

# IEEE INDIA COUNCIL BYLAWS

## ARTICLE I - Name and Territory

### Section 1

This organization shall be known as the IEEE India Council.

### Section 2

The membership and territory of the IEEE India Council, as approved by the Member and Geographic Activities, shall include all IEEE Sections whose membership includes IEEE members residing in India. The constituent Sections in effect at the time of this organization are:

Bangalore Section

Bombay Section

Delhi Section

Gujarat Section

Hyderabad Section

Kerala Section

Kharagpur Section

Kolkata Section

Madras Section

Pune Section

Uttar Pradesh Section (including Nepal)

### Section 3

The Council is formed pursuant to Section (I-402) of the IEEE Constitution and Bylaws and Section 9.3 of the MGA Operations Manual for the purpose of providing a centralized coordinating organization of all Sections in India. The Council is formed by agreement of the Sections, and it exists at their pleasure. It is intended to act as a consortium of the Sections and having the right to direct the operation of the Council. It is formed by the Sections to do only those delegated tasks that can be best done together by the Sections rather than singly by each Section.

### 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 India Council Bylaws.

## **ARTICLE II - Objectives of IEEE India Council**

The primary objectives of the Council are to:

1. Promote Council wide activities to further the aims and objectives of IEEE.
2. Coordinate the inter-Sectional activities of the constituent Sections.
3. Provide effective representation and support for the constituent Sections.
4. Form and support Council chapters of IEEE Technical Societies which are not formed within majority of constituent Sections.
5. Provide co ordination for joint meetings of Sections, conferences and symposia within the Council.
6. Coordinate Student, Young Professional, Women In Engineering, Life Members and other Affinity Group activities within the Council.
7. Organize annual events including India Council Conferences, INDICON, Student Congress, and Student Paper Contest, etc. in association with each constituent section, by rotation.
8. Coordinate with other professional societies in India like IETE, IE(I), IET, CSI, ECI and IEEE Headquarters to have proper valid MOUs for joint activities.
9. Conduct affairs of IEEE India Council in line with statutory mandates required from a Registered Society under the laws of the state of Karnataka or as the case may be.
10. Engage with IEEE India Office on IEEE programmes and matters which pertain to India as a whole and which require coordination with IEEE headquarters. This would not preclude interactions that the Sections may have with IEEE and with IEEE India Office on their individual basis.

## **ARTICLE III - Officers**

### **Section 1**

The elected officers of the IEEE India Council shall be:

1. Chair
2. Chair Elect
3. Secretary
4. Treasurer

The offices of Secretary and Treasurer may be combined.

### **Section 2**

The term of the office of the elected officers shall be for one year extendable by one year more on the basis of recommendations by Nomination Committee.

### **Section 3**

Term of office will begin on 1 January of the calendar year. Outgoing officers shall continue until their successors, are duly elected and take office, latest by 31 March.

### **Section 4**

Any vacancy occurring during the year shall be filled by a nominee who receives a majority vote of the Council Executive Committee (as defined in Article IV Section 1 of these bylaws). The term of any such officer so filled terminates at the end of the year.

### **Section 5**

The duties of the elected officers are specified in Section 9.3 E of the IEEE Member and Geographic Activities Operations Manual.

## **ARTICLE IV - Management**

### **Section 1**

The management of the IEEE India Council (as listed in Article I, Section 3) shall be by a Council Executive Committee ( IC EXECOM), with the following members:

1. Elected officers (Article III, Section 1)
2. Immediate Past Chair
3. Members – Representatives nominated by the Chairs of the participant India Council Sections
4. Chairs of the participant India Council Sections as Ex-Officio Members
5. Chairs of Society Chapters under the India Council as Ex-Officio Members
6. Newsletter Editor as an invitee
7. Ombudsman as an invitee
8. Web Master as an invitee

### **Section 2**

The Chair Elect in the month of December shall seek the nomination of section representative from each section. Vice Chairs of activities shall be appointed by the new IC Chair on assuming charge, from this pool of Section representatives.

### **Section 3**

There shall be at least two face to face meetings of the India Council EXECOM during a calendar year. At least one of these shall be along side lines of IEEE Region 10 AGM / IEEE Sections Congress, where most of the Section Chairs or their representatives are present.

### **Section 4**

A quorum for meeting of the Council Executive Committee shall consist of a simple majority of the voting members of the Committee. A quorum shall be necessary for the Council Executive

Committee to conduct the business of the Council. In absence of a quorum, the IC EXECOM shall be adjourned and resumed with the members present i.e. no quorum shall be required for an adjourned meeting, which is adjourned for lack of quorum.

## **Section 5**

The Council Chair or, in the event of his/her unavailability, the Council Chair-Elect, shall be responsible for calling and/or chairing the Council Executive Committee meetings. Minimum 10 days notice shall be given to members, before the date of meeting enclosing the agenda specifying the date, time, place and issues to be discussed.

## **Section 6**

The fiscal year of the Council shall be from 1 January to 31 December on the lines of the calendar followed by IEEE

## **Section 7**

Except where these Bylaws specify otherwise, issues shall be decided by majority vote of the Council Executive Committee. The elected officers (as in Article III, Section 1), the immediate Past Chair and the Representatives of the constituent Sections (Article IV Section 1 item 2 and 3) shall be afforded one deliberative vote each and be the only members of the Council Executive Committee afforded with deliberative votes. In the event of a tie of the deliberative vote, the Council Chair shall have a casting vote. No other members of the Council Executive Committee shall be permitted to vote on Committee business.

# **ARTICLE V - Nomination and Election of Officers**

## **Section 1**

India Council Chair shall appoint a nomination committee consisting of a Chair of Nomination Committee and 2 members. Chair of Nomination committee shall be a Past Chair of the India Council and other 2 members shall be Past IC Chair or Past Chairs from Sections. Nomination committee shall have only two members in addition to the Chair.

## **Section 2**

Nomination Committee shall be constituted by 1 September every year.

## **Section 3**

Nomination Committee shall call for the nominations for the position of IC Chair-Elect, Secretary , Treasurer from Sections. Call for nomination shall be sent to all Section chairs by 15 September.

## **Section 4**

Nomination Committee shall give 30 days' notice to seek nomination. No extension of date shall be provided.

# **ARTICLE VI - Eligibility Criteria**

## **Section 1**

Nomination committee shall seek one nomination from each section.

Nominees shall be an IEEE Member, Senior Member or Fellow for at least 10 years and should have held a volunteer position for at least 2 years. Past Section Chairs shall be preferred as candidates for the positions of IC Chair-Elect. The candidate(s) for the Secretary/Treasurer position should have held an office as a volunteer in a Section or should have been a member/invited member of the Executive Committee of the Section for a period of at least 2 years.

Candidates for the position of Council Chair-Elect shall be limited only to those members who are not members of Sections from which the then incumbent and 3 successive immediate past Council Chairs have been drawn. This is to provide opportunity to most of the constituent sections to run the Council.

The Council Nominating Committee shall verify the candidate's eligibility and willingness to serve. The Council Nominating Committee shall also gather position statements and biographies of the potential candidates, as appropriate.

## **Section 2**

Where possible, the election for Council Officers shall take place after the constituent Sections have completed their election cycles.

## **Section 3**

The election outcome shall be communicated to IEEE Headquarters by the sitting Council Chair and recorded in the Officer Confirmation report.

## **Section 4**

Chair-Elect will automatically take over as incoming Chair from 1 January. Under no circumstances, elections will be held for Chair (No petition permitted) unless Chair-Elect declines to take up the post of Council Chair. In that case, Nomination Committee will proceed to elect the Chair as per the procedure. Nomination Committee Chair should ensure this from the Chair-Elect in writing before proceedings for the selection of IC Executive Committee.

## **Section 5**

The term of the office of the elected officers and members shall be for one calendar year commencing on 1 January. Outgoing officers shall continue until their successors are duly elected and have taken office. In the event of a delay in elections, the Chair will ensure to complete the election process within 90 days with the help of Nominations Committee. In any case, the Executive Committee will not continue more than the extendable period.

## **Section 6**

The Nominations Committee shall announce the slate by 15 October and also call for Petition Candidates except for the post of Chair. Slate will be announced on India Council website and circulated to all section chairs by email. Petitions are not allowed against officers during extended period (Article III Section 2) as decided by Nominations Committee.

Interested candidate shall submit the valid petition within a period of 30 days from the date of announcement of slate on India Council website. Any petition received after that shall be invalid.

Petition candidates shall require the signatures of a minimum of one percent of the voting members

of the Council, with at least 10% of the signatures coming from each constituent Section. No more than 25 signatures shall be required from each constituent Section as per the MGA Operation Manual.

In the case of a petition, the Nominations Committee shall appoint (current Secretary) as election officer to conduct the elections and announce the result by 15 December.

## **ARTICLE VII – Operating Policies and Procedures**

### **Section 1**

Policies and Procedures shall be established as hereinafter set forth, for the purposes of administering the Council, and for aggregating significant Council decisions into a single document. The term “Policies and Procedures” as used in this document refers only to IEEE India Council Policies and Procedures.

### **Section 2**

Proposed changes to the Council’s Policies and Procedures may be proposed as regular motions to the Council Executive Committee, in the manner defined in Article IV, Section 5 of these Bylaws.

## **ARTICLE VIII - Council Finances**

### **Section 1**

The Council shall generate its own funds by doing activities, conferences, workshops etc in association with its participant Sections/Chapters. The IC EXECOM shall consider and approve the budget for the annual term by 31 March of each year. The Secretary / Treasurer shall spend money as per approved budget. Expenditure outside of the approved budget shall need the prior approval of the IC EXECOM.

### **Section 2**

All expenditures of Council funds must be approved by the Council Executive Committee. The Council Chair is permitted to spend minimum of the Council’s funds on a discretionary basis in order to maintain normal operation of the Council. The amount allowed should not exceed Rs.25,000/- per annum which shall be set forth in the Council’s Policies and Procedures.

### **Section 3**

The Treasurer shall be authorized to draw funds as approved by the Council Executive Committee. There shall be two signatories for every cheque. All cheques should be signed by Treasurer compulsorily. The second signatory shall be the Chair or the Chair-Elect or another IC EXECOM Member, designated by the Chair, in consultation.

### **Section 4**

All IC funds should be maintained with a scheduled bank in India.

### **Section 5**

The Fiscal Year of the Council shall be the Calendar Year or as decided by the IC EXECOM to meet statutory requirements.

## **Section 6**

At the end of the Fiscal Year, the books of accounts shall be audited by an independent auditor.

## **Section 7**

Funds from IEEE Headquarters sent through its authorized representatives in India for IC – Chapters shall be released by IC Treasurer as per requirements communicated by Chapter Chairs subject to submission of chapter accounts for the previous fiscal year.

# **ARTICLE IX - Amendments**

## **Section 1**

Proposals for amendments to these Bylaws may be originated by a member of the IC EXECOM. Such proposed amendments shall be circulated to all members of the Council Executive Committee no less than 30 days prior to the taking of the vote.

## **Section 2**

The IC EXECOM shall have the powers to initiate the amendments to the bylaws, provided notice has been given at least 3 weeks prior to the meeting at which the amendment is being considered. However, no such amendment shall be initiated unless the meeting has the required quorum. Any amendment recommended by IC EXECOM shall need the approval of General Body.

*Adopted on 6<sup>th</sup> September 2015 in the General Body meeting of IEEE India Council held at Nagpur.*