

## **IEEE Singapore Section Constitution**

### **1. Name**

The organization shall be known as The Institute of Electrical and Electronics Engineers (USA), Singapore Section.



### **2. Place of Business**

Its place of business shall be at:

1 Fusionopolis Way

#04-07 Solaris

Singapore 138628

or at such other place to be determined by the Section Committee from time to time subject to the approval of the Registrar of Societies.



### **3. Purposes**

**Its purposes are:**

- (a) Scientific and educational, directed towards the advancement of the theory and practice of electrical engineering, electronics, radio and allied branches of engineering and the related arts and sciences; means to these ends include, but are not limited to, the holding of meetings for the reading and discussion of professional papers, and the publication and circulation of works of literature, science and art pertaining thereto;
- (b) Professional, directed towards the advancement of the standing of the members of the professions it serves; means to this and include, but are not limited to, the conduct and publication of surveys and reports on matters of professional concern to the members of such professions, collaboration with public bodies and with other societies for the benefit of the engineering professions as a whole, and the establishment of standards of qualification and ethical conduct.



### **4. ByLaws**

- (a) Bylaws shall be established as hereinafter set forth, for the purposes of governing the operations and administration of the Singapore section of IEEE.  
Proposed Bylaws or changes thereto, and sufficient reasons therefor, shall be delivered or mailed to the Section Executive Committee members at least twenty days before the stipulated meeting of the Section Executive Committee at which the vote shall be taken. Two-thirds of all votes cast at that meeting shall be required to approve any
- (b) new Bylaws, amendments or revocation. Such Bylaws must be consonant with the IEEE Constitution, Bylaws and published interpretation of policy. A copy of the current section Bylaws, and any amendments thereafter which involve substantive changes, shall be submitted to the Regional Director for approval, with such approvals reported to the Regional Activities Board and the Registrar of Societies, Singapore.



### **5. Membership**

- (a) The grades of membership of the Section, (such as Honorary Fellow, Fellow, Member Associate, Student), the member qualifications, privileges and the requirements for admission, transfer and severance pertaining to each grade shall be in accordance with the Bylaws of IEEE.
- (b) The term "member" when printed without an initial capital, where used in this constitution includes all grades of membership.

- The term "voting member" as used in this Constitution means a member holding
- (c) Associate grade or higher membership. Associate members shall not hold elective office.



## 6. Dues and Fees

Dues and fees shall be as specified in the Institute Bylaws.



## 7. Prohibitions

- Gambling of any kind whether for stakes or not, is forbidden on the Section's premises.
- (a) The introduction of materials for gambling or opium smoking and of bad characters into the premises is prohibited.
  - (b) The funds of the IEEE shall not be used to pay the fines of members who have been convicted in court.
- The IEEE shall not attempt to restrict or in any other manner interfere with trade or
- (c) prices or engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
  - (d) The Section shall not hold any lottery, whether confined to its members or not, in the name of the Section or its office-bearers, committee or members.
  - (e) The Section shall not indulge in any political activity or allow its fund and/or premises to be used for political purposes.



## 8. Dissolution

- The Singapore Section shall not be dissolved except with the consent of not less than three-fifths of the members of the Section for the time being resident in Singapore expressed, either in person or by proxy at a general meeting convened for the purpose.
- (b) In the event of the Section being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Section shall be fully discharged, and the remaining funds and assets in the custody of the Section shall revert to the IEEE.
  - (c) Notice of dissolution shall be given within seven days of the dissolution to the Registrar of Societies in Singapore.



## 9. Meetings

The Section shall hold meetings for the transaction of the regular business of the Section and for the presentation of papers and their discussion, and shall engage in such other activities as necessary, suitable and proper for the fulfillment of its objectives.



## 10. Privilege

Any member of the Section shall be entitled to enjoy the rights and privileges of membership of the Section.



## 11. Register of Section

The name of every person in the Section together with the grade of membership and address shall be maintained in a Register by the Honorary Secretary of the Section.



## 12. Fiscal Year

The operating fiscal year of the Section shall be from 1 January to 31 December of every

year.



### 13. Section Management

The Section Committees shall manage and supervise the property and affairs of the said Section in accordance with Constitution and Bylaws of the IEEE under the direction of Regional Activities Board.



### 14. Section Committees

The followings are various Committees within IEEE Singapore Section:

- (a) A Section Executive Committee (SEC),
- (b) A Section General Committee (SGC),
- (c) A Section Sub-committee (SS), and
- (d) A Chapter Committee (CC)

**Where a Chapter is a sub-unit within the Section.**

The SEC is formed by members of the immediate-past Section Chairman, immediate-past Honorary Section Treasurer, the current-elected Section Chairman, Deputy Section Chairman, Honorary Section Treasurer, Honorary Section Secretary and up to four Section committee members. All are elected officers except the immediate-past Section Chairman and Treasurer.

The SGC is formed by members from the SEC, current-elected Chapter Chairmen and the representatives from the Special Interest Groups. The Section General Committee shall be entitled to co-opt not more than five voting members to the Committee if and when required.

**The Section Sub-committee is formed by members appointed directly by the SEC.**

The Chapter Committee is formed by the current-elected Chapter Chairman, Chapter Deputy Chairman, Chapter Treasurer, and Chapter Secretary and up to four Chapter committee members. All are elected officers.



### 15. Annual General Meetings

- Annual General Meetings shall be held to:
- Elect and receive the result of the election of members of the Committees for the ensuing years; and
  - (a) Transact any other business approved by the Section Committee specified in the Notice convening the Meeting or as approved by the Chairman of the Meeting, provided that no question shall be entertained or discussed nor motion proposed related to the regulating or governing of the Institute.

- An Annual General Meeting shall be held in month of November/December each year at such time and place as the Committee may determine, and shall be held not more than fourteen months and not less than ten months after the previous one unless a
- (b) prior approval is obtained from the Registrar of Societies in Singapore. The Notice convening the Meeting shall state the time and place thereof and the business to be transacted thereat and shall be posted to members of the Section at least twenty-eight (28) days prior to the date of such meeting.



### 16. Special General Meetings

- (a) Special General Meetings may be held at any time for any specific purpose relating to the business of the Section.

- (b) A Special General Meeting shall be convened
  - i. Pursuant to a resolution of the Committee or
  - ii. On a requisition signed by at least one-tenth of voting members of the Section stating the purpose for which the meeting is to be held, which requisition shall be posted or delivered to the Honorary Secretary.

- (c) The Honorary Secretary shall, not less than twenty-eight days prior to the date of any Special General Meeting, send to every member of the Section, by pre-paid ordinary post, notice of the date, time, place and business of such meeting.

- (d) No resolution upon any matter related to the regulating or governing of the Section shall be deemed to be carried at a Special General Meeting unless carried by at least three-fourths majority of the Section members present in person or by proxy and voting.



## 17. Offices of Section and Chapters

**The Committee of the Section and Chapters shall comprise of elected officers of:**

- (a) Chairman
- (b) Deputy Chairman
- (c) Honorary Secretary
- (d) Honorary Treasurer
- (e) 4 Committee Members



## 18. Terms of Office

All Section and Chapter officers shall be elected annually. The terms of office for all officers shall normally be one year, but in any case shall continue until their successors are duly elected and take office. A plurality of the votes cast shall be necessary for election.



## 19. Ballot for Election

- (a) All Section and Chapter Committee officers shall be elected at each Annual General Meeting of the Section.

- (b) The Section shall, not later than one calendar month prior to the date of the proposed Annual General Meeting, invite the said Section members to nominate candidates for election to hold office in the Section and Chapter Committees in the ensuing twelve months.

- (c) Nominations shall be required to be in writing and shall be signed by one voting member of the Section as proposed; and shall contain an endorsement signed by the candidate that he accepts nomination.

- (d) Nominations shall be posted or delivered to the Honorary Secretary of the Section prior to the nomination deadline set by the AGM sub-committee.

- (e) If the said nominations are equal to the number of those to be elected to the Committee, then the persons so nominated shall be deemed to be elected.

If the said nominations fall short of the number of those to be elected to the Committee, then nominations may be invited at the AGM. If there is still a shortfall of nominations then:

- (f) Provided that there shall be least half in number of the total nominations who are corporate members of the Institute, then no ballot shall be conducted and the candidates nominated shall be declared to be elected and shall constitute the Committee, and shall vacancies in consequence thereof shall be deemed casual vacancies to be filled as hereinafter provided.

If the nominations of corporate members received be less than half in number of the

total nominations, then all nominations shall be deemed invalid and no ballot shall held and in lieu thereof the retiring members of the Committee shall be deemed to have been nominated exclusively and shall be declared elected and shall constitute the Committee for the ensuing year or until such time as a supplementary election conducted so far as possible in the manner hereinbefore set out shall be required and held prior to the next ensuing Annual General Meeting on the requisition in writing of not less than twelve members of the Section.

- If the said nominations exceed the number to be elected, then an election shall be conducted at the Annual General Meeting, either by a show of hands, or by ballot, as directed by the Chairman for the time being of the said Meeting. Any member entitled
- (g) to vote, who cannot attend the Meeting in person, may appoint a proxy prior to the AGM to vote on his behalf. The instrument of appointing a proxy must be under the hand of the appointor or of his attorney duly authorized in writing. And, it must be deposited by the appointor or his attorney in person to the AGM sub-committee.

- In the event of a ballot being conducted, the Chairman for the time being shall call for the election of a Returning Officer for the purpose of the ballot, and shall have
- (h) delivered to him all ballot papers received. The Returning Officer shall determine the validity of same and count the votes therein recorded, and report the results in writing to the Chairman of the Annual General Meeting.

- The appropriate number of candidates obtaining the highest proportion of votes shall be elected, but in the event of any deadlock arising because of equality of votes as
- (i) between any candidates, the returning officer shall determine which candidate is elected, by lot.



## 20. Vacancies

- Any vacancy on the Committee occurring during a year shall be filled within two months after such vacancy shall have occurred, unless the minimum number of
- (a) members on the Committee are in excess of those minimal directed by Regulation 17. A person appointed by the Committee Chairman to fill such vacancy shall hold office only until the conclusion of the Annual General Meeting next following his appointment.
- (b) The office of any member of the Committee shall be vacated under any of the conditions stated in By-law 53 of the Institute.
- The Honorary Secretary of the Committee shall, within fourteen days of any change of
- (c) membership of the Committee, notify the General Secretary of the Institute accordingly.



## 21. Proceedings at General Meetings

- The Chairman shall preside at all General Meetings of the Section at which he is
- (a) present. In his absence, the Deputy Chairman shall preside, but in his absence, the meeting shall elect a member of the Committee, or failing him, any member of the Section to be Chairman.
- (b) The Chairman shall have a casting vote as well as a deliberative vote, provided that the deliberative vote shall have no effect unless made after discussion with the existing Committee officers and the Returning Officer.

- The quorum of members of the Section at any General Meeting shall be at least twenty five members of the Section. If a quorum be not present within half an hour from the time appointed for such meeting, if convened upon a requisition, the meeting shall
- (c) lapse; or

In any other case, the meeting shall stand adjourned to the same day in the following week at the same place and time, or otherwise as may be decided by the Chairman. If at such adjourned meeting a quorum be not present, it shall stand adjourned sine die.

- The Chairman of the Meeting may, with the consent of any General Meeting, adjourn
- (d) the same from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than that unfinished at the meeting from which the adjournment took place.

- Any motion or amendment proposed and seconded at a General Meeting shall be put by the Chairman and (subject to the Charter and By-laws as regards adoption, revocation, alteration or amendment of the ROS Regulations) decided by a majority of the members of a Section present in person and voting on a show of hands. Such alterations or additions shall not come into force without the prior sanction of the Registrar of Societies.



## 22. Finance

- (a) The Section Executive Committee, the Section Sub-committee and the Chapter Committee are eligible to operate a banking account.
- All banking accounts shall be opened with the consent of the Section General Committee. The name of the banking account and names of minimum three authorized signatories shall be recorded in the said meeting minutes. The Section Executive Committee shall then authorize the prospective bank to have such an account opened and authorizes the prospective bank to recognize the nominated signatories as recorded in the minutes to be the legal operators to operate such a banking account.
- (b) The Section Executive Committee has the right to suspend and close such a banking account by a written notice to the bank, if and when it needs.
- All cheques drawn on such accounts shall be signed by at least two of such authorized signatories. All income and expenditure transaction records shall be kept by the authorized signatories or their representatives in order. And, the account details together with the relevant bank statements shall be submitted to the Section Honorary Treasurer at the end of each fiscal year.
- (c) All committee members shall declare any likely conflict of interest concerning the Section financial operations.
- (d) All conference and meeting projects, having a overall budget exceeding five thousand Singapore dollars (\$5,000) shall have the budget proposal presented to the Section General Committee for approval before any financial operation can be carried out.
- (e) When an overall budget exceeding ten thousand US dollars (\$10,000), a separate budget proposal shall be submitted to the IEEE Conference Services, 445 Hoes Lane Piscataway, NJ 08855, USA through Section for the additional approval.
- All project financial accounts, such as conferences and meetings, must be audited and closed within six months from the last day of the project. A detailed profit/loss balance sheet together with relevant bank statements, deposit slips invoices and receipts shall be placed in order and submitted to the Honorary Section Treasurer for necessary accounting and auditing.
- (f) All income-generating activities shall be liable to the income tax in accordance with the Singapore Taxation Law. The entities which receive the said income will be responsible for the respective income tax payment and any accounting fees associated with the submission of the income tax report.
- (g)



## 23. Audit

Two persons not members of the Section General Committee will be elected as Honorary Auditors by the Committee and will hold office for one year only and may not be re-elected. They will be required to audit each year's accounts and present a report upon them to the Annual General Meeting. They may be required by the President to audit the Section's accounts for any period within their tenure of office at any date and make a report to the Committee.



