

IIE Divisions

Bylaws Overview

ByLaws Purpose

Bylaws Defined:

“A law or regulation that governs the internal affairs of a company or other organization”

- **Outline “Rules of the Road” for IIE Divisions**
 - Provide the details necessary for effectively creating and managing a Division
 - Clarify priorities (must do vs. should/can do)
- **Outlines you “Job Descriptions”**

By-laws Structure

15 Articles Outlined

Article 1. Name

Article 2. Purposes

Article 3. Powers

Article 4. Membership

Article 5. Officers

Article 6 Board

Article 7 Election and Tenure of Division Officials

Article 8. Vacancies

Article 9. Forfeiture of or Removal from Office

Article 10. Conflict of Interest

Article 11. Responsibility to the Institute

Article 12. Amendments

Article 13. Adoption of the Bylaws

Article 14 Use of Division or Institute Name

Article 15 Legal Actions

Articles 1 & 2 Overview

- Name
- Purpose
 - Each Division has the same 4 key purposes
 - Develop, maintain, and disseminate a body of technical knowledge
 - Provide a forum for technical networking
 - Be Perceived as the voice of the technical specialty
 - Support IIE's mission, provide member value and promote the discipline

Article 3 - Powers

- The Divisions have the following powers with regard to policies:
 - Recommend policies within it's areas of interest
 - Review and Comment on policies
 - Issue statements through regular channels of the institute
 - Conduct educational and informational programs
 - Publish educational and informational material
 - Recommend contracts

Article 4: Membership

- Any member of the institute may become a member of the division
- All members of the division have equal rights and priveledges with the exception of students
- Student members do not have voting rights
- Membership runs concurrent with IIE membership

Article 5 - Officers

- **Officers:**

- President, President Elect and Past President
- Terms are one year

- **Roles: President**

- Develop and Execute Strategic Plan
- Be official representative of the division
- Call, organize and preside at Division board and membership meetings, appoint committees and chairs, manage affairs of division between meetings
- Receive reports of activities from committees established
- Conduct annual election or appointment of officers
- Prepare annual budget
- Arrange orderly transfer of division records to succeeding president

Article 5 – Continued (Officers)

- Role: President Elect
 - Act as president in the absence of the President
 - Perform other duties as assigned by president or the board
- Role: Past President
 - Oversee the election/appointment process

Article 6: Board

- Board is the governing body of the division
- Consists of officers and at least 3 board members
- Board members can be either elected or appointed
- Board meetings must be held at least quarterly, with an annual meeting at the conference
- All Division Board meetings are open to all members
- A majority of the voting board members will constitute a quorum

Article 7: Election, Appointment and Tenure of Division Officials

The document outlines the procedures for:

- Option 1 : Elections
- Option 2: Appointments

•Article 8: Vacancies

Procedures for filling board vacancies is outlined
Vacancies can occur through a voluntary written resignation or by division board vote to remove an officer or board member

Article 9-15

The document outlines the procedures for:

- Forfeiture of or removal of office
- Conflict of Interest
- Responsibility to the Institute
- Amendments
- Adoption of the Bylaws
- Use of Division or Institute Name
- Legal Actions