

**IEEE**  
**INDIA COUNCIL**  
**BYLAWS**

## **IEEE INDIA COUNCIL BYLAWS**

These rules/bylaws may be called the rules and bylaws of IEEE India Council. In all instances, the *Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, MGA Manual* and *IEEE Policy and Procedures* will prevail when there is a conflict between these documents and IEEE India Council Bylaws.

### **ARTICLE I - Name and Territory**

#### **Section 1**

This organization shall be known as the IEEE India Council.

#### **Section 2**

The territory of the IEEE India Council, as approved by MGA BOARD, includes the constituent Sections of IEEE in India in effect.

#### **Section 3**

The Council is formed pursuant to Section R-903 of the IEEE Bylaws and Section 9.3 of the MGA Operations Manual for the purpose of providing a centralized coordinating organization for all the Sections in India.

The Council is formed by agreement of the Sections and it is intended to act as a consortium of the Sections having the right to direct its operation. The IC shall act as the voice of the Sections at all IEEE Regional and Headquarter meetings/ events. Accordingly IC shall invite the Sections to take up joint all-India level activities, from time to time.

## **ARTICLE – II – Objects of IEEE India Council**

The primary objectives of the Council are to:

- Further take up the aims and objectives of the IEEE.
- Coordinate the inter-Sectional activities of the constituent Sections.
- Provide effective support to the constituent Sections.
- Promote countrywide IEEE activities.
- Assist with development of activities, especially the development of inter-Section and inter- Chapter tasks.
- Organize conferences and symposia, etc
- Coordinate with other activities related to students, GOLD, education, technical professionals and for WIE, particularly in remote areas.
- Operate/assist IEEE Chapters and Affinity Groups on a pan-India basis for the benefit of members in Sections.
- Coordinate visits of DLs ( Distinguished Lecturers) at different Sections
- Communicate about activities/ events through an Electronic Newsletter, or otherwise
- Organize annual events like India Council Conferences, INDICON, Student Congress, and Student Paper Contest, etc. with each section, by rotation.
- Participate in the meetings of Engineering Council of India, as IEEE-IC is the permanent member, along with a representative from an IEEE Section, by rotation in alphabetical order.
- Coordinate visits of teams visiting India from IEEE HQ or Region(s) etc.
- Coordinate with other professional societies in India like IETE, IE(I) and IEEE HQ to have proper valid MOUs for joint activities.

## **ARTICLE III - Officers**

### **Section 1**

The elected officers of the IEEE India Council shall be:

1. Chair,
2. Chair-Elect,

3. Secretary
4. Treasurer

## **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 January 1 of the calendar year. Outgoing officers shall continue until their successors are duly elected and take office.

## **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 – September 2010.

## **ARTICLE IV - Management**

### **Section 1**

The management of the India Council (as listed in Article I, Section 3) shall be by a Council Executive Committee, which shall consist of the elected officers (Article III, Section 1) as well as the following members:

1. Immediate Past Chair
2. Members – Representatives nominated by the Chairs of IEEE Sections

3. Chairs of IEEE Sections as Ex-Officio
4. Chairs of Society Chapters under the India Council as Ex-Officio Members
5. Newsletter Editor as an invitee
6. Members at large as invitees
7. Ombudsman as an invitee
8. Webmaster as an invitee

The Members of the Executive Committee shall be nominated by Sections, each Section nominating one member. The nomination committee will select adequate number of Vice Chairs from these nominations. In case of requirement not met by the Sections nominated members, the nomination committee may propose the name from members of the IEEE.

There shall be at least two meetings of the IC Execom during a calendar year. At least one along side lines of IEEE Region 10 AGM / IEEE Sections Congress, where all Section Chairs are present.

## **Section 2**

A quorum for a meeting of the Council Executive Committee shall consist of a simple majority of the 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 resume with the members present ie no quorum shall be required for an adjourned meeting, which is adjourned for lack of quorum.

## **Section 3**

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 issued to be discussed.

## **Section 4**

The fiscal year of the Council shall be from 1<sup>st</sup> January to 31<sup>st</sup> December

## **Section 5**

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 1 and 2) shall be afforded one deliberative vote each and be the only members of the Council Executive Committee afforded 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**

By September 15 of each year, the IC Chair shall direct the Nominations Committee (Chaired by one of the Past Council Chairs) to call for nominations from the Sections for the position of IC Chair-Elect, Secretary / Treasurer, Section Representatives and 2 Nominations Committee members. Such nominees should have been a member of IEEE 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 and Nominations Committee members.

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 (Execom) of the Section for a period of at least 2 years.

### **Section 2**

Council Officers (as in Article III, Section 1) shall be elected by majority vote of the Electoral College consisting of elected officers (as in Article III, Section 1), duly designated Section representatives (Article IV Section 1 item 1 and 2). In the event of a tie of a vote, the Council Chair shall have a casting vote.

### **Section 3**

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

### **Section 4**

The election outcome shall be communicated to IEEE Headquarters by the sitting Council Chair.

### **Section 5**

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 immediate past Council Chair have been drawn.

### **Section 6**

Chair- Elect will automatically take over as incoming Chair from Next first January. Under no circumstances, elections will be held for Chair (No petition permitted) unless Chair-Elect refuse 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 Exec. Committee.

### **Section 7**

The term of the office of the elected officers and members shall be for one calendar year commencing on January 1. 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 Ex. Committee will not continue more than the extendable period.

### **Section 8**

The Nominations Committee shall announce the slate by September 30th and also call for Petition Candidates except for the post of Chair. In case of a petition, the Nominations Committee shall appoint (current Secretary/Treasurer) an election officer to conduct the elections and announce the result by November 30<sup>th</sup>.

## **ARTICLE VI – 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 VII – Council Finances**

### **Section 1**

The council shall be funded by agreement in the following manner:

- Contribution from Section based on norms proposed by IEEE India Council and approved by member Sections.
- From the Region as it would do for an Area Chair
- By organizing IC annual conference in association with Sections by rotations

The IC Execom shall consider and approve the budget for the annual term by March 31 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 not exceed Rs. 5,000/- 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.

## **ARTICLE VIII - 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 General Body shall have the powers to add, to amend or delete any of these 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 made unless the meeting has the required quorum and the amendment gets the approval of at least two-thirds of the total number of members present at the meeting.