IEEE | Querétaro Section

Internal Bylaw

IEEE Queretaro Section

Content

IEEE Querétaro Section

INTERNAL BYLAW IEEE QUERETARO SECTION

Translation made by: Dulce María de Guadalupe Ventura Ovalle, 2021 – 2022 Section Chair

The present internal bylaw contents the modifications of the Approved Intern Bylaw presented to the General Meeting held on June 1st, 2022, these modifications are proposed by the Executive Committee of the Section.

Date of approval of Bylaws by motion: **February 17th, 2022**
Date of modifications: June 1st, 2022 (presented on Online Extrardinary Meeting), December 2022.

A Section, according to IEEE Bylaw I-402.4 is the basic operating geographic organizational unit of IEEE and shall be constituted by a minimum of fifty (50) IEEE voting members. A Section shall be established with the approval of the Member and Geographic Activities Board by petition of those who live/work in relatively close proximity to be served by activities that further the missions of IEEE.

Queretaro Sections is subject to the following governing documents: the IEEE Constitution and Bylaws, the IEEE Member and Geographic Activities Operations Manual, IEEE Region 9 Latin America Operations Manual, Estatutos del IEEE Consejo Mexico.

---

1 – NAME

The name of this organization is "IEEE Queretaro Section" and from here forward it will be defined as "Sección Querétaro" with IEEE Registry number **R90361 and founding date according to IEEE on June 21st, 2002.**

The Mexican Civil Association is the Instituto de Ingenieros en Electricidad y Electrónica Sección Querétaro, A.C. founded on March 7th, 2002.

2 – TERRITORY

The territory is defined by the IEEE (*Institute of Electrical and Electronics Engineers, Inc*. from here forward it will be defined as IEEE) Bylaw in its Section 402.3.

Sección Querétaro is part of the IEEE Latin American Region, known also as Region 9 or R9 and it is one of the Sections of the Mexican Council.
The territory comprise by the Sección Querétaro is the Estado de Querétaro.

3 – SCOPE

3.1 The Scope of the Sección Querétaro are:

1. Promote the study, research and development of the theory and practice of the electrical engineering, electronic engineer, radio and kindred branches, also the arts and science that look to contribute in the scientific and technological development of the society in general.
2. Hold and organization that coordinates, distribute, and inform all its members the methods, techniques and practices mentioned in the previous paragraph, including the diffusion of activities of social services according to the professional activity of its members.
3. Promote the high efficiency and professional ethics of all its members to achieve that the country has capable professionals that works for the development of the country.
4. Promote the exchange of ideas, methods, theories, practices, and safety of all the activities done by the members.
5. Promote and organize intern and external conferences, conventions, seminars, fairs, workshops, courses, expositions, diplomas, talks and any related activity of the topics of the IEEE to look for solutions of general problems.
6. Help as a consultant of the local authorities of the energetic and intermediate bodies (Industrial Professional Association, Employer Bodies, Chambers of Industry and Commerce) both national and foreign, with the local authorities so that the legal instruments could help to the economic development and defense of legitimate interest of the energetic sector.
7. Help as a consultant of the authorities and educational institutions at the higher and upper secondary levels to promote subjects related according to the IEEE interest to give support in the vocational orientation, including the possibility of making by its own or in conjunction with the educational authorities all kinds of courses, diploma, masters, and PhD programs.
8. Promote and make agreements with third parties related to the social object and other covenant needed to the proper function of the Association.
9. Lastly, made all the Scope that are listed in the Sección Queretaro Bylaw, and any activity related to its own nature and that could help the development of the electrical and electronical engineer, and of the country.

4 – SECTION MANAGEMENT

4.1 According to the MGA Operations Manual on its Section 9.4.D, the Section affairs shall be managed by an Executive Committee (ExCom) consisting of the elected officers describe on Section 5. Also, it has a General Assembly composed by members with voice and vote right to decide the activities in which the Section will participate.

4.2 Members with voice and vote right
a) Section´s Chapter Chairs
b) Section´s Affinity Groups Chairs
c) Section Student Activities Chair (SSAC)
d) Section Student Representative (SSR)
e) **Graduate Student Members, Member, or higher grade according to IEEE (https://www.ieee.org/membership/qualifications.html), whose membership is active and can be corroborated in the OU Analytics. According to the IEEE Bylaws I- 105.**

IEEE Querétaro Section

4.3 Chapter and Affinity Group chairs, as elected by their membership, are considered "elected" official (MGA Operations Manual 9.4.D) when they are register in Vtools.

4.4 Non-voting members but with voice right
Members with Associate and Student Grade

4.5 The Section´s General Assembly will have an Ordinary Meeting at least once in the year and in the first four months of the year.

4.6 The Section´s General Assembly could made Extraordinary Meetings summoned by the ExCom of the Section Chair when it is convenient. However, the ExCom and Section Chair must call for a Meeting in case ten (10) members request it in writing. The General Assembly, whenever it holds extraordinary meetings, will only deal with the matters for which it was convened.

4.7 A quorum is required for the General Assembly, consisting of the presence of the half plus one voting members. However, if after an hour has elapsed since the meeting was convened and there is not the statutory quorum, the meeting could be held, and decisions will be adopted by a simple majority of those gathered there. Each member will only have the right to once in accordance with what has already been established.

4.8 To summons the General Assembly, to an ordinary or extraordinary meeting, will be done no less than ten (10) days nor mor than thirty (30) days before the date of the Meeting by:

  a) Electronic Mail.
  b) Other communication media.

4.9 Functions of the General Assembly reunited:

a) Propose the creation of special committees or subcommittees for specific activities.
b) Elect and nominate the members of the special committees or subcommittees proposed.
c) Interpret, amend, modify these Bylaws developed by the current Executive Committee.
d) Dictate the necessary agreements and orders needed for the Section's activities.
e) Remove from their positions of the chairs and members of the special committees or subcommittees.
f) Receive and hear the annual report of the Executive Committee.

4.10 In the absence of the Section Chair, its Vice Chair performs the function as alternate representative. In case that neither the Chair nor the Vice Chair could attend the meeting, the Immediate Past Chair will be the alternate representative.

4.11 It is forbidden for any member to put their bank account and company name to support the activities of the Section and any Chapter. The Executive Committee must ensure that the Association is always in force.

5 – EXECUTIVE COMMITTEE (ExCom)

5.1 The officers of the Section shall include:

    a) Section Chair
    b) Immediate Past Section Chair
    c) President-Elect (Vice-Chair)
    d) Secretary
    e) Treasurer

5.2 The term of office for the Section ExCom Officers shall be two years, it starts the first day of January of the year in which his management begins and ends in December of the second year.

5.3 Any vacancy of the Chair and President-Elect officer shall be made according to the IEEE Bylaw I-307. Any vacancy of the Secretary and Treasurer will be held by the Section Chair.

5.4 Functions of the Section ExCom:

a) **Define the Nominations and Appointments Committee, but any member can be part of it. (MGA Operations Manual, 9.4. G. 1)**

b) Made regular meetings at least once in the month

c) Solve any deals with the Section members or ExCom members to be consider in the Administrative Meetings (Ordinary Meetings)

d) Propose activities for the Sections performance to the General Assembly.

e) Organize and develop activities related to IEEE interest.

f) Appoint the number and members to integrate committees or subcommittees made to the correct development of activities in the section.

g) Call members to Ordinary and Extraordinary Meetings.

h) Execute and fulfill the agreements, orders and resolutions made by the General Assembly.

i) Present an Annual Report to the Assembly of the activities and function of the Section

j) Enforce the decisions of the General Assembly, as well as the Internal External Bylaw of the Section.

Summons for meetings of the Executive Committee will be made through the Secretary.

5.4 The ExCom Officer functions are:

5.4.1 Section Chair:

The Section Chair will be the Chair of the General Assembly for a two-years term starting January 1st. The Section Chair will manage the needs of the members and the affairs of the General Assembly. He is part of the Nation Committee of the Mexico Council.

5.4.1.1 Duties:

a) He/She is the legal representative of the Section
b) Preside the Ordinary and Extraordinary Meetings of the General Assembly and ExCom
c) Convene the Ordinary and Extraordinary Meetings of the General Assembly and ExCom
d) Sign with the Treasurer and or President-Elect all finance documents.
e) Sign with the Treasurer and or President-Elect the local bank account of the Sección Querétaro and the bank documents (checks) done.
f) Sing with the Secretary the Meeting Minutes of the Ordinary and Extraordinary Meetings of the General Assembly
g) Propose with the Secretary the agenda of the Ordinary and Extraordinary Meetings of the General Assembly and ExCom
h) Propose to the ExCom the members he considers should integrate the committees or subcommittees
i) Train the President-Elect with all the dues that the Officer has and with the tools he has to use: vtools & OU Analytics
j) Update the ExCom in the Notarial Act during his term
k) Guarantee that the President-Elect signs the Notarial Act of his term
l) **Attend the meetings of the Mexico Council, Region 9, Section Congress, and others appointed by IEEE. Also, with the President- Elect attend to the IEEE MD Webcast**
m) Present to the Mexico Council the President-Elect
n) Update the Officers of his term in Vtools
o) **Notify the appointed Nominating Committee defined by the ExCom.**
p) At the end of his term, update the President-Elec Officers in Vtools before January 1st.

5.4.2 Immediate Past Section Chair:

At the end of his term the Section Chair will serve in the ExCom as Immediate Past Section Chair for two years.

The Immediate Past Section Chair will be the Chair of the Nominations and Appointments Committees and any Committee defined by the Section Chair.

The Immediate Past Section Chair will be the Chair of the ExCom in case that neither the Chair nor the President-Elect could do so.

5.4.3 President-Elect (Vice-Chair):

The President-Elect will serve as Vice-Chair and will be elected by the Voting Member in the General Asambly by two-year terms, starting on January 1st of odd years.

As Vice-Chair, the President-Elect will assist the Chair in his/her duties and assume the Chair's responsibilities whenever the Chair becomes unable to perform the duties. Also he/she is the Chair of the Section's Membership Development Committee, therefor he/she will assist to the monthly IEEE MD Webcast and will be elaborate the Querétaro Section Membership Development Plan each year of his/her term.

IEEE Querétaro Section

At the end of the Section's Chair term, he/she will become the Section Chair for the next two-year period, and after that term she/he will become Immediate Past Section Chair. At the beginning of this Chair term he/she will be responsible to sign the Notarial Act.

5.4.4 Secretary:

The Secretary will be appointed by the Section Chair, he/she will perform a one-year term with the possibility of renew the officer for a second year.

He/she will be responsible of mailing the members all notifications, enotices, announcements, call to meetings and to prepare the agenda and minute acts of each meeting, including ExCom meetins. The Section Chair could give additional duties.

5.4.5 Treasurer:

The Section Chair will appoint the Treasurer. He/she will perform a one-year term with the possibility of renew the officer for a second year.

His/her duties include to manage the Section funds, from the Concentration Bank and the Local Banking Account, make the financial reports to the MGA Finance Team and to the members at the end of his/her terms.

He is also responsible of asking for the rebates and making all financial process defined on the IEEE NextGen Platform or the one defined by IEEE.

6 – NOMINATIONS AND APPOINTMENTS COMMITTEE (N&AC)

6.1 The Nominations and Appointments Committee will consist of the last three Past Section Chairs. The Immediate Past Section Chair will chair the N&A Committee.

It is necessary that all members have an active membership and that they accept the position, in case of any vacancy the Section Chair will invite another Past Section Chair.

If there is a vacancy or in case that any member is available of willing to be part of this Committee, the Section Chair will ask the Mexico Council Vitaly Committee and the R9 Vitality Committee for support.

The objective of this committee is to guarantee the continuity of the activities of the Section through an adequate proposal of nominations and recommendations for the various positions of the Section.

IEEE Querétaro Section

6.2 Functions of the Nominations and Appointments Committee. (MGA Operations Manual, 9.4. G, H)

   a.   **The N&AC will have the function of requesting nominations of potential candidates to hold the position of President-Elect among the Section members as defined in Section 9.**
   b.   **The N&AC will examine the files and documents of the nominees and verify their eligibility and capacities to serve as Section Chair if they are elected.**
   c.   **The N&AC shall recommend a minimum of two and a maximum of three names as potential candidates for President-Elect.**
   d.   **The N&AC will help the Section Chair to identify candidates for the positions of section committee chairs during his/her term.**

7 – TECHNICAL CHAPTERS

7.1 To achieve the Section´s Scope it could be possible to form Technical Chapter according to the IEEE Societies.

7.2 To form a Chapter refer to the IEEE MGA 9.6.

7.3 Each Chapter shall have its own Officers, each position will be a two-year term.

7.4 Chapters could form Student Chapters according to the IEEE MGA 9.8 and will base its operation according to the active Manual de Operaciones para Ramas Estudiantiles IEEE (MORE R9 SAC TEAM).

8 – STUDENT BRANCHES (SB)

8.1 In order to collaborate with the professional formation of engineering students, Student Branches could be form in diverse Engineering Universities of the Queretaro State.

8.2 The formation of the Student Branch is defined in the IEEE MGA 9.7.

8.3 The SB will have its own Officers and will be act according to the active Manual de Operaciones para Ramas Estudiantiles IEEE (MORE R9SAC TEAM).

8.5 The ExCom will appoint its Section Student Activities Chair (SSAC), that could be a Graduate Student or a member. He /She will be the liaison of each SB Chair and will be pending of the SB activities, needs and reports. He will communicate the ExCom any situation regarding the SB.

8.6 An optional voting will be made to elect a Section Student Representative (SSR), that could be a Graduate Student belonging to any Active SB. He / She will have the right to voice and vote during the General Assembly.

8.7 The funds of the SB will be those that they make.

9 – NOMINATIONS AND ELECTIONS

9.1 The Elections Committee will be form by the N&AC, they will launch the Call for Nominations to find suitable candidates for the President-Elect position. Candidates, its background, qualifications, and IEEE career will be introduced to the General Assembly.

9.2 The General Assembly shall appoint no fewer than two no more than three for this position according to the IEEE Bylaws I-307.6, the candidates should agree to be nominated to this position and shall fulfill the requirements defined in Section 9.7. The petition process could be applied as defined in the IEEE Bylaws I-307.10

9.3 The candidate nomination can be made by any member of the ExCom and each proposal shall have a signed statement in which the candidate agrees to be the Section Chair in case of being elected, as its vision during his term.

9.4 The N&AC shall notify voting member the Election process a month before voting.

9.5 Any voting member could propose new candidates in the ballot.

9.6 Elections will be held during in September of the ending year of the Section Chair. The calendar is the following:

- September's first week: The Section Chair shall appoint the Elections Committee.
- September's second week: Call for nominations is open.
- Last Week of September: closed Call for nomination.
- October's second week: introducing candidates and opening of the voting Ballot in vtools.
- October's last week: closing Ballot, the Section Chair shall inform the candidates the result, immediately after the selection meeting.
- November´s first week: The President-Elect will be introduced to the General Assembly.

The Elections Committee will define the define dates, depending on the year and according to the calendar described above.

9.7 Requirements to be consider as President-Elect:

a) Be a Graduate Student Member, Member, Senior Member, Fellow Member. (According to the MGA Op Manual 9.4 F 1).
b) Active Membership
c) Have at least two-year volunteer career in the Section or in any Organizational Units (Technical Chapters and Affinity Groups), which will be corroborate in the OU Analytics. The candidate shall demonstrate the activities performed during that period. According to the MGA Op Manual H 3.
d) It is optional if the candidate has Graduated from the Volunteer Leadership Training (VoLT) Program.
e) It is preferred that the candidate is nominated by other Section Member, but auto-nomination is open.

IEEE Querétaro Section

9.8 President-Elect Approval Process *(based on the IEEE Bylaws I-307, MGA Op Manual 7.0, R9 Op Manual 8.a.ii and the Estatutos de Consejo México Sección 12)*

a. A quorum shall be a majority of the voting members of the Section.
b. The N&AC Chair shall present the candidate's background, and qualifications to the Section members.
c. Candidates will be asked to conduct a brief presentation about their background, position statement, IEEE career and achievements during his position(s) and to answer questions from the Section members prior to vote.
d. The Section Chair shall appoint no fewer than two no more than three Tellers.
e. The candidate selection/approval process shall be conducted by secret ballot using the vtools platform. The Tellers shall announce the outcomes of the votes without revealing tallies.
f. The Section members shall define the number of candidates in the slate for the President-Elect, either two or three.
g. A simple majority vote of those Section members voting is required to declare a candidate successful.
h. When the approved number of people for the slate is two, and there are three or more candidates, approval plurality voting shall be used. Provided that a simple majority of the issued votes is obtained, the candidate receiving the most votes shall be selected. If none of the candidates receive a majority of the votes, the two candidates with most votes, shall remain in the slate and a subsequent vote shall be taken. If the top two candidates cannot be determined because three or more candidates are tied for first place, an approval vote shall be taken to determine which two candidates remain on the slate. Similarly, if two or more candidates are tied for second place, an approval vote shall be taken to determine which candidate remains on the slate.
i. When the approved number of people for the slate is three and there are four or more candidates, approval plurality voting shall be used. Provided that a simple majority of the ballots cast is obtained, the candidate receiving the most votes shall be selected. Should no candidate receive a majority of the ballots cast, the three candidates with the most votes shall be retained on the slate and a subsequent vote shall be taken. If the top three candidates cannot be determined because four or more candidates are tied for first place, an approval vote shall be taken to define which three candidates remain on the slate. Similarly, if three or more candidates are tied for second and third place, an approval vote shall be taken to determine which candidates remain on the slate.
j. The Section Chair or his/her designee shall inform the candidates the results of the selection to the candidates, immediately after the selection meeting

Oversight for Election Irregularities. The Section Chair will consult the Mexico Council Vitaly Committee and the R9 Vitality Committee for support, and they shall consider to annulate the election or continue with the results.

10 – FINANCE

All economic resources of the Section shall be used according to Scope of the Section, the funds could be:

a) IEEE Rebates and other IEEE financial entities such as Societies.

b) Technical Activities of the Section such as conference, seminars, publications, workshops, online seminar and another approved by IEEE.

c) Sponsorships

IEEE Querétaro Section

11 – AMENDMENTS

11.1 This Internal Bylaws shall be reviewed at least each five years or when needed, to be approved by the General Assembly, once review it will be sent to be approve by the Regional Vitality Committee and the MGA. As long as they have not been approved, the previous Section Bylaws will remain in force.

The advice of an attorney will be requested for a detailed review of the bylaws.

11.2 Any ExCom member and Section member could propose modifications to the Bylaws. The modification must be addressed in writing to the Section Chair in order to be analyzed at the next Ordinary Meeting.

11.3 Any revision to this Manual shall require the approval by a two-thirds majority

11.4 Any proposal for revision should be circulated to all members of the Regional Committee with the right to vote at least ten days before voting opens. In the case of electronic consultation, voting shall be opened for ten days or more, depending on the complexity of the proposed changes, in the opinion of the Section Chair.

11.5 The changes will not be accepted until they are approved by the IEEE MGA according to the MGA Op Manual 9.4 E.

Intern IEEE Queretaro Section Bylaws
Sent to MGA on October 8th, 2022.
Last Modification: December 2022.

12 – AMENDMENTS AND APPROVAL RECORDS

1. Intern IEEE Queretaro Section Bylaws approved by the General Assembly on February 17th, 2022.

2. In the Ordinary Meeting held on February 8th, 2022 it was agreed that the 2022 election will be held in may in order to vote for Chair and President-Elect position, because the actual ExCom does not have Vice-Chair and it was intended that the Section Chair could train the 2023-2024 Chair. The election process will be done again according to the calendar described in these Bylaws.

3. Having the advice of Francisco Martínez, Eng. Member of the Mexico Council History Committee and being the R9 History Committee Chair it was defined to use the formation date of the Section on June 21st, 2002, being the date given by the MGA BoD (formerly RAB) instead of being on April 11th, 2001 as stablished on the R9 website nor the January 22nd, 2002 which is the date of the Petition Letter.

4. On the elections made in April, a omission in the Internal Bylaws Approved in February was found:
   a. Graduate Student Members were not considered to be President-Elect candidates, Sections 4.2 and 9.7 were modified for this purpose.

5. On August 29, 2022 this Internal Bylaws were send to the MGA, to Maria Schneider, Senior Program Manager - Geographic Unit Operations & Compliance, to review all the modifications mark in bold and

asking for their approval to start a new Election Process on October with the Support of the R9 Vitality, due to irregularities found in the previous process.

6. On October 8ᵗʰ, 2022, the document was sent to Cecelia Jankowski, Managing Director, Member and Geographic Activities. She sent it back to Christie Giambalvo, Director responsible for Geounit Activities. It was approved to use the 2022 MGA Geo Unit Election Pilot.

7. **During November and December 2022 the Bylaws were review and modified by the ExCom in order to start the election process using the MGA Election Platform.**