

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS  
INDIA COUNCIL  
BYLAWS

I NAME

The name of this organisation is "The India Council of the Institute of Electrical and Electronics Engineers, Inc.", hereinafter referred to as the "Council".

II BASIS AND PURPOSE

This Council is formed pursuant to Section 403 of the Institute Bylaws, for the purpose of providing a strong centralized organisation of participating sections in India as deemed necessary by the unique geographical, technical and management problems of that area.

III OBJECTIVES AND POLICY

It is the policy of this Council that the participating Sections and Chapters shall be granted as much autonomy in intra-sectional affairs as is consistent with the Council responsibilities as indicated hereinafter including management of their own finances pursuant to these Bylaws.

The Council shall be responsible for council-wide activities including the following:

1. Furnishing a centralised service to manage finance, accounting, mailings, meetings and convention arrangements publications, co-ordination and administration.
2. Co-ordination of all inter-sectional relationships and activities.
- 3. Supervision and financial support of all Group activities within the Council.
4. Supervision and financial support of all Student Activities within the Council which are inter-sectional in scope.
5. Publication of a quarterly bulletin and other printed material for distribution to all members of the Council.

IV MEETINGS

Meetings in the Council shall be an Annual Meeting of the combined Sections; such regional, national, or other meetings as may be sponsored, co-sponsored or hosted by the Council. All such meetings shall be open to all members of the Council and shall be announced in the Council publications. The Annual Meeting shall be held at the time of annual convention.

V QUORUM

At least twenty five voting members of the Council shall be present to constitute a quorum at the Annual Meeting if there is to be a transaction of business requiring a vote to be taken.



A quorum for a Council Committee meeting shall consist of four members of the Committee or their alternates.

A quorum for a Standing Committee meeting shall be four members of that Committee.

## VI MANAGEMENT

The Council Committee shall meet four (4) times during a calendar year and shall be charged with determining all policy matters affecting the Council.

A) The Council Committee shall consist of the following Council Officers:

- (a) Chairman
- (b) Vice-Chairman
- (c) Secretary
- (d) Treasurer
- (e) Past Chairman
- (f) The Chairmen of Sections
- (g) The Chairmen of Chapters
- (h) The Chairmen of the Students Activities Committee
- (i) Members at Large
- (j) Co-ordinator Publicity and Publications Committee
- (k) Conference and Conventions Committee
- (l) Membership Committee

## VII SECTION & CHAPTER COMMITTEES

The approved Sections and Chapters shall elect their own Committees as per the bylaws.

## VIII STANDING COMMITTEES

The Council Chairman shall, as soon as practicable appoint the Chairmen of the following Standing Committees:

1. Student Activities
2. Awards and Fellowship Committee
3. Conference Committee
4. Membership Committee

1. Student Activities Committee

The Council Student Activities Committee shall consist of a Chairman and Vice-Chairman appointed by the Council Chairman. The past Chairman of this Committee and such additional members as may be appointed by the Chairman of this Committee. The Chairman of this Committee shall be a member of the Council Committee.

A responsibility of the Committee shall be to institute and foster such student activities and recognition as are Council-wide in nature, such as career guidance activities and annual students events which may be sponsored by the Council. Further responsibilities of this Committee shall be to assist in the activities of Section Student Activities Committees, where such assistance is requested, and to represent the Council in Regional matters concerning student activities or recognition.



2. Awards and Fellowship Committee

The Council Awards and Fellowship Committee shall consist of six members - three appointed from Fellows and other three from Senior Members Grade. The Chairman of the Council shall appoint a chairman amongst the six members appointed on the Committee.

The Awards and Fellowship Committee shall act as a catalyst and coordinating body for all concerned activities. It will be responsible to encourage and help individuals, Chapters and Sections of the Council to identify, sponsor and nominate candidates for all awards and for Fellows' Grade.

3. Conference Committee

Conference Committee shall consist of a Chairman, a Vice-Chairman and four members appointed by the Council Chairman. This Committee will be responsible for organising the annual convention, tutorials and other educational courses on all India basis.

4. Membership Committee

The Membership Committee shall consist of a Chairman, Vice-Chairman and two additional members appointed by the Council Chairman. This Committee will be responsible for promotion of membership in India by assisting sections and sub-sections in membership drive campaigns.

IX

COORDINATORS

The Council Chairman shall, as soon as practicable after the Annual Meeting, appoint a Coordinator for Publicity and Publications. This Coordinator shall have the general supervision of all Council publications, the responsibility for coordinating Section and Group Chapter publicity and publications, and responsibility for all Council publicity and public relations. The Coordinator shall be a member of the Council Committee.

X

NOMINATING COMMITTEE

This Committee shall consist of at least three members appointed by the Council Chairman with the concurrence of the Council Committee not later than the first day of July. No member of this Nominating Committee shall be a Council Officer at the time of his appointment. The Council shall appoint one of the Committee as Chairman thereof.

The Nominating Committee shall report in the October issue of the Council Publication a selection of at least one candidate each for Chairman, Vice Chairman, Secretary and Treasurer. Two members at large shall be coopted by the Council Committee.

Additional nominations by petition may be submitted no later than the first day of November to the Council Committee for inclusion on the ballot. To be valid, such petition shall carry the signatures of no fewer than 25 voting members of the Council and include a statement of the willingness of the candidate to serve.



Elections of Council Committee Officers shall be by letter ballot of Council members with a plurality of votes cast being sufficient for election. The ballots shall be mailed to the Council Members not later than 7th December and received until 23rd December. Results of the letter ballot shall be announced to the members through Council's publication in January. The terms of office for all Officers shall begin on the first day after the Annual General Meeting but not later than 1st April and term shall end at the next annual general meeting but not later than 31st March. Elections of Council, Section and Chapter Officers shall be at least three months before the start of their term of office.

XII

**EXECUTIVE SECRETARY**

The Council Chairman may obtain the services of a paid Executive Secretary with the approval of the Council Committee. The Executive Secretary shall have the responsibility of handling those administrative functions which may be delegated to him by the Council Chairman.

XIII

**FINANCE****A) Income**

As per capita and meeting rebates made by the Institute to the account of Sections and Chapters shall be received by the Council Treasurer and credited to the Council account through the Council Business Office. All other monies received by the Council from whatever source shall pass through the Treasurer and the Business Office to the Council account. In turn the Council shall remit to the Sections and Chapters one half of the basic allowance plus full membership rebate in respect of members in the section and also in respect of technical activities.

**B) Fiscal Year**

The fiscal year of the Council shall be the Calendar Year.

**C) Audit**

The Council Committee shall arrange for an audit by an independent auditor of the books of the Treasurer at the end of each fiscal year.

**D) Finance Committee**

Finance Committee shall be standing committee of the Council Committee and shall consist of the Council Treasurer who shall be Chairman; the Council Past Chairman; the Publicity and Publications Coordinator; one representative each from the Sections and the Chapters. The Council Executive Secretary shall be a non-voting member of this Committee.

This Committee shall have the responsibility of recommending Council and Section Fiscal policies to the Council Committee. It shall have the further responsibilities of reviewing the Section budgets and of preparing a Council budget. At the



Council Committee meeting immediately preceding the first day of December of each year, the Treasurer shall present the Council budget to the Council Committee for approval. This budget shall cover the next succeeding period commencing with the first day of January and ending with the 31st day of December. Approval of this budget shall constitute approval for expenditures not to exceed the budgeted items. This budget may subsequently be modified by the Incoming Council Committee.

#### XIV " FILLING OF VACANCIES

Any vacancy occurring during the year shall be filled by the Council Committee for the remainder of the unexpired term.

#### XV AMENDMENT OF BY-LAWS

Any proposed amendments to the Bylaws shall require a two-third vote of voting members present at any legally constituted Annual or Special Meeting for adoption thereof; provided that notice in writing of the proposed amendment has been given to each voting member of the Council at least three weeks prior to such meeting.

Amendments to these Bylaws may be proposed as follows:

(a) by the Council Committee; or (b) by any voting member of the Council with the approval of the Council Committee; or (c) by presenting to the Council Committee the proposed amendment, in writing, accompanied by a petition bearing the signatures of at least twenty-five voting members of the Council. Any amendment proposed as in (c) above must be presented to the membership for vote by mail ballot, accompanied by a brief statement by the Council Committee for or against the amendment. In the event of the above statement opposes the amendment, its proponents shall have the opportunity of including a supporting statement of equal length.

#### AMENDMENT TO THE BYLAWS

At the Annual General Meeting of the IEEE India Council in Madras in February 1978 the following amendments to the Bylaws were passed:

1. "RESOLVED that pursuant to Sections VI, X and XV of IEEE India Council Bylaws, Sections 403.3, 403.6 of IEEE Bylaws pertaining to Councils, Sections 313 and 313.9 of IEEE Bylaws pertaining to Nomination and Elections, and other applicable provisions, the Nomination Committee of IEEE India Council, for the year 1978, be and is hereby given sanction to select candidates for the following Offices of IEEE India Council for the year 1978"

#### "OFFICES"

1. Chairman
2. Vice Chairman - Executive
3. Vice Chairman - Professional & Technical Activities
4. Vice Chairman - Educational Activities

5. Vice Chairman - Long Range Planning, Inter Society Relations, Publicity
6. Vice Chairman - Membership Development
7. Secretary - Treasurer
- 8 & 9. Two Members at large

2. "RESOLVED that except as herein provided the IEEE India Council Bylaws shall have full force and effect". Further, "Resolved that the foregoing resolutions shall be given effect to not withstanding anything inconsistent or contrary therewith in Section X or any other applicable Section of IEEE India Council and IEEE Bylaws."
3. "RESOLVED that in the absence of the Chairman, the Vice Chairman - Executive shall chair the Council Meetings".
4. "RESOLVED that in the absence or incapacity of any one of the Vice Chairman, the Members at large shall perform their functions."

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