

IEEE KOLKATA SECTION BYLAWS

ARTICLE 1 – NAME AND TERRITORY

1.1 This organization shall be known as the IEEE Kolkata Section.

1.2 The territory of the Kolkata Section includes postal codes 700000 through 720999 and 722000 through 859999, i.e. the states of West Bengal, Bihar, Orissa, Jharkhand, Assam, Meghalaya, Tripura, Mizoram, Manipur, Nagaland, Arunachal Pradesh, Sikkim, Andaman and Nicobar Islands except the districts of East and West Medinipur (postal codes 721000 through 721999) in the state of West Bengal, in the Republic of India.

1.3 The Kolkata Section shall have its principal offices in the city of Kolkata in the state of West Bengal.

ARTICLE 2 – OBJECTIVES

2.1 To promote the engineering process of creating, developing, integrating, sharing, and applying knowledge about electro and information technologies and sciences for the benefit of humanity in general and its members in particular.

2.2 To promote research in electro and information technologies and sciences for sustainable development.

2.3 To be the leading provider of scientific and engineering information for the betterment of society in general and carrying out state-of-the-art research in particular.

2.4 To advance global prosperity by fostering technological innovation and promoting cutting edge research.

2.5 To make its members locally relevant and globally competent.

2.6 To recognize excellence in engineering, technology and science by appropriate means and at appropriate forum.

2.7 To be essential to its members as well as to the technical community within its area of geographic jurisdiction.

2.8 To enable its members to be involved in the planning, research, development, construction, installation, and operation of electro and information technology systems.

2.9 To reach out to every corner of its area of geographic jurisdiction through technical, educational and student activities by means of organizing seminars, conferences, symposia, workshops, short-term courses, round table discussions, debates, quizzes and similar other activities.

ARTICLE 3 – OFFICERS

3.1 The elected officers of the Section shall be Chairman, Chairman-Elect, Vice-Chairman, Secretary and Treasurer.

3.2 The term of office of the elected officers shall be for one year.

3.3 Terms of office will begin on 1st January, but in any case, the outgoing Section Officers will continue until their successors are duly elected and take office.

3.4 A section officer may seek re-election to the same position for a second one-year term. But in no case, the term shall exceed two consecutive years in the same position.

3.5 Any vacancy occurring during the year shall be filled by majority vote of the Section Executive Committee.

3.6 The duties of the elected officers will be in accordance with the guidelines available in the IEEE Center for Leadership Excellence.

ARTICLE 4 – SECTION EXECUTIVE COMMITTEE

4.1 The Section Executive Committee shall consist of elected officers, thirteen members elected by the section membership, elected officials and ex-officio members. The Chapter/Affinity Group Chairs and the immediate past Chairman will be considered as elected officials with voting power. Sub-section Chairs, as elected by their respective membership, will be ex-officio members with voting power.

4.2 The term of office of the Section Executive Committee shall be for one year.

4.3 Terms of office will begin on 1st January, but in any case, the outgoing Section Executive Committee will continue until their successors are duly elected and take office.

4.4 An IEEE member belonging to the section can continue for a maximum period of five years, at a stretch, as elected member of Section Executive Committee. He/she will be again eligible to become an elected member of Section Executive Committee after a gap of two consecutive years. This clause is not applicable for elected section officers. This clause will also not consider the number of years served as elected section officer.

4.5 The total number of retiring members resulting out of clause 4.4 shall not exceed one-third of the total number of Section Executive Committee members, excluding the elected officials and ex-officio members. If the number of Section Executive Committee members, due for retirement exceeds one-third of the total number of Section Executive Committee members excluding the elected officials and ex-officio members, the seniority in terms of the number of years as elected member of Section Executive Committee will be the sole criterion for retirement from Section Executive Committee. In the case of tie

in terms of the number of years as elected member of Section Executive Committee, age will be the criterion for retirement from Section Executive Committee.

4.6 Any vacancy occurring during the year shall be filled by majority vote of the Section Executive Committee.

4.7 The duties of the Section Executive Committee will be in accordance with the guidelines available in the MGA Operations Manual and IEEE Bylaws.

ARTICLE 5 – STANDING COMMITTEES

5.1 The Standing Committees of the Section will be as follows:

5.1.1 Awards and Recognition Committee.

5.1.2 Educational Activities Committee.

5.1.3 Membership Development Committee.

5.1.4 Newsletter Committee.

5.1.5 Professional Activities Committee.

5.1.6 Student Activities Committee.

5.2 The Chairman of each of the standing committees, will be appointed by the Section Executive Committee, with the approval of majority of the Section Executive Committee members and their term will expire the following December every year.

5.3 Each Committee Chairman will appoint his/her Committee Members whose term will expire the following December every year.

5.4 The term of office of the Standing Committees shall be for one year and will be concurrent to the term of the section executive committee.

5.5 The duties of the Standing Committees will be in accordance with the MGA Operations Manual and IEEE Bylaws.

ARTICLE 6 – MANAGEMENT

6.1 The management of the section shall be by the Section Executive Committee.

6.2 There shall be a Section Advisory Committee consisting of ten senior-most persons among all the past section chairs except the immediate past chair. All members of the section advisory committee will be permanent invitees in the section executive committee meetings.

6.3 Meeting of the Section Executive Committee will ordinarily be held monthly and will be called by the Section Chairman/Secretary or by a request of one-fifth of the voting members of the Section Executive Committee.

6.4 The fiscal year of the Section shall be 1st January – 31st December.

ARTICLE 7 – NOMINATION AND ELECTION OF OFFICERS

7.1 The Section shall appoint a Nominating Committee of three or more Section members not then executive committee members of the Section. A member of the Section Nominating Committee who does not resign from the committee prior to the meeting at which nominees are selected is not eligible to be nominated for any office to be filled by the Section Executive Committee.

7.2 The duties of the Section Nominating Committee shall include the preparation of a slate of candidates recommended for the offices of Section Chair, Chair-Elect, Vice Chair, Secretary, Treasurer, and such other members of the Section elected at-large, to be submitted for approval by the Section Executive Committee.

7.3 The nominations of the Nominating Committee will be announced through paperless communication to the Section Membership and following this a minimum of 28 days be allowed for additional nominations by petition. To be valid, the petition must be signed by 25 or more voting members other than student members or 1% of the Section membership, whichever is fewer.

7.4 If only one nomination is made for each office, the elections will be made at the Annual General Meeting. If additional nominations are made, elections will be made by using IEEE vTools and all the voting members shall be intimated electronically. The result of the election shall be declared at least 15 days prior to the date of Annual General Meeting. The newly elected Section executive committee including the Officers shall assume office from the date of Annual General Meeting.

7.5 The timetable for this procedure will be decided by the Section Executive Committee.

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

ARTICLE 8 – BUSINESS MEETING

8.1 In order to transact business at a Section Executive Committee Meeting, one-third of the voting members shall constitute a quorum.

8.2 In order to transact business at a Section General Meeting, at least 50 voting members belonging to the section must be present to constitute a quorum.

ARTICLE 9 – FINANCES

9.1 The entire section fund will be utilized for application, wholly and exclusively to the objects for which it is established.

9.2 All expenditure of Section funds must be approved by the Section Executive Committee.

9.3 Without prior authorization of the Section Executive Committee, Section funds can only be used for day-to-day operations of the Section.

9.4 Any two of the following three officers, viz. Chair, Secretary and Treasurer, shall be authorized to draw funds as approved by the Section Executive Committee.

9.5 Funds derived from member dues (rebate funds) shall not be used for scholarships, fellowships and other education awards. The awards activities shall be supported by funds from activities all or in part specifically directed to such usage. Contributions may be accepted for such use and donations should be encouraged the use of tax-exempt mechanisms, where available.

9.6 Sections shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no Section or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE or the Section for those activities specifically prohibited in the governing documents of the IEEE or published interpretation of policy.

9.7 Sections may accept local voluntary financial contributions.

9.8 Chapter and Affinity Group funds provided to the Section through the annual rebate are intended for the support of those subunits. Chapters and Affinity Groups shall be funded at a minimum at the level of the annual Rebate.

9.9 Section shall establish bank accounts for IEEE funds. Accounts established in the name of the Section shall be reserved for the purpose for which they are established, without co-mingling of funds.

ARTICLE 10 – AMENDMENTS

10.1 Proposal for amendments to these Bylaws may originate in the Section Executive Committee or by a petition signed by 25 or more voting members other than student members. The petition should be submitted to the Section Chairman by 1st December of a calendar year for consideration in the next Annual General Meeting.

10.2 Amendments to or revocation of these Bylaws shall be in accordance with the IEEE Policies & Bylaws and MGA Operations Manual.

ARTICLE 11 – DISSOLUTION

11.1 Dissolution of the Section may be recommended to IEEE MGA Board by the general members of the section in any Annual general Meeting or Special general Meeting by a majority vote of the members present in the meeting for any reason deemed sufficient by the general members or if the common interest of the section is affected by any law of the land that may come into effect from time to time.

11.2 IEEE MGA Board may dissolve any Section for any reason deemed sufficient by IEEE MGA Board.

11.3 In the case of dissolution of the Section, with Members of the Section territory will be reassigned to another Sections approved by the Regional Director and IEEE MGA Board. The Managing Director, IEEE Member and Geographic Activities shall so inform the members previously constituting the Section.

11.4 At the time of dissolution, the Cash and Bank balance on that date (if any) will be first utilized for the purpose of discharge the liabilities of the section on that date and the residual portion of the same (if any) along with the other assets (if any) will be either (a) utilized for any humanitarian activity as may be deemed fit by the then executive committee and as approved by IEEE MGA Board or (b) if deemed appropriate by IEEE MGA Board, shall be divided proportionally among the Sections to which the membership is reassigned.

ARTICLE 12 – SUBSECTION

Establishment and activities of Subsection shall be governed by the provisions of IEEE Policies & Bylaws and MGA Operations manual.

ARTICLE 13 – AFFINITY GROUP/SOCIETY CHAPTER

Establishment and activities of Affinity Group/Society Chapter shall be governed by the provisions of IEEE Policies & Bylaws and MGA Operations manual.