

Original By-Laws
The Central Indiana Section
The Institute of Electrical and Electronic Engineers
January 10, 1964

BY-LAWS
OF THE
CENTRAL INDIANA
I.E.E.E.

BY-Laws OF THE CENTRAL INDIANA SECTION OF THE INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS

At the request of our Section Executive Committee the complete By-Laws of the Indianapolis Section are being printed this month. The Section Constitution requires that these By-Laws be approved by a two-thirds vote of the voting members. This vote will be taken at the regular January meeting, January 10, 1964.

ARTICLE I

Name

Sec. 1. The name of this organization is the Central Indiana Section of the Institute of Electrical and Electronic Engineers.

ARTICLE II

Membership

Sec. 1. All Fellows, Senior Members, and Members of the Institute, residing within the territory of the Section, shall be entitled to all the privileges of the Section including the right to vote and to hold office.

Sec. 2. Honorary Members and Associates of the Institute shall be entitled to all of the privileges of the Section, excepting the right to hold office.

Sec. 3. Enrolled students of the Institute shall be entitled to the privileges of receiving notices of and attending meetings; but they shall not have the right to vote or hold office. Such students shall be required to enroll with the Section's Secretary-Treasurer in order to be placed on the mailing list.

ARTICLE III

Officers

Sec. 1. The officers of the Section shall be a Chairman, Vice Chairman, a Secretary-Treasurer, and two Directors.

Sec. 2. The Chairman, Vice Chairman, and Secretary-Treasurer shall hold office for one year, and the Directors shall hold office for two years except for the initial election at which time one Director shall be selected for a term of two years and one for a term of one year. Thus their terms of office shall be staggered and thereafter only one Director need be elected each year. Their terms of office shall commence on the first of July next succeeding the annual election.

Sec. 3. All officers shall be eligible for re-election.

Sec. 4. The Chairman shall have general supervision of the affairs of the Section, under the Executive Committee. He shall preside at meetings, and shall perform such other duties and have such other powers as may be provided for in these by-laws, or as may be delegated to him by the vote of the Section. In his absence his duties shall be performed by the Vice Chairman or any other member of the Executive Committee.

Sec. 5. The Vice Chairman shall be the ranking officer after the Chairman and shall preside in his absence. He shall assist the Chairman in conducting the Section's business.

Sec. 6. The Section Secretary-Treasurer is responsible for the duties usually handled by such an office which among others would include:

- a. Handling of all funds and responsibility to the Executive Committee for all Section finances.
- b. Conducting the correspondence of the Section and keeping accurate records of the affairs and transactions of the Section and of its Executive Committee.
- c. Reporting to the Secretary of the Institute the proceedings of all Section meetings within 10 days after each meeting.
- d. Having custody of all official papers and records.
- e. Maintaining the Section's membership roll.
- f. Handling such other duties as may be assigned by the Executive Committee.

Sec. 7. The Directors shall act in an advisory capacity to the Section Chairman and shall be members of the Executive Committee.

Sec. 8. If the office of Section Chairman becomes vacant during the year, it shall be filled by the Vice Chairman for the remainder of the unexpired term.

Sec. 9. If the offices of Vice Chairman, Secretary-Treasurer, or Directors become vacant, they shall be filled by the Executive Committee for the duration of the unexpired term.

ARTICLE IV Election of Officers

Sec. 1. The Nominations Committee of the Section shall be selected by the Chairman. It shall not consist of any of the present officers and should be composed of at least three members of the Section. The Chairman of the Nominations Committee should preferably be a Past Chairman of the Section.

Sec. 2. The Nominations Committee shall nominate candidates for the offices of Chairman, Vice Chairman, Secretary-Treasurer, and Director. One Director shall be elected each year for a term of two years. These nominations shall be announced at least by the March Section meeting. Additional candidates may be nominated by a petition of any ten voting members filed with the Secretary-Treasurer on or before the last day of March. If there is only one candidate for each office, this shall be considered authority for the Secretary-Treasurer to cast a unanimous ballot for the slate selected by the Nominations Committee. In this event the Secretary-Treasurer shall present the results of the election at a meeting or by letter to the members during the month of April.

Sec. 3. If there is more than one candidate for any office, the Secretary-Treasurer shall prepare and send to each member entitled to vote, not later than April 15, the names of the candidates nominated in accordance with Article IV, Section 2. The names of the candidates shall be listed under the name of the office for which each is nominated and when there is more than one man per office they shall be listed in alphabetical order.

Sec. 4. The ballots shall be counted by the Nominations Committee. The candidates receiving a plurality of votes for each office shall be declared elected. If there is a tie for any office, the tie shall be broken by a secret ballot at an Executive Committee meeting called for that purpose. The results of the election shall be announced at the Annual Meeting.

ARTICLE V Administration

Sec. 1. The Executive Committee shall be the governing body of the Section and shall direct the administration of its affairs in accordance with these by-laws and the Constitution and By-Laws of the Institute. It shall have authority to act for the Section in all matters not specifically reserved for the membership of the Section.

Sec. 2. The Executive Committee shall consist of the officers of the Section, the Past Chairman, the Chairmen of all Standing Committees, and the Chairman of each Subsection.

Sec. 3. The Executive Committee shall meet on call of the Section Chairman or upon request of any three members of the Committee.

ARTICLE VI Committees

Sec. 1. The Section Standing Committees shall be the following: Program, Membership, Awards, Student Activities, Publicity, Nominations, Hospitality, Constitution and By-Laws, Historian, Program Planning, Section Publication, National Affairs, Professional Group, Professional Societies. The Section Chairman shall appoint the Chairman of all committees. Each Chairman shall select the members of his committee with the exception of the Nominations Committee which shall be staffed by the Section Chairman.

Sec. 2. The Section Chairman shall appoint special committees which he or the Executive Committee considers desirable. The Chairmen of special committees may attend Executive Committee meetings but shall not have a vote.

Sec. 3. The terms of all committees shall coincide with those of the Section Officers with the exception that the outgoing Program Committee shall not be relieved of its duties until after the first fall meeting.

Sec. 4. The Program Committee is responsible for all arrangements for the Section meetings. This shall include the necessary meeting place, the securing of speakers or the program material and any other details that may be required.

Sec. 5. The Membership Committee shall bring the advantages of membership to the attention of desirable candidates for admission to the Section. It shall encourage members of the Institute to apply for advancement to higher grades of membership. It shall establish and maintain a record of contacts with members for the guidance of subsequent Membership Committee.

Sec. 6. The Awards Committee shall be responsible for acquainting themselves with all details on IEEE Region, Section, and Student Awards, including nominations for IEEE Fellow Grade and for taking appropriate action for the active participation of the Section in those awards.

Sec. 7. The Student Activities Committee shall be responsible for liaison between the Section and any Student Branches or Student Associate Branches within the Section boundaries.

Sec. 8. The Publicity Committee shall be responsible for properly advertising meetings of the Section and for all local publicity on IEEE matters including releases to the press on IEEE awards made to Section members.

Sec. 9. The Nominations Committee shall be responsible for selecting from the Section membership various candidates qualified for the elective offices of the Section.

Sec. 10. The Hospitality Committee shall be responsible for cooperating with the Program Committee in handling meetings, reservations and assuring that adequate facilities will be available. It shall assist in the welcoming of members and guests at the meetings, distributing of proper name cards to each of these, and collection and tabulation of the attendance cards following the meeting. It shall be responsible for forwarding comments,

indications of interest in membership or other questions on these cards to the appropriate people in the Section. It shall also be responsible for collecting the dinner cost from the members attending meetings and either paying for the dinner or turning such money over to the Secretary-Treasurer.

Sec. 11. The Constitution and By-Laws Committee shall be responsible for the preparation of Section By-Laws which shall be in accordance with the prescribed Section Constitution and shall meet the approval of the Section Officers and the Executive Committee.

Sec. 12. The Historian shall be responsible for maintaining a continuous listing of all Section Officers and Committee Chairmen. He shall also maintain a similar record of Section Meetings showing dates, subjects, speakers, and attendance as well as a list of Section members who are national committee members.

Section 13. The Program Planning Committee shall be responsible for the early preparation of a general program outline for the ensuing year. It shall aid in coordinating the meetings of the Section, the Professional Technical Group Chapters and the Technical Group and in determining the number, order, and approximate dates of meetings which are deemed desirable. This information shall be presented as a recommendation to the Program Committee Chairman well in advance of the first scheduled meeting.

Sec. 14. The Section Publication Committee shall be responsible for the preparation, editing and issuing of any publications for which the Section is responsible.

Sec. 15. The National Affairs Committee shall be responsible for maintaining close contact with all IEEE activities at the national level, reporting any important items to the local Section Executive Committee. Conversely they shall keep the committees at the national level advised of Section activities as opportunities to do so are available. It shall promote interest in the Section membership towards national affairs, national committees and activities, and to determine which Section members would be willing and capable of serving on national technical committees.

Sec. 16. The Professional Groups Committee shall be responsible for the local activities of the Professional Technical Groups that shall be established in the Section area. It shall also assist the Professional Technical Group Chapters in their purpose of promoting meetings of the Section in the field of interest of the membership of the particular Professional Technical Group and to assist in the management of any symposium or national meeting of said groups that might be promoted in the Section area. The Chapters are responsible for coordinating any such symposium or national meetings with the Section.

Sec. 17. The Professional Societies Committee shall be responsible for providing liaison between the Section and all other local and technical scientific societies, particularly the Indianapolis Scientific & Engineering Foundation, Inc., and the Indianapolis Societies Engineering Committee. It shall also assist the Section Chairman in the selection of appropriate delegates to the two organizations named above.

ARTICLE VII

Meetings

Sec. 1. Unless otherwise ordered by the Executive Committee, meetings shall be held monthly from September through June.

Sec. 2. Special Meetings may be called at any time by the Executive Committee upon written notice thereof being sent out in advance of the meeting.

Sec. 3. The Annual Meeting shall be the last meeting of the year and shall be held not later than July first. At this meeting the result of the

vote for officers for the ensuing year shall be announced, and such other business transacted as should properly come before the Annual Meeting or as the Executive Committee may refer to it.

ARTICLE VIII General

Sec. 1. Twenty-five voting members shall constitute a quorum for the transaction of business at all Section Meetings. A quorum shall be waived, however, at meetings where the proceedings do not require a vote to be taken.

Sec. 2. A majority shall constitute a quorum at all committee meetings.

Sec. 3. The Chairman in office at the time the Annual Institute Meeting is held shall be the official delegate of the Section to the meeting held during his term of office. In the event of the Chairman's absence or inability to attend, his place shall be filled by the Vice Chairman or a delegate designated by the Chairman.

Sec. 4. In order to provide for the proper handling of the Section's routine work and the management of its affairs, the Executive Committee shall adopt in connection with these by-laws such rules and regulations as may be found necessary, but no rule or regulation should be adopted which shall conflict with these by-laws or with the Constitution and By-Laws of the Institute.

Sec. 5. The Section Chairman or Secretary-Treasurer will be authorized to make disbursements for all regular Section mailing and meeting expenses and up to and including \$25.00 for all other necessary expenses. All other disbursements must be approved by the Executive Committee.

Sec. 6. The Chairman and Secretary-Treasurer shall be bonded in an appropriate amount as determined by the Executive Committee.

ARTICLE IX Amendments

Sec. 1. These by-laws may be amended by a two-thirds vote of a quorum of members present at any meeting provided that notice of the proposed amendment has been sent to all members of the Section at least one week in advance of the meeting.

ARTICLE X Subsections

Sec. 1. Subsections shall be subject to the by-laws of IEEE and of the Section and shall be under the general jurisdiction of the Section Executive Committee.

Sec. 2. The territory and limits of the Subsections shall be subject to definition and change by the Section Executive Committee, with the approval of the Regional Director.

3. A Subsection shall have at least two elective officers, a Chairman, and a Secretary-Treasurer. Immediately following action by the Section Executive Committee establishing a new Subsection, the Section Executive Committee shall appoint the first Chairman and first Secretary-Treasurer of such Subsection as above determined. Any vacancies to these offices occurring before adoption of a set of Subsection By-Laws shall be filled by the Section Executive Committee. Members, Senior Members, and Fellows may vote and hold office.

Sec. 4. The Subsection shall be governed by its own by-laws which must not conflict with the Section By-Laws or IEEE Constitution and By-Laws. The Subsection shall submit its by-laws within 6 months following the date of its formation for the approval of the Section Executive Committee. The Section Executive Committee shall make any recommendations for changes as soon as possible so that ratification of the Subsection By-Laws by the

Section Executive Committee may be accomplished within one year following formation of the Subsection. Any subsequent changes to the Subsection By-Laws shall be made with the approval of the Section Executive Committee. Any unusual questions regarding Subsection government arising before approval of the Subsection By-Laws shall be referred to the Section Executive Committee.

Sec. 5. The Section shall pay the Subsection the meeting allowance which the Section receives for the Subsection, i.e., \$10.00 per meeting for a minimum of five meetings and a maximum of ten meetings per year. In addition, it shall pay the Subsection \$.55 for each member residing within the boundaries of the Subsection, this being one-half the amount the Section receives. If the Subsection finds this amount insufficient, it shall provide a budget of its required monies for the approval or disapproval of the Section Executive Committee. The Subsection shall submit a financial report to the Section Secretary-Treasurer as soon as possible after the close of the fiscal year. While the Subsection is in the process of formation, any money required by the Subsection shall be allotted at the discretion of the Section Executive Committee. The monies of the Subsection belong to the IEEE and these monies and the expenditures of them are subject, therefore, to the restrictions set forth in the IEEE Constitution and By-Laws. Upon the dissolution of the Subsection, its treasury becomes the property of the Section.

Sec. 6. The Chairman of the Subsection is a member of the Section Executive Committee.

Sec. 7. The Subsection shall hold at least five meetings each year from September 1 to June 30, and shall report the results of such meetings and the attendance to the Section Secretary-Treasurer within two weeks following the meeting. In addition advance notice of the meeting shall be made to the Section Officers and the Section Program Chairman.

ARTICLE XI

Professional Technical Group Chapters

Sec. 1. The purpose of Professional Technical Group Chapters is to promote meetings of the Section in the field of interest of the membership of the Professional Technical Group, and to assist in the management and coordination of symposiums or national meetings of the Group that might be promoted in the area of the Section.

Sec. 2. Professional Technical Group Chapters shall be under the jurisdiction of the Section Executive Committee, and shall function in the manner of a Section Committee.

Sec. 3. A Professional Technical Group Chapter shall have at least two elective officers; a Chairman and a Secretary-Treasurer. Immediately following the establishment of a Professional Technical Group Chapter, the Section Executive Committee shall appoint the first Chairman and first Secretary-Treasurer. Officers of a Professional Technical Group Chapter shall hold the grade of Fellow, Senior Member or Member.

Sec. 4. A vacancy occurring in the office of a Professional Technical Group Chapter Chairman shall be filled automatically by the Chapter Secretary-Treasurer succeeding to that office. The new Chapter Chairman shall then appoint a Chapter Secretary-Treasurer to complete the term of office.

Sec. 5. A Professional Technical Group Chapter shall hold not less than two meetings each year, and shall maintain a minimum membership of ten members.

Sec. 6. A Professional Technical Group Chapter Chairman shall appoint special committees which he considers desirable. The Chairman of such special committees may attend Executive Committee meetings but shall not have a vote.

CORRECTIONS TO BY-LAWS

At the January 9, 1964, IEEE Section meeting, a vote was taken and approval given of the Central Indiana Section Bylaws as printed in the December, 1963, issue of THE REPORTER with the following corrections.

Article VI, Section 17

Reference to the Professional Societies ISEF and ISEC should be deleted. The Section should then read as follows: The Professional Societies Committee shall be responsible for providing liaison between the Section and all other local and technical scientific societies. It shall also assist the Section Chairman in the selection of appropriate delegates to these Societies.

Article VIII, Section 5

Insert a comma after "expenses". The Section should then read as fol-

lows: The Section Chairman or Secretary-Treasurer will be authorized to make disbursements for all regular Section mailing and meeting expenses, and up to and including \$25.00 for all other necessary expenses. All other disbursements must be approved by the Executive Committee.

Article XI, Section 3

The term "Secretary-Treasurer" should be deleted. The Section should read as follows: A Professional Technical Group Chapter shall have at least one elective officer: a Chairman. Immediately following the establishment of a Professional Technical Group Chapter, the Section Executive Committee shall appoint the first Chairman. Officers of a Professional Technical Group Chapter shall hold the grade of Fellow, Senior Member or Member.