



COMMISSION INTERNATIONALE DE L'ÉCLAIRAGE  
INTERNATIONAL COMMISSION ON ILLUMINATION  
INTERNATIONALE BELEUCHTUNGSKOMMISSION

**BY-LAWS  
OF THE UNITED STATES  
NATIONAL COMMITTEE (CIE / USA)  
OF THE  
INTERNATIONAL COMMISSION  
ON ILLUMINATION**

**DATED: June 18, 2001  
REVISED: November 11, 2010**

# **PREAMBLE**

In order to qualify the United States for membership in the Commission Internationale de L'Eclairage (CIE) and to promote the purposes of the Commission throughout this country, the United States National Committee of the International Commission on Illumination (CIE) was established in 1913. On December 22, 2000 the United States National Committee was incorporated under the provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, chapter 317A as CIE / USA.

## **Article I** **Mission Statement and Objectives**

The mission of the CIE / USA is to represent the interests of the United States to the international lighting communities through membership and participation in the affairs of the Commission Internationale de L'Eclairage (CIE).

The objectives of the CIE / USA, operating exclusively and solely as a not-for-profit corporation shall include the following:

The CIE/USA, as the United States National Member of the CIE (Commission Internationale de L'Eclairage) provides assistance to the CIE by supporting its objectives in the fields of light, lighting and color, by:

- a) providing technical support to CIE Technical Committees and administration in line with the mission of the CIE;
- b) commenting and voting on documents and draft standards prepared by CIE technical committees which may influence matters of concern to the United States of America, including ISO/CIE draft standards through the American National Standards Institute (ANSI) as a US TAG.
- c) determining the views of its members pertaining to technical matters by holding annual conferences of the members of the CIE/USA.
- d) representing the USA by participation in CIE technical committees and by participation at bi-quadrennial and quadrennial meetings of the CIE.
- e) educating the lighting industry and the general public in the United States of America about the work of the CIE and by bringing to the USA an awareness of potentially beneficial developments that take place in the international community.

## **Article II** **Membership**

Membership in the CIE / USA shall be composed of the following categories:

- a. Constituent Societies
- b. Corporate Members
- c. Contributing Organizations
- d. Academic members
- e. Government members
- d. Individual members
- g. Members for life

a) Constituent Societies:

A technical society or organization that is national in scope and has objectives that are consistent with the mission of the CIE/USA. Each Constituent Society may appoint up to three representatives as members of the CIE / USA.

b) Corporate Members:

Corporate membership is for major industrial companies involved in the manufacture of lighting and lighting-related products. Each Corporate Member may appoint up to three representatives as members of the CIE / USA.

c) Contributing Organizations:

This category includes commercial and industrial organizations, architectural and engineering firms, , laboratories and organizations that do not fall within the definitions of Constituent Societies, Academic members, Government Members and Individual Members. Each Contributing Organization may appoint one representative as a member of the CIE / USA.

d) Academic Members

This category consists of universities and colleges that provide teaching and/or research in light, lighting, color or related subjects. Each Academic Member may appoint one representative as a member of the CIE / USA.

e) Government Members:

Government members shall include federal, state and local governmental entities with responsibilities for light, metrology, the application of lighting for public and personal safety, energy efficiency and conservation, or other issues that are within the scope of the CIE. Each Government Member may appoint one representative as a member of the CIE/USA.

f) Individual Members:

Individuals who are interested in the mission and objectives of the CIE and CIE / USA and who are willing to participate actively in the CIE/USA may become members of the CIE / USA

g) Members for Life:

Members who have rendered long and distinguished service to the CIE and/or to the CIE/USA and have been elected a Member for Life.

## **Article III** **Officers**

The CIE / USA shall have six officers designated President; Senior Vice President; Vice President, Membership; Vice President, Communications; Secretary, and Treasurer. Their duties shall be:

(a) The President shall be the chief executive officer and shall represent the CIE / USA in the CIE General Assembly. The President shall appoint the Administrative Committees of the CIE / USA.

(b) The Senior Vice President shall perform the duties of the president in his or her absence. . Should the president be incapacitated for an extended period, the Senior Vice President may be authorized to perform the duties of the President by an affirmative vote of at least four members of the Executive Committee. The Senior Vice President shall also be responsible for maintaining liaison with the CIE / USA Members of the CIE Divisions, and for organizing the technical program at the CIE / USA Annual Meeting. The Senior Vice President serves as chair of the CIE / USA Technical Council.

(c) The Secretary shall be responsible for all official correspondence of the organization, for notifying the membership of meetings and for reporting and distributing the minutes of the Executive Committee meetings and the Annual Meeting. The Secretary will maintain the records of the CIE / USA.

(d) The Treasurer is responsible for the sound fiscal management of the organization and for ensuring that the financial obligations of the CIE / USA are appropriately executed. The Treasurer shall maintain an accurate and current list of dues-paid members, invoice dues and accounts receivable in a timely manner, pay all approved accounts payable, draft an annual budget for approval by the Executive Committee, ensure that corporate and tax filings are executed when due, and serve as financial advisor to the organization.

(e). The Vice President, Membership shall annually review the membership and affiliation structure of the CIE / USA and shall make recommendations on changes that might enhance the effectiveness and productivity of the organization including:

1. Dues structure
2. Membership in CIE technical committees
3. Promoting membership in the CIE / USA.

The Vice President, Membership shall make a report on the state of membership at the Annual Meeting.

f) The Vice President, Communications shall be responsible for ensuring regular communications with the members of the CIE / USA and shall:

1. announce the availability of new publications and standards from the CIE;
2. oversee the activities of the Publications and Publicity Committees
3. oversee the operation of the CIE / USA web site to ensure its accuracy, completeness and relevance
4. coordinate correspondence, both hardcopy and electronic, to the members including announcements, ballots, and other official documents.

## **Article IV**

### **Election of Officers**

Officers shall be members elected by ballot prior to the first Annual Meeting of the CIE / USA following each Quadrennial Session of the CIE. Balloting may be by postal and/or electronic means as determined by the Secretary. Those elected shall take office at the close of the Meeting that follows their election. Vacancies may be filled by the President, with the approval of the majority of the Executive Committee, and shall be in effect until the next regular election.

## **Article V**

### **Executive Committee**

The Executive Committee shall be composed of:

- a. Officers
- b. the most recent, living past-president of the CIE / USA
- c. six Members-at-Large, two of whom are elected from the membership each year for staggered three year terms
- d. CIE / USA members who serve on the CIE Board of Administration

The Executive Committee shall exercise all functions of the CIE / USA between Annual Meetings, except those specifically allocated to the Annual Meeting and those for which special voting procedures are specified. The Executive Committee shall designate a CIE / USA Member and an Alternate Member to each CIE Division. All actions of the Executive Committee shall be laid before the CIE / USA at its next Annual Meeting. Members-at-Large are not eligible for re-election to the same position until at least the second Annual Meeting following the expiration of their terms. Vacancies in Members-at-Large shall be filled by the President with the approval of the majority of the Executive Committee, and shall be in effect until the next regular election.

## **Article VI**

### **Technical Council**

The Technical Council shall be composed of:

1. Senior Vice President who will act as chairman
2. CIE / USA Members or Alternates of the CIE Divisions
3. CIE / USA members who serve as CIE Division Directors
4. Chairman of the CIE / USA Standards Committee.

The Technical Council is responsible to the Executive Committee for all technical matters laid before the CIE / USA, including reviewing and recommending for approval CIE Standards or technical documents, and for recommending members of CIE Technical Committees.

## **Article VII** **Meetings**

The Annual Meeting of the CIE / USA shall be held following the close of the fiscal year, preferably in the autumn. Other meetings shall be called by the Secretary on the instruction of the President, a majority of the Executive Committee, or on petition of one-tenth of the members of the CIE / USA. The Executive Committee shall determine the time and location of the Annual Meeting. The President shall determine the time and location of Executive Committee meetings. The Senior Vice President shall determine the time and location of meetings of the Technical Council.

## **Article VIII** **Voting**

(a) Voting may be done either by postal ballot and/or electronic means as selected by the Secretary or, except where otherwise specified in these By-laws, at a meeting of the CIE / USA.

(b) Specific requirements shall apply to the following matters:

- (1) The elections of additional Constituent Societies, the acceptance of Contributing Organizations, Government Members, or Academic members require a majority vote of the CIE / USA Executive Committee.
- (2) The election of Members for Life requires a three-fourths majority vote of the CIE / USA Executive Committee.
- (3) Technical matters for international consideration (e.g., CIE Standards, Technical Reports) shall require the approval of the Executive Committee, which shall rely on recommendations of the Technical Council. The Technical Council may solicit the opinion of others to assure that a proposed document is acceptable in the United States. Substantive objections by those solicited shall be passed on to the CIE Central Bureau. Since action on such matters comes under timetable rules of the CIE, review and voting must be handled expeditiously.

(c) All matters not otherwise provided for above shall be determined by a majority of the votes cast.

(d) Each member of the CIE / USA, as defined in Article II, shall have the privilege of voting on any matter coming before the CIE / USA as a whole. No individual shall cast more than one vote

## **Article IX** **Quorum**

At a meeting of the CIE / USA, members present shall constitute a quorum. Six members of the Executive Committee shall constitute a quorum of that Committee. Five members of the Technical Council shall constitute a quorum of that Council. At a meeting of any of these bodies, the vote of a member who has approved or disapproved a proposition by telephone, by letter or electronic means shall be included, providing that the proposition has not been subsequently amended.

## **Article X** **Reports**

At each Annual Meeting, the officers shall submit written reports of their activities during the previous year. After being received by the members, copies of these reports shall be sent by the Secretary to the Constituent Societies, Contributing Organization, Government Members, and Academic Members.

## **Article XI** **Finances**

- (a) The fiscal year of the CIE / USA shall be from July 1 to June 30 of each year.
- (b) The normal operating expenses of the CIE / USA shall be defrayed from a treasury which will be funded by dues from the members and by such other means as may be determined by the Executive Committee.
- (c) Dues shall be reviewed and fixed on an annual basis by the Executive Committee. Members for Life shall not be required to pay dues.
- (d) After approval by the Executive Committee, special funds for specific purposes, such as the expenses of holding a Session of the CIE in the United States, may be solicited from interested individuals, agencies, and organizations. No commitment concerning technical policies to be followed by the CIE / USA shall be made in connection with the solicitation or acceptance of such funds.
- (e) The Treasurer shall prepare an annual operating budget for the next fiscal year to be submitted and approved at the spring meeting of the Executive Committee. Approval of the budget shall be an authorization for disbursement. The approved budget and annual financial report shall be presented to the general membership at the Annual Meeting.
- (f) The operating funds of the CIE / USA shall be in the custody of the Treasurer and shall be kept by the Treasurer in an account under the name of the CIE / USA. Funds may be drawn against this account by the Treasurer, or if incapacitated, by the Secretary, to discharge obligations included in the budget or specifically approved by the Executive Committee and when vouchers have been certified by the President.
- (g) Reserve funds of the CIE / USA may be kept in a savings account or, on authorization by the Executive Committee, they may be invested in other ways that are approved for trustee accounts. The certificates of such investments shall be kept in a safe deposit box which shall be the joint responsibility of the President and Treasurer, each having access to the box individually.
- (h) The Executive Committee shall require an audit of the annual report of the Treasurer and the accounts on which it is based.

## **Article XII** **Nominations**

Following each Annual Meeting of the CIE / USA, the President shall appoint a Nominating Committee of no fewer than three members to prepare a list of candidates for officers and Executive Committee Members that are due for election prior to the next Annual Meeting (Articles III, IV, and V), as well as a list of nominees for Life Member (Article II (f)). The Nominating Committee shall be chaired by the most recent, living Past President or, if unable to serve, by another past officer of the CIE / USA designated by the President. With the exception of the Past President, current members of the Executive Committee shall not serve on the Nominating Committee.

At least 60 days before the next Annual Meeting, the Nominating Committee shall present to the Secretary a slate of candidates nominated for the positions to be filled and who are willing to accept these positions. The Secretary shall prepare distribute ballots to the membership of the CIE / USA, providing spaces for write-in candidates. The ballot shall advise the membership of a 30 day deadline for return to the Secretary. . A committee of three tellers, appointed in advance by the President, shall count the ballots and report the results of the election for presentation at the Annual Meeting.

## **Article XIII**

### **Appointments**

- (a) After considering the recommendations of the CIE / USA Technical Council, the Executive Committee shall appoint one CIE / USA Member and an Alternate to each CIE Division. It may also indicate any member it deems worthy of consideration for the position of Division Director or other positions in the CIE. CIE / USA Division Members shall continue to serve in their respective capacities until their successors are appointed.
- (b) The CIE / USA Technical Council may review and recommend to the CIE individuals as members of CIE Technical Committees, consistent with CIE policies.
- (c) The President may appoint any number of Administrative Committees to advise and assist on matters of importance to the organization. Administrative committees may consist of one or more members as necessary or desired. Examples of Administrative Committees are:
  - 1. Finance Committee
  - 2. Publicity Committee
  - 3. Publications Committee
  - 4. By-laws Committee
  - 5. Standards Committee
  - 6. Membership Committee
  - 7. Nominating Committee

## **Article XIV**

### **Representatives of Constituent Societies**

Each Constituent Society shall designate one of its three representatives as the chairman. The chairmen shall report to their Constituent Societies all proceedings of the CIE / USA that are of interest to their Societies. They shall also transmit to proper officials of the Society reports issued by the CIE / USA or the CIE that in their opinion should be brought to the attention of the Society's Membership. Each representative shall serve as liaison with Society headquarters; but, the chairman has the responsibility to see that all of the representatives maintain a close relationship between the CIE / USA and the Society they represent. The chairman of the representatives shall prepare a report for the Annual Meeting of the CIE / USA that summarizes the activities of his Society deemed to be of interest to the CIE / USA.

Constituent Society representatives are charged with the responsibility to bring to the attention of the CIE / USA anything in the field of light and lighting that is of interest to their Society.

## **Article XV**

### **Inter-American Cooperation**

A community of interests exists among lighting engineers in the several countries of North America. For this reason, exchange of liaison members is to be fostered and the holding of joint meetings of the several National Committees is encouraged. The appointment of liaison members and planning for joint meetings shall be the responsibility of the Executive Committee of the CIE / USA. Joint meetings shall only be for the purpose of exchanging information. No action shall be taken at a joint meeting concerning policies to be followed by the several National Committees relative to affairs of the CIE.

## **Article XVI**

### **Amendments**

Proposed amendments to the By-Laws shall be sent to all members of the CIE / USA. They shall be voted upon either by postal ballot and/or electronic means as selected by the Secretary.. A two-thirds majority of those voting shall be required for adoption.. Proposed amendments shall be circulated to all members at least four weeks in advance of the final date set for return of ballots.

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