

## **1.0 INTRODUCTION**

### **1.1 IEEE INCORPORATION**

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The Institute of Electrical and Electronics Engineers, Inc. (IEEE) is incorporated under the New York State Not-for-Profit Corporation Law. The text of that law changes from time to time; the IEEE Executive Director should be consulted prior to taking any action, which relates to that law.

### **1.2 IEEE GOVERNANCE**

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The policies, procedures, rules and regulations by which IEEE and its organizational units are governed are embodied in the following documents.

- The IEEE Certificate of Incorporation legally establishes the IEEE.
- The IEEE Constitution, which can be approved and amended only by the voting members of IEEE, contains IEEE's fundamental objectives and organization.
- Implementation of the constitutional provisions by specific organizational units and their policies, is contained in these IEEE Bylaws, which are approved and amended by the IEEE Board of Directors.
- The IEEE Policies contains more detailed statements of specific policies, objectives and procedures, which may be approved only by the IEEE Board of Directors.

The precedence of these documents should be remembered by all those engaged in IEEE management duties. The IEEE Bylaws shall not be in conflict with the [New York Not-For-Profit Corporation Law](#), the IEEE Certificate of Incorporation, or the IEEE Constitution. The IEEE Policies must conform to the provisions of all these documents. Accordingly, additional documents governing organizational units such as this operations manual, policy statements and organizational unit bylaws shall conform to and not conflict with the provisions of the IEEE governing documents cited above.

### **1.3 PES CONSTITUTION & BYLAWS**

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The basis for the government and administration of the IEEE Power & Energy Society (PES) is noted in the PES Constitution & Bylaws. The process to revise the PES Constitution & Bylaws is noted within the respective documents.

The IEEE Power & Energy Society (PES) Operations Manual shall conform to and not conflict with the provisions of the IEEE governing documents cited above.

### **1.4 REVISIONS TO PES OPERATIONS MANUAL**

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This Operations Manual (Manual) contains the policies and procedures that govern the administrative processes and operations of the IEEE Power & Energy Society. It shall be distributed to the IEEE PES Governing Board Members annually. The Manual shall be reviewed to ensure that the procedures and information are kept up to date.

Proposed changes to the PES Operations Manual and the reasons therefore shall be distributed to all voting members of the PES Governing Board at least 10 days before the stipulated PES Governing Board meeting at which the vote shall be taken. A simple majority of the votes cast at the meeting shall be required to approve any revisions to the PES Operations Manual.