

CHAPTER BYLAWS

Article I – Name

Section 1. This organization shall be known as the **IEEE CPMT Switzerland Chapter**.

Section 2. Hereafter

"Chapter" shall refer to the organization named in Section 1,

"Society" shall refer to the Components, Packaging, and Manufacturing Technology (CPMT) Society, and

"Section" shall refer to the Switzerland Section of The Institute of Electrical and Electronics Engineers.

Article II – Field of Interest and Objectives

Section 1. The field of Interest of the Chapter shall be that defined in the Constitution of the Society.

Section 2. The Chapter shall sponsor meetings of the Section within the field of interest of the Chapter, shall provide the necessary personnel for Section committees, and shall assist in any Society symposium or conference held within the Section territory. The Chapter shall be responsible for coordination with the Section on such symposia or conferences.

Article III – Membership

Section 1. The members of the Chapter shall be all IEEE Section members of any grade who are also members of the Society.

Section 2. Affiliates of the Society in good standing with mailing address within the territory of the Section shall be Affiliates of the Chapter.

Article IV – Officers and Management

Section.1. The Chapter elects its own chairman and other desired officers (Vice-Chairman, Treasurer and Program Officer) who shall be members of the Society. Those elected shall hold the grade of Fellow, Senior Member, or Member.

Section 2. The Chapter shall be managed by an Administrative Committee composed of the officers of the Chapter. The Administrative Committee may elect by a majority vote additional members from the Chapter. The Administrative Committee shall be responsible for carrying out locally the program of the Society and shall be governed by the actions of the Administrative Committee of the Society. It shall be responsible for making such reports to the Societies as may be required by their Bylaws, and for making meeting and financial reports to the Section.

Section 3. An Affiliate is eligible to serve only in appointive offices in the Chapter of the Society with which he is affiliated, or as may be authorized by the IEEE Executive Committee.

Section 4. The term of office of all Chapter officers shall be three years and re-election is possible. The Administrative Committee shall fill vacancies of office occurring during the term.

Section 5. At least six months prior to the electing Annual Meeting of the Chapter, the Chairman shall appoint a Nominating Committee which shall submit a list of candidates to the Administrative Committee at least two months prior to said Annual Meeting.

Article V – Duties of the Officers

Section 1. The **Chapter Chairman** shall have general supervision of the Chapter in all its activities, shall preside at all meetings of the Chapter per se and of its Administrative Committee, and shall represent the Chapter at all meetings Sectional, Regional or otherwise, having business or activity embraced by the field of interest of the Society.

Establish contact with the Society Chapter Representative (if the Society is so structured) and establish routines to advise the Society Chapter Representative of the following: Names, business addresses, and telephone numbers of incoming officers, calendar of the chapter's meetings, notices and reports of individual meetings, copy of meeting report forms, and unusual events, successes and problems encountered in the chapter's operations.

Section 2. The **Vice-Chairman** (and Secretary) shall assume the duties of the Chairman during the latter's absence or incapacity, and shall assume any of the duties of the office of the Chairman when so directed by the Chairman. He shall keep accurate minutes and records for all activities of the Chapter and its Administrative Committee.

Section 3. The **Chapter Treasurer** manages the funds of the Chapter. He maintains accurate records and is responsible for the transfer of documents and information when officers change. He may be responsible to banking and disbursements, in accordance with IEEE and Section policy. He provides necessary reports and information to Society and Section officers. He may compile the annual budget and seek sources of funding for Chapter activities.

Section 4. The **Program Officer** shall plan and organize the chapter events, compile the calendar of the events and inform all members by the internet and other means.

Section 5. No Chapter or any officer or representative thereof shall have the authority to contract debts for, pledge the credit of, or in any way bind the Section, Society, or the IEEE.

Article VI – Standing Committees

Section 1. The chapter may form Committees for Membership, for Meetings and Papers, or for Publicity and Arrangements.

Section 2. Each committee shall be headed by a Chairman, and shall have the power to divide its work or create a subcommittee of its own selection.

Article VII – Meetings

Section 1. A Chapter shall be required to hold not less than two technical meetings a year. 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 without coordination with the Section or a responsible committee thereof. Notices of technical meetings promoted by a Chapter shall be sent to members and affiliates of the Chapter. 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 2. Each Chapter member and Affiliate so recognized shall receive notice regarding meetings, symposia, conferences, conventions, and other pertinent functions and activities of the Societies with which he is affiliated.

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

Section 4. The Annual Meeting of the Chapter shall be held usually in springtime. The Administrative Committee shall notify Chapter members one month prior to the Annual Meeting. The nomination shall contain at least one name for each office.

Section 5. The Administrative Committee of the Chapter shall hold meetings at such times as are deemed necessary to carry on the management of the Chapter. The minimum number of meetings annually shall be one. Meetings of the Administrative Committee may be called by the Chapter Chairman at his discretion, or shall be called upon request of two of its members. No meeting shall be held unless all members of the committee shall have been notified of the time and place fifteen days in advance of the meeting. Two third of the Administrative Committee shall constitute a quorum, and a plurality vote of members attending a meeting shall be necessary to conduct business unless otherwise provided to the contrary.

Article VIII – Financial Support

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

Article IX – Nominations and Elections.

Section 1. The Nominating Committee appointed pursuant to Article IV, Section 4, shall make its report to the Administrative Committee. No name of any candidate shall be presented without his prior consent. Nominations by Chapter members may be made by write-in votes in the case of a mail ballot, and from the floor where elections are held at the Annual meeting. All candidates shall hold Member, Senior Member or Fellow grade membership and shall be a member of the CPMT Society.

Section 2. The members of the Chapter shall elect every three years officers from the Chapter membership. Election shall be by direct vote of members at the Annual Meeting, unless the election is held by mail ballot at least two weeks prior to said meeting. Provision for mail vote shall be made in a mail ballot. A plurality of votes cast shall elect. The Administrative Committee or its designees shall constitute a Tellers Committee.

Section 3. An Affiliate cannot serve in an elective office in a Chapter nor vote for candidates for these offices unless authorized by the IEEE Executive Committee.

Article X – Amendments

Section 1. Amendments to these Bylaws may be initiated by a majority of the Chapter Administrative Committee or by petition bearing fifteen signatures of Chapter members. A two-thirds vote of the Chapter Administrative Committee shall be required to approve proposed amendments for submittal to the Section Executive Committee for final approval.

All changes in the Bylaws must be consonant with the Constitution and Bylaws of the IEEE, the Society, and the Section.

Approved at the Annual Chapter Meeting, May 16, 2001