

# **Bylaws of the ISOC Internet of Things Special Interest Group (IoT SIG)**

## Article I. - Name

This organization shall be called the ISOC Internet of Things Special Interest Group (hereinafter - IoT SIG).

## Article II. - Purpose

- The purpose of the SIG is to explore and promote the potential uses and applications of Internet of Things technologies to enhance the Internet ecosystem and multistakeholder community.
- This SIG has a global target and will serve persons who live or work anywhere around the world.
- The Internet Society charters this SIG. These bylaws neither supersede nor abrogate any of the Bylaws of the Internet Society that regulate SIG affairs.

## Article III. - Membership

- All members of a SIG shall also be members of the Internet Society. However, all public activities carried out by the SIG are open to the participation of non-members.
- All individuals and organizations falling within the defined scope of the SIG shall be eligible for membership without discrimination.
- Membership in the SIG shall be open to all Internet Society members in the locality served by the SIG. The SIG may request payment of local dues, the amount of which will be determined by the Executive Council as per Article VI.

## Article IV. - Officers

The officers of this SIG shall be: Chair, Vice-Chair, Secretary, and Treasurer.

- The officers shall be elected in person, by mail ballot or e-voting depending on what the Executive Council approves. The results shall be announced at the General Meeting. They shall take office at the meeting immediately following the General Meeting and serve until their successor is elected.
- Individual officers can only serve in any position up to two successive terms; each term is one year.
- If for any reason an officer is unable to fulfill his or her duties, the officer will notify the Chair immediately. The Chair will appoint an interim officer who will serve the remainder of the term. In appointing interim officers, priority ought to be given to candidate officers from earlier elections.
- If the Chair is unable to fulfill his or her duties, the Vice-Chair will fulfill the responsibilities of Chair for the remainder of the term and the SIG Executive Council will appoint a replacement Vice-Chair.

#### Article V. - Duties of Officers

- The Chair is the principal officer and is responsible for leading the SIG and managing its activities in accordance with the policies and procedures of the Internet Society and these Bylaws. The Chair shall preside at all meetings of the SIG and of its Executive Council.
- The Vice-Chair shall preside at meetings in the absence of the Chair.
- The Secretary shall keep the Minutes of all SIG and Executive Council meetings. Other duties of the Secretary include:
  - a) Preparation of the Annual Report for presentation to the SIG at the General Meeting.
  - b) Preparation of the SIG's Activity Report and submission of this report to the Internet Society.
  - c) Notification to the Internet Society of any changes in the elected Officers of the SIG.
  - d) Submission of any proposed amendment to these Bylaws to the Internet Society for approval.
- The Treasurer shall collect dues, pay all bills, and maintain the SIG's financial records. Duties of the Treasurer shall also include:
  - a) Preparation of the SIG's Annual Financial Report for presentation to the SIG at the General meeting.
  - b) Completion and submission of the Annual Financial Report to the Internet Society.
  - c) File funding requests to the Internet Society

#### Article VI. - Executive Council

- The Executive Council shall consist of the present SIG officers, the immediate past Chair, the chairpersons of the SIG's standing committees.
- The Chair will organize the process of selecting three Members-at-Large to the SIG Executive Council.
- The term of the members of the Council shall coincide with the terms of the Officers. They shall take office on the first day of the fiscal year and serve for one year.

#### Article VII. - Standing Committees

- The first General Meeting shall identify the number and scope of Standing Committees of the SIG. Afterwards any change in the scope and number of the Standing Committees of the SIG should be identify and resolved by the decision of the Executive Council.
- The chairs of Standing Committees of the SIG are selected and appointed by the decision of General Meeting. The Executive Council has right to assign a temporary chair of the Standing Committee of the SIG that should be approved by the decision of General Meeting.

## Article VIII. - Temporary Committees

- A Nominating Committee, consisting of at least three members of this SIG, at least two of whom shall not be members of the Executive Council, shall be appointed by the Chair at least two months prior to the election.
- An Election Committee, consisting of at least three members of this SIG, at least two of whom shall not be members of the Executive Council, shall be appointed by the Chair at least two months prior to the election.
- An Audit Committee shall be appointed by the SIG Chair at the close of the fiscal year to assure the accuracy of the accounting of the SIG's funds for the year. This Committee should also verify the accuracy of the Financial Report prepared by the Treasurer for submission to the Internet Society.
- With the advice of the SIG Executive Council, the Chair may appoint such temporary committees as appropriate.

## Article IX. – General Meeting and Meetings

- The SIG shall hold any meetings only in places that are open and accessible to all members of the Society, which may also be virtual.
- The General Meeting shall be held at least once a year. At this meeting, the Secretary and Treasurer each shall present a report and the results of the election of officers shall be confirmed.
- Notices of the place and time of all General Meetings shall be distributed to all members at least four (4) weeks prior to the General Meeting by email.
- Notices of the place and time of any other meeting should be distributed to all members at least one (1) week prior to any meeting by email.

## Article X. – Disbursements and Dues

- Disbursements from the Treasury for SIG expenditures shall be made by the Treasurer with authorization of the Executive Council and shall be included in the Minutes of its meetings.
- Dues shall be fixed annually by the Executive Council.

## Article XI. – Amendment and Voting Procedures

- All proposed changes to these SIG Bylaws need to be approved by the Internet Society before being presented to the SIG membership for a vote.
- Voting can take place in person, by mail ballot, or electronically.
- No official business of the SIG shall be conducted unless a quorum of the SIG is present or reached.
- A quorum of the SIG shall be defined as 30% percent of the voting membership of the SIG.

- An annual general assembly will take place in a location with access to the Internet, and members have the right to hear what is said during the assembly and participate in the making of decisions, through the Internet. The same right applies to members who wish to participate at the assembly by telephone. Voting by way of letter of attorney, regular mail, telegram, facsimile and certified e-mail address, is permitted. During the assembly every member of the SIG has got the right to attend, express, give propositions, and to vote. Every member has got one vote. Decisions are made with simple majority, i.e. at least 50 % of the present members have to approve of a proposal, for it to become valid. If the votes are equal, the chair gets the casting vote.
- Officers will be elected by a plurality of votes. If the election is conducted by mail ballot or electronically, sufficient ballots must be returned to have a quorum.

#### Article XII. – Dissolution of the Chapter

- Dissolution of this SIG by consent of the members shall consist of unanimous agreement of all its officers together with a majority vote at a meeting which has been publicized in advance to all members of the SIG for the specific purpose of taking this vote.
- Should this SIG be dissolved, its assets shall be promptly transferred to the Internet Society.