



Setting the Standard for Automation™

Phillip Swinson

**SNA District VP Elect
Tampa Bay Section Past President
Tampa Bay Section Exhibit Chair
Electro Design Engineering VP of Automation**

Section Bylaws Template and Exercise

Standards

Certification

Education & Training

Publishing

Conferences & Exhibits

Section Bylaws Template and Exercise

All ISA Sections are required to maintain bylaws or operating regulations. A current copy of these must be on file with headquarters and must be written in English.

The ISA has a template a Section will be required to use to be in Good Standing next year.

Section Bylaws Template and Exercise

Any special provisions or modifications to ISA's recommended regulations requires prior approval from ISA.

This is a legal requirement as a non-profit. There may be specific laws in your state about what is required.

Section Bylaws Template and Exercise

The following Sections have bylaws that are already in compliance.

- Baton Rouge
- Mobile Pensacola
- North Texas
- Southeast Texas
- Texas City

Section Bylaws Template and Exercise

The following sections will need to update their bylaws.

- Birmingham
- Bluebonnet
- Brazos
- Greater Oklahoma
- Houston
- Lafayette
- New Orleans
- Permian Basin
- Savannah River
- Tampa Bay
- Texas Channel
- Western Carolinas

ISA SECTION OPERATING BYLAWS

Note:

All ISA Sections are required to maintain bylaws or operating regulations. A current copy of these must be on file with headquarters and must be written in English.

Any special provisions or modifications to ISA's recommended regulations requires prior approval from ISA.

ARTICLE 1: SECTION NAME AND JURISDICTION

Section 1: The name of the section is [insert city name] Section of the International Society of Automation.

Section 2: The section was established on [select establishment month] [select establishment year].

Section 3: The section headquarters and jurisdiction will be in [insert city name].

ARTICLE 2: PURPOSE

Section 1: These bylaws are the governing document for the activities of the section. The section is also governed by and subject to all policies set by the ISA Executive Board.

Section 2: The section exists to further the mission, vision, and values of ISA by providing local activities and meetings for the discussion of subjects relating to the automation industry.

ARTICLE 3: MEMBERSHIP

Section 1: An ISA professional membership is a requirement for membership to the section. Only ISA professional members who have selected this section as primary shall be members of the section. We will welcome and accommodate any ISA member visiting our area.

ARTICLE 4: GOVERNANCE

Section 1: The section board shall consist of the following officers:

- President
- Secretary
- Treasurer
- Membership Chair
- Program Chair

Section 2: All positions on the board have voting rights. The board will also include a delegate and [insert number] at-large (general) positions. To reach a quorum voting, 70% of the board must be present. Proxy votes will not be accepted.

Section 3: The delegate shall act on behalf of the section at District Council Meetings and the Council of Society Delegates meeting.

Section 4: The board shall:

- Supervise the affairs of and conduct the business of the section
- Ensure financial transactions comply with established financial policies and procedures

ARTICLE 5: NOMINATIONS AND ELECTIONS

The following process outlines the nomination and election process for board positions. All positions are open to all members of the section. Membership is required for all positions.

- A nominating committee consisting of [insert number] shall be selected by the president and confirmed by the board
- An open call for nominations will be made to section members
- The nominating committee will prepare and share with the membership a list of candidates for each office and the date and location of a vote
- On the published date of the vote, the board members will be selected by a majority vote of members present

If at any time during the term of service a position becomes vacant, the president will appoint a replacement, to be approved by the board, to fulfill the time remaining before the next election. If the office of president becomes vacant, the board will elect a new president from those non-appointed board members to serve until the next election.

ARTICLE 6: COMMITTEES

Committees may be appointed by the board. All committee actions, programs, and financial transactions are at the discretion of the board.

ARTICLE 7: OPERATING BYLAWS AMENDMENTS

Amendments to these bylaws must first be approved by the board. Upon approval, the board will notify the membership of the changes. If the board receives no objections to the changes within 30 days, the amendment is adopted, and the revised version is sent to ISA Headquarters.

ARTICLE 8: DISSOLUTION

ISA may dissolve a section at any time. If current section leadership decides the section needs to voluntarily dissolve, they must put the motion to a vote of the members. An affirmative vote of two thirds of the members is required. A lack of vote is considered affirmative. At any time and for any reason, if dissolution is actioned, all remaining funds will be allocated to ISA.

ISA STUDENT SECTION OPERATING BYLAWS

Note:

All ISA Student Sections are required to maintain bylaws or operating regulations. A current copy of these must be on file with headquarters and must be written in English.

Any special provisions or modifications to ISA's recommended regulations requires prior approval from ISA.

ARTICLE 1: STUDENT SECTION NAME

Section 1: The name of the student section is [University Name] Student Section of the International Society of Automation.

Section 2: The student section was established on [select establishment month] [select establishment year].

ARTICLE 2: PURPOSE

Section 1: These bylaws are the governing document for the activities of the student section. The student section is also governed by and subject to all policies set by the ISA Executive Board.

Section 2: The student section is organized and will be operated for educational purposes to promote the following:

- a. an increased knowledge of the greater automation industry;
- b. a greater understanding of the contributions of those in the automation industry; and
- c. mentoring and encouraging students as they prepare for career in the automation industry.

ARTICLE 3: MEMBERSHIP

Section 1: An ISA student membership is a requirement for membership to the student section. Only ISA student members enrolled at this educational institution shall be members of the student section. We will welcome and accommodate any ISA member visiting our student section.

ARTICLE 4: GOVERNANCE

Section 1: The student section shall have an advisor who is a faculty member of [University Name] and is also a professional member of ISA. The faculty member is responsible for providing continuity from year to year as the student leadership changes. The advisor also provides guidance to the student leaders in maintaining both ISA and institution standards in all activities.

Section 2: The student section board shall consist of the following officers:

- President
- Secretary
- Treasurer
- Membership Chair
- Program Chair

Section 2: All positions on the board have voting rights. The board will also include [insert number] at-large (general) positions. To reach a quorum for the vote, 70% of the board must be present. Proxy votes will not be accepted.

Section 3: The board will supervise the affairs and conduct the business of the student section.

ARTICLE 5: NOMINATIONS AND ELECTIONS

The following process outlines the nomination and election process for board positions. All positions are open to members of the student section. Those holding elected positions must remain ISA student members in good standing for the duration of their term.

- A nominating committee consisting of [insert number] shall be selected by the president and confirmed by the board.
- An open call for nominations will be made to student section members.
- The nominating committee will prepare and share with the membership a list of candidates for each office and the date and location of a vote.
- On the published date of the vote, the board members will be selected by a majority vote of members present.

If the faculty advisor resigns, the student section president will notify ISA Headquarters.

ARTICLE 6: COMMITTEES

Committees may be appointed by the board. All committee actions, programs, and financial transactions are at the discretion of the board.

ARTICLE 7: OPERATING BYLAWS AMENDMENTS

Amendments to these bylaws must first be approved by the board. Upon approval, the board will notify the membership of the changes. If the board receives no objections to the changes within 30 days, the amendment is adopted, and the revised version is sent to ISA Headquarters.

ARTICLE 8: DISSOLUTION

ISA may dissolve a student section at any time. If current student section leadership decides the student section needs to voluntarily dissolve, they must put the motion to a vote of the student members. An affirmative vote of two thirds of the members is required. A lack of vote is considered affirmative. At any time and for any reason, if dissolution is actioned, all remaining funds will be allocated to ISA.