

## **RULES AND REGULATIONS**

### **IEEE UTTAR PRADESH SECTION**

Department of Electrical Engineering, IIT Kanpur, Uttar Pradesh 208016

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#### 1. MEMBERSHIP:

- a. The classes of memberships, their terms and conditions and fee, if any, payable on subscription of membership shall be determined, from time to time, by the Institute of Electrical & Electronics Engineers (IEEE).
- b. Section members are those individuals of Associate or higher grade membership residing within the boundaries of the Section, or who live or work in a neighboring Section and have requested Contiguous Section Membership status from the Regional Activities Department.
- c. Section members with the grade of Members or higher may vote in Section elections. Associate and Student members are not eligible to vote in Section elections. IEEE Society Affiliates are not members of the Section, but they will be notified of Section events and welcome to participate.
- d. Section members of Member or higher grade may hold elected office, or chair a Section Committee. Students and Associate members may not hold office nor chair a committee.
- e. Any person and aged above 18 years of the Section will be allowed to become a member of the Association, if he/she is a member of IEEE including the student and graduate student members. All the members except Associate and Student members of the Section are eligible to vote and contest to the officers of the section.
- f. If the subscription of the member is in arrears for more than three months without satisfactory explanation to the Secretary, his/her name will be removed and the Executive Committee may reconsider his/her application for readmission of membership.
- g. The termination of membership may be on the death, the member acting against the objects of the Association, unsound mind and other reasons stated by Executive Committee.
- h. All members may take part in the proceedings of the General Meeting. Only such members who have completed minimum period of six months as members shall exercise their vote.

- i. A person desirous of becoming a member of the Association shall apply to the Secretary in the form of application prescribed by the Executive Committee. The application will be signed by the applicant and his signature will be attested by at least one member of the Association whose name is standing on the roll of members.
- j. The Executive Committee will have the absolute discretion to accept or reject any application for membership without assigning any reason for refusal or acceptance. If any application is refused, the amount paid by him/her along with the application will be refunded to him/her forthwith.
- k. The Executive Committee will have power to admit, without any application, any person as honorary member if he is holding high position in the Association and it will be thought fit in the interest of the Association to be associated with him. He will not liable to pay any subscription but will have all the rights of any other members.
- l. After every General Body Meeting, new officers will take charge from outgoing officers.
- m. The Section shall encourage the formation of subunits, including Society Chapters, Student Branches, Student Branch Chapters and Affinity Groups. The Section shall support the efforts of subunits to serve the members.
- n. Each sub-unit should report their activities to Section, and VTool of IEEE. The office bearers, duly elected, of the subunits should be informed to the Section for ratification. In the event of non-responding, non-active and disputes, the Section will take appropriate action duly passed in Executive committee meeting.
- o. 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 Regulation.
- p. The benefits of the Association shall be open to all irrespective of the caste creed or religion.

## 2. INFORMATION REQUIRED BY THE MEMBERS:

Any member of the Association may apply to the Chairman for any information as may be required or any matter of the subjects or rules and regulations of the Association.

### 3. GENERAL BODY AND OTHER MEETINGS:

- a. The first annual General Body Meeting shall be held within eighteen months of the registration of the Association. The next annual General Body Meeting shall be held within nine months after the expiry of the year in which the first annual General Body Meeting was held; and thereafter an annual General Body Meeting shall be held within nine months after the expiry of each year.
- b. The report of the management of the previous years working and the audited accounts for the one year period and proceeding years shall be discussed and submitted for confirmation.
- c. The Chairman may call for a General Body Meeting for which twenty one days notice shall be given to the members.
- d. The Executive Committee shall meet at least once in three months for which the Chairman shall give notice of seven days to the members.
- e. Voting shall be conducted by show of hands or Secret Ballot.
- f. Twenty one days clear notice for the annual General Body Meeting and twenty one days notice for the special General Body Meeting shall be given. The subject matter to be discussed shall be stated in the notice.

### 4. SPECIAL GENERAL BODY MEETING:

- a. A special general body meeting may be convened at any time on the requisition of the Chairman of the Executive Committee or on the requisition of not less than one-third of the number of members of the Executive Committee or one-tenth of the total number of members of the Association, entitled to vote who shall state in writing the business for which they wish the meeting to be convened.
- b. The Executive Committee shall, within ten days from the date of the receipt of the requisition, proceed duly to call a meeting for the consideration of the business stated on a day not later than forty days from the date of the receipt of the requisition.

### 5. QUORUM:

The quorum of the General Body Meeting shall be  $2/3^{\text{rd}}$  of the total membership of the Association or 20 members whichever is lower.

## 6. ACCOUNTS:

- a. The financial year of the Association shall be from 1st April to 31st March.
- b. Without prior authorization of the IEEE Executive Committee, Section funds can be used only for normal operations of the Section. Those activities which fall outside of normal operations include donations, establishment of scholarship funds, and investment of funds outside of the IEEE Investment Program. Additional information is available from IEEE Financial Services Staff.
- c. All expenditures of Section funds must be approved by Section Chairperson (suggested by Section Treasurer and/or Chair).
- d. Two of three persons (Section Chairperson, Treasurer, and Secretary) shall be authorized to draw funds as approved by the Section Executive Committee.
- e. The Funds and the income of the Association shall be solely utilized for the achievement of the objectives and no portion of it shall be utilized for payments to the members by way of profit, interest and dividends.
- f. The assets and liabilities, the balance sheet of the Association shall be laid before the Annual General Body Meeting for confirmation.
- g. A list of the names, addresses and occupations of the members of the Executive Committee and a copy of the balance sheet and income and expenditure account duly audited shall be filed with the Registrar on or before the fourteenth day succeeding the date of annual General Body Meeting of the Association.
- h. If for any sufficient reason the Association has not filed the above mentioned details before the due date, it may make an application to the Registrar to condone the delay and permit to file the records. The Registrar may if he is satisfied that there are sufficient reasons for the delay in filing such records, condone the delay and permit the Association to file such records subject to payment of fine as may be prescribed and where no sufficient reasons are shown, he may after giving an opportunity of being heard to the Association reject the application and return such records to the Association.
- i. Where a Association has failed to file such records for a consecutive period of five years, the Registrar, may after giving a reasonable opportunity of being heard to the Association, by an order cancel the registration of such Association and direct dissolution of the Association.

7. AUDITOR:

An auditor shall be appointed annually and the remuneration shall be fixed the members in the annual General Body Meeting.

8. SECTION EXECUTIVE COMMITTEE:

- a. The management of the Section shall be by the Section Executive Committee which shall consist of the elected officers (Chairman, Vice-Chairmen (2), Treasurer, Secretary and Joint Secretary), the Past Section Chair and the following:
  1. Chapters Chairs (all)
  2. Standing Committee Conveners
  3. Additional Members as co-opted by the Section Executive Committee.
- b. The number of voting members elected must be at least one greater than those appointed. Chapter Chairs, as elected by their membership, are considered "elected" official, as is the Past Section Chair.
- c. The Executive Committee shall be entitled to exercise all such powers and to do all such acts and things as Association is authorized to exercise or to do provided that, the Executive Committee shall not exercise any power or do any act or thing which is contrary to the specific directions or resolution of the General Body of the Association or contrary to or inconsistent with the objects and Rules and Regulation of the Association.
- d. Without prejudice to the generality of the powers, the Executive Committee shall have the following powers and authorities.
  - i. To ensure and promote the primary aims and objectives of the Association.
  - ii. To maintain regular accounts and the accounts of the each year and to get the accounts audited by auditors of the Association.
  - iii. To publish annual reports/ accounts.
  - iv. To operate funds and manage the property of the Association and to present the duly audited accounts at annual General Body Meeting.
  - v. In the event of any office bearer laying down office for whatever reasons, the Executive Committee can co-opt any member consider suitable for the office for the remaining period of the tenure or till election are held.

- vi. To ensure utilization of income towards promoting the objectives of the Association.
- vii. May decide to expel a member of Executive Committee or member of the Association in case anyone is convicted of any criminal offence, or prove insanity or any member's action in contravention to the byelaws.
- viii. To accept from Government, Non-Government, Local Bodies, Societies, NRI, Banks (Nationalized/Co-operative) and individuals Grants, Donations, Loans, Subscriptions or any property movable or Immovable for furtherance of the objectives of the Association.
- ix. At any meeting of the Executive Committee each member present will have one vote except the Chairman who shall have in addition a casting vote. Voting may be rising of hands or secret ballot.
- x. To ensure that all monetary transaction are through objectives of the Association.
- xi. Executive Committee shall have power to appeals and raise funds and fulfill and formalities incumbent upon it.
- xii. Executive Committee may appoint a committee, sub-committee with such powers deemed fit by this body for the purpose of incommensurate with objectives. The committee, the subcommittee may co-opt persons over members of the Association.
- xiii. Executive Committee, in their meetings may invite specialists/experts who may be non-members of the Association whose presence with the deliberations is considered useful.
- xiv. To open bank account in the name of the Association in nationalized/cooperative/ cooperative bank, private financial institutions and operated by general secretary jointly with the treasurer of the Association.
- xv. Executive Committee shall arrange for the publication in any manner the Association journal, documents as may be considered fit in the furtherance of its objectives.
- xvi. To make the rules and bylaws and get approved.

- xvii. To acquire or purchase or take on lease, hire or by gift or otherwise and hold any movable or immovable property or properties or any right or privileges that may be deemed necessary or useful for the advancement of the objects of the Association.
- xviii. The Executive Committee shall not admit members during the last three months of its tenure.
- xix. To engage any manager, clerks or other servants and to fix and pay their salaries and other emoluments and to remove them as and when required.
- e. All the members of the Executive Committee shall hold office till another Committee has been duly formed.
- f. Four days prior notice of a meeting shall be given in writing to all members of the Executive Committee. In urgent cases the Chairman shall have the power to convene a meeting at shorter notice.
- g. Every question before the Managing Committee will be decided by a majority of the votes of the members present and voting on the question, the member presiding having a second or casting vote in all cases of an equality of votes.
- h. The business of the Executive Committee may also be transacted by circulation of papers. Any decision obtained on a circular will be placed before the next meeting of the Executive Committee.

#### 9. NOMINATION AND ELECTIONS OF OFFICERS:

- (a) A Nominating Committee consisting of three members, not then officers of the Section, nor intending to stand as candidates for office, shall be appointed by the Section Chairman with the approval of the Section Executive Committee. If available to do so, the Past Section Chair will serve as Chair of the Nominating Committee. Nomination Committee shall provide the slate for Chairman, Vice-Chairmen (Two), Secretary, Joint Secretary and Treasurer.
- (b) The nominations of the Nominating Committee shall be announced to the Section membership and, following this, a minimum of 28 days allowed for additional nominations by petition. To be valid, the petition must be signed by **75** or more voting members or **10%** of the Section **voting** membership, whichever is fewer.
- (c) If only one nomination is made for each office, the election shall be declared by acclamation at a meeting of the Section general membership, or the Section Executive Committee. If additional

nominations are made, election shall be made by ballot, mailed or made available on the Internet to the membership with the vote counted by a Tellers Committee appointed by the Section Chair.

(d) The timetable for this procedure is as follows:

Appointment of Nominating Committee: no later than 1 October  
Announcement of Nominations/Call : no later than 15 November.  
for petition candidates  
Close nominations by petition : no later than 15 December

If required, a ballot shall be mailed/posted on the web prior to 30 December

(e) A plurality of the votes cast shall be necessary for election.

(f) Any members who are desirous of standing for the election as a member to the Officers shall be member of the Association for at least **36** months prior to the date of nomination. **He should have worked for at least one year in IEEE UP Section ExCom.**

(g) The terms of office of the elected officers shall be for ONE year with possible extension of one more years.

(h) Terms of office shall begin in January/February. Outgoing officers shall continue until their successors are duly elected and take office. However, no officer may serve in the same position for more than two consecutive years.

(i) Any vacancy that may arise in the Executive Committee may be filled in by the remaining committee members.

(j) Any member of the Executive Committee being absent for three successive meetings without proper cause shall ceased to be a member of the Executive Committee.

(k) The Executive Committee in its meeting shall consider the entire question effecting business that may be of interest to the members of the Association and they shall inform and circulate any information, which may be of use to the members.

## 10. STANDING COMMITTEES

a. The Standing Committees of the Section shall be as follows:

- Awards and Recognition
- Membership Development
- Conference and Technical Seminar Activities
- Educational Activities



- Student Activities
  - Publications and Section History
  - Electronic Communication and News Letter Activities
  - Industry Relation
  - Women in Engineering Affinity Group (WIE)
  - Special Interest Group on Humanitarian Technology (SIGHT)
- b. The Chair of the Standing Committees shall be appointed by the Section Chair with the approval of the Section Executive Committee, and their terms correspond to the term of office of the elected officers of the Section.
  - c. Each Committee Chair shall appoint his/her Committee members, with the approval of the Section Executive Committee, and their terms are to be the same as the Chairs' end-of-term date.
  - d. The duties of the Standing Committees shall be regulated by the Executive committee

#### 11.CHAPTER CHAIRS:

Sections Chapters of different Societies of IEEE are to be opened for the benefits of the members of the Section. Each Chapter of the Section will have its Executive body including Chairman, Secretary, etc. and same should be informed to Section Executive committee.

#### 12.INVESTMENT:

The funds of the Association shall be invested in the following modes as specified under Section 11(5) of the Income Tax Act, 1961:

- a. Investment in savings certificates as defined in clause (c) of section 2 of the Government Savings Certificates Act, 1959 and any other securities or certificates issued by the Central Government under the Small Savings Schemes of that Government;
- b. Deposit in any account with the Post Office Savings Bank;
- c. Deposit in any account with a scheduled bank or a co-operative Association engaged in carrying on the business of banking (including a co-operative land mortgage bank or a co-operative land development bank).
- d. Investment in units of the Unit Trust of India established under the Unit Trust of India Act, 1963.
- e. Investment in any security for money created and issued by the Central Government or a State Government.

- f. Investment in debentures issued by, or on behalf of, any company or corporation both the principal whereof and the interest whereon are fully and unconditionally guaranteed by the Central Government or by a State Government;
- g. Investment or deposit in any public sector company.
- h. Deposits with or investment in any bonds issued by a financial corporation which is engaged in providing long-term finance for industrial development in India and which is approved by the Central Government.
- i. Deposits with or investment in any bonds issued by a public company formed and registered in India with the main object of carrying on the business of providing long term finance for construction or purchase of houses in India for residential purposes and which is approved by the Central Government.
- j. Investment in immovable property.
- k. Deposits with the Industrial Development Bank of India established under the Industrial Development Bank of India Act, 1964.
- l. Any other form or mode of investment or deposit as may be prescribed from time to time by Income tax authority.

### 13.AMENDMENT:

No amendment to the Memorandum of Association, Rules and regulations of the Association shall be made which may prove to be repugnant to the provisions of Sec2(15),11,12,13 and 80G of the Income Tax Act,1961 as amended from time to time. Further no amendment shall be carried out without the prior approval of the commissioner of Income Tax.

### 14.ALTERATION OR AMENDMENT OF THE MEMORANDUM OF ASSOCIATION

- a. Whenever it shall appear to the Executive Committee, the Executive Committee may submit the proposition to the members of the Association in a written or printed report, and may convene a special General Body Meeting for the consideration thereof according to the rules and regulations of the Association.
- b. No such proposition shall be deemed to have been approved unless such report has been delivered or sent by post/email to every member

of the Association fourteen days previous to the date of the special general meeting convened by the governing body for the consideration thereof, and unless such proposition shall have been agreed to by the votes cast in favor of the proposition by members who being entitled so to do, vote in person, or where proxies are allowed, by proxy, and such votes are not less than three times the number of the votes, if any, cast against the resolution by members so entitled and voting and confirmed by a similar majority of votes at a second special general meeting convened by the governing body after an interval of thirty days after the former meeting.

- c. Every change in the memorandum of the Association shall be filed with the Registrar within thirty days from the date of making thereof and the Registrar may if he is satisfied that the change is in accordance with the provisions of this Act and the rules made there under register such change. Such change shall not have effect until it has been so registered.
- d. If the Registrar refuses to register a change in the memorandum of the Association an appeal shall lie within sixty days from the date of communication of his refusal to register the change.

#### 15. CHANGE OF NAME, RULES AND REGULATIONS

- a. The name and the rules and regulations of a Association may be amended by a resolution passed at a special general meeting convened for the purpose of which written or printed notice shall have been delivered or sent by post/email to every member of the Association fourteen days previous to the date of the special general meeting.
- b. The resolution proposing the amendment shall be passed by the votes cast in favor of the resolution by members who being entitled so to do, vote in person or where proxies are allowed, by proxy, and such votes shall not be less than three times the number of the votes, if any, cast against the resolution by members so entitled and voting.
- c. Every amendment name, rules and regulation shall, within thirty days from date of such amendment, be filed with the Registrar and if the Registrar is satisfied that the amendment is in accordance with the provisions of this Act and the rules made thereunder, shall register it. Such amendment shall have effect only after it is so registered.
- d. If the Registrar refuses to register such amendment an appeal shall lie to the Karnataka Appellate Tribunal within sixty days from the date of communication of his refusal to register the amendment.

## 16. DOSSOLUTION OF ASSOCIATION

- a. Not less than three-fourths of the members of the Association may determine that it shall be dissolved at a special general meeting convened for the purpose.
- b. All necessary steps shall be taken for the disposal and settlement of the property of the Association as the Executive Committee shall find expedient, provided that, in the event of any dispute arising among the said governing body or the members of the Association, the adjustment of its affairs shall be referred to the principal court of original civil jurisdiction of the district in which the registered office of the Association is situate; and the court shall make such order in the matter as it shall deem requisite.
- c. If upon the dissolution of the Association, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association or any of them, but shall be given to some other Association, to be determined by the votes of not less than three-fifths of the members present personally or where proxies are allowed, by proxy at the time of the dissolution, or in default thereof, by the principal civil court of original jurisdiction of the district.
- d. The members of the Association can determine by a majority of the votes, either personally or where proxies are allowed, by proxy, at the time of dissolution of such Association that any property whatsoever remaining after the satisfaction of all its debts and liabilities shall be given to the State Government to be utilized for any of the purposes referred to in [section 3](#) of Uttar Pradesh Societies Registration Act.

## 17.AMALGAMATION OF THE ASSOCIATION

- a. Whenever it shall appear to the governing body of the Association that it is advisable to amalgamate such Association, either wholly or partially with any other Association, such governing body may submit the proposition to the members of the Association in a written or printed report, and may convene a special general meeting for the consideration thereof.
- b. No such proposition shall be deemed to have been approved unless such report shall have been delivered or sent by post to every member of the Association, twenty-one days previous to the date of such special general meeting and unless such proposition shall have been agreed to by the votes, cast in favour of the proposition by members who being entitled so to do, vote in person, or where proxies are allowed, by proxy, and such votes are not less than three times the number of votes, if

any, cast against the resolution by members so entitled and voting and confirmed by a similar majority of votes at a second special general meeting convened by the governing body after an interval of thirty days after the former meeting.

18. For the matters, which have not been specified, provided to therein above, the provisions of the U.P.S.R. Act 1960 and the rules made there under shall apply.

19. The Working Hours of the Association will be from:-  
Morning: 10.00A.M to Evening: 06.00P.M

## 20. EXECUTIVE POWERS OF THE COMMITTEE:

The administration and management of the Association shall vest in the Executive Committee consisting of 15 members including officers (Chairman/Chairperson, Vice Chairmen, Secretary, Treasurer and Joint Secretary) and Executive Committee members of the Association. The term of Executive Committee member shall be one year and it can continue for one more year.

### CHAIRMAN/CHAIRPERSON

He/She shall be over all in charge of the Association and the General body meetings. All the policies and programmes shall be formulated and implemented only through him/her in consultation with Executive Committee.

### VICE CHAIRMEN

There shall be TWO Chairmen. They shall assist Chairman in general and in the absence of the Chairman, one of them, nominated by Chairman, shall assume the charge of Chairman. One of Vice-Chairmen shall normally become Chair after completion of Chair's term.

### SECRETARY

He/ she shall call for all meetings of the general body as and when deemed necessary and the General Body Meeting and the special body meetings as per the rules with previous approval of Chairperson and maintain the minute's book and record for all proceedings of the meetings.

He/she shall keep a correct and up-to-date list of members of the Association.

He/she shall also make and preserve minutes of every General Body Meeting and of every meeting of the Executive Committee. It will be their duty to issue all notices and to conduct the correspondence etc.

He/she shall be the correspondent of the Association and shall be in charge of the office with all the records of the Association.

He/ she shall file with registrar of societies Kanpur relevant records of the Association for every year stipulated time without frame.

#### JOINT SECRETARY

He/ she shall assist Secretary in general and in the absence of the Secretary, he/ she shall work as Secretary of the Association.

#### TREASURER

He/ she shall receive and disburse the funds of the Association with approval of Chairperson.

He/ she shall assist general secretary in general. In the absence of the Secretary and Joint Secretary, he/she shall assume the charge of the Secretary.

He/ she keep accounts of all receipts and disbursements up to-date, to collect the dues of the Association and duly to account for all moneys received and to pay in the same to the credit of the Association's account in such bank or banks as the Executive Committee may direct.

He/she shall be the custodian of all articles and belongings both movable and immovable property of the Association.

#### COMMITTEE MEMBERS

Committee members will participate in meeting and will join the officers while arriving at decisions in such meeting.