ESTABLISHING A SECTION

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Thank you for your interest in establishing an ISA section. Please review this document thoroughly. Once completed, submit to sections@isa.org.

Eligibility for Charter

- Automation industry activity in the area
- At least 30 professional members interested in forming a section
- Acting officers willing to lead a new section
- Section bylaws
- Submitted petition

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

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

Completed petitions submitted by the 15th of the month are reviewed for consideration. The District Chair will motion to the Geographic Assembly for approval, as delegated by the ISA Executive Board. Please allow 45 days after the submission deadline for notification.

SECTION PETITION FOR CHARTER

Describe the Industry

Provide a brief description of the activity related to the automation industry in your area.

Section Location Information

The following information is where the section will primarily hold its meetings. This will be the section's jurisdiction.

City:

This will be the section name. Be sure to include all hyphen marks, accent marks, etc. Do not use abbreviations or acronyms. Use the full name of city.

State/Province (if applicable):

Country:

We, the undersigned on behalf of the members of our local group, confirm that we have reviewed and understand our rights and responsibilities per the [Society bylaws and policies.](#)

President

Name:

Member Number:

Signature:

Treasurer

Name:

Member Number:

Signature:

Petitioning Members and Officers

List at least 30 ISA professional members and acting officers interested in establishing the section. Upon approval, these members will be transferred to the section.

Officer term: –

The term should coincide with the section's operating year. Typically, sections operate from January to December or July to June.

		First (Given) Name	Last (Family) Name	Email Address (On File With ISA)
		Officers		
1	President			
2	Secretary			
3	Treasurer			
4	Membership Chair			
5	Program Chair			
		Members (do not re-list officers here)		
6	-			
7	-			
8	-			
9	-			
10	-			
11	-			
12	-			
13	-			
14	-			
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32	-			
33	-			
34	-			
35	-			
36	-			
37	-			
38	-			
39	-			
40	-			

ISA   SECTION BYLAWS

ARTICLE 1: SECTION NAME AND JURISDICTION

Section 1:   The name of the section is   Section of the International Society of
              Automation.

Section 2:   The section was established on
              Establishment month and date will be completed by staff when charter is approved.

Section 3:   The section headquarters and jurisdiction will be in   .

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 meetings for
              the discussion of subjects relating to the automation industry.

ARTICLE 3: MEMBERSHIP

Section 1:   An ISA professional membership is a requirement for section membership. 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 section board will also include a delegate and
                            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 section delegate shall act on behalf of the section at District Meetings and the Council of
              Society Delegates meeting.

Section 4:   The section 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   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 section board. All committee actions, programs, and financial transactions are at the discretion of the section board.

ARTICLE 7: 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 officers decide 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.