

IEEE GUJARAT SECTION BYLAWS

ARTICLE I - Name and Territory

Section 1

This organization shall be known as the IEEE Gujarat Section.

Section 2

The membership and territory of the IEEE Gujarat Section, as approved by the Member and Geographic Activities, shall include IEEE members residing in the state of Gujarat of India.

Section 3

In all instances, the IEEE Bylaws, Constitution, Policies and MGA Operations Manual shall prevail when there is a conflict between these documents and the IEEE Gujarat Section Bylaws.

ARTICLE II - Objectives of IEEE Gujarat Section

The primary objectives of the Section are to:

1. Promote Section wide activities to further the aims and objectives of IEEE.
2. Coordinate the activities of various other OUs and AGs of the Section. The OUs are defined in the documents of IEEE.
3. Form and support chapters of IEEE Technical Societies to promote technical activities and member engagement.
4. Provide coordination for joint meetings of chapters, student branches, conferences and symposia within the Section and/or with other Sections/Council.
5. Coordinate Student, Young Professional, Women In Engineering, Life Members and other Affinity Group activities.
6. Organize events including Conferences, Student Congress, and Student Paper Contest, etc. in association with student branches.
7. Coordinate with other professional societies, GIEEE and IEEE Headquarters.
8. Conduct affairs of IEEE Gujarat Section in line with statutory mandates required from a Registered Society under the laws of the state of Gujarat or as the case may be.

ARTICLE III - Officers

Section 1

The elected officers of the IEEE Gujarat Section shall be:

1. Chair
2. Vice Chair

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 the Nomination Committee.

Section 3

Term of office will begin on 1 January of the calendar year and ends on 31 December of the same year. Outgoing officers shall continue until their successors, are duly elected and take over the office, latest by 31 March of the next year.

Section 4

Any vacancy occurring during the year shall be filled by a nominee who receives a majority vote of the Section 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 9.4 F of the [IEEE Member and Geographic Activities Operations Manual](#).

ARTICLE IV - Management

Section 1

The management of the IEEE Gujarat Section shall be by the Executive Committee (GUJARAT SECTION EXCOM), with the following members:

1. Elected officers (Article III, Section 1)
2. Immediate Past Chair
3. Secretary (Nominated by the Chair)
4. Treasurer (Nominated by the Chair)
5. Chairs of various activities (Nominated by the Chair) as member of the EXCOM
6. Advisory Board Members shall be nominated by the Chair consisting of past Chairs (not exceeding FIVE) from the Section.
7. Web Master.

Section 2

1. There shall be at least 4 face to face meetings of the Section EXCOM during a calendar year under normal circumstances.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business.

3. A majority of the voting members of the EXCOM shall constitute a quorum.
4. A quorum shall be necessary for the Section EXCOM to conduct the business of the Section.
5. In absence of a quorum, the EXCOM shall be adjourned and resumed with the members present, i.e., no quorum shall be required for an adjourned meeting, which is adjourned for lack of quorum.
6. Voting shall be conducted in accordance with Robert's Rules of Order (latest version).
7. The Section Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.

Section 3

The Chair or, in the event of his/her unavailability, the Vice Chair, shall be responsible for calling and/or chairing the Executive Committee meetings. Minimum 7 days advance notice shall be given to the EXCOM members, before the date of the meeting enclosing the agenda, the date, time, and the venue of the meeting and other issues to be discussed.

Section 4

The fiscal year of the Council shall be from 1 January to 31 December on the lines of the calendar followed by the IEEE.

Section 5

Except where these Bylaws specify otherwise, issues shall be decided by majority vote of the Section EXCOM. The elected officers (as in Article III, Section 1), and other members of the EXCOM (Article IV Section 1, items 1-7) shall be afforded one deliberative vote each and be the only members of the Section EXCOM afforded with deliberative votes. In the event of a tie of the deliberative vote, the Section Chair shall have a casting vote.

ARTICLE V - Nomination and Election of Officers

Section 1

Gujarat Section Chair shall appoint a Nomination Committee consisting of a Chair and two members. Chair of the Nomination committee shall be a Past Chair of the Section and other two members shall also preferably be the past Section Chairs. The Nomination committee shall have only two members in addition to the Chair. None of these members, excluding the immediate past Chair, shall be the current EXCOM (Article IV Section 1 items 1-5, 7) of the Section.

Section 2

The Nomination Committee shall be constituted by 1st September every year.

Section 3

The Nomination Committee shall prepare the Slate for the position Chair, Vice Chair, Secretary, and Treasurer by 15th October of every year.

Section 4

1. The Nomination Committee shall publish the slate on Section's website for at least 30 days seeking petition, if any. No extension of date shall be provided.
2. Interested candidate shall submit the valid petition within a period of 30 days from the date of announcement of slate on the Section's website. Any petition received after that shall be invalid.
3. Petition candidates shall require the signatures as specified in the MGA Operation Manual, section 9.4 H or in accordance with IEEE Bylaw I-307.17.
4. In the case of a petition, the Nomination Committee shall appoint the current Secretary of the Section as the Election Officer to conduct the elections and announce the result by 15th December.

ARTICLE VI - Eligibility Criteria

Section 1

Nominees shall be an IEEE Member of good standing, for at least 10 years and should have held a volunteer position for at least 4 years. Serving EXCOM members having above mentioned experience shall be preferred as candidates for the positions of Vice Chair.

The Nomination Committee shall verify the candidate's eligibility and willingness to serve.

Section 2

The election outcome shall be communicated to IEEE Headquarters by the sitting Section Chair and recorded in the Officer Reporting page of the IEEE vTools.

Section 3

Elected Chair (Article V – Section 3 or Section 4 as applicable) will take over the responsibility of the Section from the outgoing Chair of the Section, which will be effective 1st January. Under no circumstances, elections will be held for Chair (no petition permitted) if elected Chair declines to take up the post of Section Chair. Nomination Committee Chair should ensure this from the elected Chair in writing before proceeding for the announcement of the Slate. In case elected Chair declines to take up the post of Section Chair or the Section Chair gives up the responsibility to continue the job, Nomination Committee may appoint the immediate past Chair of the Section as interim Chair till a fresh appointment of Section Chair is worked out and approved by the EXCOM.

Section 4

The term of the office of the elected officers and members shall be for one calendar year commencing on 1 January. 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 the Nomination Committee. In any case, the EXCOM shall not continue for more than the extendable period.

ARTICLE VII - Section Finances

Section 1

The Section EXCOM shall consider and approve the budget for the annual term by 31 March of each year. Expenditure outside of the approved budget shall need the prior approval of the EXCOM.

Section 2

The Section Chair is permitted to spend minimum of the Section's funds on a discretionary basis, up to a maximum Rs.50000 cumulative per financial year, in order to maintain normal operation of the Section.

Section 3

1. Treasurer shall be authorized to disburse funds as approved by the EXCOM. Treasurer shall maintain standard operating ledger for all transactions, taxation process and generating annual audited statement by the Section authorized Chartered Accountant.
2. The Section finances will be regulated and managed by three signatories, approved by the EXCOM. There shall be at least two authorized signatories for every issued cheque or successful transaction.
3. Each cheque/transaction shall be signed/executed by the Treasurer. In absence of Treasurer for some unavoidable circumstances, the remaining two signatories of the Section can perform the task subject to the prior consent of the Treasurer.
4. In case of digital transactions and/or wire transfers, the bank rule shall prevail with mandatory two authorized signatories to approve the payment.

Section 4

All Section funds shall be maintained with a scheduled bank in India.

Section 5

The Fiscal Year of the Section shall be the Calendar Year or as decided by the EXCOM to meet the statutory requirements.

Section 6

At the end of the Fiscal Year, the books of accounts shall be audited by an independent auditor approved by the EXCOM.

Section 7

1. The funds from the IEEE Headquarters as and when sent through its authorized representatives in India for the Section including the chapters and student branches or in name of any project or event shall be received by the Section Treasurer in the Section's bank account.
2. The same may be released by the Section Treasurer as per the advice received along with that month's fund through the authorized representative.
3. A fund received in support of an event or as a sponsorship shall not be released in a person's name

unless the person is a vendor. The Treasurer or the Organizing Committee Chair of the event shall verify this before releasing the fund.

4. In case of any dispute, the Section Chair's decision shall be final.

ARTICLE VIII - Amendments

Section 1

1. Proposals for amendments to these Bylaws may be originated by a member of the Section EXCOM.
2. Such proposed amendments shall be circulated to all members of the Section EXCOM at least 3 weeks prior to the next EXCOM meeting.
3. On recommendation of the amendment(s) by the EXCOM, the complete Bylaws shall be produced for recommendation within 30 days of this EXCOM meeting.

Section 2

1. The Section EXCOM shall have the power to initiate the amendments to the Bylaws, provided notice has been given at least 3 weeks prior to the meeting in which the amendment is proposed to be considered.
2. No such amendment shall be taken up unless EXCOM meeting has the required quorum.
3. Any amendment recommended by the EXCOM shall need to go for the approval and ratification by the board of IEEE Member and Geographic Activities.