



# IEEE TORONTO SECTION BY-LAWS

Updated September 12 2015

## TABLE OF CONTENTS

<b>Article 1</b>	<b>General</b>	<b>Page 3</b>
<b>Article 2</b>	<b>Territory</b>	<b>Page 3</b>
<b>Article 3</b>	<b>Section Organization</b>	<b>Page 4</b>
<b>Article 4</b>	<b>Section Operations</b>	<b>Page 4</b>
<b>Article 5</b>	<b>Finances</b>	<b>Page 5</b>
<b>Article 6</b>	<b>Election of Officers</b>	<b>Page 6</b>
<b>Article 7</b>	<b>Appointment of Other Members of Executive</b>	<b>Page 7</b>
<b>Article 8</b>	<b>Amendments</b>	<b>Page 7</b>

<b>Organizational chart</b>	<b>Appendix A</b>
<b>Section Chair</b>	<b>Appendix B</b>
<b>Section Vice Chair</b>	<b>Appendix C</b>
<b>Section Secretary</b>	<b>Appendix D</b>
<b>Section Treasurer</b>	<b>Appendix E</b>
<b>Section Past Chair</b>	<b>Appendix F</b>
<b>Section Chapter and Affinity Group Chair</b>	<b>Appendix G</b>
<b>Awards Committee Chair</b>	<b>Appendix H</b>
<b>Educational Activities Committee Chair</b>	<b>Appendix I</b>
<b>History Committee Chair</b>	<b>Appendix J</b>
<b>Membership Development Committee Chair</b>	<b>Appendix K</b>
<b>Section Publication Committee Chair</b>	<b>Appendix L</b>
<b>Student Activities Chair</b>	<b>Appendix M</b>
<b>Conference/Convention Committee Chair</b>	<b>Appendix N</b>
<b>Advertising Chair</b>	<b>Appendix O</b>
<b>Webmaster</b>	<b>Appendix P</b>
<b>Member at large</b>	<b>Appendix Q</b>
<b>Public Relations Committee Chair</b>	<b>Appendix R</b>
<b>Young Professionals Committee Chair</b>	<b>Appendix S</b>

# IEEE TORONTO SECTION BY-LAWS.

2015

## ARTICLE 1: GENERAL

- 1.1 The full legal name of the Section is the IEEE Canada Toronto Section. The usage of IEEE Toronto Section and IEEE Canada Toronto Section are interchangeable, hereinafter referred as *the Section*.
- 1.2 The Section is a non-profit organization responsible for administering IEEE activities within the assigned Territory as defined in Article 2.
- 1.3 The aims of the Section are to advance the theory and practice of electrical and electronics engineering, allied branches of engineering and related arts and science by holding regular meetings among its members to discuss current technical subjects as well as by offering technical courses and conferences, by encouraging contributions to technical literature, and by co-operating with other learned societies, which have interests compatible with those of the Section.
- 1.4 In all instances, the Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, IEEE Policy Manual, and Regional Activities Board (RAB) Operations Manual shall prevail when there is a conflict between these documents and Section Bylaws.

## ARTICLE 2: TERRITORY

- 2.1 The Section includes within its geographical territory:
  - Metropolitan Toronto
  - Greater Toronto Environs including:
    - Brampton, Mississauga
    - Woodbridge
    - Thornhill
    - Richmond Hill
    - Stouffville
    - Markham
    - Ajax
    - Pickering
    - Oakville
    - Oshawa
    - North Bay
    - Sudbury
    - Saulte Ste Marie

and the surrounding areas of these cities, with the further provision that an individual member within any of these locations may elect to be listed under a neighbouring Section, if he so desires because of a close affinity between his technical areas of interest and the established

activities of such neighbouring Section. Within any of the neighbouring Sections, an individual member can elect to be listed under the Toronto Section.

### **ARTICLE 3: SECTION ORGANIZATION**

#### **3.1 Officers:**

The elected Officers of the Section shall be the Chair, Vice Chair, Secretary and Treasurer. (The positions of the Secretary and Treasurer may be combined from time to time).

#### **3.2 Executive Committee:**

The Section Executive Committee shall consist of the Section Officers, the Past Chair, Chairs of all committees and Chapters and other volunteers as appointed by the Section chair. (One person may represent more than one Chapter or Committee). See attached Organization Chart, Appendix A.

#### **3.3 Term of Office:**

The term of office of the Executive Committee members shall be two years commencing January 1 of the year immediately following the Election Year. Election years are the odd calendar years.

#### **3.4 Filling of Vacancies:**

The Executive committee shall be responsible for filling any vacancies which develop within itself during its term of office with due consideration to recommendations from pertinent Committees, Branches or Chapters.

#### **3.5 Subunits**

The Executive Committee shall encourage establish and maintain-Subunits, including Chapters and Affinity Groups. The Section shall support the efforts of subunits to serve the members. Management of the subunits will be governed by the Section bylaws as detailed herein, including financial activity.

### **ARTICLE 4: SECTION OPERATIONS**

#### **4.1 Meetings:**

The executive committee shall hold regular meetings, either in person or by teleconferencing, for the efficient administration of the Section's activities. The frequency and dates of these meetings shall be established by the Section Chair, or his/her delegate, with advice from the other members of the Executive Committee. The minimum number of meetings shall be two per calendar year. Individuals missing two consecutive meetings may, at the discretion of the Officers, be dropped from the Executive Committee.

#### **4.2 Quorum:**

A majority of the Section Executive Committee shall constitute a quorum. A quorum shall be necessary for the Section Executive Committee to conduct the business of the Section. However, in between meetings of the executive committee, the majority of the elected section officer have

the authority to act on behalf of the executive committee. All such actions shall be reported to the next executive committee meeting.

#### **4.3 Functional Responsibilities:**

The functional responsibilities are outlined in the following appendices

<b>Organizational chart</b>	<b>Appendix A</b>
<b>Section Chair</b>	<b>Appendix B</b>
<b>Section Vice Chair</b>	<b>Appendix C</b>
<b>Section Secretary</b>	<b>Appendix D</b>
<b>Section Treasurer</b>	<b>Appendix E</b>
<b>Section Past Chair</b>	<b>Appendix F</b>
<b>Section Chapter and Affinity Group Chair</b>	<b>Appendix G</b>
<b>Awards Committee Chair</b>	<b>Appendix H</b>
<b>Educational Activities Committee Chair</b>	<b>Appendix I</b>
<b>History Committee Chair</b>	<b>Appendix J</b>
<b>Membership Development Committee Chair</b>	<b>Appendix K</b>
<b>Section Publication Committee Chair</b>	<b>Appendix L</b>
<b>Student Activities Chair</b>	<b>Appendix M</b>
<b>Conference/Convention Committee Chair</b>	<b>Appendix N</b>
<b>Advertising Chair</b>	<b>Appendix O</b>
<b>Webmaster</b>	<b>Appendix P</b>
<b>Member at large</b>	<b>Appendix Q</b>
<b>Public Relations Committee Chair</b>	<b>Appendix R</b>
<b>Young Professionals Committee Chair</b>	<b>Appendix S</b>

### **ARTICLE 5: FINANCES**

#### **5.1 Fiscal Year:**

The Fiscal Year of the Section shall be from January 1 to the following December 31. The signing authority and related financial records shall be transferred to the incoming Section Treasurer on the first business day of the New Year following each Election Year.

#### **5.2 Funds:**

Without prior authorization of the IEEE Executive Committee, Section funds can be used only for normal operations of the Section. All funds received by the Section shall be deposited in one or more accounts as designated by the Section Treasurer. Funds not required for normal Section Operations shall be invested in an interest bearing account, or accounts as directed by the Section Executive Committee.

#### **5.3 Disbursements:**

Each disbursement of Section Funds shall be authorized by the signatures of two Officers of the Section (as listed in 3. 1). Under normal circumstances, the Section Treasurer will always be one of the signatories. If permitted by government and banking regulations, all unit bank accounts will provide for the signature authority of the IEEE Staff Director, Financial Services

#### **5.4 Special Funds:**

Special Funds, designated for specific purposes, other than normal Section Operations, such as, but not limited to, scholarships or conference "Seed-Money", shall be kept in specific accounts, which are separate from general operating funds. Each such Special Fund shall be administered under procedures established by the Section Executive Committee at the time such fund is established.

**5.5 Subunit and Committee Funds:**

Each Chapter Chair or Committee Chair requiring Section funds for the operations of the Chapter or Committee shall prepare a budget to be presented, for approval, through the Section Treasurer to the Section Executive Committee. Such budget shall be in accordance with the Budgeting Guidelines prepared by the Section Treasurer and authorized by the Section Executive Committee annually. Expenditures from these funds shall be reported to the Section Treasurer promptly and accurately, in the manner prescribed by the Section Treasurer.

**5.6 Section Budget:**

The Section Annual Budget shall be prepared by the Section Treasurer and shall be approved by the Executive Committee at the first meeting of the fiscal year.

**5.7 Special Expenditures:**

The section Executive Committee's approval must precede all financial payments towards Conference Advances, Scholarships, support of Special Projects and similar expenditures, not already provided for within the budgets of individual Chapters or Committees (see 5.5).

**5.8 Financial Commitments:**

The Treasurer shall ensure that Section Executives do not unreasonably commit funds for any expenditure beyond their term of office.

**ARTICLE 6: ELECTION OF OFFICERS**

**6.1 Election Years:**

The Section Officers named in Article 3, Clause 3.1, shall be elected by the Section Membership every two years. Election years shall be the odd calendar years.

**6.2 Nominations Committee:**

The Section Past Chair shall establish and chair the Nominations Committee. In the event that he is unable or unavailable to act in this capacity the Section Chair shall appoint some other qualified member of the Section to perform this duty. This appointment shall be completed by the May meeting of the Section in the Election Year

**6.3 Nominations:**

Nominations by the Nominations Committee shall be published in the issue of the Section newsletter close to September of the Election Year. The newsletter can be either electronic or printed. Nominations by the Membership shall be requested in this same issue of the Section newsletter, and, to be eligible, such nominations by the Membership must be delivered to the Nominations Committee by the first of September of the Election Year. Such "membership" nominations must be supported in writing by the signatures of ten or more voting members of the Section. Nominees for "Officer" positions, to qualify for election, shall have experience in at

least two section positions (not necessarily Toronto), or in the combined opinion of the Executive Committee, adequate experience in the affairs of the Toronto Section or other Section(s).

**6.4 Voting Members:**

Voting members are defined as those individuals who are in good standing in IEEE membership records as of the submittal date of the nomination or as of the date of the mailing list for mailed ballots, or at the date of votes at any general meeting convened for that purpose. Voting members are at Fellow, Senior Member, Member or Associate grades.

**6.5 Publication of Nominations:**

Names of all candidates nominated by the Membership shall be published in the Fall Section newsletter (electronic or printed). In the event that there is more than one nominee for any elective office, an election shall be held during the annual general meeting.

**6.6 Election:**

A simple majority of votes cast shall be necessary for the election of each Officer. In the event of a confirmed tie-vote the choice of the Nominations Committee shall stand.

**6.7 Publication of Election Results:**

The results of the election shall be reported to the Membership after the election in the next available newsletter of the Section. Names of volunteer officers shall also be published.

**ARTICLE 7: APPOINTMENT OF OTHER MEMBERS OF THE EXECUTIVE**

**7.1 Appointments:**

The elected Section Chair with advice of the other elected Officers shall appoint the other members of the Section Executive Committee. These appointments shall be consistent with Society Chapter elections in the case of the Chapter Chair.

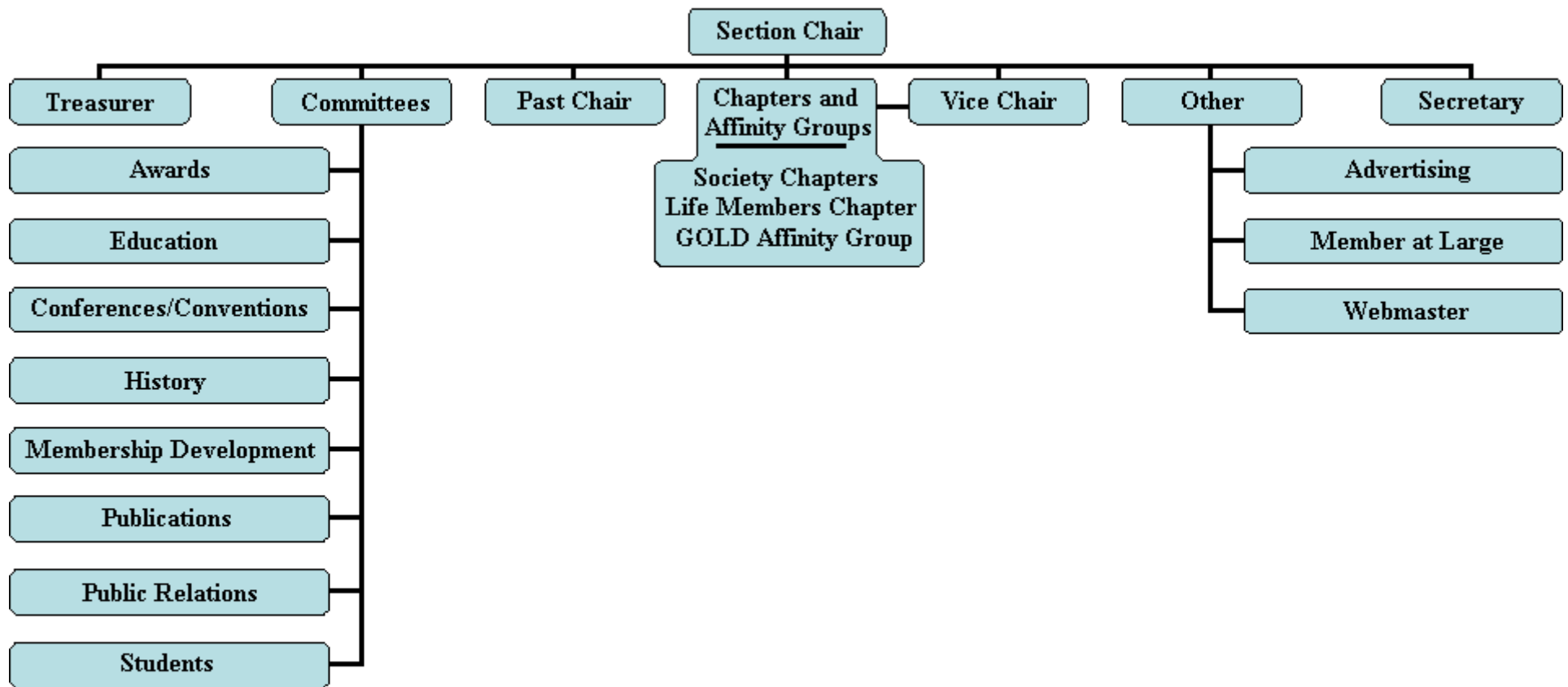
**ARTICLE 8: AMENDMENTS**

**8.1 Amendments:**

Amendments to these By-laws may be made by a two thirds vote of the full Section Executive Committee provided the proposed amendments are in accordance with the Constitution and By-laws of IEEE. Such vote shall be by show of hands at a meeting of the Executive Committee, with the further provision that absentee members may within thirty days of receiving the meeting minutes subsequently submit their votes in writing to the Secretary.

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

IEEE TORONTO SECTION ORGANIZATION CHART (APPENDIX A)





**APPENDIX B:**  
**RESPONSIBILITIES: SECTION CHAIR**

**Function:** The Section Chair manages the operation of the Toronto Section.

**Duties and Responsibilities:**

1. The Section Chair is familiar with the IEEE Constitution, the IEEE, IEEE Canada and The Section By-laws.
2. The Section Chair has full knowledge of the contents of the Section Manual.
3. The Section Chair is responsible for keeping the Section By-laws current.
4. The Section Chair administers the operation of the Section to maximize the determination and satisfaction of Section member needs with the resources available.
5. The Section Chair appoints the Chairs of all Committees specified by the Section By-laws.
6. The Section Chair promotes the establishment and maintenance of Subunits, Chapters or Joint Chapters in the Section for all Societies having 20 or more interested members registered in the Section, as well as the life member chapter, and affinity groups where interest dictates.
7. The Section Chair develops and presents plans for meeting members' needs to the Section Executive Committee and Council Chair for review.
8. The Section Chair presides at meetings of the Section and the Section Executive Committee.
9. The Section Chair presents appointments of Committee Chairs to the Executive Committee for review.
10. The Section Chair encourages satisfactory performance from the other Section Officers and the Section Committee Chairs.
11. The Section Chair serves as the Section Representative on the Regional and Council Committees.
12. The Section Chair prepares and presents the Annual Report of Section Activities to the Regional Committee.
13. The Section Chair is responsible for the transfer of Section records to the new Section Chair at the beginning of each Election Year.
14. The Section Chair arranges a suitable meeting for honouring newly elected Fellows.

**Authority:**

1. The Section Chair approves all actions within the scope of the policies and plans adopted by the Section.
2. The Section Chair exercises any authority delegated to him/her by the Regional Director.
3. The Section Chair delegates authority to other Section Executive Committee Members as required.

**Relationships:**

1. The Section Chair represents the Section at meetings.
2. The Section Chair reports to the Regional Director through the Central Canada Council Chair.

**APPENDIX C:  
RESPONSIBILITIES: SECTION VICE CHAIR.****Function:**

The Section Vice Chair performs the duties of the Section Chair in the absence of the Chair.

**Duties and Responsibilities:**

1. The Section Vice Chair shall be familiar with IEEE, IEEE Canada and Section By-laws.
2. The Section Vice Chair performs the duties of Section Chair whenever the Section Chair is unable to do so.
3. The Section Vice Chair becomes familiar with the duties of the Section Chair and undertakes other responsibilities assigned to him/her by the Section Chair or by the Section By-laws.
4. The Section Vice Chair promotes the organization and oversees the operation of the Section's programs to meet the interests of the total membership of the Section.
5. The Section Vice Chair sits on the Executive Committee as a voting member and on ad hoc committees as required.

**Authority:**

1. The Section Vice Chair assumes the authority of the Chair when acting as the Chair.
2. The Section Vice Chair assumes any additional authority delegated by the Chair.

**Relationships:**

1. The Section Vice Chair reports to the Section Chair.

**APPENDIX D:**  
**RESPONSIBILITIES: SECTION SECRETARY**

**Function:**

The Section Secretary manages the records and correspondence of the Section.

**Duties and Responsibilities:**

1. The Section Secretary records the minutes of all Section Executive Committee meetings and all Section business meetings.
2. The Section Secretary distributes meeting notices and agenda for all Executive Committee meetings and Section meetings.
3. The Section Secretary reports all Section and Chapter meetings to the IEEE Operations Center, using proper forms.
4. The Section Secretary is responsible for the safekeeping of all Section records.
5. The Section Secretary notifies the IEEE Operations Center of all changes in Section Officers, Committee Chairs and Chapter Chairs.
6. The Section Secretary maintains an adequate supply of all forms, stationery, and other materials required by the Section.
7. To ensure proper rebates to the Section for meetings, the Section Secretary summarizes all meeting activities of the Toronto Section and Chapters for each calendar year and submits an annual report so that it reaches the IEEE Operations Center prior to the February 1<sup>st</sup> deadline date for rebates requests.
8. The Section Secretary sits on the Executive Committee as a voting member.

**APPENDIX E:**  
**RESPONSIBILITIES: SECTION TREASURER**

**Function:**

The Section Treasurer manages the funds and plans the Budget of the Section.

**Duties and Responsibilities:**

1. The Section Treasurer must be familiar with IEEE, IEEE Canada and Section By-laws and proper accounting procedures.
2. The Section Treasurer transfers Section financial records at the end of his/her term to the incoming Section Treasurer.

3. The Section Treasurer maintains accurate records for all Section financial transactions and reports these to the Executive Committee for transmittal to the IEEE Operations Center, for each calendar year, prior to the end of January each year, in accordance with established IEEE Procedures.
4. The Section Treasurer is responsible for the banking of Section funds, and recommends to the Executive Committee how and where to invest Section Funds.
5. The Section Treasurer prepares the annual budget for the Section Chair to submit to the Executive Committee for approval.
6. The Section Treasurer disburses funds in accordance with the approved budget.
7. The Section Treasurer refers expenses outside the budget to the Section Chair for action.
8. The Section Treasurer ensures that all Section expenditures are made in accordance with policy. He maintains familiarity with the contents of the Section Manuals and other operational appendices.
9. The Section Treasurer prepares monthly financial statements reflecting the Section's financial activities for the Section Chair and Section Executive Committee.
10. The Section Treasurer is responsible, under the Sections Chair's direction, for acquisition by the Section of adequate funds to conduct its program.
11. The Section Treasurer submits the required financial reports to the IEEE Operations Center, annually or as directed by IEEE Staff, and provides the Section with a copy for Section Records.
12. The Section Treasurer sits on the Executive Committee as a voting member.

**Authority:**

1. The Section Treasurer makes all routine disbursements within the budget without additional prior approval.
2. The Section Treasurer co-signs, under normal circumstances, with one other Section Officer all disbursement cheques.

**APPENDIX F:**  
**RESPONSIBILITIES: SECTION PAST CHAIR**

**Function:**

The Section Past Chair advises the Section and chairs the Committee that nominates candidates for election as Section Officers.

**Duties and Responsibilities:**

1. The Section Past Chair serves as a voting member of the Section Executive Committee.

2. The Section Past Chair participates in the formulation of Section policies and plans.
3. The Section Past Chair identifies new talent that could be utilized in Section activities.
4. The Section Past Chair chairs the Nominations Committee.
5. The Section Past Chair appoints members to his/her Committee, subject to approval of the Section Chair.
6. The Section Past Chair seeks volunteers to serve on the Section Executive.
7. The Section Past Chair nominates the candidates for Section Officers prior to the Annual Meeting and Election in accordance with Article of the Section By-laws.
8. The Section Past Chair makes nominations for position vacancies.
9. The Section Past Chair ascertains the eligibility and willingness of the nominees to serve if elected.
10. The Section Past Chair participates on ad hoc committees as requested.

**APPENDIX G:  
RESPONSIBILITIES: CHAPTER and AFFINITY GROUP CHAIRS.**

**Function:**

The Chair manages the operation of the Chapter of any given IEEE Society or group of Societies or of the Life Member Chapter or the Affinity group.

**Duties and Responsibilities:**

1. The Chair follows the Procedures established for Chapters by the particular Society of which the Local Chapter is a part.
2. The Chair familiarizes him/her-self with the aims and By-laws of the Society.
3. The Chair promotes Society activities, especially conferences, within the Section.
4. The Chair coordinates the Chapter activities with the aims, schedules, and activities of the Section.
5. The Chair administers the affairs of the Chapter within the limitations of the Section's budgeted provisions for financial support to the Chapter, and reports expenses to the Section treasurer promptly and accurately, in the manner prescribed by the Section Treasurer.
6. The Chair sits on the Section's Executive Committee, as a voting member.

7. The Chair is responsible for submission of an annual report of activities, including a measure of the effectiveness and value of these, and for making appropriate recommendations re joint activities, amalgamation, or termination, or other appropriate action.
8. The Chair submits meeting reports to the Section Secretary twice a year (at least) to receive funds for Chapter activities.
9. The Chair submits a Chapter budget annually for approval by the Section Executive.

**Relationships:**

1. The Chair is responsible to the Society for conducting the affairs of the Chapter in accordance with the requirements of the Society.
2. The Chair is also responsible to the Section Chair for conducting the affairs of the Chapter in accordance with the plans and programs of the Section, and for coordinating these two areas of responsibility in the overall interests of the Society members within the Section Territory.

**APPENDIX H:  
RESPONSIBILITIES: AWARDS COMMITTEE CHAIR.**

**Function:**

The Awards Chair manages the Awards Program of the Section.

**Duties and Responsibilities:**

1. The Awards Chair appoints an Awards Vice Chair, subject to Section Chair approval, to perform in his absence.
2. The Awards Chair establishes an Awards Committee with adequate number of members.
3. The Awards Chair ensures that all members of the Committee are familiar with the various awards available to IEEE members.
4. The Awards Chair submits a Committee Plan to the Section Chair soon after taking office.
5. The Awards Chair ensures that the members of the Section Executive Committee are familiar with all IEEE awards.
6. The Awards Chair submits nominations of awards to the Section Executive Committee for approval.
7. The Awards Chair makes an annual review of the Section membership for identification of members eligible for the Fellow award and for the submission of Fellow nominations for Section Executive Committee approval.

8. The Awards Chair submits Section award nominations to the IEEE Operations Center or the IEEE Canada Awards Committee as appropriate to the award.
9. The Awards Chair determines members deserving special recognition and submits recommendations to the Section Executive Committee.
10. The Awards Chair submits an annual report and evaluation of activities to the Section Chair for use in the Section's Annual Report.
11. The Awards Chair obtains a lapel pin for the incoming Section Chair and a certificate of appreciation for the outgoing Section Chair.
12. The Awards Chair obtains, and distributes to his Committee Members, the following material available from Headquarters:
  - a) IEEE Awards Guide
  - b) IEEE Fellow Grade Nomination Kit, including Guidelines for preparation of nomination.
13. The Awards Chair sits on the Executive Committee as a voting member.

**APPENDIX I:  
RESPONSIBILITIES: EDUCATIONAL ACTIVITIES COMMITTEE CHAIR.**

**Function:**

The Section Educational Activities Chair manages the Educational Program of the Section.

**Duties and Responsibilities:**

1. The Section Educational Activities Chair appoints an Educational Activities Vice-Chair, subject to Section Chair approval, to perform in his/her absence.
2. The Section Educational Activities Chair establishes an Educational Activities Committee with adequate number of members.
3. The Section Educational Activities Chair ensures that all members of the Committee are familiar with the work of the IEEE Educational Activities Board and with the education services available from the IEEE Operations Center and the IEEE Canada Educational Activities Committee.
4. The Section Educational Activities Chair submits a Committee Plan to the Section Chair soon after taking office.
5. The Section Educational Activities Chair submits an annual report and evaluation of activities to the Section Chair for use in the Section Annual Report.
6. The Section Educational Activities Chair determines the educational needs and desires of the Section Members.

7. The Section Educational Activities Chair is responsible for the creation and administration of educational activities for the Section.
8. The Section Educational Activities Chair sits on the Executive Committee as a voting member.

**APPENDIX J:**  
**RESPONSIBILITIES: HISTORY COMMITTEE CHAIR.**

**Function:**

The Section Historian maintains the historical record of the Section.

**Duties and Responsibilities:**

1. The Section Historian appoints a Historical Committee Vice Chair, subject to Section Chair approval, to perform in his/her absence.
2. The Section Historian establishes a Historical Committee with adequate number of members.
3. The Section Historian ensures that all members of the Committee are familiar with the historical services available from the IEEE History Center.
4. The Section Historian submits a Committee Plan to the Section Chair soon after taking office.
5. The Section Historian is responsible for the compilation and maintenance of a chronological record of the Section's history.
6. The Section Historian is responsible for identifying events in advance which may be important to the history of the Section.
7. The Section Historian is responsible for recommending historical programs to the Section Chair.
8. The Section Historian sits on the Executive Committee as a voting member.

**APPENDIX K:**  
**RESPONSIBILITIES: MEMBERSHIP DEVELOPMENT COMMITTEE CHAIR**

**Function:**

The Membership Development Chair manages the Membership Program of the Section.

**Duties and Responsibilities:**

1. The Membership Development Chair appoints a Membership Development Program Vice Chair, subject to the Section Chair approval, to perform in his/her absence.
2. The Membership Development Chair obtains, and distributes to his committee members, copies of the "Section Membership Development Guide" available from the IEEE Operations Center.



3. The Membership Development Chair establishes the Membership Development Committee with an adequate number of members geographically distributed throughout the Section.
4. The Membership Development Chair ensures that all members of the Membership Development Committee are familiar with membership requirements and the Section Membership Development Guide and the IEEE Canada Membership Development Committee.
5. The Membership Development Chair provides membership statistics to the Executive Committee on a regular basis.
6. The Membership Development Chair submits an annual report and evaluation of activities to the Section Chair for use in the Section Annual Report
7. The Membership Development Chair seeks to have all IEEE members in the Section hold the highest grade for which they are qualified.
8. The Membership Development Chair supplies forms and assistance to those seeking membership assistance.
9. The Membership Development Chair furnishes feedback to the Section Executive Committee regarding members' needs.
10. The Membership Development Chair promotes maintenance of the existing membership by taking appropriate action to reinstate members reported to be in dues arrears or resigned, and learns and reports the reasons therefore. He/she promotes membership at Section meetings, Chapter meetings, conferences, etc.
11. The Membership Development Chair promotes the participation of the top management of organizations within the Section Territory to encourage membership and active participation.
12. The Membership Development Chair supports the membership activities of the Student Activities Chair.
13. The Membership Development Chair directs the personal integration of new members into the Section.
14. The Membership Development Chair advises Chapter Chairs on a monthly basis of membership movements and supplies appropriate mailing list changes.
15. The Membership Development Chair sits on the Executive Committee as a voting member.

**APPENDIX L:**  
**RESPONSIBILITIES: SECTION PUBLICATIONS COMMITTEE CHAIR.**

**Function:**

The Section Publications Committee Chair manages Section Publications.

### **Duties and Responsibilities:**

1. The Section Publications Committee Chair obtains, and distributes to his/her Committee members, copies of the "Section Publications Guide" available from the IEEE Operations Center.
2. The Section Publications Committee Chair appoints a Section Publications Vice Chair, subject to the Section Chair's approval, to perform in his/her absence and to assist in the production of Publications.
3. The Section Publications Committee Chair is responsible for staffing the Publications Committee with an adequate number of members.
4. The Section Publications Committee Chair submits a Committee plan to the Section Chair soon after taking office.
5. The Section Publications Committee Chair serves as Editor of the Section newsletter and ensures that its contents reflect IEEE objectives. He/she coordinates content on the Section Website in consultation with the Section Webmaster
6. The Section Publications Committee Chair ensures that the Section newsletter is fiscally sound and published on a regular basis as directed by the Executive Committee.
7. The Section Publications Committee Chair ensures that the members of the Publications Committee are familiar with the requirements of their assignments and the "Section Publications Guide" and the IEEE Canada Newsletter Editor.
8. The Section Publications Committee Chair submits an annual report and evaluation of activities to the Section Chair for use in the Section Annual Report.
9. The Section Publications Committee Chair sits on the Executive Committee as a voting member.

### **APPENDIX M:**

#### **RESPONSIBILITIES: STUDENT ACTIVITIES COMMITTEE CHAIR**

##### **Function:**

The Student Activities Committee Chair arranges Section cooperation with Student Branches and promotes Student interest in pertinent educational institutions.

##### **Duties and Responsibilities:**

1. The Student Activities Committee Chair appoints a Section Student Activities Vice Chair, subject to Section Chair approval, to perform in his/her absence.
2. The Student Activities Committee Chair establishes the Student Activities Committee with an adequate number of members.

3. The Student Activities Committee Chair ensures that the members of the Committee are familiar with the "Section Student Activities Committee Guide" and the operations of the IEEE Canada Student Activities Committee.
4. The Student Activities Committee Chair submits a Committee Plan to the Section Chair soon after taking office.
5. The Student Activities Committee Chair cooperates with the Student Branches and Electrical and Computer Engineering Departments of the educational institutions in the Section Territory in accordance with the policies of the Section.
6. The Student Activities Committee Chair submits an annual report and evaluation of activities to the Section Chair for use in the Section Annual Report.
7. The Student Activities Committee Chair ensures Section cooperation with all Student Branches within the Territory of the Section.
8. The Student Activities Committee Chair attends a meeting of each Student Branch early in the year to establish communications with the Student Counsellor, the Student Branch Officers and the staff of the institution.
9. The Student Activities Committee Chair promotes Electrical, Electronics and Computer engineering amongst high school students.
10. The Student Activities Committee Chair suggests a scholarship program to the Executive Committee and administers it when it is approved.
11. The Student Activities Committee Chair sits on the Executive Committee as a voting member.
12. The Student Activities Committee Chair invites representatives from each Student Branch Executive to attend at least one of the Section Executive Committee meetings.

**Qualifications:**

The Student Activities Committee Chair should have prior service as a Student Branch Counsellor or similar experience.

**APPENDIX N:**

**RESPONSIBILITIES: CONFERENCE/CONVENTION COMMITTEE CHAIR**

**Function:**

The Conference/Convention Committee Chair acts as a source of general information for conference and meeting logistics.

**Duties and Responsibilities:**

1. The Conference/Convention Committee Chair appoints a Conference/Convention Vice Chair, subject to Section Chair approval, to perform in his absence.
2. The Conference/Convention Committee Chair establishes the Conference/Convention Committee with an adequate number of members.
3. The Conference/Convention Committee Chair ensures that the members of the Committee are familiar with IEEE and IEEE Canada policies, guidelines and support regarding conferences and conventions.
4. The Conference/Convention Committee Chair submits a Committee Plan to the Section Chair soon after taking office.
5. The Conference/Convention Committee Chair must be familiar with the Conference Guide.
6. The Conference/Convention Committee Chair maintains a source list for conference locations in the Toronto area with details on:
  - a) accommodation rooms,
  - b) meeting rooms and other facilities (sizes, etc.),
  - c) exhibit space (number of rooms and sizes, locations, capacities, etc.),
  - d) lead-time requirements for reservations,
  - e) current prices,
  - f) quality of service,
  - g) and a listing of the preferred hotels.
7. The Conference/Convention Committee Chair works with the Chapter Chairs to attract conferences to the Toronto area.
8. The Conference/Convention Committee Chair accumulates appropriate conference planning and wind-up reports for loans to Section Conference Planners.
9. The Conference/Convention Committee Chair advises on preparation and budget procedures, and maintains model procedural documents.
10. The Conference/Convention Committee Chair sits on the Executive Committee as a voting member.

**Qualifications:**

The Section Conference/Convention Committee Chair preferably has previous conference experience in activity equivalent in size and complexity to the type of conference or convention that is anticipated for the Section Territory requiring organization by Section Members.

**APPENDIX O:  
RESPONSIBILITIES: ADVERTISING CHAIR**

**Function:**

The Advertising Chair manages the acquisition of advertising for the Section Newsletter and Website.

**Duties and Responsibilities:**

1. The Advertising Chair identifies and pursues opportunities for paid advertising in the Section Newsletter and Website.
2. The Advertising Chair develops, and makes available upon request, advertising rates for the Section Newsletter and Website.
3. The Advertising Chair develops policies for approval by the Executive relating to the acceptability of advertising type and content.
4. The Advertising Chair develops policies for approval by the Executive Committee regarding unpaid advertising, which may be available for non-monetary considerations.
5. The Advertising Chair sits on the Executive Committee as a voting member.

**Qualifications:**

The Advertising Chair should have some exposure to sales and marketing techniques.

**APPENDIX P:  
RESPONSIBILITIES: WEBMASTER.****Function:**

The WEBMASTER manages the Section Website.

**Duties and Responsibilities:**

1. The WEBMASTER is responsible for the accuracy and currency of the content of the Section Website.
2. The WEBMASTER works with IEEE Staff to assure reliable operation of the Website, and appoints an assistant webmaster to perform in his/her absence.
3. The WEBMASTER ensures that the Membership is familiar with means to access the Website, and the benefits of using the Website.
4. The WEBMASTER submits an annual report and evaluation of activities to the Section Chair for use in the Section Annual Report.
5. The WEBMASTER sits on the Executive Committee as a voting member.

**APPENDIX Q:  
RESPONSIBILITIES: MEMBER AT LARGE**

**Function:**

The Member at Large is available to provide general advice to the Section Executive and to undertake specific tasks requested by the Section Executive.

**Duties and Responsibilities:**

1. The Member at Large provides general advice on matters before the Executive Committee from the particular perspective of the Membership as a whole.
2. The Member at Large makes him/herself aware of issues and concerns which the Membership as a whole may have.
3. The Member at Large undertakes such specific requests as may from time to time be requested by the Section Executive.
4. The Member at Large is familiar with and Section By-laws as well as policies and procedures.
5. The Member at Large sits on the Executive Committee as a voting member.

**Qualifications:**

The Member at Large should have prior service as a Section Officer or Chapter Chair or similar experience.

**APPENDIX R: RESPONSIBILITIES:  
PUBLIC RELATIONS COMMITTEE CHAIR**

**Function:**

The Public Relations Committee Chair manages the public relations activities of the Section.

**Duties and Responsibilities:**

1. The Public Relations Committee Chair is responsible for appointing a Public Relations Vice Chair, subject to Section Chair approval, to perform in his absence.
2. The Public Relations Committee Chair is responsible for making the activities of the Toronto Section known to the community, consistent with the Public Relations Guide.
3. The Public Relations Committee Chair is responsible for publicizing Toronto Section meetings, awards, and other activities in the local news media.

4. The Public Relations Committee Chair sits on the Executive Committee as a voting member.

**Qualifications:**

The Public Relations Committee Chair should have prior service associated with publicizing events, such as conferences or Chapter events.

**APPENDIX S:**

**RESPONSIBILITIES: YOUNG PROFESSIONALS COMMITTEE CHAIR**

**Function:**

The Young Professionals (abbreviated YP, formerly known as GOLD) Committee Chair manages the YP Programs of the Section and acts as an active promoter, resource and liason for sections and branches to the Section executive committee and YP related committees for generation and support of YP activities.

**Duties and Responsibilities:**

1. The YP Committee Chair communicates the purpose and opportunities for YP activities to local branches within the section.
2. The YP Committee Chair assists in the development of YP activities within the section.
3. The YP Committee Chair generates a pool of YP members and identifies potential candidates for section committees.