

Revised 6/5/75

BYLAWS OF THE CENTRAL INDIANA SECTION OF THE
INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS

ARTICLE I

Name and Territory

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

Sec. 2. The territory of this Section is comprised of the following counties in the State of Indiana:

Bartholomew	Hancock	Owen
Benton	Hendricks	Parke
Boone	Henry	Putnam
Brown	Howard	Randolph
Carroll	Jackson	Rush
Cass	Johnson	Shelby
Clay	Lawrence	Sullivan
Clinton	Madison	Tippecanoe
Decatur	Marion	Tipton
Delaware	Martin	Vermillion
Fountain	Monroe	Vigo
Greene	Montgomery	Warren
Hamilton	Morgan	White

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.

Sec. 4. Exchange Members shall be entitled to all the privileges, excepting the right to vote or to hold office.

ARTICLE III

Officers

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

Sec. 2. The Chairman, Vice Chairman, Secretary, and Treasurer shall hold office for one year from the first of July to the following thirtieth of June or until their successors are duly elected and take office. 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 will 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 shall be responsible for the duties usually handled by such an office, which among others include:

- a. Conducting the correspondence of the Section and keeping accurate records of the affairs and transactions of the Section and of its Executive Committee.
- b. Reporting to the Secretary of the Institute the proceedings of all Section meetings.
- c. Maintaining the Section's membership roll.
- d. Being responsible for all records of the Section.

Sec. 7. The Section Treasurer shall be responsible for the duties usually handled by such an office, which among others include:

- a. Maintenance of Section financial records including all receipts and disbursements in the Section account book, the deposit of all monies received into the appropriate accounts, and disbursements only as ordered by the Section Executive Committee.
- b. Following guidelines as outlined in the IEEE Section Financial Operations Manual.
- c. Submitting financial reports to the Section Executive Committee at all meetings of that Committee and at such times as directed by that Committee.

ARTICLE III - Continued

- d. Preparing and submit to the Regional Director and to the General Manager of IEEE headquarters necessary financial statements.
- e. Preparation of the Section budget to be submitted for approval by the Executive Committee.

Sec. 8. The Directors shall act in an advisory capacity to the Section Chairman and shall be members of the Executive Committee.

Sec. 9. 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. 10. 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. All offices shall be for a term of one year except for the Director. One Director shall be elected each year for a term of two years. Only Fellows, Senior Members, and Members shall be eligible to hold Section office.

Sec. 3. The candidates nominated in accordance with Section 2 shall be announced at the second Section meeting prior to the election meeting.

Sec. 4. Other nominations by petition with the signatures of twenty-five voting Section Members shall be allowed at or before the first Section meeting prior to the election meeting, or within twenty-nine days of the announcement of the Nominations Committee's selections whichever is longer. Such petition shall be submitted to any member of the Nominating Committee or to any Officer.

Sec. 5. All nominations shall be reported to the Section membership prior to the election meeting.

Sec. 6. An election shall be held at the first Section meeting after May first. If there is only one candidate for each office, this shall be considered authority for the Secretary to record a unanimous vote for the slate selected by the Nominations Committee. Nominations from the floor at the election meeting shall not be permitted.

Sec. 7. If more than one candidate is nominated for an office, then a written ballot shall be issued to each eligible voter in attendance at the election meeting. The ballots shall be marked and collected before the adjournment of the election meeting.

ARTICLE IV - Continued

Sec. 8. 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

Fiscal Year

Sec. 1. The fiscal year for the Central Indiana Section shall be from July first to the following June thirtieth.

ARTICLE VI

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 Bylaws and the Constitution and Bylaws 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 Junior Past Chairman, the Chairmen or Co-Chairmen of all Standing Committees, the Chairman of each Subsection and the Chairman or Co-Chairmen of each Group Chapter.

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

ARTICLE VII

Committees

Sec. 1. The Section Standing Committees shall be the following: Finance, Program, Membership, Awards, Student Activities, Publicity, Nominations, Hospitality, Constitution and Bylaws, Historian, Section Publication, Group Chapters, Professional Activities and Engineering Education. The Section Vice-Chairman shall serve as Program Chairman. The Section Treasurer shall serve as Chairman of the Finance Committee. All the other Chairmen of standing committees shall be appointed by the Section Chairman. Each committee Chairman shall select the members of his committee with the exception of the following committees:

- a. Finance Committee which shall be composed of the Section Junior Past Chairman and one additional member appointed by the Section Chairman.
- b. Nominations Committee which shall be appointed by the Section Chairman.
- c. The Group Chapters Committee which shall consist of the Chairmen of the Chapters.

ARTICLE VII - Continued

Sec. 2. The Section Chairman shall appoint temporary special committees which he or the Executive Committee consider desirable. The Chairmen of special committees may attend Executive Committee meetings. The right of vote shall be established by the Section Chairman at the time the committee is appointed.

Sec. 3. The terms of all Standing 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. Both the incoming and outgoing Program Committees' Chairmen shall be on the Executive Committee from the first of July to the thirtieth of September.

Sec. 4. The Finance Committee shall be responsible for reviewing budgets and special monetary requests which must be submitted by the various operating committees and Groups of the Section and taking appropriate action so that a smooth flow of expenditures can be achieved, yet maintaining a sound financial status. It is also the committee's responsibility to bring all budgets and special monetary requests in excess of \$200.00 to the Executive Committee for consideration.

Sec. 5. The Program Committee is responsible for the securing of speakers or the program material and any other details that may be required.

Sec. 6. 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 prospective members for Membership Committee follow-up.

Sec. 7. 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. 8. 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. 9. 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. 10. The Nominations Committee shall be responsible for selecting from the Section membership various candidates qualified for the elective offices of the Section.

Sec. 11. 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 meeting and in the distribution of proper name cards. 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 Treasurer.

Sec. 12. The Constitution and Bylaws Committee shall be responsible for the preparation of Section Bylaws which shall be in accordance with the prescribed Section Constitution and shall meet the approval of the Executive Committee.

ARTICLE VII - Continued

Sec. 13. 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.

Sec. 14. The Section Publication Committee shall be responsible for the preparation, editing and issuing of any publications for which the Section is responsible. The Editor, Managing Editor and Business Manager shall be the officers of this committee with a vote on the Executive Committee.

Sec. 15. The Group Chapters Committee shall be comprised of the Chairman or Co-Chairmen of each Group Chapter established in the Section area and a Committee Chairman appointed by the Section Chairman. The Group Chapters Committee shall be responsible for the local activities of the Group Chapters that shall be established in the Section area. It shall also assist the Group Chapters in their purpose of promoting meetings of the Section in the field of interest of the membership of the particular Group Chapter 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. The Group Chapters Committee shall meet at least twice per year.

Sec. 16. The Professional Activities Committee shall be responsible for extending the influence of the IEEE and its members into the nontechnical realm to the mutual benefit of the IEEE members local, state and national communities and to guide implementation of professional activity within the Section.

Sec. 17. The Engineering Education Committee shall be responsible for continuing education activities within the Section such as symposiums, seminars, etc., either offered directly as a Section activity or sponsored in conjunction with colleges, universities, or industry within the Section area.

ARTICLE VIII

Meetings

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

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 fiscal 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 IX

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.

ARTICLE IX - Continued

Sec. 2. The Section Chairman or Vice Chairman plus Executive Committee Members equal in number to one-half the total of Standing Committees shall constitute a quorum at all Executive Committee meetings.

Sec. 3. The Section 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 Section Chairman's absence or inability to attend, his place shall be filled by the Section Vice Chairman or a delegate designated by the Section 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 Bylaws such rules and regulations as may be found necessary, but no rule or regulation may be adopted which shall conflict with these Bylaws or with the Constitution and Bylaws of the Institute.

Sec. 5. The Section Chairman or Treasurer will be authorized to make disbursements for all regular Section mailing and meeting expenses and up to and including \$50.00 for all other necessary expenses. All other disbursements must be brought to the Section Finance Committee. The Finance Committee will be authorized to approve budgets and special disbursements up to and including \$200.00. Unanimous consent of the Finance Committee is required for approval. If one or more members of the Committee are unavailable, the Section Chairman and/or Vice-Chairman shall be a substitute. Budgets and approval requests for disbursements in excess of \$200.00 will in turn be presented to the Executive Committee by the Finance Committee for evaluation and possible approval.

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

ARTICLE X

Amendments

Sec. 1. These Bylaws may be amended by a two-thirds vote of a quorum of Executive Committee members present at any Executive Committee meeting provided that notice of the proposed Bylaws or changes thereto has been sent to all members of the Executive Committee at least twenty days in advance of the meeting.

ARTICLE XI

Subsections

Sec. 1. Subsections may be established in accordance with the provisions of the Bylaws of IEEE and the Section. The Subsections shall be subject to the same limitations and control as 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.

ARTICLE XI - Continued

Sec. 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 Bylaws 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 Bylaws which may not conflict with the Section Bylaws or IEEE Constitution and Bylaws. The Subsection shall submit its Bylaws 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 Bylaws by the Section Executive Committee may be accomplished within one year following formation of the Subsection. Any subsequent changes to the Subsection Bylaws shall be made with the approval of the Section Executive Committee. Any unusual questions regarding Subsection government arising before approval of the Subsection Bylaws shall be referred to the Section Executive Committee.

Sec. 5. The Section shall pay each Subsection the meeting allowance which the Section receives for the subsection, i.e., "the amount per meeting for a minimum of five meetings and a maximum of ten meetings per year." In addition, it shall pay the Subsection one half the amount received by the Section from Headquarters for each member residing within boundaries of the Subsection. If the Subsection finds this amount insufficient, it shall provide a budget or special request for its required monies to the Finance Committee for approval. The Subsection shall submit a financial report to the Section 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 moneys of the Subsection belong to IEEE and these moneys and the expenditures of them are subject, therefore, to the restrictions set forth in the IEEE Constitution and Bylaws. Upon the dissolution of the Subsection, its treasury becomes the property of the Section.

Sec. 6. 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 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 XII

Group Chapters

Sec. 1. Group Chapters may be established in accordance with the provisions of the Bylaws of the IEEE and the Section. Each Group Chapter shall be under the jurisdiction of the Section Executive Committee and shall function in a manner similar to that of a committee of the Section.

Sec. 2. A Group Chapter shall have at least one elective officer: a Chairman. Immediately following the establishment of a Group Chapter, the Section Executive Committee shall appoint the first Chairman. Officers of a Group Chapter shall hold the grade of Fellow, Senior Member, or Member.

Sec. 3. A vacancy occurring in the office of a Group Chapter Chairman shall be filled by appointment by the Section Chairman.

ARTICLE XII - Continued

Sec. 4. A Group Chapter Chairman shall appoint special committees which he considers desirable. The Chairmen of such special committees may attend Executive Committee meetings but shall not have a vote.

Sec. 5. Each Group Chapter shall keep record of all monies received and disbursed and shall submit a financial report annually to the Section Executive Committee at the end of the fiscal year. The monies of the Group Chapter belong to IEEE and these moneys and the expenditures of them are subject, therefore, to the restrictions set forth in the IEEE Constitution and Bylaws. Upon the dissolution of the Group Chapter, its treasury becomes the property of the Section.

Sec. 6. Each Group Chapter shall hold not less than two meetings each year, and shall maintain a minimum membership of ten members.