

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS ,INC.

HYDERABAD SECTION

In all instances, the *Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, IEEE Policy Manual, and MGA Operations Manual* shall prevail when there is a conflict.

IEEE HYDERABAD SECTION: BYLAWS

Nothing in these Bylaws is to be construed as to be contrary to the IEEE Bylaws, Constitution, Policy and Procedures. So as to be gender neutral “Chairman or Chairmen” here is to mean any person of any of the known genders and not just a Male person.

ARTICLE 1 Name and Territory

Sec 1. This organization shall be known as the HYDERABAD SECTION of the Institute of Electrical 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 AND TELANGANA STATE IN INDIA AS PER THE HYDERABAD SECTION FORMATION DOCUMENT RECEIVED BY IEEE MGA, except for the designated areas as given to VIZAG BAY SECTION by IEEE Hyderabad section and recorded by IEEE MGA.

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

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 and organizing frequent technical talks, lectures, discussions, seminars, workshops, conferences and other technical & professional activities aimed at improving members knowledge and competence and their overall professional development. The section will also organize suitable activities to promote understanding and education of the influence of technology, in general amongst the public at large, including the student community.

ARTICLE III - Officers

Sec 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. After having served one term the elected officers shall be eligible to be re-elected for one additional term, unless the elected officer is not

willing to continue for the second term. This is in accordance with MGA Operations manual 9.7.b. Vacancies, suspension and removal from office shall be also in accordance with the MGA Operations manual.

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. The consecutive period of service in any one office shall normally not exceed four years. All officers shall not serve in any one position, in any single organizational unit, more than six years in total. Exceptions to this rule require approval by the Region Director who will annually report such exceptions to the MGA Board (From MGA Operation manual 2019).

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 MGA Operation manual.

Sec 6. Role of Sub Unit Officers in Section Executive Committee

There are two types of sub-units that the section considers. The geographic sub-unit is a Sub-Section. The subsections shall pursue their operations as per the MGA Operations Manual relevant sections. An affinity group recognised by IEEE in its MGA operations manual under the section is designated as a sub-unit in the section. The Technical Society Chapters and Technical Council Units are also invited to report their plans and activities to the Section.

a. Sub Section Officers

The Sub-Section Chairs will be invited to participate in the SEC while it is not mandatory for them to vote, their views and opinion will be sought for matters that concern their geographies.

b. Chapter/ Affinity Group chair

The Technical Society or Technical Council Chapter Chair/Affinity group Chair (herein after “Chair”) is the Chief Operating Officer of the Chapter of Section. The Chair is responsible for ensuring that the Chapter is engaging the members and supplementing their technical knowledge by conducting informative technical meetings and events at the local level. The Chair learns and practices all aspects of leadership. This includes working well with others, displaying honesty, integrity and adherence to high ethical standards. There is a tremendous satisfaction in seeing others in the Chapter grow and gain self-confidence. The Chair can prepare for a possible greater role in IEEE. Most importantly, the experience and organizational skills gained in chapter management stay with the Chair forever beyond IEEE and are easily transferable to professional life as well as other activities.

The primary duties of the Chapter Chair/Affinity Group chair are as follows:

1. Ensure that at least two technical meetings are conducted and reported in a calendar year.
2. Recruit volunteers, provide leadership and guidance to them, mentor your successor, and ensure that Chapter activities are focused on increasing member engagement and satisfaction.
3. Identify the needs of the Technical Society members and provide report and feedback to the Section Executive Committee.
4. Ensure the success of the Chapter as defined by its Technical Society.
5. Ensure that the Chapter is in compliance with IEEE Policies and local regulations.

The ideal candidate is an enthusiastic member who is willing to uphold the Vision and Mission of IEEE to directly benefit the profession for the common good of humanity.

The usual term of office is 2 years. Term of office begins in January until the end of December. The time needed to fulfil this volunteer position is approximately 7 hours per week.

Eligibility:

- Must be an IEEE member in good standing.
- Must be of IEEE Graduate Student Member, Member, Senior Member or Fellow grade or higher.
- Must be a member of a sponsoring Technical Society.
- Must reside in the geographic boundaries of the Section.

Roles:

- Preside at Chapter Technical Meetings and Chapter Committee Meetings.
- Attend meetings of the Section Executive Committee.
- If the Chair is unable to perform any duty, he/she directs the Vice Chair to complete the task.
- Attendance at additional local activities (i.e., IEEE Conference within the Section boundaries) and representing IEEE at local non-IEEE events are optional.

Description of Responsibilities:

- Oversee management of the Chapter: the principal responsibility of the Chair is to oversee the management of the Chapter, and in so doing serve the best interests of the IEEE, its members, and the general public, and not on behalf of any individual, entity or interest group;
 - Review IEEE documents as they relate to the position of Chapter Chair, including IEEE Bylaws and its mission & vision, IEEE Manual Policy, IEEE Financial Operations Manual and the MGA Operations Manual;
 - Disclose any real or perceived personal conflict of interest with matters before the Section and/or Chapter Committee or which might otherwise conflict with the fiduciary duties owed to the IEEE.
- Ensure that all Chapter Officers are aware of their responsibilities and duties;
 - Establish annual Chapter activities with the approval of the Chapter Committee and provide leadership to achieve them;
 - Lead in preparing the agenda and serve as chair for all meetings of the Chapter Committee;

- Become familiar with IEEE Policies regarding funding sources for Geographic Units, the appropriate use of IEEE Funds, establishing bank accounts, contract administration, annual reporting requirements and insurance coverage;
- Ensure that other Chapter Officers' duties are completed in case they are not able to perform;
- Ensure that the Chapter's activities are being reported to IEEE MGA and the parent IEEE Society/Societies on a regular basis.
- Ensure that all required Chapter financial reports are prepared by the Chapter Treasurer and submitted to the Section.
- Ensure that a Chapter Nominating Committee is established in accordance with MGA Guidelines;
 - Identify potential individuals to serve in this position at completion of your term of office; Act as a mentor to your successor;
 - Exhibit highest standards of collaboration and collegiality.

Qualifications:

- Demonstrated business acumen, experience and ability to exercise sound judgments in matters that relate to the current and long-term objectives of the IEEE and the Section and should be willing and able to contribute positively to the decision-making process of the IEEE that includes:
 - Excellent communication and leadership skills;
 - Ability to set direction for the Chapter;
 - Ability to adhere to governance practices;
 - Honesty, integrity and adherence to high ethical standards;
 - Ability to interact with the public, other organizations and diverse communities;
 - Ability to listen, analyse, think clearly and creatively, work well with people individually and in a group; negotiate compromise and resolve differences; maintain positive working relationships;
 - Ability to recruit members and volunteers, and mentor them;
 - Ability to understand possible conflicting interests of the various constituencies of the IEEE and to act in the interests of all members and the general public;
 - Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills.
- Passion for and interest in the IEEE organization.
- Ability to dedicate service to the IEEE while maintaining balance with professional and personal life.
- Ability to handle sensitive and confidential situations.
- Ability to meet deadlines and to respond quickly to communications.
- Prior volunteer experience.
- Willingness to check email messages on a regular basis.

ARTICLE IV Committees of the section

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

a) Membership Development, b) Student Activities, vice chair of student activities, c) Professional Activities, d) Continuing Education, e) Awards and Fellowships, f) Publicity and Public Relations g) Conferences. h) Entrepreneurship activities i) Electronic Communication and Information management, j) Industry Relations, k) Chapter coordination committee, l) STEM Committee, m) Professional activities, n) Women in Engineering Coordinator o) Past Chairs Committee p) Awards and Recognition Committee q) Newsletter Committee headed by Newsletter editor r) ethics committee

Sec 2. The chairmen of the Committees of the section 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 (2-3) with the approval of the Section Executive Committee and their terms will expire on December 31.

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

Sec 5. The Chairmen of Committees of the section will be non-voting members of the Section Executive Committee, but chairs of those standing committees 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. Section Chair may decide number of co-opted committees/Committees of the section
- d. Additional secretary (Non-voting member)
- e. Additional Treasurer (Non-Voting member)

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(s) 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. To comply with the financial year of the Indian Government accounts to that effect will also be

maintained and reported separately in the Special Annual General Body meeting held for this purpose in compliance with the regulations of the Registrar of Societies.

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, Local laws and 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 executive committee having at least one past chairman of the Section shall be appointed by the Section Chairman with the approval of the SEC. The Immediate Past Chairman will act as the ex officio Chairman of the nomination committee. IEEE Volunteering and professional experience will be given highest priority in finalization of candidates for SLATE.

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. All the members of SLATE must be Hyderabad Section members living within the Geographic boundaries.

Sec 4. 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. Nominations committee will search for deserving candidates as per the MGA Operation manual guidelines.

Sec 5. Section Election Process should follow the process as suggested and documented in the IEEE MGA Operation Manual and IEEE Policies

Sec 6. The time table for the election process will be as follows:

- Appointment of Nominating Committee: Immediately after SAGM but not later than 15th of July of the year.
- Call for Volunteers July Last week
- Announcement of Nominations: 25th September
- Closure of nominations by petition: 15th October
- Hold election: November/December
- If required, a ballot shall be mailed prior to: 01 November
- Announcements of Results: First week of December

Sec 7. A Plurality of the votes cast will be necessary for election to any office.

Sec 8. The names of the elected Section Officers shall be reported to the IEEE Head Quarters as per prescribed format within 20 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 Headquarters 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. In compliance with Foreign Contribution (Regulation) Act, 2010 and Rules, 2011 (FCRA) the funds received from IEEE Headquarters in form of grants and other funds shall be routed in INR (Indian Rupees) through the IEEE India Operations Centre with its registered office World Trade Center, 26/1, Brigade Gateway, Dr Rajkumar Road, Malleswaram, Bengaluru, Karnataka 560055.

Sec.2. All expenditure of Section funds must be approved by the 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 and the new SEC should take over the charge. Since an audited financial report is to be sent along with the AGM notice, and the preparation of an Audited financial report takes some time, AGM Notice may be accompanied with a PRE-AUDITED financial report. By PRE-AUDITED Financial report it is to understand that it is typically the FINAL version of the financial statement sent to the 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

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 or competent authorities. 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 in the calendar year (January to December) 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 at the latest 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 the audited balance 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. A majority of the voting members of the committee shall constitute a quorum (at least 20 members must be present) for a General Body Meeting. Chair shall have no vote unless the vote us by secret ballot or his/her vote can change the outcome. Robert's rules of order (latest version) shall be sued to conduct business at meetings of the committee (Ref MGA Operations manual 4.1D3,4).

Sec.4. A special General Body Meeting will be held during the month of May of each year or at the latest by June 30th to appraise the members of and to deliberate the proceedings of IEEE 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 OR by a petition signed by 2% 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 Bylaws were constituted and approved on 6th February, 1994 IEEE.

First amendments made on 17th February 2007

Second Amendments made on 14th February 2010

Third Amendments made on 27th June 2010

Fourth Amendments made on 29th May 2020