

IEEE Bangalore Section

Constitution and Byelaws

**Adopted at the Annual General Body Meeting held on
January 10, (Sunday) 2021 at Hotel Conrad in Bangalore.**

(The Document is divided in items and each item is divided in sections)

1. IEEE - Bangalore Section

The name of the Section is The Institute of Electrical and Electronics Engineers, (Incorporated) Bangalore Section hereinafter called the "IEEE - Bangalore Section". Henceforth in the present text 'The Section' means IEEE Bangalore Section

2. AIMS:

IEEE Bangalore Section is a non commercial, apolitical, social and educational activity implementation organization. Main aims of the IEEE are (a) scientific and educational, directed toward the advancement of the theory and practice of electrical, electronics, communications and computer engineering, as well as computer science, the allied branches of engineering and the related arts and sciences; means to these ends include, but are not limited to, the holding of meetings for the presentation and discussion of professional papers, the publication and circulation of works of literature, science and art pertaining thereto and any other activities necessary, suitable and proper for the fulfillment of these objectives; (b) professional, directed toward the advancement of the standing of the members of the professions it serves; means to this end include, but are not limited to, the conduct and publication of surveys and reports on matters of professional concern to the members of such professions, collaboration with public bodies and with other societies for the benefit of the engineering professions as a whole and the general public, and the promotion of ethical conduct. It will ensure that no activities are undertaken in the Section, which are contrary to the interests of the IEEE HQ, NJ, The Section in particular and the Republic of India in general. The Section strives to enhance the quality of life for all people through the constructive application of technology in its fields of competence. It shall endeavor to promote understanding of the influence of such technology on the public welfare. The character of its scope is transnational and the territory in which its operations are to be conducted is State of Karnataka, Republic of India. The Section will encourage spread of education by way of interacting with the Student Community and by way of arranging seminars, colloquiums, Distinguished Lecture Series, Tutorials etc. The Section shall not engage in collective bargaining on such matters as salaries, wages, benefits, and working conditions, customarily dealt with by labor unions and will not encourage or take part in political activities.

3. MEMBERSHIP AND DUES:

Sec 1 The membership means all the members of IEEE who are affiliated to Bangalore Section by IEEE Head Quarters. The assembly of members is called the General Body, while its mandatory annual meeting is called AGM (Annual General Body Meeting). The grades of membership of the IEEE, the member qualifications, privileges and the requirements for admission, transfer and severance pertaining to each grade shall be as specified by IEEE HQ Bye-laws. Part of the membership fees paid by various members to IEEE HQ NJ is received by the Section as membership subscription for conducting its activities. No other membership fee is collected directly by the section. IEEE HQ through Region-10 also provides limited funding for conducting some specific activities.

Sec 2 Bylaws shall be established as hereinafter set forth, for the purposes of governing the operations and administration of the Section. The term "Bylaws" as used in this Constitution refers only to IEEE Bangalore Section Bye-laws.

Sec 3 Grades : The grades of IEEE membership and their abbreviations are

- (a) Honorary Member H (HIEEEE)
- (b) Fellow F (FIEEEE)
- (c) Senior Member SM (SMIEEEE)
- (d) Member M (MIEEEE)
- (e) Associate Member AM (AMIEEEE)
- (f) Graduate Student Member GSM (GSMIEEEE)
- (g) Student Member StM (StMIEEEE)
- (h) Affiliate Member AF

When the status of Life Member, as defined in IEEE HQ Bylaw I-105.2, is attained these abbreviations will be preceded with an L for items in b, c, d, and e.

Sec 4 Proposed Bylaw changes amendments and revocation, and reasons therefore shall be sent to Annual General Body Meeting (AGM) at least twenty days before the stipulated meeting of the Annual General Body Meeting (AGM) at which the vote shall be taken. The votes of two-thirds of the members present and entitled to vote, at the time of the vote, provided a quorum is present, shall be required to approve any new Bylaw, amendment or revocation. (Read along with Section-8 item 6)

Sec 5 IEEE Membership dues are the basic (core) costs for membership in the IEEE and must be paid by all members directly to IEEE-HQ.

Sec 6 All members in categories b, c, d and f (in Sec. 3 above) are termed as voting members with voting rights.

4. JURISDICTION :

This Section will cover the State of Karnataka in the Republic of India.

5. AFFILIATION:

The IEEE Bangalore Section has got its affiliation with IEEE, 445 Hoes Lane, Piscataway, NJ 08854 and IEEE Region-10.

6. Management

Sec 1: Executive Committee:

The affairs of the IEEE – Bangalore Section will be managed by a group of elected officers, who should be Voting Members (as defined in Item 3 Sec 6) of good standing in the IEEE with current active membership.

Sec 2: The officers of the Section are:

- a. Chair
- b. Chair-Elect
- c. Immediate Past Chair
- d. Vice-Chair (Technical Activities)
- e. Vice-Chair (Member Activities)
- f. Vice-Chair (Industry Activities)
- g. Secretary
- h. Joint Secretary (Optional)
- i. Treasurer
- j. Co-Chair, Educational Activities Committee (2)
- k. Co-Chair, Student Activities Committee (2)
- l. Co-Chair, Membership Development Committee (2)
- m. Co-Chair, Professional Activities Committee (2)
- n. Co-Chair, Industry Relations Engagement Committee (2)
- o. Co-Chair, Electronic Communication & Information Management Committee (2)
- p. Co-Chair, Technical & Conference Sponsorship Committee (2)
- q. Chair, Humanitarian Activities Committee
- r. Chair, Outreach and Strategic Planning Committee
- s. Co-Chair, Chapter and Subsection Coordination Committee (2)

t. Student Representative (2)

[Note: Chair-Elect and Immediate Past Chair will hold the role equivalent to a Vice-Chair and Chair-Elect will assume office of a Chair immediately after the Chair position becomes vacant.

Ex-officio Members (with voting rights):

- I. Chairs of Society Chapters under the section
- II. Chairs of Subsection(s) under the section
- III. Chairs of Affinity Groups under the section

Ex-officio Members (Without voting rights):

- i. Office Bearers of IEEE (Global) and IEEE R10, who are affiliated to Bangalore section
- ii. 2nd Immediate past Chair of the Bangalore Section
- iii. Student Branch Counsellors in Bangalore section
- iv. District Coordinators under the Bangalore Section

Permanent Invitees: All past Chair other than the 2nd immediate past Chair, Head, IEEE India Office, Webmaster and News Letter Editor-in-chief (if any)

Sec 3: All voting members belonging to IEEE Bangalore Section as per IEEE HQ list with good standing and current active membership are eligible to become office bearers. For office of the Chair the member should be at least a Senior Member (SM). The office of the Secretary, and/or Treasurer, and/or Joint Secretary or any other activity may be combined, if so decided in the Annual General Body Meeting or during the calendar year by the Execom with a resolution. Chair, Secretary and Treasurer, preferably, should have been member of the Execom in the past, at least for one (1) term.

Sec 4: The Chair-Elect shall be elected by the voting members from the slate of Chair-Elect Candidates (minimum 2 and maximum 3). Slate (except Chair-Elect) nominated by a Nomination Committee (appointed by the current EXECOM following procedure as per S.No.7) will be approved in the AGM. The term of office for all office bearers shall be one year, but shall continue till the election of the new committee. Any office bearer is eligible for re-election at the end of his term, however the Chair can have a maximum of two terms of one year each but not consecutive terms. Office bearers other than Chair can continue upto six (6) years on the same capacity. The period of service in Chair's office shall not exceed one year per term in any condition. The names of the newly elected officers shall be reported to the IEEE Headquarters by the Secretary, within a period of one month following the elections.

Sec 5: Due to some reasons if the post of Chair of the Section falls vacant, the Chair-Elect will automatically take over as Chair. This part of the term will not be treated for counting two years of allowed tenure of a Chair. Similar provisions apply for other posts where any other

member can be nominated by the EXECOM. In addition to the office bearers nominated in the Slate, if any new nomination by way of petition comes to the EXECOM, ten days in advance of the AGM but after one week of the publication of the slate, the election will be held at the Annual General Body meeting. Maximum number of members of the Executive Committee may generally be limited to thirty (30). Out of thirty members of the Executive committee, 15 members will be nominated by Nominations committee and remaining 15 members will be appointed by Chair. Appointment of officer positions (Sl. No. d to s of Sec 2) among these thirty Executive committee members will be done by Chair in accordance with IEEE Bylaws. Members of the Executive Committee who are not office bearers, may be assigned specific tasks by the Chair to cover specific activity which may fall under the overall purview of the Section or needed for the advancement of the goals of the Section.

Sec 6: The term of the Executive Committee will be from 1st January to 31st of December of each calendar year.

Sec 7: In case any officer or member of the Executive Committee retire or resigns for some reason, the Executive Committee shall have powers to fill in such vacancies, for the balance of the year from the members of the Executive Committee.

Sec 8: The Executive Committee can transact business, if at least three of its elected office bearers are present at the meeting.

Sec 9: The EXECOM can appoint a legal and financial consultant for appropriate help, if a situation warrants

Sec 10: The EXECOM can appoint small committees, boards, sub committees etc for conducting an event, generating funds, creating infrastructure, membership drive, credential assertion, bye law formation and amendment. Duration of these will be limited to that event only and they should cease to exist once the recommendations are submitted to the Chair of the Section.

Sec 11: To the extent possible, the EXECOM should meet at least once in a month at a convenient place. The Chair or in his absence, Senior Vice Chair of the Section will conduct the meeting. All the activity Chairs are requested to give their reports during the meeting. The secretary should prepare the minutes and circulate to the EXECOM members. All the decision should be taken after discussion and at the end, these will be treated as unanimous. In case of a voting, Chair should cast his vote if there is a tie.

Sec 12: The Bangalore Section EXECOM may take steps to have a permanent address by acquiring a building in IEEE Bangalore Section Name, renting or sharing premises with an institution or a professional body.

Sec 13: EXECOM may bid for International and National events of IEEE or conduct International and National events, co-sponsor International and National events being conducted by IEEE Societies and other Societies.

Sec 14: The EXECOM may generate additional resources other than its own resources for its activities by way of getting sponsorship and donations from Government, Institutions, Industry and Individuals.

Sec 15: The EXECOM will appoint an auditor and get it ratified by the AGM.

Sec 16: The Section will maintain its website both in IEEE Server as well as on commercially available servers.

Sec 17: The EXECOM shall facilitate the establishment of Chapters under its jurisdiction, and also provide administrative and financial help to the chapters affiliated to the section as per norms decided by the EXECOM from time to time.

Sec 18: The EXECOM shall also consent and help in formation of Student Branches and Society Chapters, in the Engineering Colleges located within the jurisdiction of the Section, provided the requirements laid down by the IEEE HQ for the creation of Student Branches and Society Chapters are satisfied.

Sec 19: When the number of members in any area increases, the Section Execom may help in the creation of a Sub-Section, which should work within the Bye-Laws of the Bangalore Section. It may recommend to IEEE HQ and RAB closing of any Sub-Section or Student Branch for any extraneous reason.

Sec 20: In all instances, the IEEE Bylaws, IEEE Constitution, IEEE Policies and MGA Operations Manual shall prevail when there is a conflict between these documents and the Bangalore Section Bylaws.

7. Nominations Committee:

Sec 1: Nomination of half of the members of the Section Executive Committee [Execom] and Chair-Elect Candidates is done by a “Nominations Committee” – defined as Slate Nomination Committee. This Committee will form a Slate for the EXECOM which shall be endorsed by the EXECOM and elected by the voting members. These elected Members will have voting rights in the Section EXECOM.

Sec 2: The Section Chair shall, in consultation with the Executive Committee, appoint a Three Member Nomination Committee consisting of three immediate previous chairs of the section as committee members by 1st September of each calendar year. The Nomination Committee should submit the slate for the Executive Committee latest by 1st October of the same year. Immediate Past Chair or in his/her absence 2nd Immediate Past Chair may be appointed by invitation as the Nomination Committee Chair. The two other members of the Nomination Committee should be past chairs of the section and should be appointed by invitation in consultation with committee chair. The appointment should be in writing.

Sec 3: This Committee will prepare a slate of office bearers for the Section Executive Committee. The Nominations Committee shall continuously search for potential candidates for the various offices. The Nominations Committee should submit the slate to the Chair for publication on the Section website and also via e-mail before the schedule of AGM. Any objection to the slate should be addressed by the Chair of the Slate Committee (as per Item 6 Sec 5) with due intimation to the outgoing EXECOM. The Nomination Committee shall consult the Chair and also obtain the concurrence of all the nominees before declaring the slate. The committee shall also ascertain whether the members belong to IEEE Bangalore Section and are current active members. The EXECOM will endorse the slate and put it to the AGM for ratification. The Nominations Committee may ask names of the volunteers through website/e-mail, who wishes to serve the EXECOM for a better wide Sections membership coverage.

Sec 4: Any voting member of the Bangalore Section whose name does not appear in the slate prepared by the Nomination Committee, is desirous of contesting election to any of the offices, he may do so by a petition. The petition should be signed by a minimum number of 2% of voting members and submitted to the Section Secretary at least ten days prior to the schedule of the commencement of voting process. The elections to Executive Committee, will be conducted online by Election Oversight Committee (defined in S No. 16) appointed by the EXECOM. The voting members would then elect the office bearers by a ballot where each member has a single non-transferable vote. Members with voting rights only will vote (see Item 3 Sec 6)

8. Conduct of the Meetings

Sec 1: Meetings conducted by the Bangalore Section, like meetings of the Executive Committee, Technical Talks, Seminars, and other social meetings will be presided over by the Chair of the Section. In the absence of the Chair, the meetings will be chaired by one of the Vice-Chairmen. If for any reason, both the Chair and the Vice-Chair are not available to conduct the meeting, the members present may request the senior most member to be Chair, for that day, to be charged with the responsibility of conducting the meeting.

Sec 2: The secretary shall issue the notice for the meetings organized by the Section.

Sec 3: The Annual General Meeting should be held every year before 20th January. The Quorum for the meeting shall be 100 members. In the event of non-availability of quorum the meeting may be held after half an hour of adjournment, with available members present.

9. Official Correspondences and Record Maintenance:

Sec 1: The Secretary of the Section will be overall responsible for maintaining all the records of the Section, correspondence with IEEE HQ, issuance of meeting notice, conducting and monitoring of all events, preparation of calendar of events etc.

Sec 2: He will also be responsible for, preparing the meeting reports in the format prescribed by the IEEE Headquarters, and also for submission of these reports to the IEEE Headquarters, for obtaining rebate.

10. Finances of the Section

Sec 1: The finance available to the Section will be from any one of the under mentioned sources:

1. Operational Fund received from the IEEE Headquarters based on the number of members, and also on the activity reports furnished by the Section.
2. Funds generated by the Section, by conducting technical, programmes.
3. Donations from either members of the Section or from other sources who are desirous of promoting the activities of the IEEE.

Sec 2: The funds of the Section will be managed by the Treasurer, in accordance with the guidance, which he may receive from time to time, by way of Resolutions passed in the Executive Committee or the Annual General Body Meeting. He should manage the funds of the Section in a manner, which is most advantageous to the Section and follow all tenets and principles of good financial management.

Sec 3: The Treasurer will also prepare the financial report required by the IEEE Headquarters indicating the position as on December 31, of any year, and would ensure its submission to the headquarters within the stipulated period.

Sec 4: The Treasurer will also prepare a Statement of Accounts for the period January 1 to December 31, to be presented to the Annual General Body Meeting of the Bangalore Section.

Sec 5: The Section will get its accounts audited by an auditor appointed by AGM

Sec 6: All the accounts will be maintained by the Treasurer. Transactions, to the maximum extent possible, will be done through online transfer/cheques.

Sec 7: The authorized signatories for all the Section Bank accounts shall be the Treasurer, Secretary and Chair. At least two of the office bearers mentioned above should approve the online transfer/ sign the cheques where Treasurer's approval/signature is always mandatory. At the beginning of each calendar year, the Execom will pass a resolution to this effect for all the Banks where the Section is maintaining its accounts.

IEEE Assets:

Assets belonging to IEEE Bangalore Section from whatever sources derived, are the property of IEEE. All such assets, regardless of the form and location in which they are kept shall be maintained under legal name of IEEE Bangalore Section. The EXECOM of that calendar year represented by its Chair will be the custodian of the assets.

11. Inter-Society Co-operation

Sec 1: The Bangalore Section may undertake activities, jointly, with other professional bodies, academic institutions, industry etc. who have similar interest, in order to promote technical growth in the Society. The Section may undertake joint publications, joint seminars, and joint technical meetings, educational tours, programmes in order to achieve these objectives.

12. Amendments:

Sec 1: Any amendments to the Byelaws can be taken up either by:

1. A Resolution of the Executive Committee, or
2. By a Requisition signed by at least 15 Corporate Members of the Section.

Sec 2: The proposed Amendment will be brought up before an Annual/Extraordinary General Body Meeting, of the Section, at which a minimum of 25 Corporate Members are present. The Amendment will be considered effective, if at least two-thirds of the members present vote in its favour.

Sec 3: An extraordinary GBM can be called by EXECOM or a petition signed by 15 corporate members. Rest of the procedures for GBM will be same as above. The GBM will always be chaired by the Chair of the Section; in his absence the senior Executive Vice- Chair can chair the GBM.

13. History of Amendments:

A separate file will be maintained by the Secretary of the Section to keep a history of Byelaw amendments and policy decisions.

14. Ethics and Member Conduct Committee:

A Committee (appointed by EXECOM) of past Section Chairs, Fellows, Life Senior Members may be formed to look into ethics, misappropriation and other gross financial irregularities, ethical and disciplinary matters. Such a Committee should usually be Chaired by a former Section Chair. The Committee can also be nominated by GBM or AGM.

15. Humanitarian Activities:

Section will provide student travel grant to ₹ students to present papers in TEIR-1 IEEE Conferences and will also Fund Humanitarian Technology Projects, which may be useful for society at large. Exact Selection criterion, no of travel grants, projects and support amount will be decided by EXECOM as per prevailing Financial condition of the section. Section will also provide a platform in the form of an annual International Humanitarian Technology Conference to learn, share and network.

16. Election and Election Oversight Committee:

Immediately after submission of the slate from the nomination committee, section EXECOM will appoint (latest by October 15 of each calendar year) a three member Election Oversight Committee to ensure smooth conduction of the entire election process as per prevailing IEEE guidelines. Members of the Election Oversight Committee will be Past Chairs (excluding nomination committee members) of the Section.

Election should be conducted online using IEEE Approved Portal. Voting process should start at least 30 days after the notification of Slate through e-mail. Entire election process including declaration of results should be completed by 15th December of the same year under the supervision of election oversight committee.