

THE INTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS ,INC.
HYDERABAD SECTION

IEEE HYDERBAD SECTION: BYLAWS

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

ARTICLE 1 Name and Territory

Sec 1. This organization shall be known as the HYDERABAD SECTION of the Institute of Electrical and Electronics Engineers. Inc., in short "IEEE Hyderabad Section".

Sec 2. The Territory of the Hyderabad Section, as approved by the Regional Activities Board, includes the following:

THE WHOLE OF ANDHRA PRADESH STATE IN INDIA.

Sec 3. The Section will have its formal office in Hyderabad or Secunderabad from where it shall carry out its management, administration and all such activities that will be necessary for smooth functioning of the Section.

ARTICLE II – Objectives

Sect 1. The section shall have for its objectives and purpose the advancement of the theory and practice of the IEEE designated fields and maintenance of high professional standards of its members. These objectives will be realized by holding of and organizing frequent technical talks, lectures, discussions, seminars, workshops, conferences and other professional activities aimed at improving members knowledge and competence and their overall professional development. The section will also organize suitable activities to promote understanding of the influence of technology, in general amongst public at large, including student community.

ARTICLE III - Officers

Sect 1. The elected officers of the Section will be Chairman, Vice-Chairman, Secretary and Treasurer.

Sec 2. The terms of office of the elected officers shall be for 1 year.

Sec 3. Terms of office will begin on January 01, but in any case the outgoing officers will continue until their successors are duly elected and take office.

Sec 4. any vacancy occurring during the year shall be filled by a majority vote of the Section Executive Committee.

Sec 5. The duties of the elected offices shall be as described in the IEEE bylaws and in the Section Operations Guide and as assigned out of discussions held during the Section Executive Committee meeting, especially for major Section activities planned during the year.

ARTICLE IV –Standing Committees

Sec 1. The Standing committees of the Section will be as follows:

a. Membership Development, b. Student Activities, c. Professional Activities, d. Continuing Education, e. Awards and Fellowships, f. Publicity and Public Relations.

Sec 2. The chairmen of the Standing Committees will be appointed by the Section Chairman with the approval of the Section Executive Committee. Their terms will expire on December 31.

Sec 3. Each committee Chairman will appoint his/her Committee members with the approval of the Section Executive Committee and their terms will expire on December 31.

Sec 4. Duties of the Standing Committees will be generally as described in the IEEE Section Operations Guide.

Sec 5. The Chairmen of Standing Committees will be nonvoting members of the Section Executive Committee, but to be formally invited for all of the Section Executive Committee meetings.

ARTICLE V – Management

Sec.1 The Management of the Section shall be by the Section Executive Committee, abbreviated as SEC, which shall consist of the elected officers and the following;

a. Immediate past chairman.
b. Three elected members
c. Not more than 5 additional member co-opted by the SEC.

Sec 2. A majority of the SEC shall constitute a quorum.

Sec 3. A majority of the SEC present shall be necessary in the conduct of its business.

Sec 4. Meeting of the SEC ordinarily will be held monthly and will be called by the Section chairman or by request of any three members of the SEC.

SEC 5. A clear notice of at least 10 days will be necessary to convene a SEC meeting. The notice will be accompanied by an agenda appropriately fixed by the Section Chairman or by three members as the case may be.

Sec 6. The fiscal year of the Section will be the calendar year, that is, January 01 to December 31.

Sec 7. The management and administration of the Section shall be carried out as per the Section Bylaws and where a point is not covered in the Bylaws guidance from IEEE Operations Guide – Policy and Procedures Manual may be sought for.

ARTICLE VI – Nominations and Election of Officers

Sec 1. A nominating committee consisting of 3 members, not the serving officers of the Section and having at least one past chairman of the Section shall be appointed by the Section Chairman with the approval of the SEC.

Sec 2. The nominations by the Nominating Committee will be announced to the Section members following which a minimum of 28 days shall be allowed for additional nominations by petition. To be valid, the petition must be signed by 25 or more voting members.

Sec 3. If only one nomination is made for each office the announcement regarding unanimous election will be made at the Annual General Meeting. If additional nominations are made elections will be held by ballots mailed to the members with the votes counted by a Tellers Committee appointed by the Section Chairman for the purpose.

Sec 4. The time table for the election process will be as follows:

October 01:	Appointment of Nomination Committee
November 01:	Announcement of Nomination to members
December 10:	Closure of nomination (s) by petition
December 15:	Mailing of ballots to members if nominations by petition are received
January 10:	Election day. receipt of ballots and counting by the Tellers Committee
January 10:	Announcement of elections results

Sec . 5. A Plurality of the votes cast will be necessary for election to any office.

Sec 6. The names of the elected Section Officers shall be reported to the IEEE Head Quarters as per prescribed format within 29 days following election announcement so as to reach the HQ by February 01. The same report may also be sent to IEEE Region 10, India Council and other professional bodies.

ARTICLE VII – Business Management

Sec 1. In order to transact business at a section meeting at least five members including the Chairman, Secretary, Treasurer must be present to constitute a quorum.

Sec.2. The secretary will be responsible for making all the necessary arrangements for the meeting and maintaining of proper record of the minutes to be circulated within 3 days of the conduct of the meeting.

ARTICLE VIII – Finances

Sec.1. The Section shall receive its main funds from the IEEE Head Quarters in the form of Section rebate etc. and by voluntary monetary contributions from various organizations. In special circumstances funds may also be raised within the Section by charging nominal fees for courses/Conferences/Continuing Education programs, etc.: however, bulk of this may go in the conduct of such programs.

Sec.2. All expenditure of Section funds must be approved by SEC.

Sec.3. Without prior authorization of the SEC Section funds can be used only for normal operations of the Section and to meet Section’s objectives / purposes.

Sec.4. The Treasurer jointly with any one of the other 3 Section officers shall be authorized to draw funds as approved by the SEC.

Sec.5. Advances if any disbursed by the Treasurer shall be settled against approved expenditure not later than December 01 of the fiscal year.

Sec.6. Submitting a PRE-AUDITED financial statement along with the AGM notice:

AGM must be held before 15th Jan of every year so that the new SEC will have to take over the charge.

Since a audited financial report to be sent along with the AGM notice, and preparing a Audited financial report is taking some time in the month of January every year. AGM Notice may be accompanied with a PRE-AUDITED financial report.

A PRE-AUDITED Financial report is typically the FINAL version of the financial statement sent to Auditor.

Typically there should not be major changes in the balance sheet of PRE-AUDITED and AUDITED versions. However, the AUDITED report MUST be made available as soon as possible before the AGM to the Section Members.

Sec 7. Guidelines for Income Tax, and Registrar of Societies

1. Provision to the effect that no addition, alteration and amendment in the objectives shall be made without the prior approval of the Director of the Income Tax – Hyderabad.
2. Provision to the effect that in case of Dissolution the Trust properties shall be transferred / handed over to a trust having similar aims and objectives and also registered U/s 12A of the Income Tax act.

ARTICLE IX – General Body Meeting (s)

Sec.1. The first General Body Meeting to be called Annual General Meeting or AGM will be arranged by the Secretary by giving at least 20 days notices to members and may be held by Second Sunday of February, (mainly) to announce results of election of office bearers for the coming year. The following will be presented during the AGM:

a. Election results, b. Report on activities during the year, c. Financial report which must include details of audited balanced sheet of income and expenditure.

Text of reports (b) and (c) shall be mailed to all the Section members at least 20 days in advance to the date of AGM.

Sec.2. Subsequent General Body Meeting may be called by the Section Chairman or by a request of at least 30 members of the Section.

Sec.3. At least 20 members must be present to constitute a Quorum for a General Body Meeting.

Sec.4. A special General Body Meeting will be held during May of each year to get appraisal of and deliberate the outcome of Regional Meeting attended by Section Chairman or representative.

Sec.5. Agenda of a General Body Meeting as approved by the Section Chairman will contain at least 2 items of sufficient interest and concern to all members.

ARTICLE X – Amendments.

Sec.1. Proposal for amendments to these Bylaws may originate in the Section Executive committee or by a petition signed by 20 or more voting members.

Sec.2. Amendments to or revocation of these Bylaws shall be in accordance with the IEEE Bylaws.

Sec.3. The quorum of the SEC for discussing proposals of amendments of Bylaws shall be 8 and 2/3 of all the votes cast at the SEC shall be required to approve the amendment.

The above Bylaws were approved on 6th February, 1994 IEEE.

First amendments made on 17th February 2007 by AGM

Amendments made on 14th February 2010 by AGM Section 6 of ARTICLE VIII – Finances

Amendments made on 27th June 2010 by SAGM (Special AGM) Section 7 of ARTICLE VIII – Finances