

By Laws
IEEE SECTION BYLAWS
THE INSTITUTE OF ELECTRICAL & ELECTRONICS ENGINEERS, INC.
MADHYA PRADESH SECTION BYLAWS

Nothing in these by laws is to be construed as to be contrary to the IEEE by laws, Constitution and Policy and Procedures.

Bye-Laws

IEEE MADHYA PRADESH SECTION
(IEEE MP Section Foundation)

The Trust is having 2 members, which may increase upto 5 member. The members will be called trustees and Main trustee shall be executive voting member of execom until he/she resigns.

ARTICLE I. Name and Territory

Sec. 01 This organization shall be known as the IEEE Madhya Pradesh Section

Sec. 02 The territory of the Madhya Pradesh Section, as approved by the MGA/IEEE HQ, includes Entire State of Madhya Pradesh and State of Chhattisgarh (India). However, operational area of trust is all over India.

Sec. 03 The Madhya Pradesh Section shall have its Principal Office in the City of Gwalior at 135-E, Mayur Nagar, Thatipur, Gwalior (and its secondary office at Indore/Bhopal as finalised by ExCom) in the State of Madhya Pradesh from which it shall carryout its Management and other administrative functions.

ARTICLE II – Officers

Sec 01 The elected officers of the Section shall be the Section Chair, Two Section Vice-Chairs, the Section Secretary, and the Section Treasurer. These are also the officers of the Executive Committee (ExCom). Section Chair shall be elected from Vice Chairs and Vice Chairs shall be elected only from Ex Com members having more than 3 years' experience as office bearers.

Sec. 02 The term of office of the elected officers and Section Executive committee shall be for two years. It can be extended for two years and no office bearer will hold the office for more than 06 years as per IEEE guidelines.

Sec. 03 The terms of office will begin on 01 January, but in any case the outgoing officers will continue until their successors are duly elected and take office.

Sec. 04 Any vacancy occurring during the year shall be filled by a majority vote of the ExCom.

Sec. 05 The duties of the elected officers shall be as described in the IEEE Bylaws and in the Section Operations Guide as annexure.

Sec. 06 The consecutive period of service in any one office shall not exceed as per IEEE guidelines except when approved by the Regional Director and the Regional Activities Board.

ARTICLE III – Standing Committees

Sec. 01 The Standing Committees of the Section will be as follows:

1. Publicity & Public Relations Committee
2. Membership Development Committee
3. Student Activities Committee
4. Finance Committee
5. Awards Committee
6. Nomination Committee
7. Publications Committee
8. Ethics Committee
9. Web Management Committee
10. Building Committee
11. Education Activities Committee
12. Technical and Professional Activity (TPAC) Committees
13. Student Project Committees
14. SIGHT Committee
15. Humanitarian Activities Committee
16. Conference Committee
17. Young Professional Committee
18. WIE Committee
19. Programmes Committee
20. Industry and Entrepreneurship Committee
21. Chapter, Society and Subsection Coordination Committee
21. Social Media Committee

In addition, the ExCom can add or delete sub committees as required.

Sec. 02 The Chair of the Publicity Committee and Chair of the Programs Committee will be the Section Vice Chairs. All other Chairs of the Standing Committees will be appointed by the Section Chair with the approval of the ExCom, and their terms will expire on 31 December or successor is appointed whichever is later.

Sec. 03 Each Committee Chair will appoint his/her committee members with the approval of the ExCom, and their terms will expire on 31 December.

Sec. 04 Duties of the standing Committees will be generally as described in the IEEE Sections' Operations Guide and the Madhya Pradesh Section Operations Guide.

Sec. 05 Notwithstanding the above, the ExCom reserves the right to change the sub-committee or change the term of sub-committee.

ARTICLE IV – Management

Sec. 01 The management of the Section shall be by the Executive Committee, which shall consist of the elected officers, Immediate Past Chair, main trustee and members including the following:

- a. Elected members or more members not exceeding 3, which can be co-opted by Section Executive Committee.
- b. SAC Chair and one Student member will also be part of ExCom
- c. Chairs of all societies and chapter shall be invitee members
- d. IEEE Fellow of the Section will be invitee member

Sec. 02 A quorum of the ExCom is Six members.

Sec. 03 A quorum of the ExCom shall be present in order to conduct business. If quorum is not available then meeting shall be adjourned and re-assembled.

Sec. 04 Meetings of the ExCom ordinarily will be held monthly in such a way that minimum 10 meetings are held in the year. Special meetings may be called by the Chair or by a request of any three members of the ExCom. Advance notice of all meetings shall be given to all ExCom members. In order to transact business at a Section meeting, the same advance notice must be given to all ExCom members.

Sec. 05 The time and place of regular ExCom meetings shall be established by chair of the section.

Sec. 06 ExCom meetings shall be chaired by the Section chair or nominated vice chair by chair in attendance.

Sec.07 If ExCom member is not attending 3 meetings then he may be removed from ExCom and replace with another member for leftover period by ExCom.

Sec. 08 The fiscal year of the Section shall be the Financial year of country or as per IEEE calendar.

ARTICLE V – Nomination and Election of Officers and members.

Sec. 01 A Nominating Committee shall be appointed by the Chair with the approval of the ExCom. It shall consist of three or more Section members, not then officers of the Section. It will provide slate for other than chairman who will be elected from one of the vice chairs by ExCom. The total slate will be of 2 VCs who are elected from members and not more than 18 members.

Sec. 02 The nominations of the Nominating committee will be announced to the Section membership and, following this, a minimum of fourteen days allowed for additional nominations by petition. To be valid, the petition must be signed by 15 or more voting members having more than 2 years membership in continuation.

Sec. 03 If only one nomination is made for each office, the election will be made at the Annual Meeting. If additional nominations are made, election will be by secret ballot of the members present in General Meeting with the vote counted by a Tellers committee appointed by the Section Chair.

Sec. 04 A plurality of the votes cast shall be necessary for election.

Sec. 05 suggested timetable for this procedure is as follows:

1st September Appointment of Nomination Committee 15th October Announcement of the slate by nomination committee. 30th Oct Close nominations by petition. Election of member if more than one candidate for any post or by petition. Hold Annual General Meeting in the month of December and declare the ExCom. Installation of the New ExCom from 01 Jan or any date as decided by the ExCom. However, the time line may be changes as per current situation of the section and area.

ARTICLE VI – Finances

Sec. 01 All expenditures of Section funds will be submitted to the Section Treasurer for reimbursement in accordance with the Section budget or ExCom approval.

Sec. 02 Without prior authorization of the IEEE ExCom, Section funds can be used only for normal operations of the Section.

Sec. 03 The Section Officers shall be authorized to draw funds as approved by the ExCom.

Sec. 04 The Bank account shall be operated in any bank jointly in the name of Chair/Vice Chair, Treasurer, the Secretary or any other members authorized by the EXECOM and signed by any two holders out of three. Drawees shall be authorized to draw fund as approved by the Section Executive Committee/Chair. Accounts shall be opened as per convenience of the officers who are signatories.

ARTICLE VII – Amendments

Sec. 01 Proposals for new Bylaws or amendments to these Bylaws may originate in the ExCom or by a petition signed by 5% or more of the Section members and if approved by ExCom.

Sec. 02 Proposed Bylaws or amendments must be passed by a two-thirds majority of the ExCom members present and voting in two meetings not less than twenty days apart and shall be adopted by AGM.

ARTICLE VIII – Chapters/Society

Sec. 01 Interested member(s) may open chapters/societies/affinity groups etc within the section as per IEEE guidelines. A petition to establish a Chapter must be submitted to vice chair operations/Secretary for approval by Chair and then applying online on IEEE portal. The approved entity will operate in consultation with concerned office bearer of excom. The student branches and chapters will operate under the supervision of SAC chair.

Sec. 02 A Chapter shall be required to maintain a membership of not fewer than ten members, or as per existing IEEE norms. It will hold not less than two technical meetings per year, or a level acceptable to the Regional Director and the Society President.

Sec. 03 The responsibility for Chapter management shall rest with the Section which shall have control of all financial and other assets of the Chapter. The Section shall receive all meeting allowances and credits.

Sec. 04 A Chapter may schedule a technical meeting only if it has received prior approval of the ExCom.

Sec. 05 All Chapter officers shall be elected ever two year as provided in the Chapter Bylaws, if any. The consecutive period of service in any one office shall not exceed three years except when approved by the Society President, the Regional Director and the Regional Activities Board. Names of newly elected officers shall be reported to IEEE Headquarters within twenty days following election.

Sec. 06 It is required that the Chair of each Society Chapter, or a delegate, attend ExCom meeting during the year. This should be the February budget meeting.

Sec. 07 Reimbursement of Chapter expenses by the Section is dependent upon the receipt of a Chapter meeting report, advance publication in the BULLETIN of any technical meetings, and appropriate receipts.

Sec. 08 It is required that all Chapters report their financial activities during the year. This report must reach the Section Treasurer by 30 January.

ARTICLE X – Subsection

Sec.01 Members of any town/area may through a petition signed by 20 or more members (or as per existing policy of IEEE) and approved by the Section Executive committee form a Subsection for the purpose of organizing activities of the Section in that town. The establishment of such a subsection shall have the approval of the Regional Director – Region 10 and the Regional Activities Board.

Sec.02 A Subsection will be managed by a Committee, elected annually, comprising of a Chairman, Secretary, Treasurer, Immediate past chairman and not more than seven elected members.

Sec.03 The Chairman of the Subsection shall be an ex – office member of the Section Executive Committee and shall be responsible He shall report to the SEC the progress of the Subsection.

Sec.04 The Subsection shall report to the SEC. on each meeting held by the Subsection. The Subsection shall send to the Secretary of the SEC every circular or notification it sends to its members.

Sec.5 Subsection shall be financed by the Section such sums depending on is membership and its meetings program.

ARTICLE IX – General

Sec. 01 The ExCom may adopt such rules and regulations as may be found necessary or convenient for the government of the Section, but no such rule or regulation shall be adopted which conflicts with these Section Bylaws, the IEEE Constitution, or IEEE Bylaws. The Secretary shall keep a separate record of such rules and regulations and have them available for reference at meetings of the ExCom and of the Section.

Sec. 02 Rules shall govern the Section in all cases to which they are applicable and in which they are not inconsistent with the Bylaws, or rules of the Section.

Sec. 03 Any officer or member of the ExCom may be removed for cause by the ExCom at any meeting of the ExCom upon the vote of at least seventy-five percent of the total membership of the ExCom, provided that a motion to that effect shall have been made at a similar meeting not less than fifteen days before, and provided that a copy of such motion together with a statement of charges shall have been delivered forthwith to the officer or member in question. Such officer or member shall have the right of defense before the ExCom.

Sec. 04 No Officer or representative of the Section shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE for those activities specifically prohibited in the IEEE Bylaws or published interpretation of policy.

Sec. 05 The BULLETIN shall be mailed to the Regional Director and IEEE Headquarters.

Sec. 06 These Bylaws become effective 01 Oct, 2022