

IEEE UTTAR PRADESH SECTION BYLAWS

In all instances, the *Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, IEEE Policy Manual, and Member and Geographic Activities (MGA) Operations Manual* shall prevail when there is a conflict between these documents and Section Bylaws.

ARTICLE I - Name and Territory

Section 1

This organization shall be known as the IEEE Uttar Pradesh (UP) Section of the Institute of Electrical and Electronics Engineers, Inc.

Section 2

The territory of the Uttar Pradesh Section, as approved by IEEE Regional Activities Board (RAB) now known as Member and Geographic Activities board (MGA), includes the following:

1. State of Uttar Pradesh, India
2. State of Uttarakhand, India

Section 3

The Uttar Pradesh Section shall have its principal offices in the city of Kanpur from which it shall carry out its management and other administrative functions.

Section 4

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

ARTICLE II - Membership

Section 1

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.

Section 2

Section members with the grade of Graduate Student Members, 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.

Section 3

Section members of Member or higher grade may hold elected office or chair a Section Committee. Graduate student member, student member and Associate members and may not hold office nor chair a committee.

ARTICLE III - Officers

Section 1

The elected officers of the Uttar Pradesh Section shall be

1. Chairperson
2. Chairperson-Elect
3. Vice-Chairperson
4. Secretary
5. Joint Secretary
6. Treasurer

Chairperson-Elect shall take over from the Chairperson for the next term. Officers must be an IEEE member in good standing for more than 5 Years and have worked as a volunteer in the section ExCom for more than 2 years.

Section 2

The terms of office of the elected officers shall be for **one year** extendable by one year more on the basis of recommendation by Nomination Committee. In this case, there will be no election for the positions extended by the nomination committee.

Section 3

Terms of office shall begin on 1 January. Outgoing officers shall continue until their successors are duly elected and take office. No officer, however, may serve in the same position for more than two consecutive years.

Section 4

Any vacancy occurring during the year shall be filled by a majority vote of the Section Executive Committee.

Section 6

The duties of the elected officers shall be available from Regional Activities Department staff, in the RAB Operations Manual.

ARTICLE IV - Standing Committees

Section 1

The Standing Committees of the Section, appointed by Section Chair and his team, shall be as follows:

1. Finance
2. Membership Development
3. Awards and Recognition
4. Professional Activities
5. Educational Activities

6. Conference Activities
8. Humanitarian Activities
9. Student Activities
10. Publications and Section History
11. Electronic Communication & Information Management Activities
12. Young Professional & Student Coordination Activities
13. Women in Engineering Activities
14. Industry Relation Activities
15. Sub-Section Coordination, Outreach & Strategic Planning

Section 2

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.

Section 3

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.

Section 4

The duties of the Standing Committees shall be printed in the Section Operations Manual.

ARTICLE V - Management

Section 1

The management of the Section shall be by the Section Executive Committee which shall consist of the elected officers, the immediate Past Section Chair and the following:

1. Chapters Chairs (up to 3)
2. Standing Committee Chairs
3. Advisors (up to 2)
4. Chairs of subsections
6. ExCom member of India Council/R10/MGA from UP Section
7. Student representatives.
8. Co-opted Member by the Section Executive Committee (up to 4).

Advisors will be past section chairs, other than immediate past section chair.

Section 2

A 25% of the Section Executive Committee (excluding the co-opted members) shall constitute a quorum. A quorum shall be necessary for the Section Executive Committee to conduct the business of the Section.

Section 3

Meetings of the Section Executive Committee ordinarily shall preferably be held monthly and shall be called by the Section Chair or by a request of any three members of the Section Executive Committee.

Section 4

The fiscal year of the Section shall be 1 January – 31 December.

Section 5

There shall be a Core Committee with following as members. ExCom or Section Chair can refer, as and when required, any matter to the core committee for detailed deliberations and recommendations.

1. Elected Officers
2. Immediate Past Chairperson
3. Advisors
4. ExCom member of India Council/R10 from UP Section, if any

Section 6

Section will have an Ombudsman who will be assisted by two other senior members. The Ombudsman will be the special invitee as and when required to the ExCom. Any individual of the section can approach to the Ombudsman for any grievance and/or issues not resolved by the section.

ARTICLE VI - Nomination and Election of Officers

Section 1

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 Chair with the approval of the Section Executive Committee. If available to do so, the Immediate Past Section Chair will serve as Chair of the Nominating Committee.

The Nomination Committee shall announce the slate and also call for Petition Candidates except for the post of Chairperson. Slate will be announced on IEEE UP Section website and circulated to all the members of section by email. Petitions are not allowed against officers during extended period (Article III Section 2) as decided by Nomination Committee.

Section 2

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. No extension of date shall be provided. To be valid, the petition must be signed by at least 2% of the Section voting membership (as on 30th June of current year).

Section 3

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, email or made available on the Internet (IEEE provided/approved software/on-line tool) to the membership with the vote counted by a Tellers Committee appointed by the Section Chair.

Section 4

The timetable for this procedure is as follows:

Appointment of Nominating Committee:	no later than 1 st September
Announcement of Nominations/Call for petition candidates:	no later than 1 st October
Close nominations by petition:	no later than 1 st November
If required, a ballot shall be mailed/posted on the web prior to:	15th November

Section 5

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

ARTICLE VII - Finances

Section 1

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.

Section 2

All expenditures of Section funds must be approved by Section Chairperson.
(Suggested: Section Treasurer and/or Chair)

Section 3

The Section Chairperson, Treasurer, Chair-Elect and Secretary or any two of these four persons shall be authorized to draw funds as approved by the Section Executive Committee.

Section 4

If permitted by government and banking regulations, all unit bank accounts will provide for the signature authority of the IEEE Staff Director, Financial Services.

ARTICLE VIII – Subunits

Section 1

The Section shall encourage the formation of subunits, including Society Chapters and Affinity Groups. The Section shall support the efforts of subunits to serve the members.

Section 2

Management of the subunit will be undertaken by the Section and governed as detailed in these bylaws, including financial activity where appropriate, as well as officer and election activity.

ARTICLE IX - Amendments

Section 1

Proposals for amendments to these Bylaws may originate in the Section Executive Committee or by a petition signed by at least 2% of voting members. Any amendment recommended by ExCom or by petition shall need the approval of Annual/Extra General Body by majority vote.

Section 2

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

ARTICLE X – Sub-sections

Section 1

Members of any Geographic Area may through a petition signed by 20 or more members and approved by the Executive Committee form a Sub-section for the purpose of organizing activities of the Section in that Geographic Area.

Section 2

A Sub-section will be managed by a Committee elected annually, comprising of a Chairperson, Vice-Chairperson, Secretary, Treasurer, immediate past Chairperson and not less than three Executive Committee Members.

Section 3

The Chairperson of the Sub-section shall be an ex-officio Member of the Section Executive Committee and shall be responsible to the Section Executive Committee for liaison and maintaining relations with Section Executive Committee. He / she shall report from time to time to the Section Executive Committee, regarding the activities of the Sub-section.

Section 4

Sub-section Chairperson will submit to the Section Secretary by the 31st December of each year, a consolidated report of meetings held during the year and a report on Sub-section financial operations. The Sub-section shall send to the Chairperson, Vice-Chairpersons and Secretary of Section Executive Committee every circular or notification, it sends to its members. Sub-section shall receive annual financial support depending upon its membership and its meeting programmes.

ARTICLE XI – General Meeting

Section 1

Annual General Meeting of Section Membership is called by Section Chairperson in consultation with Executive Committee for presentation of Annual Report, Election of Office Bearers & Executive Committee Members and any other agenda formulated by Executive Committee.

Section 2

In order to transact business in General Meeting at least 25 voting members (quorum) must be present. However, if the required quorum is not present at the scheduled starting time of the Meeting, then the General Body may be adjourned. The Meeting may be reconvened after waiting for half an hour to transact the slated business without waiting for the quorum.

Section 3

Special General Meeting can be requisitioned by a petition signed by not less than 25 voting members submitted to the Section Chairperson, who in consultation with Executive Committee will call the Meeting within two months with proper formulation of agenda.

Section 4

Notices for any General Meeting shall be mailed at least 21 days in advance.