  
b) Scope ✓  
c) Territory RC, RS ✓
- 3) a) Membership RC, ~~RS~~, Committees RC, Term of Office RC ✓  
b) Chapters RC, RS ✓  
c) Voting Members, Quorum RC, RS ✓  
d) Students ✓  
e) Affiliates ✓
- 4) Officers RC, RS. Duties RS, Vacancies RS ✓
- 5) Management RC, RS, Meetings RC, Dissolution RC ✓
- 6) Nominations/Elections RC, RS ✓
- 7) Meetings ✓
- 8) Finances, Fiscal Year RS, RC ✓
- 9) General - Compliance with IEEE RC
- 10) Amendments RS ✓
- 11) Contituent OKS RC
- 12) Date

FS REVIEW Mark Lueker

TO RAB \_\_\_\_\_

APPROVED 6-20-87 L.D. RC, RS

LETTER TO ORGANIZER \_\_\_\_\_

RC - Required for Council  
RS - Required for Section



THE INSTITUTE OF  
ELECTRICAL AND  
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JUN 09 1986  
FIELD SERVICES

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.

BYLAWS OF THE DENVER SECTION

1. NAME AND TERRITORY

The name of this section shall be the Denver Section of the Institute of Electrical and Electronic Engineers, hereinafter called the Section. The territory included within the Section shall be the following Counties in the State of Colorado: Yuma, Washington, Elbert, Douglas, Jefferson, Clear Creek, Summit, Eagle, Pitkin, Mesa, Delta, and Montrose, and all Counties north of said Counties; the Counties of Banner, Box Butte, Cheyenne, Dawes, Deuel, Garden, Kimball, Morrill, Scotts Bluff, Sheridan and Sioux in the State of Nebraska; the Counties of Butte, Custer, Fall River, Harding, Lawrence, Meade, Pennington, Perkins and Shannon in the State of South Dakota; and, the Counties of Albany, Campbell, Carbon, Converse, Crook, Goshen, Johnson, Laramie, Natrona, Niobrara, Platte and Weston in the State of Wyoming. The territory of the Section shall be approved by the IEEE Regional Activities Board, and may be enlarged, reduced, or otherwise altered by the Regional Activities Board at any time, in accordance with the IEEE Bylaws.

2. FISCAL YEAR

The Section shall operate on a fiscal year beginning on July 1st and ending on June 30th of the following calendar year.

3. OFFICERS AND TERM OF OFFICE

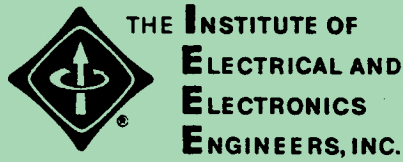
The officers of the Section shall be a Chairman, a Vice-Chairman, a Secretary and a Treasurer. All officers shall be elected annually and the term of office shall normally be for one year, concurrent with the fiscal year as outlined in Bylaw 2, herein, but in any case shall continue until a successor has been duly elected and takes office. Vacancies shall be filled as provided for under Bylaw 13, herein.

4. EXECUTIVE COMMITTEE

A. There shall be a Section Executive Committee for the purpose of managing the activities of the Section in accordance with these Bylaws and the Constitution and Bylaws of the IEEE. Membership of the Executive Committee shall consist of a minimum of the Section Chairman, Vice-Chairman, Secretary, Treasurer, Junior Past-Chairman, and the Chairman of each of the Standing Committees established under Bylaw 9, herein.

B. The Section Chairman may appoint additional members, or, if additional members have been previously appointed, may delete those members not specified above, providing notification is delivered or mailed to each member of the existing Executive Committee at least twenty days before the stipulated meeting date at which a vote is to be taken. A majority of those present, providing there is a quorum, must approve the proposed change in the Executive Committee membership.





DENVER SECTION BYLAWS

Page 2

C. All Groups and Societies in the Section shall have representation on the Executive Committee through the group's Committee Chairman.

D. Each Chairman shall be an ex-officio member, with voting power.

E. Executive committee meetings may be called by the Chairman at his own discretion or shall be called at the request of three or more members of the Committee.

F. A minimum of a majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of business at any Executive Committee meeting.

5. DUTIES OF THE SECTION CHAIRMAN

A. The Chairman, responsible to the Section Executive Committee, shall be the Senior Executive Officer of the Section and has general supervision of the affairs of the Section. He shall have such powers and duties as are provided in the IEEE and Section Bylaws, including but not limited to the following:

1. To appoint the Chairmen of all committees as specified in Bylaw 9, herein.
2. To make appointments for any special duties as may arise during his term of office.
3. To act as Chairmen of the Executive Committee and call meetings as necessary to properly handle the affairs of the Section in the best interests of the Section and the IEEE.
4. To preside at all regular and special meetings of the Section.
5. To represent the Section (unless an alternate is designated by the Section Executive Committee) as a member of the IEEE Regional Committee and carry out such duties relating thereto as prescribed in the IEEE Bylaws.
6. To conduct the election at the Annual Business Meeting of the Section.
7. To prepare a consolidated report at the close of his administration reviewing the activities of the Section during his term of office and furnish copies to the Regional Director, IEEE Headquarters, the incoming Section Chairman and a file copy for the Section's permanent records.
8. To preside at a suitable ceremony for installation of the incoming officers.





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B. In the absence of the Section Chairman, his duties shall be performed by the Vice-Chairman.

6. DUTIES OF THE SECTION VICE-CHAIRMAN

The Vice-Chairman, as the Junior Executive Officer of the Section shall perform the duties of the Chairman in the conduct of the Section or the Executive Committee whenever the Chairman is unable to attend or participate in those activities. The Vice-Chairman shall also be Chairman of the Program Committee and fulfill any other duties assigned to him by the Chairman.

7. DUTIES OF THE SECTION SECRETARY

A. The Secretary, as a member of the Executive Committee shall attend all meetings of that Committee, or if unable to attend shall arrange for an alternate, and record the minutes of the meetings.

B. He shall be responsible for sending out meeting notices for both general Section meetings and Executive Committee meetings.

C. He shall be responsible for reporting to the IEEE Headquarters, on the prescribed form, information as to the meetings held by the Section, Subsections, Chapters, Societies and Groups. This report shall be submitted prior to February 1st of the ensuing year, which is the deadline date for rebate. The report must reach IEEE Headquarters by February 1st.

D. He shall be responsible for maintaining current records on the Section membership from information furnished by IEEE Headquarters.

E. He shall be the custodian of all records of the Section and shall pass on to his successor those records which should be retained for historical or other purpose.

F. At the close of his administration he shall be responsible for notification of the IEEE Headquarters of the names of all newly elected Section Officers.

G. The incoming Secretary shall be responsible for notification of IEEE Headquarters of appointments to the Section Executive Committee, Subsection Chairmen, Committee Chairmen and other appointments or changes during the fiscal year of which the IEEE Headquarters should be advised.

H. He shall maintain supplies of stationery and other forms as may be required by the Section and Section officers. Normally, mailing labels and other stationery supplies will be ordered by him, as required, from IEEE Headquarters.





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8. DUTIES OF THE SECTION TREASURER

A. Immediately following election the incoming Treasurer shall arrange with the Auditing Committee Chairman and the outgoing Treasurer for the transfer to him of the Section's financial records.

B. As a member of the Executive Committee he shall, of possible, attend all meetings of that Committee.

C. He shall be responsible for maintaining the Section's financial activities:

1. Receipts and disbursements record.
2. Deposits of all monies received by the Section in a depository approved by the Executive committee.
3. Determine funds available to the Section from IEEE Headquarters.
4. Make disbursements only as authorized in the Section annual budget or as specifically approved by the Executive Committee.

D. He shall work with the Section Chairman in the preparation of a Section budget for the ensuing calendar year. This budget shall be submitted for approval of the Executive Committee not later than November 15th, and may be modified, as required, by majority vote of those present, providing a quorum is present, at any official Executive Committee meeting.

9. COMMITTEES

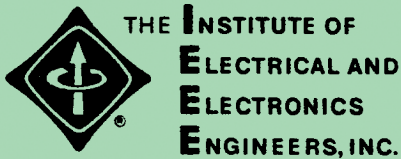
A. The Section Chairman shall be responsible for appointing the Chairmen of all Committees. Tentative appointments may be made by the Chairman-elect prior to taking office or as soon as is reasonably possible after he takes office. Committee Chairman appointments are subject to ratification by the Executive Committee.

B. The Standing Committees of the Section shall consist of:

1. Awards
2. Conference
3. Finance
4. Groups and Societies
5. Membership and Transfer
6. Program
7. Publicity and Publications
8. Professional Activities
9. Science Fair
10. Student Activities
11. Student Fund
12. Education Committee

C. The Section Chairman shall also appoint, at the appropriate time, a Nominating Committee and an Auditing Committee, whose Chairmen shall not necessarily be members of the Executive Committee.





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D. Committee Chairmen will be instructed in their responsibilities by the Section Chairman and provided with copies of guidelines prepared by IEEE Headquarters, if available.

E. Chairmen of the Standing Committees may select members for their Committees to assist in carrying out the duties and functions. Committee Chairmen and Committee Members shall serve until a successor is appointed or the Committee is dissolved.

10. STUDENT FUND

A. The Section shall establish a Fund for the purpose of promoting student interest and participation in electrical, electronic or computer engineering and science at the Junior High, Senior High or College level.

B. Additions to the Fund shall consist of monies allocated thereto by majority vote of those Executive Committee members present at any Executive Committee meeting, provided there is a quorum present.

C. The Section Treasurer shall keep completely separate records of monies allocated to the Student Fund and there shall be no mingling of the Fund with Section monies allocated for general use. The Treasurer will invest the Fund in reasonably safe and prudent investments with the assistance and approval of a majority of the Student Fund Committee. Income from such investments shall be kept separate from other Section monies and disbursements from the Fund income shall be made by the Treasurer only if properly authorized and approved by majority vote of the Student Fund Committee.

D. Monies allocated to the Fund by Executive Committee vote as covered in Bylaw 10-B may be permanently withdrawn from the Fund by a two-thirds (2/3) or more vote of the entire Executive Committee members eligible to vote. This vote may be by mail or at any Executive Committee meeting provided two-thirds or more members are present.

E. Monies allocated to the Fund may be temporarily withdrawn from the Fund and used for other purposes than those designated in Bylaw 10-A provided all the following conditions are met:

- 1) There is reasonable assurance that the monies will be replaced within a specified time period, not to exceed 18 months;
- 2) The amount of the monies removed from the Fund for all such temporary use does not in aggregate exceed more than twenty-five percent (25%) of the total fund;
- 3) The allocation for temporary use is approved by majority vote of those members present at any meeting of the Executive Committee providing there is a quorum present;
- 4) The allocation for temporary use is approved by a majority vote of the members of the Student Fund Committee, and
- 5) The Treasurer is authorized to transfer monies, if requested to do so





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by the Student Fund Committee, from the general Section monies equal to the approximate amount of income which the withdrawn amount of monies would have earned if they had not been withdrawn.

F. The Student Fund Committee shall consist of three members.

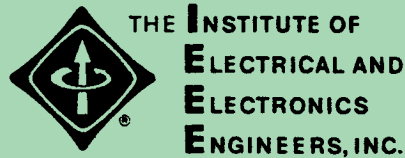
G. The Section Chairman shall at the beginning of his term in office fill the vacancy or vacancies which may exist due to the expiration of a Student Fund Committee member's term of office. The term of office for new appointments to the Student Fund Committee shall be for not more than three fiscal years; but the Section Chairman may appoint a new member or reappoint an existing member for less than three years, providing no more than two of the members terms of office expire in the same year. Preferably only one member's term of office should expire each year. The Section Chairman shall promptly fill vacancies which may occur during the year by appointing a new member for the unexpired term. Members of the Student Fund Committee may be removed from the Committee by the means provided for in Bylaw 13, Vacancies.

H. The powers and duties of the Student Fund Committee shall include the following:

- 1) To administer the Fund and income from the Fund to achieve the objectives and purpose stated in Bylaw 10-A.
- 2) To assist and/or direct the Treasurer in the prudent and wise investments of the Fund, and/or income from the Fund, so that maximum income may be achieved with a reasonable degree of safety.
- 3) To obtain by February 1st of each year from the Section Treasurer a statement as to the amount of monies in the Fund and an estimate of the amount of income available from the Fund for that year plus income carry-over (if any) from previous years.
- 4) To prepare by February 15th, of each year a list of proposed disbursements for that calendar year. This list may be increased, decreased or modified during the year by majority approval of the Student Fund Committee members, but in no event shall the disbursements be greater than the estimated income plus income carryover (if any) specified in Bylaw 10-H-3, above. Disbursements from the Fund itself shall be made only if authorized as stipulated in either Bylaw 10-D or Bylaw 10-E.
- 5) The Student Fund Committee shall designate one of its three members as Chairman. All disbursements made by the Treasurer from the Fund income may be requested verbally by the Chairman, or his delegate, but confirmation of such requests must be made in writing by the Chairman.
- 6) The Chairman shall provide the Section Chairman with a report by February 15th, for the previous calendar year showing the balance in the Fund at the beginning and end of the year and income and disbursements during the year. The Treasurer shall assist in preparing this report.

September 1981





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11. SECTION BUSINESS MEETINGS

A. An annual business meeting of the Section shall be called by the Section Chairman and held during the month of either May or June for the express purpose of electing the Section Officers. This meeting shall normally be held in conjunction with a general Section membership meeting and the election of officers shall be carried out at this meeting in accordance with the nomination and election requirements as specified in Bylaw 12, herein.

B. Other business meetings of the Section may be called from time to time by the Section Chairman, as required, or upon request of three or more members of the Executive Committee.

C. At all Section Business Meetings at which a vote by the Section membership is required, a quorum shall consist of the members present eligible to vote, providing that there must be present at least ten percent of the total voting membership, or fifty voting members, whichever is least.

12. NOMINATION AND ELECTION OF OFFICERS

A. No later than ninety days prior to the Annual Business Meeting of the Section, the Section Chairman shall appoint a Nominating Committee consisting of three or more members, not then officers of the Section, one of whom shall be designated as Committee Chairman. Two or more of the members shall be Past-Chairmen of the Section.

B. The Nominating Committee shall select from the Section membership nominees qualified to hold the elective offices of Chairman, Vice-Chairman, Secretary and Treasurer. Only Fellows, Senior Members, and Members are eligible to hold Section office.

C. No later than sixty days prior to the Annual Business Meeting the Nominating Committee shall submit their nominations to the Section Chairman. The nominations submitted shall be announced to each voting member of the Section by mailed notice no later than thirty days prior to the Annual Business Meeting. The Nominating Committee shall determine that each of the nominees is eligible and willing to accept and carry out the duties of the office, if elected.

D. Other nominations shall be accepted by the Section Chairman prior to the Annual Business Meeting, providing the nominations are submitted in writing and supported by a petition signed by at least ten percent of the voting membership, or ten qualified voting members, whichever is least.

E. In the event there is only one nominee for each office, the Section Chairman shall declare the nominee elected and no balloting need be held at the Annual Business Meeting.





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F. When, at the Annual Business Meeting, there is more than one nominee for any one of the elective offices, the Section Chairman may conduct the election, providing there is a quorum present and it is evident that a fair expression of the wishes of the Section membership will be reflected. As an alternate, he may announce that the election shall be determined by letter ballot. In this event, the Secretary shall mail within twenty days after the Annual Business Meeting a letter ballot listing the nominees for each office. The mailing shall include a return addressed envelope. A return mailing date deadline no later than forty-five days after the Annual Business Meeting shall be specified on the ballot. The Section Chairman shall call a meeting of the Executive Committee and appoint a three member Tellers Committee to count the returned ballots and determine the elected officers. A plurality of the votes cast shall be necessary for election. Notification of the newly elected officers and transfer of duties shall be made without delay.

G. The outgoing Section Secretary shall notify IEEE Headquarters of the new officers within Twenty days following the election.

13. VACANCIES

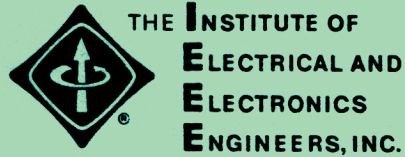
A. Vacancies in office shall be filled by appointment made by the Section Chairman subject to approval, within 30 days following the appointment, by a majority vote of all members on the Executive Committee. If the vacancy is in the office of the Section Chairman, the Vice-Chairman shall automatically assume the office and appoint a replacement for the Vice-Chairman office, subject to approval as given above.

B. If, for any reason, the best interests of the Section seem to require a change in the governing body during the year, the matter shall be duly and carefully considered at a meeting of the Executive Committee at which a quorum is present. By at least a two-thirds vote of the Executive Committee members present, or upon submission of a written petition signed by 15 or more voting members of the Section, the matter shall be resolved by vote of the Section membership following the same procedure as given in Bylaw 12 for filling an elective office when more than one nominee has been made. Two-thirds of the votes cast by the Section membership shall be necessary to make a change in the governing body.

14. BYLAW ADDITIONS, DELETIONS AND REVISIONS

Additions, deletions and revisions to these Bylaws may be proposed by three or more members of the Executive Committee or petition signed by fifteen or more Section members. The proposed additions, deletions or revisions shall be mailed to all members of the Executive Committee at least twenty days before the stipulated Executive Committee meeting at which the vote is to be taken. Providing a quorum is present, two-thirds of all votes cast shall be required to approve the proposed addition, deletion or revision. Any such change must be consonant with the IEEE Constitution, Bylaws and published interpretation of



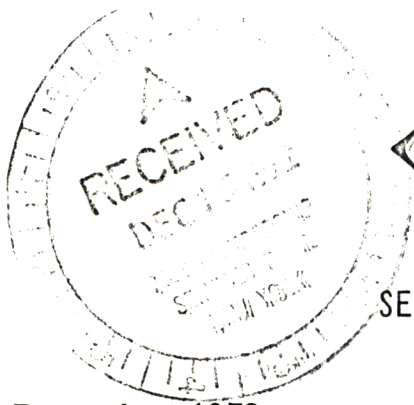


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policy. A copy of the current Section Bylaws, and any amendments thereafter which involve substantive changes shall be submitted by the Section Secretary to the Regional Director for approval, with such approvals reported to the Regional Activities Board.

15. OTHER PROVISIONS

Any matters relating to the operation and affairs of the Section which are not covered herein shall be resolved by action of the Officers and Executive Committee in accordance with the provisions of the IEEE Constitution and Bylaws and published interpretation of policy.



THE INSTITUTE OF  
ELECTRICAL AND  
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ENGINEERS, INC.

SECTION CORRESPONDENCE

11 December 1972

Please address reply to:



Miss Emily Sirjane  
The Institute of Electrical and Electronic Engineers  
345 East 47th Street  
New York, New York 10017

Dear Emily,

At the October 5, 1972 meeting of the Denver Section Executive Committee we appointed a nominating committee and passed a resolution to amend the Section by-laws, changing our activities to a fiscal rather than calendar year basis. The officers elected for FY '73-74 will take office January 1, 1973, for 18 months to cover the change.

Nominations were presented at the November Section meeting, and there were no additions by petition. During the December meeting last Thursday the recommendations of the nominating committee were accepted by a unanimous vote. The Denver Section officers elected for FY '73-74 are:

William B. (Bill) Collins SM 3532520	Chairman
John J. Tary SM 0215160	Vice-chairman
K. C. Rock M 0303644	Secretary
Donald Dick M 5625710	Treasurer

This is an excellent slate of officers who will develop a good program to strengthen the Denver Section. 1972 has been a good year. I have enjoyed working with you and others there at headquarters, and with an excellent executive committee.

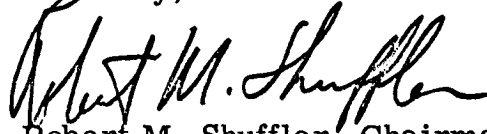
cc: B.O'Hall for Officers  
Bylaw file

THIS COPY FOR

Miss Emily Sirjane  
Page Two  
11 December 1972

My wish is that you will have a joyous Christmas and happy new year.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert M. Shuffler". The signature is fluid and cursive, with the first name "Robert" being more prominent.

Robert M. Shuffler, Chairman  
Denver Section IEEE

RMS:pat

cc: Howard S. Smith  
Joe Dwyer  
William D. Murray  
Bob Dudley

BYLAWS OF THE DENVER SECTION IEEE

- \*1. The annual meeting for 1969 and subsequent years shall be held during the month of November or December.
- \*2. The "fiscal" year for the 1968 - 1969 term shall be from July 1, 1968 through December 31, 1969. Subsequently, the section shall operate on a calendar year basis.
3. The Chairman shall appoint auditing committees to meet the requirements of the National Headquarters of IEEE.
4. Membership on the Executive Committee shall be divided among groups having various engineering interests.
5. Nominees for Chairman shall be limited to those individuals who will have served a minimum of two years on the Executive Committee prior to the possible assumption of the office.
6. Vice-Chairman, in addition to his other responsibilities, shall be Chairman of the Program Committee.
7. The Chairman of each Section Standing Committees shall appoint the members of his committee.
8. The Professional Technical Groups (PTG) of the Section shall be those Professional or Technical Groups presently functioning within the territory of the Section; plus any additional duly organized groups.
9. Advance notice of meetings of any duly organized group shall be made to the Section Secretary, and prior approval may be required by the Section Executive Committee.
10. Rebates to Subsections from the Section Treasurer shall be the amount allocated by the National Headquarters for Subsections plus additional sums approved by the Section Executive Committee. Payment will be made soon after receipt of the Subsection meeting report by the Section Secretary.
11. Cognizance is taken of the Sections Manual, prepared by National Headquarters, particularly Parts IV, V, and VI, regarding Sections Operation, Headquarters Policies, and Section Organization, in lieu of Section Bylaws covering these matters.

\*Changed by action of Executive Committee - 2/20/69.



## BYLAWS OF THE DENVER SECTION IEEE

1. The annual meeting shall be held during the month of May.
2. Fiscal year shall run from July 1 through June 30.
3. The Chairman shall appoint auditing committees to meet the requirements of the National Headquarters of IEEE.
4. Membership on the Executive Committee shall be divided among various fields of engineering interest, based on active participation in Section activities.
5. The nominee for the office of Section Chairman shall have served for at least two years on the Executive Committee of the Denver Section IEEE, AIEE, or IRE.
6. Vice-Chairman, in addition to his other responsibilities, shall be Chairman of the Program Committee.
7. The Chairman of each Section Standing Committees shall appoint the members of his committee.
8. Professional Technical Groups (PTG) of the Section shall be those Professional or Technical Groups presently functioning within the territory of the Section; plus any additional duly organized groups.
9. Advance notice of meetings of any duly organized group shall be made to the Section Secretary; and prior approval may be required by the Section Executive Committee.
10. Rebates to Sub-Sections from the Section Treasurer shall be the amount allocated by the National Headquarters for sub-sections plus additional sums approved by the Section Executive Committee. Payment will be made soon after receipt of the Sub-Section meeting report by the Section Secretary.
11. Cognizance is taken of the Sections Manual, prepared by National Headquarters, particularly parts IV, V, and VI, regarding Sections Operation, Headquarters Policies, and Section Organization, in lieu of Section Bylaws covering these matters.

## CONSTITUTION AND BYLAWS

### DENVER SECTION OF THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC. (Approved 4-25-1963)

#### ARTICLE I - Name and Object

Section 1 - This organization shall be known as the Denver Section of The Institute of Electrical and Electronics Engineers, Inc.

Section 2 - The Section shall strive for the advancement of the theory and practice of electrical engineering, electronics, radio, allied branches of engineering and of the related arts and sciences, and the maintenance of high professional standards among its members, all in consonance with the IEEE Constitution and Bylaws and with special attention to such aims within the territory of the Section as are hereinafter defined.

Section 3 - The Section shall hold meetings for the transaction of the regular business of the Section and for the presentation of papers and their discussion, and shall aid in promoting close cooperation and good fellowship among its members and members of other engineering professions.

#### ARTICLE II - Membership

Section 1 - All members of the IEEE with IEEE mailing addresses within the territory of the Section are automatically members of this Section. There shall be no other grades of membership.

Section 2 - All Fellows, Senior Members, and Members of the IEEE with IEEE mailing addresses within the territory of the Section shall be entitled to attend the meetings, vote and hold office. Associates of the IEEE within the territory of a Section shall be entitled to attend meetings, vote, but shall not have the right to hold office.

Section 3 - Student members of the IEEE shall be entitled to attend meetings but shall not have the right to vote or hold office.

#### ARTICLE III - Professional Technical Groups Affiliates

Section 1 - The Section shall recognize each Professional Technical Group Affiliate in good standing, with mailing address within the territory of the Section.

Section 2 - Each Affiliate so recognized shall receive notices regarding meetings, symposia, conferences, conventions and other pertinent functions and activities of the Professional Technical Group or Groups with which he is affiliated.

Section 3 - An Affiliate shall be entitled to attend and participate in activities of the Professional Technical Group or Groups with which he is affiliated by payment of the same charges as IEEE members.

Section 4 - An Affiliate is eligible to serve only in appointive offices in the Section relating to activity of the Professional Technical Group or Groups with which he is affiliated.

Section 5 - An Affiliate shall not be entitled to any other rights or privileges which flow to IEEE members of any grade in the Section nor to vote for any candidate to elective office in the Section including Professional Technical Group activity; nor hold any such elective office.

#### ARTICLE IV - Territory

Section 1 - The territory of the Section shall be set by the IEEE Executive Committee, and may be enlarged, reduced, or otherwise altered by the IEEE Executive Committee at any time.

Section 2 - Whenever within a Section circumstances arise which indicate the need for meetings in different areas, it shall be permissible for the Section to foster and inaugurate one or more Subsections locally to carry out the functions of obtaining speakers and holding meetings.

Section 3 - A Subsection may be formed and operated on any plan not inconsistent with the powers of the Section Executive Committee and in accordance with the IEEE Bylaws.

#### ARTICLE V - Finances

Section 1 - There shall be no Section dues.

Section 2 - The ordinary expenses of the Section shall be defrayed by the funds supplied by the IEEE.

Section 3 - Emergency or extraordinary expenses may be provided for by voluntary contribution from the membership of the Section. An unanimous vote of the Section Executive Committee is required before such a request may be made.

Section 4 - The Section may require non-members who wish to be placed on the mailing list for notices, to pay in advance for the estimated cost of such notices.

#### ARTICLE VI - Officers

Section 1 - The officers of the Section shall be a Chairman, a Vice Chairman, a Secretary and a Treasurer.

Section 2 - The terms of office for all officers shall coincide with the fiscal year. In any case all officers shall continue in office until their successors are duly elected and take office.

Section 3 - The terms of office set forth above shall be approximately one year and may exceed this interval only in the case where the date of the Annual Meeting is being changed and a continuation in office is necessary to effect the new schedule, or no successor has been elected or appointed.

## ARTICLE VII - Management

Section 1 - There shall be a Section Executive Committee consisting of at least the officers, the Junior Past Chairman and Chairmen of all standing committees listed elsewhere in this Constitution. All Technical Groups and Professional Technical Group Chapters shall have representation on the Committee. The Chairman of each Subsection and each member of the Regional Committee shall be ex-officio members. The Chairman may appoint, subject to confirmation by a majority vote of the above members of the Section Executive Committee, additional members to the Section Executive Committee from the Section Membership.

Section 2 - The Chairman, responsible to the Section Executive Committee, shall have general supervision of the affairs of the Section. He shall preside at meetings of the Section and the Section Executive Committee and have such other powers and perform such other duties as may be provided for in the Section Bylaws, or as may be delegated to him by vote of the Section. In his absence his duties shall be performed by the Vice-Chairman.

Section 3 - The Treasurer shall receive and deposit all monies in the name of the Section in such depository as shall be determined by the Section Executive Committee. He shall make only such disbursements as shall be ordered by the Section Executive Committee. He shall make such reports as may be required by the IEEE Executive Committee.

Section 4 - The Secretary shall send out notices, and record the minutes of all meetings of the Section and of the Section Executive Committee. He shall make such reports of his activities as may be required by the IEEE Executive Committee.

Section 5 - The Chairman, as soon as expedient after the Annual Meeting, shall appoint Chairmen of the Following standing committees:

- Program and Meeting Arrangements Committee
- Membership and Transfer Committee
- Awards Committee
- Student Activities Committee
- Publicity and Publications Committee
- Professional Technical Groups

Members appointed shall serve until their successors are appointed or the Committee dissolved.

Other committees may be authorized by vote of the Section Executive Committee at any regular meeting, with the Chairmen of these committees appointed by the Section Chairman.

## ARTICLE VIII - Nomination and Election of Officers

Section 1 - All officers shall be elected at the Annual Meeting of the Section.

Not later than one month before the meeting preceding the Annual Meeting, the Chairman of the Section shall appoint a Nominating Committee consisting of a Chairman and three or more members not then officers of the Section.

The nominations submitted by the Nominating Committee shall be announced in the notice of the meeting preceding the Annual Meeting. At this same meeting nominations also may be made from the floor when supported by a petition signed by at least 10 percent or 10 voting members, whichever is lesser, qualified to vote for the office of the candidate nominated.

All nominations shall be announced in the notice of the Annual Meeting.

Section 2 - When at an Annual Meeting there is more than one nominee for any one of the offices of Chairman, Vice-Chairman, Secretary, or Treasurer, the Chairman of the Section may conduct the election at the Annual Meeting if it is evident that a fair expression of the wishes of the membership can be then determined. As an alternative, he may announce that the results shall be determined by a letter ballot to be taken prior to the next regular meeting of the Section.

Section 3 - In the event that election of officers is to be determined by letter ballot, the Secretary shall provide promptly to each voting member of the Section a letter ballot with return envelope with a return date specified, which shall in no case be later than six weeks after date of the Annual Meeting.

The Chairman shall call a meeting of the Section Executive Committee to appoint a Tellers Committee to count the vote and determine the successful candidates.

The Chairman shall inform the successful candidates of their election and arrange for the transfer of responsibility to the new officers without delay.

Section 4 - Vacancies in office occurring during the year shall be filled by the Section Executive Committee for the remainder of the unexpired term unless otherwise provided for.

Section 5 - If for any reason the best interests of the Section seem to require a change in the governing body during the year, the matter shall be duly and carefully considered by the Section Executive Committee. Upon not less than two-thirds vote of the Section Executive Committee, or upon receipt by the Section Executive Committee of a petition signed by fifteen (15) members of the Section, recommendation shall be made to the Section for action at a special meeting to be duly called by the Section Executive Committee for the sole purpose of considering and voting upon such a change.

A two-thirds vote of the members present shall be necessary to declare an office vacant. Upon two-thirds vote of the members present the vacant office may be filled for the unexpired term upon nominations from the floor.

#### ARTICLE IX - Meetings

Section 1 - The Section shall not hold less than five regular meetings during the year, one of which shall be an Annual Meeting.

Section 2 - The Annual Meeting shall be held at some specific time in the year as prescribed in the Section Bylaws.

Section 3 - The start of the fiscal year of the Section shall coincide with the start of any one of the quarters of the fiscal year of the IEEE.

Section 4 - At least fifteen members shall be present to constitute a quorum at all meetings of the Section called for the transaction of regular business and requiring a vote to be taken but a higher number may be set to constitute a quorum, such number to be determined by a Section Bylaw voted upon by the Section membership.

Section 5 - A majority of the votes cast, a quorum being present, is necessary for the election of officers.

Section 6 - Meetings of the Section Executive Committee shall be held at such times as shall be found advisable. Section Executive Committee meetings may be called by the Chairman of the Section at his own discretion or shall be at the request of three members of the Committee.

Section 7 - A majority of the members of the Section Executive Committee shall constitute a quorum at all meetings of the Section Executive Committee, except as otherwise provided herein.

Section 8 - A majority vote of the Section Executive Committee shall be necessary in the conduct of its business except as otherwise provided in this Constitution or in the Section Bylaws.

Section 9 - The Secretary shall send out notices of all regular Section meetings to all IEEE members in the territory of the Section at least one week prior to the date of the meeting. These notices shall contain a full statement of the time, place and business of the meeting.

Section 10 - Meetings shall be conducted in accordance with a standard parliamentary authority.

#### ARTICLE X - Subsections

Section 1 - Subsections shall be geographical subdivisions of the Section and subject to the same limitations as the Section.

Section 2 - Subsection membership shall be limited to active IEEE members with IEEE mailing addresses within the territorial limits of the Subsection.

Section 3 - The Territory of a Subsection shall be set by the Section Executive Committee within the territory of the Section.

Section 4 - All Subsections shall be exclusively those of the Section. No joint subsections shall be recognized. Subsections may cooperate with other organizations in holding joint meetings and may invite members of such organizations and the public to their meetings.

Section 5 - All Fellows, Senior Members, Members, and Associates with IEEE mailing addresses within the Subsection territory shall have voting privileges in Subsection activities.

Section 6 - Rules pertaining to the election of officers and other procedures shall be the same as for a Section.

Section 7 - The Section will furnish Subsections with suitable stationery, membership blanks, IEEE literature, and necessary forms.

Section 8 - The Section shall pay to each Subsection a portion of the rebate received from the IEEE by the Section for each member with IEEE mailing address within the Subsection territory. The portion shall be set by the Section Executive Committee.

Section 9 - A Subsection shall not have authority to contract debts for, pledge the credit of, or in any way bind the Section or the IEEE.

Section 10 - The Subsection shall be deemed established after approval of the petition by the Executive Committee of the Section, the Regional Director and the IEEE Executive Committee.

Section 11 - The Secretary of each Subsection shall forward to the Secretary of the Section a report of each meeting held by the Subsection for presentation or discussion of technical material. Financial reports shall be forwarded to the Secretary of the Section as may be required for incorporation in Financial reports of the Section to the IEEE. The financial report shall be submitted to the Section at a date suitable to the Section Executive Committee.

Section 12 - Notices of Subsection meetings shall be mailed to the Section Chairman, Secretary and Chairman of the Program Committee of the Section, and to the other members of the Section Executive Committee upon request.

Section 13 - The officers of a Subsection shall be of Member grade or higher.

#### ARTICLE XI - Chapters of Professional Technical Groups

Section 1 - A chapter of a Professional Technical Group may be promoted by the Section, or by a Professional Technical Group, or by their respective members, by submitting a petition signed by twelve (12) or more members of the Section who are members of or who pledge themselves to become members of the Professional Technical Group. The chapter shall be deemed established after approval of the petition by the Executive Committee of the Section, the Administrative Committee of that Professional Technical Group, and the IEEE Executive Committee.

Section 2 - All technical meetings sponsored by a chapter shall be open to all Section members and to all Affiliates of the chapter. No chapter shall hold such a meeting nor arrange a time and location for that meeting without approval by the Section or by a responsible committee thereof. Notices of technical meetings promoted by a chapter shall be sent to members and Affiliates of the chapter.

A chapter shall assist its associated Professional Technical Group in promoting an IEEE authorized symposium, regional meeting, etc., in the area of a Section. The chapter shall be responsible for coordination with the Section on such meetings.

Section 3 - The Section shall integrate all meetings proposed by a chapter into the Section program so far as equitable to other chapters and fields of interest, whether represented by chapters or not.

Section 4 - A chapter may elect its own chairman and other desired officers. Those elected shall hold the grade of Fellow, Senior Member or Member.

Section 5 - A chapter shall administer and have authority over only such funds as are earmarked for it by the Section Executive Committee.

## ARTICLE XII - Amendments

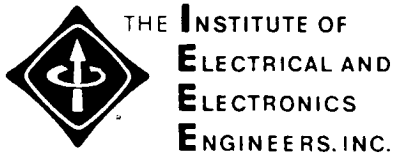
Section 1 - Proposed amendments to this constitution may be initiated either by two-thirds vote of the executive committee or by a petition signed by 30 voting members. Upon an affirmative vote by two-thirds of the Section members voting by mail, it shall be submitted to the IEEE executive committee, and shall become effective upon approval by the IEEE executive committee.

Section 2 - Suitable Bylaws to this Constitution may be adopted by a two-thirds vote of the voting members present at any regular meeting, providing that notice of the proposed change has been sent to each voting member at least three weeks prior to such meeting. Such Bylaws must be consonant with the IEEE Constitution and Bylaws and this Constitution for Sections. A copy of these Bylaws shall be filed in the IEEE Headquarters.

## ARTICLE XIII - Section Dissolution

Section 1 - Should a Section be dissolved for any reason whatever, all the assets, of whatever nature, shall revert to the IEEE.





## DENVER SECTION

### BY-LAWS OF THE DENVER SECTION OF THE IEEE

June, 1986  
Rev. - April, 1987  
Rev. - April, 1988  
Rev. - June, 1988  
Rev. - June, 1990

#### I. NAME AND TERRITORY

The name of this section shall be the Denver Section of the Institute of Electrical and Electronic Engineers, hereinafter called the Section. The territory included within the Section shall include two subsections as described below:

The Black Hill Subsection shall contain the following Counties of Butte, Custer, Fall River, Harding, Lawrence, Meade, Pennington, Perkins, and Shannon in the State of South Dakota; Crook and Weston in the State of Wyoming; and Dawes and Sioux in the State of Nebraska.

The Centennial Subsection shall contain the following Counties of Albany, Campbell, Carbon, Converse, Goshen, Johnson, Laramie, Natrona, Niobrara, and Platte in the State of Wyoming; Banner, Box Butte, Cheyenne, Deuel, Garden, Kimball, Morrill, Scotts Bluff, and Sheridan in the State of Nebraska; Larimer, Logan, Morgan, Phillips, Sedgwick, and Weld in the State of Colorado.

The Denver Section shall contain the following Counties of Yuma, Washington, Elbert, Douglas, Jefferson, Clear Creek, Summit, Eagle, Pitkin, Mesa, Delta, Montrose, and all counties north of said counties in Colorado including the counties as listed above in Wyoming, South Dakota, and Nebraska for the Black Hills and Centennial Subsections.

The territory of the Section and its Subsections shall be approved by the IEEE Regional Activities Board, and may be enlarged, reduced, or otherwise altered by the Regional Activities Board at any time in accordance with the IEEE By-laws.

#### II. FISCAL YEAR

The Section shall operate on a fiscal year beginning on January 1st and ending on December 31st of each calendar year, beginning in 1987.

#### III. OFFICERS AND TERM OF OFFICE

A. To be eligible for an office, the candidate must hold the grade of Member, Senior Member, or Fellow. In addition, Chapter officers are required to be members of the society concerned with the Chapter. Associates and Affiliates may be appointed to serve on committees only.

B. The officers of the Denver Section shall be a Chairman, three (3) Vice-Chairmen, a Secretary, and a Treasurer. All officers shall be elected annually at the Annual Business meeting of the Denver Section, usually held in October.

III. OFFICERS AND TERM OF OFFICE (cont...)

The term of office shall be for one year, concurrent with the fiscal year but in all cases shall continue until a successor has been duly elected and takes office, usually at the first meeting of the general section membership of the new fiscal year in January.

IV. EXECUTIVE COMMITTEE

- A. There shall be a Section Executive Committee for the purpose of managing the operations and administration of the Section in accordance with these By-laws, and the Constitution and By-laws of the IEEE. Membership of the Executive Committee shall consist of the Section Executive Board, the Senior Past Chairman, and the Chairmen of each of the Section Standing Committees established in these By-laws. Additional non-voting members may be appointed by the Section Chairman for a specified time or event, but in no case will their term extend beyond that of the Chairman.
- B. The Chairmen of the Denver Section Subsections shall be ex-officio members of the Denver Section Executive Committee with full voting power when present.
- C. Each Society Chapter Chairman of the Denver Section shall have representation on the Executive Committee through the Societal Chapter's Committee Chairman. Each Society Chapter Chairman shall be an ex-officio member of the Denver Section Executive Committee with full voting power when present.
- D. Members of the Region 5 Executive Committee shall be ex-officio members of the Denver Section Executive Committee with full voting power when present.
- E. Executive Committee meetings shall be called by the Section Chairman at his discretion or by a petition signed by three (3) voting members of the Executive Committee. There shall be a minimum of three (3) Executive Committee meetings, each fiscal year conducted within the geographic area of the Denver Section. They shall be open to all IEEE members.
- F. A simple majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of business at any Executive Committee meeting.

V. EXECUTIVE BOARD

- A. The Denver Section Executive Committee shall have an Executive Board which is responsible for establishing the annual Section goals, proposing to the Executive Committee the annual Section agenda of activities, a proposed budget to support these activities, directing and coordinating the activities of the Standing Committees, and executing those matters of business approved by the Executive Committee towards accomplishing these Section goals.
- B. Membership of the Denver Section Executive Board shall consist of the six (6) elected Section Officers, the Junior Past Chairman, the Chairman of the Awards Committee, and the Chairman of the Professional & Industrial Liaison Committee. The last two Committee Chairmen may change from year to year at the request of the incoming Section Chairman, with the approval of the other members of the Executive Board.

VI. DUTIES OF THE SECTION CHAIRMAN

- A. The chairman, responsible to the Section Executive Committee, shall be the Senior Executive Officer of the Section and has general supervision of the affairs of the Section. He shall have such powers and duties as are provided in the IEEE and Section By-laws, including but not limited to the following:
  - 1. To appoint the Chairmen of all Standing Committees as specified in these By-laws.
  - 2. To make appointments for any special duties as may arise during his term of office.
  - 3. To act as Chairman of the Executive Committee and call meetings as required or necessary to properly handle the affairs of the Section in the best interests of the Section and the IEEE.
  - 4. To represent the Section (unless an alternate is designated by the Section Executive Committee) as a member of the IEEE Regional Committee and carry out such duties relating thereto as prescribed in the IEEE By-laws.
  - 5. To conduct the election of officers at the Annual Business Meeting of the Section.
  - 6. To prepare a consolidated report at the close of his administration reviewing the activities of the Section during his term of office and furnish copies to the Regional Director, IEEE Headquarters, the incoming Section Chairman and a file copy for the Section's permanent records.

VI. DUTIES OF THE SECTION CHAIRMAN (cont...)

- B. The Section Chairman shall be the Senior Executive Officer of the Executive Board which shall meet at the discretion of the Chairman. A minimum two-thirds vote of the Executive Board shall be required to move an item of business from the Executive Board to the Executive Committee for a vote.
- C. The Section Chairman shall preside at all meetings of the Executive Board, Executive Committee, General Section Annual Business Meeting, and the Installation of the Incoming Officers.

VII. DUTIES OF THE SECTION VICE-CHAIRMEN

- A. The Section Vice-Chairmen are the principle executive officers next to the Section Chairman with the responsibility to coordinate and direct the activities of the Section Committees. The Senior Vice-Chairman is the highest officer next to the Chairman, and shall perform the duties of the Section Chairman in the conduct of Section business on the Executive Committee and the Executive Board whenever the Chairman is unable to attend or participate in these activities.
- B. The Senior Vice-Chairman shall be responsible for the direction and overall coordination of the Section Program and Educational Committees. The Section Program Committee shall have overall coordination of the monthly calendar of the Section, Subsections, and Society Chapter meetings along with the other Section Committee sponsored and educational meetings; see that all meetings are properly reported in a timely manner to the Section Secretary, and rebates are paid by the Section Treasurer to the Society Chapters and Subsections.
- C. The Vice-Chairman for Student Activities shall be responsible for those activities which interact with students. These activities are in support of and are to coordinate IEEE Student Branch programs, the annual Student Paper Contest, Pre-College Math & Science programs such as the Colorado Science Fair and Science Olympiad, and administer financial support of these activities in the form of awards and grants from the Student Fund.
- D. The Vice-Chairman for Member Services shall be responsible for those activities which support the general membership. These include publication and the publicity of all Section member activities. These activities are in close coordination and support of the Section Program under the direction of the Senior Vice-Chairman.
- E. The Section Vice-Chairmen shall also fulfill any other duties assigned to them by the Section Chairman or as a result of actions taken by the Education Committee.
- F. The Section Vice-Chairmen are to appoint a Committee Chairman who can represent them at Executive Meetings in their absence.

**VIII. DUTIES OF THE SECTION SECRETARY**

- A. The Secretary as a member of both the Executive Board and the Executive Committee, shall attend all meetings; or, if unable to attend, shall arrange for an alternate to record the minutes of the meetings.
- B. He/she shall be responsible for sending out meeting notices for both Executive Board Meetings and Executive Committee Meetings.
- C. He/she shall be responsible for maintaining current records on the Section membership from information furnished by IEEE Headquarters, with assistance of the Membership Committee.
- D. He/she shall be the custodian of all records of the Section and shall pass on to his/her successor those records which should be retained for historical or other purposes.
- E. At the beginning of each new administration, the Secretary shall be responsible for notifying IEEE Field Services of the names of all incoming elected Section, Subsection, and Chapter Officers and approved Committee Chairmen within twenty (20) days after taking office.
- F. The Section Secretary shall be responsible for notifying IEEE Headquarters of appointments to the Section Executive Committee, Subsection Chairmen, Chapter Chairmen, Committee Chairmen, and other appointments or changes during the fiscal year of which the IEEE Headquarters should be advised. Names and term of newly elected officers shall be reported to IEEE Headquarters within twenty (20) days following election.
- G. The Section Secretary shall provide each new Section, Subsection, Chapter Officer, and Committee Chairmen with a copy of the Denver Section By-laws and appropriate operation guides prepared by IEEE Headquarters, and other guides that may be prepared by the Section, after each annual election and/or committee appointments.
- H. He/she shall maintain supplies of stationery and other forms as may be required by the Section and Subsection officers. Normally, mailing labels and other stationery supplies will be ordered, as required, from IEEE Headquarters.
- I. The outgoing Secretary shall be responsible for reporting to the IEEE Headquarters, on the prescribed form, information as to the meetings held by the Section, Subsections, Chapters, Societies, and Groups. This report shall be submitted prior to February 1st of the ensuing year, which is the deadline date for rebate. The report must reach IEEE Headquarters by February 1st.

**IX. DUTIES OF THE SECTION TREASURER**

- A. Immediately following installation of officers, the incoming Treasurer shall arrange with the Auditing Committee Chairman and the outgoing Treasurer for the transfer of the Sectional financial records and funds.

IX. DUTIES OF THE SECTION TREASURER (cont...)

- B. As a member of both the Executive Board and the Executive Committee, he/she shall attend all meetings or have another person present the current financial report.
- C. He/she shall be responsible for maintaining the Section's financial activities:
  - 1. Receipts and disbursements record
  - 2. Deposits of all monies received by the Section in a depository approved by the Executive Committee
  - 3. Determine funds available to the Section from IEEE Headquarters
  - 4. Make disbursements only as authorized in the Section annual budget or as specifically approved by the Executive Committee.
- D. He/she shall work with the Section Executive Board in the preparation of a Section budget for the ensuing academic year. This budget shall be submitted for approval of the Executive Committee prior to 1 January and may be modified as required by majority vote of those present, providing a quorum is present at any official Executive Committee Meeting.
- E. The outgoing Treasurer shall submit the Section Financial Statement, on the prescribed form, for the year ending December 31st in time to be received in IEEE Headquarters by February 1st. This is the deadline to assure March rebates are received by the Section in March.

X. STANDING COMMITTEES

- A. The Section Chairman shall be responsible for appointing Chairmen of all Standing Committees with recommendations and advice from the Executive Board. Tentative appointments may be made by the Chairman elect prior to taking office to allow new Committee Chairmen the opportunity to learn about their committee tasks before assuming responsibility at the beginning of the next fiscal year. Committee Chairmen appointments are subject to ratification by the Executive Committee.
- B. The Standing Committees of the Denver Section shall be:  
(See Executive Committee Organizational Chart attached.)

Awards  
Professional & Industrial Liaison  
Membership  
Finance  
Section Program  
Education Program  
Societal Chapters

Publicity & Publications  
Professional Activities  
Conference Activities  
Student Fund  
IEEE Student Branches Activities  
Pre-College Students Activities  
Nominations

XI. DUTIES OF THE STANDING COMMITTEES

A. Awards

1. The Section Awards Committee Chairman manages the awards program of the section. The four (4) permanently endowed awards will be presented at the Annual Awards Banquet in May or June. The Awards Committee Chairman shall chair these four endowed Section Annual Awards Committees as follows:
  - a) The Section Service Award Committee shall consist of the previous award recipients, present Section Chairman, Junior and Senior Past Chairmen, who are solicited annually for nominations. The final decision rests with the Awards Committee Chairman. The award is an engraved plaque and a check for \$100 given to an individual for dedicated services to the Denver Section over an extended number of years, usually in excess of 10 years. An individual can receive this award only once.
  - b) The Society Chapter of the Year Award Committee shall consist of the Secretary, Societal Chapters Committee Chairman, and the Senior Vice-Chairman who collectively determine the winner for the previous calendar year based on meeting reports, increases in membership, and other outreach activities. No Chapter may win this award in consecutive years. The award is a certificate and a check for \$100.
  - c) IEEE Student Branch of the Year Award Committee shall consist of the IEEE Student Branches Activities Chairman, Student Fund Chairman, and the Vice-Chairman for Student Activities who collectively determine the winner from nominations and other reports submitted by the Student Branch Counselors, Student Branch Officers, their school, and IEEE staff. The award is based on performance for the immediate academic year. The award is an engraved plaque and a check for \$100.
  - d) The Professional Award Committee shall consist of the Professional & Industrial Liaison Committee Chairman, Professional Activities Committee Chairman, and the Vice-Chairman for Member Services who collectively determine the award recipient from nominations solicited from the Denver Section of the IEEE and other Professional Societies in the Denver Section area. This award will be a suitable engraved plaque. An individual can receive this award only once.
  - e) The Section Awards Committee Chairman shall be responsible for any other awards which may be designated by the Section Executive Committee or endowed in the future.
2. The Awards Committee Chairman shall be responsible for obtaining a lapel pin for the outgoing Section Chairman and obtaining certificates of appreciation and/or other recognitions at the conclusion of each fiscal year as determined by the outgoing Chairman. The outgoing

XI. DUTIES OF THE STANDING COMMITTEES (cont...)

Chairman will give his incoming Section Chairman's pin to the newly elected Chairman at the installation of officers, which is normally conducted at the January Section Meeting.

B. Nominations

1. The Section Nominations Committee Chairman shall normally be the Junior Past Section Chairman.
2. The Nominations Committee Chairman shall be responsible for preparing Fellow Nominations to be submitted annually and/or endorsements by the Section. Newly elected Fellows are to be recognized in an appropriate way by the Section.
3. The Nominations Committee Chairman shall be responsible to submit names in nomination for higher level awards and IEEE leadership positions to the Region and other IEEE Boards and Committees when requested. He/she is assisted in this task by the Executive Board.
4. The Nominations Committee Chairman shall be responsible for soliciting and recommending to the Executive Committee those names to be presented to the Section membership for the election of the next year's officers. He/she is assisted in this task by a nominating subcommittee consisting of the Junior and Senior Past Chairmen, and one or more persons appointed by the Section Chairman not then an officer of the Section.

C. Professional & Industrial Liaison

The Professional & Industrial Liaison Committee Chairman represents IEEE on the Colorado Engineers Council (CEC) and other inter-Society, Industry and Government engineering organizations. The Professional & Industrial Liaison Committee Chairman shall be responsible to report on CEC and other Professional & Industrial Engineering activities, the coordination of the Annual Legislative Breakfast and Engineers Dinner, coordinating IEEE membership interest with Industry and Government, and conducting IEEE liaison programs to further engineering management support of IEEE membership and Government and Industry participation in IEEE activities.

D. Membership

The Membership Committee Chairman shall be responsible for encouraging all IEEE members in the Section to obtain the highest grade for which they are qualified, and to promote new membership at Section, Subsection, Society Chapter, all IEEE meetings, conferences, and other professional gatherings, and to reach out for new members in those Industrial, Educational, and Governmental areas where potentially qualified members can be found. The Membership Committee Chairman shall keep the Section, Subsection, Chapters, and Student membership statistics and make available Membership Information and Applications to the Society Chapters and other members and non-members who request information about IEEE.



#### E. Finance

The Section Treasurer shall be the Finance Committee Chairman. In addition to the duties of the Treasurer described above, the Finance Committee Chairman shall present a Financial Statement at each Executive Committee Meeting, and at the Annual Section Business Meeting. The Finance Committee Chairman shall maintain the Student Fund investments and advise the Student Fund Committee on future investment opportunities and estimate the Student Fund's yearly income. The Finance Committee Chairman shall also maintain the Awards Fund separate from the Student Fund and the Section General Fund, and advise the Awards Committee Chairman as to the yearly income to be used for the four endowed Section Awards. The Denver Section Awards Fund shall not be used for other than Denver Section Annual awards.

#### F. Program

The Program Committee Chairman shall be responsible for conducting the Section's monthly general meetings, and scheduling and arranging the Annual Business, Awards Banquet and the annual installation of officers. These general Section meetings can be in joint sponsorship with other societies, IEEE Society Chapters, Subsections, Student Branches, or sponsored by the Section alone, and should present topics and tours of a general nature to draw attendance from the broadest cross section of the IEEE membership. More technical topics and tours should be presented by the Society chapters and vice versa. The Annual Business Meeting will begin with a short business report covering the previous academic year followed by the presentation of awards covering the previous calendar year, followed by an evening's program. Family and guests shall be encouraged to attend. Individual invitations shall be sent to all past Section Chairmen, Subsection Chairmen, Fellows, and Student Branch Counselors. The installation of officers will be a simple ceremony at the beginning of the first general membership meeting in the first month of the new fiscal year.

#### G. Educational Program

The Section Educational Program Committee Chairman shall be responsible for the continuing technical education of the Denver Section membership. This can be accomplished through the IEEE Educational Activities Board Satellite Video Conferences, short courses, workshops, and other locally generated educational courses either in joint sponsorship with other technical societies, IEEE Society Chapters, conferences, or sponsored solely by the Section. The Section Educational Program should be financially self-supporting where possible.

#### H. Societal Chapters

1. The Section Societal Chapters Chairman shall be responsible for coordinating the Society Chapters within the Denver Section. The Societal Chapters Chairman shall assist each Chapter, maintain active leadership through annual elections, and hold at least two meetings per calendar year to remain in an active status. This may require

H. Societal Chapters (continued...)

leadership training and education as to Section policy and procedures for meeting announcements, reports and rebates, and the coordination of Chapter meeting dates with Section, Subsection meetings dates to minimize interfering with another IEEE meeting. Each Subsection and Society Chapter will receive a monetary rebate, subject to Executive Committee approval, for each meeting held. All Society Chapter and Subsection meetings must be announced in the Section newsletter to be eligible for Section rebates.

2. A new Society Chapter can be petitioned, signed by no fewer than twelve (12) Section members, other than students, who are members of the Society concerned. It should then be submitted to the Section Executive Committee for approval which will in turn submit the petition to the Director, IEEE Field Services. The Chapter shall be considered established after Field Services has determined the Regional Director and the Society Presidents have no objections.

I. Publicity & Publications

1. The Section Publicity & Publications Committee Chairman is the Section newsletter Editor, as well as Chairman of the Publications Committee consisting of the Section Treasurer, Societal Chapters Chairman, and Section Program Chairman. The Section newsletter is to be published once a month from September through May or June, with the exception of December which is optional, and is to be received by the general membership no later than the first week in each of these months. The Publications Committee Chairman is responsible to collect any fees charged for advertising in Section Publications.
2. The Publicity & Publications Chairman shall be responsible for any contact with the news media for the publicity of IEEE activities such as election of officers, annual awards, and special meetings and other events, and to assist in conference publicity when requested.

J. Professional Activities

The Section Professional Activities Committee Chairman shall be responsible for those activities which improve the professional standing and recognition of Electrical, Electronics and Computer Engineers, Scientists, and Technologists in the local communities administered by the Denver Section. Such activities include Government Action programs, workshops and meetings on IEEE Career issues, assisting USAB Member Services and other activities in support of the Regional and National Professional Activities Committee for Engineers (PACE) programs. The Professional Activities Chairman is expected to represent the Section at the Annual PACE Conference and other Regional and National conferences and meetings as requested.

K. Conference Activities

1. The Section Conference Activities Committee Chairman shall monitor all Regional, National, and International IEEE conference schedules. When

Conference Activities (continued...)

appropriate, letters of inquiry shall be sent to the committee responsible for the future selection of conference sites. If favorable responses are received, then formal letters of invitation shall be prepared for the signature of the Section Chairman. Coordination shall be undertaken with the local Chamber of Commerce and/or Visitors Convention Bureau in order to obtain letters from their organization, in addition to the Mayor and Governor of the State. The Section Conference Committee shall assist the National Conference Committees as may be required by their needs.

2. The Section Conference Activities Committee Chairman shall coordinate IEEE involvement in local trade shows with IEEE Denver Section Conference Committee members, on other society program committees and/or administrative bodies, and vice versa should the Denver Section sponsor an IEEE Regional Electro-Technology Trade Show solo; or in partnership with another IEEE organization; or another local group of a National Technical/Engineering Society.
3. The Section shall provide a \$3,000 pool as a resource fund to conferences. Every effort should be made to ensure financial success for the conference, and the Section may expect to share in the surplus realized. The Section may also be asked to share the risk associated with a conference and be prepared to equally share in the losses if they occur. The Conference Committee Chairman will prepare a written agreement as to the sharing of surpluses and/or losses which must be approved by the Executive Committee.

L. Student Fund

1. The Section shall establish and maintain a fund for the purpose of promoting student interest and participation in electrical, electronic, or computer engineering and science at the Junior High, Senior High, and College levels.
2. The Section Treasurer shall keep completely separate records of monies allocated to the Student Fund and there shall be no mingling of the Student Fund with Section monies allocated for general use. The Treasurer will invest the Fund in reasonably safe and prudent investments with the assistance and approval of a majority of the Student Fund Committee. Income from such investments shall be kept separate from other Section monies, and disbursements from the Fund income shall be made by the Treasurer only if properly authorized and approved by majority vote of the Student Fund Committee.
3. Additions to the Fund shall consist of monies allocated thereto by majority vote of those Executive Committee members present at any Executive Committee Meeting, provided there is a quorum present.
4. Monies allocated to the Fund by Executive Committee vote may be permanently withdrawn from the Fund by a two-thirds (2/3) or more vote of the entire Executive Committee members eligible to vote. This vote may be by mail or at any Executive Committee Meeting provided two-thirds or more members are present.

5. Monies allocated to the Fund may be temporarily withdrawn from the Fund and used for other purposes than those designated in Paragraph 1 above, provided all the following conditions are met:
  - a) There is reasonable assurance that the monies will be replaced within a specified time period, not to exceed eighteen (18) months.
  - b) The amount of the monies removed from the Fund for all such temporary use does not in aggregate exceed more than twenty-five percent (25%) of the total fund.
  - c) The allocation for temporary use is approved by majority vote of those members present at any meeting of the Executive Committee providing there is a quorum present.
  - d) The allocation for temporary use is approved by a majority vote of the members of the Student Fund Committee.
  - e) The Treasurer is authorized to transfer monies from the general Section monies equal to the approximate amount of income which the withdrawn amount of monies would have earned if they had not been withdrawn.
6. The Student Fund Committee shall consist of three (3) members. The Section Chairman shall at the beginning of his term of office fill the vacancy or vacancies which may exist due to the expiration of a Student Fund Committee member's term of office. The term of office for new appointments to the Student Fund Committee shall be for not more than three (3) fiscal years; but the Section Chairman may appoint a new member or reappoint an existing member for less than three years, providing no more than one of the member's terms of office expires in the same year. The Section Chairman shall promptly fill vacancies which may occur during the year by appointing a new member for the unexpired term. Any new member appointed to the Student Fund must also be a voting member of the Executive Committee at the time of appointment or within the last three (3) years.
7. The powers and duties of the Student Fund Committee shall include the following:
  - a) To administer the Fund and the income from the Fund to achieve the objectives and purpose stated in Paragraph 1 above.
  - b) To assist and/or direct the Treasurer in the prudent and wise investments of the Fund, and/or income from the Fund, so the maximum income may be achieved with a reasonable degree of safety.
  - c) To obtain (by February 1st of each year) from the Section Treasurer a statement as to the amount of monies in the Fund, the amount of income available from the Fund for that year, plus income carry-over (if any) from previous years.
  - d) The Student Fund Chairman shall provide the Section Chairman with a report by February 15th for the previous calendar year showing the

d) (continued...)

balance in the Fund at the beginning and end of the year, and income and disbursements during the previous year. The Treasurer shall assist in preparing this report.

e) To prepare by February 15th of each year a list of proposed disbursements for that calendar year. This list may be increased, decreased, or modified during the year by majority approval of the Student Fund Committee members, but in no event shall the disbursements be greater than the previous year's income plus income carry-over (if any) specified in Paragraph 3 above. Disbursements from the Fund itself shall be made only if authorized as stipulated in either Paragraph 4 or 5 above.

8. The Student Fund Committee shall designate the most senior committee member in terms of years on the committee each calendar year as its Chairman. All disbursements made by the Section Treasurer from the Student fund checking account may be initially requested verbally by the Student Fund Chairman, but it must be followed up with a written request from the Student Fund Chairman to the Section Treasurer within 10 days.

#### M. IEEE Student Branches Activities

1. The Section IEEE Student Branches Activities Committee Chairman shall be responsible for coordinating Section support of the Student Branches at the many schools of engineering within the Denver Section. This can best be accomplished by attending one or more Student Branch meetings at each school throughout the year to establish communications with the IEEE Student Branch Counselor, the Student Branch officers, and the school staff. Students should be encouraged to attend section meetings and a 50% meal subsidy will be paid by the Student Branches Committee for all dinner meetings attended by IEEE students. IEEE sponsored activities for the Student Branches include the annual Student Paper Contest and Student Professional Awareness Conferences at as many schools with leadership to undertake this project.

Student Professional Awareness Conferences are to be coordinated with the Section Professional Activities Chairman. This committee works closely with the Student Fund which supplies funds for the awards and other student project grants, the Region 5 Student Activities Chairman who coordinates the Student Paper Contests, and the IEEE Student Services in New Jersey which supplies the Student Activities Guides for Sections and other Student support supplies and information.

2. The IEEE Student Branch students shall be represented collectively by the appointment of an IEEE student to this committee. The student representative will be an ex-officio member of the Executive Committee with full voting power when present.

#### N. Pre-College Activities

The Section Pre-College Student Activities Committee Chairman shall be responsible for coordinating Section support of Pre-College Math and Science

Pre-College Activities (continued...)

educational activities in promoting Electrical, Electronics, and Computer technological understanding. The principal activities involve judging and presentation of awards at the Colorado Science Fair, support of the Colorado Science Olympiad, and other programs with a similar interest in promoting technical education and understanding. This committee also works closely with the Student Fund which supplies money for awards and other student project grants and coordinates with the Section Professional Activities Chairman.

O. All Standing Committee Chairmen

1. Each Committee Chairman shall appoint the members of his/her committee. Each Committee Chairman shall appoint a Vice-Chairman who can represent the committee at Executive Committee Meetings and vote for the Chairman when absent.
2. Each Committee Chairman shall submit to the Section Chairman an annual report and evaluation of their activities at the conclusion of the fiscal year. These reports will be used in the Section Chairman's annual report to the Region 5 Director presented at the Annual Region 5 Conference and Regional Committee Meeting usually in March or April, and to the IEEE Denver Section general membership at the Annual Awards Meeting, usually in May or June.

XII. NOMINATION AND ELECTION OF OFFICERS

- A. Each year the Section shall elect six (6) officers for a term of one year. No later than sixty (60) days prior to the Annual Business Meeting of the Section, the Nominations Committee shall submit to the Nominations Committee Chairman names of qualified IEEE members for the offices of Chairman, three (3) Vice-Chairmen, Secretary, and Treasurer. Only Members, Senior Members, or Fellows are eligible to hold Section offices. Nominees for Chairman shall be limited to those individuals who will have served a minimum of three (3) years on the Executive Committee prior to the possible assumption of the office.
- B. No later than forty five (45) days prior to the Annual Business Meeting of the Section, the Nominations Committee Chairman shall submit to the Section Chairman a list of candidates who are eligible, willing to serve if elected, and capable of carrying out the duties of the office as described in these By-laws and other guides supplied by IEEE Headquarters. The nominations submitted shall be announced to each voting member of the Section by mail notice no later than thirty (30) days prior to the Annual Business Meeting of the Section, and in sufficient time to allow nominations by petition.
- C. Other nominations shall be accepted by the Section Chairman prior to the Annual Business Meeting, providing the nominations are submitted in writing and supported by a petition signed by at least ten percent of the voting membership, or ten qualified voting members, whichever is least.

- D. In the event there is only one nominee for each office, the Section Chairman shall declare the nominee elected and no balloting would need to be held at the Annual Business Meeting.
- E. When, at the Annual Business Meeting, there is more than one nominee for any one of the elective offices, the Section Chairman may conduct the election, providing there is a quorum present and it is evident that a fair expression of the wishes of the Section membership will be reflected. As an alternate, he may announce that the election shall be determined by days after the Annual Business Meeting, a letter ballot listing the nominees for each office. The mailing shall include a return addressed envelope. A return mailing date deadline no less than thirty (30) days or later than forty-five (45) days after the Annual Business Meeting shall be specified on the ballot. The Section Chairman shall call a meeting of the Executive Committee and appoint a three member Teller Committee to count the returned ballots and determine the elected officers. A plurality of the votes cast shall be necessary for election. Notification of the newly elected officers and transfer of duties shall be made without delay.

#### XIII. VACANCIES

- A. Vacancies in office shall be filled by an appointment made by the Section Chairman subject to approval, within thirty (30) days following the appointment, by a majority vote of all members of the Executive Committee. If the vacancy is in the office of the Section Chairman, the Senior Vice-Chairman shall automatically assume the office and appoint a replacement for the Senior Vice-Chairman office, subject to approval as given above.
- B. If, for any reason, the best interests of the Section seem to require a change in the Section Executive Committee during the year, the matter shall be duly and carefully considered at a meeting of the Executive Committee at which a quorum is present. By at least a two-thirds vote of the Executive Committee members present, or upon submission of a written petition signed by fifteen (15) or more voting members of the Section, the matter shall be resolved by a two-thirds vote of the Section Executive Committee for replacing a Committee Chairman, or following the same procedure as given in Paragraph XII, E for an elective office when more than one nominee has been made.

#### XIV. BY-LAW ADDITIONS, DELETIONS, AND REVISIONS

Additions, deletions, and revisions to these By-laws may be proposed by three or more members of the Executive Committee, or by a petition signed by fifteen (15) or more Section members. The proposed additions, deletions, or revisions shall be mailed to all members of the Executive Committee at least twenty (20) days before the stipulated Executive Committee Meeting at which the vote is to be taken. Providing a quorum is present, two-thirds of all votes cast shall be required to approve the proposed addition, deletion, or revision, or two-thirds mail vote of the Executive Committee, provided a 30-day period is allowed for such responses. In either event, any such change must be consonant with the IEEE Constitution, By-laws, and published interpretation of policy. A copy of the current Section By-laws, and any



BY-LAW ADDITIONS, DELETIONS, AND REVISIONS (continued...)

amendments thereafter which involve substantive changes, shall be submitted by the Section Secretary to the Regional Director for approval, with such approvals reported to the Regional Activities Board.

XV. OTHER PROVISIONS

Any matters relating to the operation and affairs of the Section, which are not covered herein, shall be resolved by action of the Officers and Executive Committee in accordance with the provisions of the IEEE Constitution and By-laws, and published interpretation of policy.

XVI. ATTACHMENTS

Executive Committee Organizational Chart

Big Horn, Sheridan,  
& Washakie Counties  
to be transferred  
to Montana Section

DENVER  
SECTION  
11

PIKES PEAK  
SECTION 43

43 PIKES PEAK  
SECTION

PROPOSED BOUNDARY  
DENVER SECTION  
OF IEEE, INC.

## PETITION TO FORM AN IEEE AFFINITY GROUP

Name of IEEE Section/s or Council: IEEE Denver Section

Please specify type of Affinity Group:

- ☐ Graduates Of the Last Decade
- ☐ Women In Engineering
- ☒ Consultants Network
- ☐ Life Member

We, the undersigned, who are members of the above Section/Council, hereby petition for approval to form an Affinity Group in the Section indicated above.

*List attached*

Printed Name	Member Number	Signature of Petitioner
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

**\*\*MINIMUM OF 6 PETITIONERS IS REQUIRED FOR AN AFFINITY GROUP FORMATION\*\***

The action has the approval of the Section/Council Executive Committee.

The following individual is serving as the Organizer of the Affinity Group:

Note: The organizer of the Affinity Group must hold grade of Member, Senior Member or Fellow

Name: Gyan P. Saxena

Member #: 04011987

*-SM OK*

Section Officer's Signature: Pankaj Goyal

Office Held: Sect. Chair

Date: \_\_\_\_\_

*OK*

Please send petition via fax to +1 732 463 3657 or mail to:

IEEE REGIONAL ACTIVITIES  
Section/Chapter Support  
445 Hoes Lane  
Piscataway, NJ 08855  
USA

Email: [petition@ieee.org](mailto:petition@ieee.org)  
Phone: +1 732 562 5511

## IEEE Consultant Network - Denver Chapter

October 11, 2007

SI No	Name	Membership number	Phone number	Email Id	Signature	Volunteer (Y/N)
1	Casey Beeler	80563560				Y
2	Sudeep Pyakuryal	41350106			Sudeep	
3	Ray Luccchesi				Ray	Y
4	Elmer Arment				EA	N
5	Bruce Osborn					N
6	Bob White	0839671		b-b.white@ieee.org	RW	N
7	Madeline White	-		madeline.white@ieee.org	mmw	N
8	RANDY BANKROFT	04566907			RW	N
9	STEVE STANER				SS	N
10	Tho Antruong				TA	
11	Tom Milligan	?		TMILLIGAN@IEEE.ORG	TAM	
12	Gyan Saxena	04011987				

OK

OK

OK

OK

OK

## IEEE Consultant Network – Denver Chapter



October 11, 2007

Sl No	Name	Membership number	Phone number	Email Id	Signature	Volunteer (Y/N)
1	Bart Gates					
2	Clint Conley	41290842			<i>CC</i>	Y
3	Clyde M Brown					
4	Hussain Haddad					
5	Jeff Hayden	41290916			<i>Jeff Hayden</i>	Y
6	Joe Leoni					
7	Ken Nicholson				<i>Ken</i>	
8	Lemma					
9	Mark Milliman					
10	Michael Leedahl				<i>ML</i>	N
11	Pam Arment				<i>PA</i>	N
12	Rad Arner	Proctor # MEMBER			<i>RA</i>	



## IEEE Consultant Network – Denver Chapter

October 11, 2007

SI No	Name	Membership number	Phone number	Email Id	Signature	Volunteer (Y/N)
1	Ray Perez	04799268	[REDACTED]	ray.j.perez@ieee.org		Y
2	Sean Otte	40147807	[REDACTED]	[REDACTED]		N
3	Scott Wathen					
4						
5						
6						
7						
8						
9						
10						
11						
12						



"Wan, Gim"

03/03/2008 06:24 PM

To <j.hale@ieee.org>, <jhandal@ieee.org>, <gimsoon@ieee.org>, <c.downer@ieee.org>, <jjefferies@ieee.org>, [REDACTED], <d.pierce@ieee.org>

cc

bcc

Subject RE: New Geographic Unit Approval Request for the IEEE Denver Section GOLD Affinity Group

Hello, Joe. I approved the formation of Denver GOLD Affinity Group.

Dear, Jack. Congratulation on the formation of Denver GOLD, and Welcome to the GOLD community. I trust you to lead the GOLD group with activities, generate value to your GOLD membership, and maintain the health of the group for many years to come. Your Region 5 GOLD Coordinator is Jeffry Handal ([jhandal@ieee.org](mailto:jhandal@ieee.org)). Jeff, is a great guy, and have lots of experience on GOLD activities and operation. If you have any problem or question, please contact him or myself. If there is anything that I can help, please don't hesitate to e-mail me. Thank you, good luck in your GOLD endeavor.

Best Regards,  
SOON :)



IEEE Boston Section, StM'96 M'00

2008 "Member and Geographic Activities" GOLD Committee Chair

Office Tel: (978) 749-3358

E-Mail: [gimsoon@ieee.org](mailto:gimsoon@ieee.org)  
[REDACTED]

**From:** j.hale@ieee.org [mailto:j.hale@ieee.org]

**Sent:** Monday, March 03, 2008 3:37 PM

**To:** jhandal@ieee.org; gimsoon@ieee.org; c.downer@ieee.org; jjefferies@ieee.org; [REDACTED]; d.pierce@ieee.org

**Subject:** New Geographic Unit Approval Request for the IEEE Denver Section GOLD Affinity Group

Dear Director David Pierce and GOLD Committee Chair Gim Soon Wan:

We received a petition from Jack Keith to form the Denver Section GOLD Affinity Group. The petition is approved by the Executive Committee of the Section and has the required amount of qualified signatures.

If you have questions or concerns, you may contact Jack Keith at [REDACTED]

Do we have your approval?

Best regards,

Joe Hale

---

Joseph E. Hale III  
Administrator - Geographic Unit Support

# PETITION TO FORM AN IEEE AFFINITY GROUP

Name of IEEE Section/s or Council: **Denver Section**

Please specify type of Affinity Group:

- ☒ Graduates Of the Last Decade
- ☐ Women In Engineering
- ☐ Consultants Network
- ☐ Life Member

We, the undersigned, who are members of the above Section/Council, hereby petition for approval to form an Affinity Group in the Section indicated above.

Printed Name	Member Number	Signature of Petitioner
1. <b>Dusty Fisher</b>	<b>41447582</b>	<i>[Signature]</i>
2. <b>Ray Perez</b>	<b>04799268</b>	<i>[Signature]</i>
3. <b>Jason Fritz</b>	<b>00667121</b>	<i>[Signature]</i>
4. <b>Nolan Wright</b>	<b>41300846</b>	<i>[Signature]</i>
5. <b>Jim JEFFERIES</b>	<b>06437909</b>	<i>[Signature]</i>
6. <b>Matt Oetting</b>	<b>41418618</b>	<i>[Signature]</i>
7. <b>Fabio da Silva</b>	<b>80055242</b>	<i>[Signature]</i>
8. <b>James R. Look</b>	<b>06253280</b>	<i>[Signature]</i>
9.		
10.		
11.		

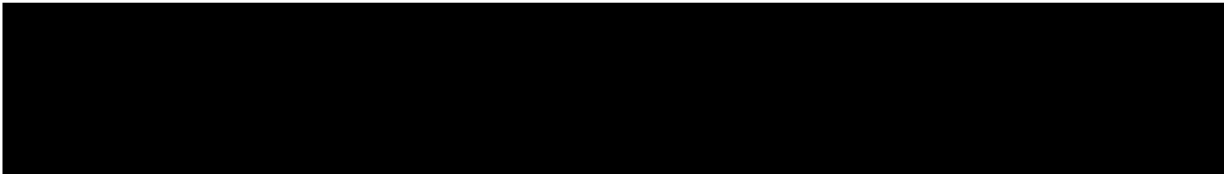
**\*\*MINIMUM OF 6 PETITIONERS IS REQUIRED FOR AN AFFINITY GROUP FORMATION\*\***

The action has the approval of the Section/Council Executive Committee.

The following individual is serving as the Organizer of the Affinity Group:

Note: The organizer of the Affinity Group must hold grade of Member, Senior Member or Fellow

Name: Jack Keith Member #: 82692080 **80692080**



Section Officer's Signature: *[Signature]*

Office Held: 2008 Chair Date: 2/12/08

Please send petition via fax to +1 732 463 3657 or mail to:

IEEE Member and Geographic Activities  
Geographic Unit Operations  
445 Hoes Lane  
Piscataway, NJ 08854  
USA

Email: [petition@ieee.org](mailto:petition@ieee.org)  
Phone: +1 732 562 5511





Phone +1 732 562 5504  
Fax +1 732 463 3657  
Email [c.jankowski@ieee.org](mailto:c.jankowski@ieee.org)

**Cecelia Jankowski**  
*Managing Director  
Regional Activities*

13 July 2004

Prof. Krzysztof Cios

Dear Prof. Cios:

Congratulations! On behalf of the IEEE Executive Director, Dan Senese, it is a pleasure to inform you that the requirements of the IEEE Bylaws have been met, and the IEEE Denver Section – Computational Intelligence (formerly named Neural Networks) Society Chapter has been formed. The effective date of this Chapter formation is 03 May 2004.

At this time, we are recording you as the Interim Chapter Chair. When an election has been held, please report the name and member number of the new Chapter Chair to the IEEE using the online Officer Confirmation form at <http://www.ieee.org/scsreports>. If we can assist you in any way in the planning of the Chapter activities, please let us know.

We extend our best wishes for the successful operation of this Chapter.

Sincerely,

Cecelia Jankowski  
Managing Director  
Regional Activities

cc: ☒ D. Senese - Executive Director  
☒ J. Meredith - Region 5 Director  
☒ G. Parker - Denver Section Chair  
☒ J. Zurada - Computational Intelligence Society President  
☒ V. Piuri - Computational Intelligence Society Vice President - Membership  
M. Ward-Callan - Technical Activities Managing Director

## PETITION TO FORM AN IEEE CHAPTER

Name of IEEE Society: NEURAL NETWORKS SOCIETY

Name of IEEE Section: Denver

We, the undersigned, who are members of the above Society and Section, hereby petition for approval to form a Chapter in the Section indicated above.

Signature of Petitioner	Member Number	Printed Name
1.	03945532	Krzysztof Cios
2.	01967603	George Edwards
3.	550681	Bob Mastors
4.	4375788	Mahmood Azimi
5.	41321999	Daryl Fletcher
6.	3398013	Bret Hammers
7.	02186096	Andy Ottele
8.	01089812	Christopher Bowman
9.	41456589	Kim Wheeler
10.	41483461	Robin Knight
11.	191510	Brian Hemmelman
12.	03561297	Ilia Lossev
13.		
14.		
15.		
16.		
17.		

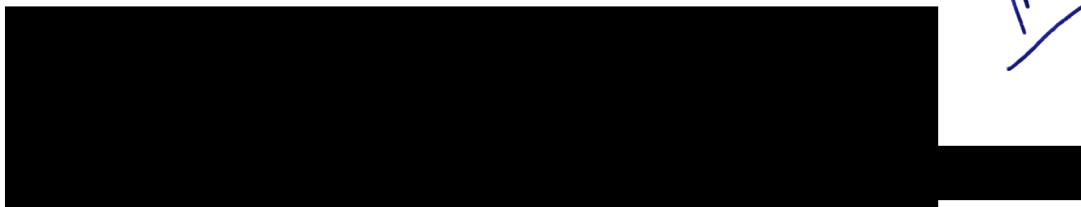
### **\*\*12 PETITIONERS ARE REQUIRED FOR A TECHNICAL CHAPTER FORMATION\*\***

The action has the approval of the Section Executive Committee.

The following individual is serving as the Organizer of the Chapter:

*Note: The Organizer of the Chapter must hold grade of Member, Senior Member or Fellow and also be a member of the Society.*

Name: Krzysztof (Krys) Cios Member #: 03945532



Section Officer's Signature: \_\_\_\_\_

Office Held: \_\_\_\_\_ Date: \_\_\_\_\_

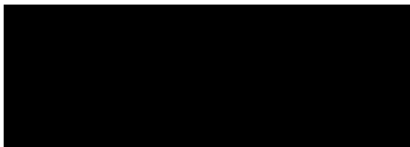


Phone +1 732 562 5504  
Fax +1 732 463 3657  
Email [c.jankowski@ieee.org](mailto:c.jankowski@ieee.org)

**Cecelia Jankowski**  
*Managing Director  
Regional Activities*

21 October 2004

Mr. Marcelo Godoy Simoes



Dear Mr. Simoes:

Congratulations! On behalf of the IEEE Regional Activities Vice President, Marc T. Apter, and IEEE Technical Activities Vice President, Ralph W. Wyndrum, Jr., it is a pleasure to inform you that the requirements of the RAB Operations Manual have been met, and IEEE Denver Section – Power Electronics Society Chapter has been formed. The effective date of this Chapter formation is 24 September 2004.

At this time, we are recording you as the Chapter Chair. When an election has been held, please report the name and member number of the new Chapter Chair to the IEEE using the online Officer Confirmation form at <http://www.ieee.org/scsreports>. Valuable information regarding IEEE Society Chapters can be found at [www.ieee.org/chapters](http://www.ieee.org/chapters). If we can assist you in any way in the planning of the Chapter activities, please let us know.

We extend our best wishes for the successful operation of this Chapter.

Sincerely,

Cecelia Jankowski  
Managing Director  
Regional Activities

cc: M. Apter - Regional Activities Vice President  
R. Wyndrum - Technical Activities Vice President  
J. Meredith - Region 5 Director  
G. Parker - Denver Section Chair  
D. Patterson - Power Electronics Society President  
V. Agelidis - Power Electronics Society Chapter Coordinator  
M. Ward-Callan - Technical Activities Managing Director

### PETITION TO FORM AN IEEE CHAPTER

Name of IEEE Society/ies: Power Electronics Society

Name of IEEE Section/s: Denver Section

We, the undersigned, who are members of the above Society and Section, hereby petition for approval to form a Chapter in the Section indicated above.

Signature of Petitioner	Member Number	Printed Name
1.	40156882	Robert Erickson <i>OK</i>
2.	00636670	Benjamin Kroposki <i>OK</i>
3.	00530774	Dragan Maksimovic <i>OK</i>
4.	06359327	Clyde Manning <i>OK</i>
5.	04957833	Eduard Muljadi <i>OK</i>
6.	41462526	Kevin Pera <i>OK</i>
7.	41421658	Chris Pink <i>OK</i>
8.	04518494	Annabelle Pratt <i>OK</i>
9.	00648063	Marcelo Godoy Simoes <i>OK</i>
10.	02423598	Sam Twerefour <i>OK</i>
11.	06896724	Pierre Thollot <i>OK</i>
12.	03887262	John Wagner <i>OK</i>
13.	08390171	Robert White
14.	40272601	Regan Zane
15.	41298122	James A. Ziebarth
16.	40159124	Matthew Zolot

#### **\*\*12 PETITIONERS ARE REQUIRED FOR A TECHNICAL CHAPTER FORMATION\*\***

The action has the approval of the Section Executive Committee.

The following individual is serving as the Organizer of the Chapter:

*Note: The Organizer of the Chapter must hold grade of Member, Senior Member or Fellow and also be a member of the Society.*

Name: Marcelo Godoy Simoes

Member #: 00648063

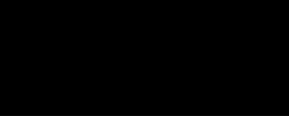
Section Officer's Signature: *Harry Parker*

Office Held: *Chair*

Date: *9/14/04*

2 August 2006

Mr. Jody Paul



Dear Mr. Paul:

Congratulations! On behalf of the IEEE Regional Activities Vice President, Pedro Ray, and IEEE Technical Activities Vice President, Celia Desmond, it is a pleasure to inform you that the requirements of the RAB Operations Manual have been met, and IEEE Denver Section - Education Society Chapter has been formed. The effective date of this Chapter formation is 1 August 2006.

At this time, we are recording you as the Chapter Chair. When an election has been held, please report the name and member number of the new Chapter Chair to the IEEE using the online Officer Confirmation form at <http://www.ieee.org/scsreports>. Valuable information regarding IEEE Society Chapters can be found at [www.ieee.org/chapters](http://www.ieee.org/chapters). If we can assist you in any way in the planning of the Chapter activities, please let us know.

We extend our best wishes for the successful operation of this Chapter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cecelia Jankowski'.

Cecelia Jankowski  
Managing Director  
Regional Activities

cc: P. Ray - Regional Activities Vice President  
C. Desmond - Technical Activities Vice President  
R. Scolli - Region 5 Director  
K. Hight - Denver Section Chair  
D. Litynski - Education Society President  
R. Riley - Education Society Chapter Coordinator  
M. Ward-Callan - Technical Activities Managing Director

130K

# PETITION TO FORM AN IEEE EDUCATION SOCIETY CHAPTER

Name of IEEE Society/ies: **EDUCATION SOCIETY**  
 Name of IEEE Section/s: **IEEE-DENVER**

We, the undersigned, who are members of the above Society and Section, and are IEEE members above Student grade, hereby petition for approval to form a Chapter in the Section indicated above.

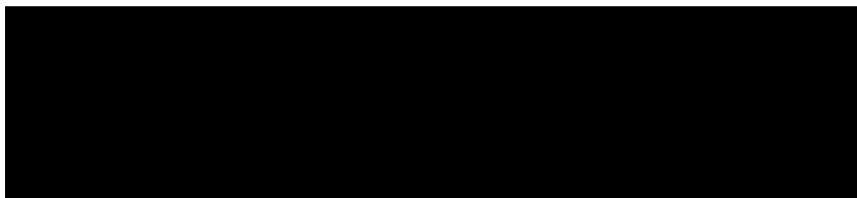
Signature of Petitioner	Member Number	Printed Name
1.		
2. <b>SEE ATTACHED</b>		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

## \*\*12 PETITIONERS ARE REQUIRED FOR A TECHNICAL CHAPTER FORMATION\*\*

The action has the approval of the Section Executive Committee. The following individual is serving as the Organizer of the Chapter (the Organizer of the Chapter must hold grade of Member, Senior Member or Fellow and also be a member of the Society).

Name: **JODY PAUL**

member #: **7575657**



Section Officer's Signature: *Kevin J. Night*

Office Held: *Denver Section Chair*

Date: *4-11-2000*

SEND PETITIONS AND SECTION APPROVAL TO:

IEEE REGIONAL ACTIVITIES  
 c/o Lauren Leaston  
 Section/Chapter Support  
 445 Hoes Lane  
 Piscataway, NJ 08855

OR

fax: +1 732 463 9359  
 email: l.leaston@ieee.org

**Date:** Wed, 01 Mar 2006 14:54:01 -0700 [03/01/2006 04:54:01 PM EST]

**From:** [Michael Lightner](#) [REDACTED]

**To:** [Rob Reilly](#) [REDACTED]

**Subject:** Re: IEEE Education Society Denver Chapter

**Headers:** [Show All Headers](#)

OK  
I support the formation of a chapter of the IEEE Education Society in the IEEE-Denver Section.

Mike Lightner IEEE # 6366900  
2006 IEEE President and CEO  
Education Society Member

**Date:** Wed, 01 Mar 2006 15:19:09 -0700 [03/01/2006 05:19:09 PM EST]

**From:** ["Barbara M. Moskal"](#) [REDACTED]

**To:** [Rob Reilly](#) [REDACTED]

**Subject:** Re: IEEE Education Society Denver Chapter

**Headers:** [Show All Headers](#)

I support the formation of a chapter of IEEE Education Society in the IEEE-Denver Section.

Barbara Moskal IEEE # 41636680



**Date:** Wed, 01 Mar 2006 11:01:00 -0700 [03/01/2006 01:01:00 PM EST]

**From:** [Jerry Carl Hamann](#) [REDACTED]

**To:** [Rob Reilly](#) [REDACTED]

**Cc:** [Steven Frank Barrett](#) [REDACTED]

**Subject:** Re: IEEE Education Society Denver Chapter

**Headers:** [Show All Headers](#)

Rob and Jody:

OK

I support the formation of a chapter of IEEE Education Society in the IEEE-Denver Section.

Best Regards,  
Jerry Hamann  
IEEE Senior Member, #04797460

**Date:** Wed, 01 Mar 2006 10:11:41 -0700 [03/01/2006 12:11:41 PM EST]

**From:** [Kim Wheeler](#) [REDACTED]

**To:** [REDACTED]

**Subject:** Re: Forming IEEE Education Chapter in Denver

**Headers:** [Show All Headers](#)

Hi Rob:

Sorry this is so late. I may have replied to your original solicitation, but here it goes:

I support the formation of a Chapter of IEEE Education Society in the IEEE Denver Section.

Best of luck in your efforts!

- Kim

Kim Wheeler IEEE # 41456589



Website: [www.roadnarrowsrobotics.com](http://www.roadnarrowsrobotics.com)

OK

**Date:** Thu, 16 Feb 2006 17:20:05 -0700 [02/16/2006 07:20:05 PM EST]

**From:** [SHIBA P PANDA](#) [REDACTED]

**To:** [REDACTED]

**Subject:** RE: Forming IEEE Education Chapter in Denver

**Headers:** [Show All Headers](#)

Dear Rob,

OK

I support the formation of a Chapter of IEEE Education Society in the IEEE Denver Section.

Shiba P. Panda    IEEE # 6000459

**Date:** Mon, 13 Feb 2006 17:05:02 -0700 [02/13/2006 07:05:02 PM EST]

**From:** "Dr. Jody Paul" [REDACTED]

**To:** [REDACTED]

**Subject:** Re: Forming IEEE Education Chapter in Denver

**Headers:** [Show All Headers](#)

OK

Hi Rob,

I support the formation of a Chapter of IEEE Education Society in the IEEE Denver Section.

-Jody Paul IEEE # 7575657



**Date:** Thu, 09 Feb 2006 09:16:13 -0700 [02/09/2006 11:16:13 AM EST]

**From:** "Ronald R. DeLyser" [REDACTED]

**To:** [REDACTED]

**Subject:** Re: Forming IEEE Education Chapter in Denver

**Headers:** [Show All Headers](#)

Rob,

I support the formation of a Chapter of IEEE Education Society in the IEEE Denver Section.

OK  
I am a former Chair of the IEEE Denver Section. I have been concentrating on work for the past few years because the creation of a new school and demands associated with that.

Now may be the time to get more involved with an education society chapter here.

The

Denver Section includes 6 schools in the local Denver area and 3 others to the north as far away as the South Dakota School of Mines. This makes for a rich environment for interaction. However, I am a little intimidated by the response you have gotten from our

membership. I guess all we can do is try and see what happens. If you haven't gotten anyone for the leadership roll, consider me a volunteer.

Ron DeLyser IEEE # 6868814



Phone +1 732 562 5504  
Fax +1 732 463 3657  
Email [c.jankowski@ieee.org](mailto:c.jankowski@ieee.org)



**Cecelia Jankowski**  
*Managing Director  
Regional Activities*

8 November 2007

Ms. Rebecca Furtado



Dear Ms. Furtado:

Congratulations! On behalf of the IEEE Regional Activities Vice President, Pedro Ray, it is a pleasure to inform you that the requirements of the RAB Operations Manual have been met, and the IEEE Denver Section – Women in Engineering Affinity Group - has been formed. The effective date of this Affinity Group formation is 7 November 2007.

At this time, we are recording you as the Affinity Group Chair. When an election has been held, please report the name and member number of the new Affinity Group Chair to the IEEE using the online Officer Confirmation form at <http://www.ieee.org/scsreports>. If we can assist you in any way in the planning of the Affinity Group activities, please let us know.

We extend our best wishes for the successful operation of this Affinity Group.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cecelia Jankowski'.

Cecelia Jankowski  
Managing Director  
Regional Activities

cc: P. Ray – Regional Activities Vice President  
R. Scolli – Region 5 Director  
P. Goyal – Denver Section Chair  
K. Panetta – Women in Engineering Committee Chair  
N. Patel – Region 5 Women in Engineering Coordinator  
K. Tenant - Women in Engineering Administrator

## PETITION TO FORM AN IEEE AFFINITY GROUP

Name of IEEE Section/s or Council:

Please specify type of Affinity Group:

- ☐ Graduates Of the Last Decade
- ☒ Women In Engineering
- ☐ Consultants Network
- ☐ Life Member

We, the undersigned, who are members of the above Section/Council, hereby petition for approval to form an Affinity Group in the Section indicated above.

Printed Name	Member Number	Signature of Petitioner
1. REBECCA FURTADO	41334314	Rebecca Furtado
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

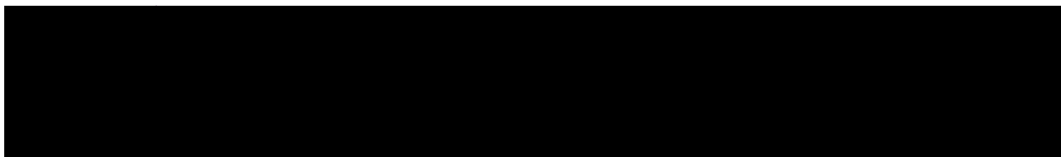
**\*\*MINIMUM OF 6 PETITIONERS IS REQUIRED FOR AN AFFINITY GROUP FORMATION\*\***

The action has the approval of the Section/Council Executive Committee.

The following individual is serving as the Organizer of the Affinity Group:

Note: The organizer of the Affinity Group must hold grade of Member, Senior Member or Fellow

Name: REBECCA FURTADO Member #: 41334314



Section Officer's Signature: Rebecca Furtado

Pankaj Goyal

Office Held: CHAIR

Date: 10/17/07

Please send petition via fax to +1 732 463 3657 or mail to:

IEEE REGIONAL ACTIVITIES  
Section/Chapter Support  
445 Hoes Lane  
Piscataway, NJ 08855  
USA

Email: [petition@ieee.org](mailto:petition@ieee.org)  
Phone: +1 732 562 5511

## PETITION TO FORM AN IEEE AFFINITY GROUP

Name of IEEE Section/s or Council: REGION 5

Please specify type of Affinity Group:

- ☐ Graduates Of the Last Decade
- ☒ Women In Engineering
- ☒ Consultants Network
- ☐ Life Member

We, the undersigned, who are members of the above Section/Council, hereby petition for approval to form an Affinity Group in the Section indicated above.

Printed Name	Member Number	Signature of Petitioner
1. <u>STEFANIA RÖMISCH</u>	<u>41303459</u>	<u>Stefania Römis</u>
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

**\*\*MINIMUM OF 6 PETITIONERS IS REQUIRED FOR AN AFFINITY GROUP FORMATION\*\***

The action has the approval of the Section/Council Executive Committee.

The following individual is serving as the Organizer of the Affinity Group:

Note: The organizer of the Affinity Group must hold grade of Member, Senior Member or Fellow

Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Section Officer's Signature: \_\_\_\_\_

Office Held: \_\_\_\_\_ Date: \_\_\_\_\_

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