

AUGUST

**IEEE
KARACHI SECTION
ADDENDUM
2008**

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**THE INSTITUTE OF ELECTRICAL AND ELECTRONICS
ENGINEERS, INC.**



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IEEE KARACHI SECTION ADDENDUM

In all instances, the *Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, IEEE Policy Manual, and Member & Geographic Activities Board (MGAB) Operations Manual* shall prevail when there is a conflict between these documents and the Section Addendum.

ARTICLE I - NAME AND TERRITORY

Section 1

This organization shall be known as the IEEE Karachi Section.

Section 2

The territory of the IEEE Karachi Section, as approved by MGAB, includes the following whole provinces:

1. Sindh (sometimes spelled as Sind also.)
2. Balochistan (sometimes spelled as Baluchistan also.)

ARTICLE II - MEMBERSHIP

Section 1

Section members are those individuals of Associate or higher grade membership and Student members residing within the boundaries of the Section, or who live or work in a neighboring Section and have requested Contiguous Section Membership status from the Member & Geographic Activities Department.

Section 2

Section members with the grade of Graduate Student, Member, or higher may vote in Section elections. Associate, Exchange, and Student members are not eligible to vote in Section elections. Associate Members shall be entitled to vote only on matters presented to groups of members (such as Societies and Section(s)), and to be appointed on committees with the right to vote when specifically approved by the Board of Directors or the Executive Committee. (Refer IEEE Bylaw I-310, Rev. 17 Feb 2008.) IEEE Society Affiliates are not members of the Section, but they will be notified of Section events and welcome to participate.

Section 3

Section members of Graduate Student, Member, or higher grade may hold elected office, or chair a Section Committee. Students, Exchange and Associate members may not hold office nor chair a committee.

ARTICLE III - OFFICERS

Section 1

The elected officers of the IEEE Karachi Section shall be:

1. Section Chairman
2. Section Vice-Chairman
3. Section Secretary
4. Section Treasurer
5. Chapter Chair(s)
6. Affinity Group(s) Chair(s) (Parent Organizational Unit(s) only [refer MGA Ops Manual 9.9.A (Para #2), Rev. January 2008])
7. Any additional elected Section officer(s) position(s); strictly as per the Section's operational requirement, and subject to the recommendation and approval of Section Executive Committee with at least 4/5 (80%) majority votes of all of the Section Executive Committee members, whether present or not at the time of recommendation / approval, for one year only.

Section 2

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

Section 3

Terms of office will date from 1 January through 31 December. Outgoing officers shall continue until their successors are duly elected and take office. However, no officer shall normally serve in the same position for more than two consecutive years. Such exceptions require approval by the Region Director who will annually report such exception to the MGA Board. An individual may be re-elected to a position previously held provided at least one year has passed since he or she held that office.

Section 4

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

Section 5

The duties of the elected officers shall be available from Member & Geographic Activities Department staff, in the MGAB Operations Manual.

ARTICLE IV - STANDING COMMITTEES

Section 1

The Standing Committees of the Section shall be as follows:

1. Membership Development
2. Professional Activities
3. Student Activities
4. Educational Activities
5. Awards & Recognition
6. Print Publications
7. IT Coordination and Oversight

Section 2

The Chairs of the Standing Committees shall be appointed by the Section Chair with the approval of the Section Executive Committee, and their terms correspond to the term of office of the elected officers of the Section.

Section 3

Each Committee Chair shall appoint his/her Committee members, with the approval of the Section Executive Committee, and their terms are to be the same as the Chairs' end-of-term date.

Section 4

The duties of most Standing Committees shall be printed in the MGAB Operations Manual.

ARTICLE V - MANAGEMENT

Section 1

The management of the Section shall be by the Section Executive Committee, which shall consist of the elected officers, the immediate Past Section Chair and the following:

1. Section's Elected Officers [refer Article III Section (1) in this addendum]
2. Affinity Group(s) Elected Officers. (Parent Organizational Unit(s) only [refer MGA Ops Manual 9.9.A (Para #2), Rev. January 2008])
3. Standing Committee Chair(s)
4. Any additional Section Executive Committee Member(s) appointed by the majority approval of Section's elected officers and the Standing Committee Chairmen.

The number of voting members elected must be at least one greater than those appointed. Chapter Chairs, as elected by their membership, are considered "elected" official, as is the Past Section Chair.

Section 2

A majority of the Section Executive Committee shall constitute a quorum. A quorum shall be necessary for the Section Executive Committee to conduct the business of the Section. [Refer MGAB Ops Manual Section 9.4.D(4); and, <http://www.robertsrules.com/>]

Section 3

Meetings of the Section Executive Committee ordinarily shall be held monthly and shall be called by the Section Chair or by a request of any three members of the Section Executive Committee.

Section 4

If during the calendar year, any of the Section Executive Committee members is absent, without any notification, in three consecutive Section Executive Committee meetings; it would not only result in his/her termination from the membership of the Section Executive Committee, but also from the office position held (if any).

In case of such termination from an officer position, the vacancy shall be filled according to the 'Article III Section (4)' in this addendum.

Section 5

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

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

Section 1

A Nominating Committee consisting of at least 2 members, not then officers of the Section, nor intending to stand as candidates for office, shall be appointed by the Section Chair with the approval of the Section Executive Committee. If available to do so, the immediate Past Section Chair will serve as Chair of the Nominating Committee.

Section 2

The nominations of the Nominating Committee shall be announced to the Section membership and, following this, a minimum of 28 days allowed for additional nominations by petition. To be valid, the petition must be signed by 1 or more voting members or 1% of the Section's voting membership, whichever is fewer. In no case shall more than 25 signatures be required.

Section 3

If only one nomination is made for each office, the election shall be declared by acclamation at a meeting of the Section general membership, or the Section Executive Committee. If additional nominations are made, election shall be made by ballot, mailed or made available on the Internet to the membership with the vote counted by a Tellers Committee appointed by the Section Chair. In the case of an Internet based election, the membership shall be notified by mail of the URL address and the procedure for voting in the election. Internet ballots must provide for Member identification and verification of eligibility.

Section 4

The timetable for this procedure is as follows:

Appointment of Nominating Committee:	no later than 1 August
Announcement of Nominations/Call for petition candidates:	no later than 15 September
Close nominations by petition:	no later than 15 October
If required, a ballot shall be mailed/posted on the web prior to:	30 October
Officers' elections to be completed by:	no later than 15 December
Annual General Meeting:	no later than 31 January (the next year)

Section 5

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

ARTICLE VII - FINANCES

Section 1

Without prior authorization of MGAB and/or the IEEE Executive Committee, Section funds can be used only for normal operations of the Section. Those activities which fall outside of normal operations include donations, establishment of scholarship funds, and investment of funds outside of the IEEE Investment Program. Additional information is available from IEEE Financial Services Staff.

Section 2

All expenditures of Section funds must be approved by Section Treasurer and/or Chair.

Expenditures outside of the approved budget must be reported at the next meeting of the Section Executive Committee.

Section 3

The Section Treasurer and Chair shall be authorized to draw funds as approved by the Section Executive Committee.

Section 4

If permitted by government and banking regulations, all unit bank accounts will provide for the signature authority of the IEEE Staff Director, Financial Services. All Unit bank accounts will allow for access by at least two current officers.

Section 5

A statement of the account shall be prepared by jointly the Section Treasurer and Chair on quarterly basis, and presented to the Section Executive Committee.

Section 6

A yearly audit shall be completed no later than 15 January (the next year) and the facts (audited information) shall also be presented in the AGM.

ARTICLE VIII - SUBUNITS

Section 1

The Section shall encourage the formation of subunits, including Society Chapters and Affinity Groups. The Section shall support the efforts of subunits to serve the members and fulfill IEEE objectives.

Section 2

Management of the subunit will be overseen by the Section and governed as detailed in this addendum and the RAB Operations Manual, Section 9. This shall include financial activity, elections and officer activities.

ARTICLE IX - AMENDMENTS

Section 1

Proposals for amendments to this Addendum may originate in the Section Executive Committee or by a petition signed by 10 or more voting members.

Section 2

Amendments to or revocation of this addendum shall be in accordance with the IEEE Bylaws, IEEE Policy and MGAB Operations Manual. Such amendments must be reviewed by IEEE Staff, and if in conflict with or adding to IEEE governance documents, approved by the Region Director and the Member & Geographic Activities Board.

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REVIEWED AND APPROVED BY: [Refer Article IX Sections 1 & 2 in this Addendum.]

1. IEEE KARACHI SECTION EXECUTIVE COMMITTEE MEMBERS

MEMBER NAME	TITLE
SHEIKH IMRAN UL HAQ	- CHAIR, Karachi Section
PARKASH LOHANA	- VICE CHAIR, Karachi Section
ENGR. SYED KASHIF ALI ALVI	- JOINT-SECRETARY, Karachi Section - CHAIR GOLD, Karachi Section
OM PERKASH BATRA	- SECRETARY, Karachi Section
ENGR. DANIA HANIF	- TREASURER, Karachi Section - SECRETARY/TREASURER GOLD, Karachi Section
MUHAMMAD SHAHAB SIDDIQUI	- CHAIR STUDENTS ACTIVITIES COMMITTEE, Karachi Section
DR. ASIM UR REHMAN	- CHAIR COMMUNICATION SOCIETY, Karachi Section
ENGR. JASON F. PEREIRA	- VICE CHAIR GOLD, Karachi Section - MEMBER
ABDUL MAHOMED SHERIFF	- MEMBER
ASHAB MIRZA	- MEMBER
DR. ROSHAN SHEIKH	- MEMBER
MUHAMMAD YASIR KHAN	- MEMBER

2. DIRECTOR, Region 10

3. MEMBER & GEOGRAPHIC ACTIVITIES BOARD