



BYLAWS
OF
THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA STUDENT CHAPTER

Founding Date: January 1, 1963

ARTICLE I, PREAMBLE

SECTION 1. PURPOSE: GENERAL

The Institute of Electrical and Electronics Engineers student chapter exists for the betterment of the California State Polytechnic University, Pomona.

SECTION 2. PURPOSE: SPECIFIC

The Institute of Electrical and Electronics Engineers student chapter focuses on the technical, professional, and individual development of the student engineers at the California State Polytechnic University, Pomona with an emphasis on Electrical and Computer Engineering students.

SECTION 3. NON- DISCRIMINATION POLICY

The Institute of Electrical and Electronics Engineers shall not be discriminatory in terms of race, ethnicity, religion, color, age, sex, sexual orientation, national origin, citizenship, gender, physical or mental ability, marital status, or financial or social status.

SECTION 4. OFF-CAMPUS ISSUES

This organization and/or its members, when taking stands on issues, recognizes and will fulfill the obligation to make clear that it/they in no way represent(s) the official position of the California State Polytechnic University, Pomona.

SECTION 5. CAMPUS POLICIES

This organization and/or its members, when conducting organizational business, on or off campus, recognizes and will uphold the University's Alcohol & Other Drugs Policy.

ARTICLE II, NAME

SECTION 1. OFFICIAL NAME

The official name of the organization shall be the Institute of Electrical and Electronics Engineers (hereinafter called "IEEE"), California State Polytechnic University, Pomona (hereinafter called "CPP" or "Cal Poly Pomona").

ARTICLE III, TRUST ACCOUNT

SECTION 1. MAINTENANCE

This organization, pursuant to its charter obligation, shall maintain a trust account with the ASI Business Office. Pursuant to the California State University Board of Trustees, the Executive Orders 648 and 731 states that all funds received on behalf of the University, its auxiliaries or affiliated organizations are required to be administered through the campus' Chief Financial Officer, the Vice President of Administrative Affairs. Student clubs and organizations are identified as affiliated organizations. The policy further states that any account with a bank or financial institution not approved by the campus' Chief Financial Officer is strictly prohibited.

SECTION 2. USAGE

All monies of this organization shall be deposited in, and disbursed from this account following procedures outlined by the ASI Financial Services Office.

SECTION 3. DISPERSAL OF FUNDS

Should this organization become inactive by failing to apply for charter renewal, the trust account will be held as an inactive account for two (2) academic years. In the event this organization does not become active during the two (2) year period it is hereby declared that any funds remaining in said account are to be transmitted to a proposed non-profit organization to aid this organization in carrying out its objectives. If said organization is no longer functioning at that time, or if its objectives are no longer consistent with its original educational, charitable purposes, then the funds of this organization shall be transferred to the Associated Students, Inc., California State Polytechnic University, Pomona, general fund.

If our club is inactive for more than a two year period, we authorize ASI to accept all of our funds.

Associated Students, Inc.
California State Polytechnic University, Pomona
3801 West Temple Avenue
Pomona, CA 91768

ARTICLE IV, MEMBERSHIP

SECTION 1. CATEGORIES OF MEMBERSHIP

The categories of IEEE membership are Exchange Members, Life Members, Retired, Minimum Income, Permanently Disabled, and Unemployed. Requirements to qualify for these categories of membership shall be specified in the IEEE Policies, except for Life Members, which shall be defined in these Bylaws.

A. Life Members

- The designation "Life Member" is applicable only to a member who has attained the age of 65 years and who has been a member of IEEE for such a period that the sum of his/her age and his/her years of membership equals or exceeds 100 years. The designation of "Life Member" shall be effective on the first of January of the year immediately succeeding the year in which the requirement for the Life Member category has been satisfied..

SECTION 2. ELIGIBILITY REQUIREMENTS

Membership must constitute a minimum of 5 CSU students enrolled in at least one class. Up to 20% of the organization may be individuals who are not CSU students. Only students enrolled at the CSU campus may vote on issues that come before the organization. Active members must be members of the Associated Students, Inc. at California State Polytechnic University, Pomona. In order to belong and retain membership at the Institute of Electrical and Electronics Engineers Cal Poly Pomona student chapter, individuals must join at the international level through www.ieee.org and verify their international membership through the procedures indicated at www.cppiieee.org/get-involved.

SECTION 3. SUSPENSION

A member of the IEEE may be expelled, suspended, or censured for conduct that is determined to constitute a material violation of the Constitution, Bylaws, or Code of Ethics of IEEE, or other conduct that is seriously prejudicial to IEEE, including but not limited to disorderly conduct and gross misdemeanor.

ARTICLE V, OFFICERS

SECTION 1. CATEGORIES OF OFFICERS

The officers of the Institute of Electrical and Electronics Engineers, California State Polytechnic University, Pomona student chapter are the President, Vice President, Secretary, Treasurer, Industry Representative(s), Program Chair/Scheduler, Media Outreach, Project Development Chair(s), and Women in Engineering (WIE) Representative.

SECTION 2. DUTIES

All officers of the Institute of Electrical and Electronics Engineers, California State Polytechnic University, Pomona student chapter shall adhere to the IEEE Bylaws, policies, and procedures. In addition, as an industry-focused organization, all officers shall provide as many industry opportunities to the members whether from past internships, jobs, or presentations.

A. The President shall:

- Represent the Institute of Electrical and Electronics Engineers student chapter before the public and preside at meetings of the student chapter and its executive council.
- Learn and use the skillful art of delegating responsibility to the other officers as well to certain selected members as required by the size and range of activity involved.
- Serve as the main point of contact for outreach activities outside of the California State Polytechnic University, Pomona campus.
- Preside at all meetings of the student chapter.
- Hold regular, weekly meetings with the Core 4 Executive Committee (President, Vice President, Secretary, Treasurer).
- Schedule bi-weekly meetings with the entire Executive Committee (all officers).
- Coordinate activities with the Section and Region officers.
- Ensure that the student chapter is operating in conformity with the standards set forth by the Office of Student Life (OSL).
- Represent the Cal Poly Pomona IEEE student chapter at every IEEE-hosted meeting possibly ranging from the student chapter to the Region to the National.

- Plan the annual Consumer Electronics Showcase with the rest of the Core 4 Executive Committee (Vice President, Secretary, Treasurer).
 - Coordinate the annual schedule of events with the rest of the Core 4 Executive Committee (Vice President, Secretary, Treasurer).
- B. The Vice President shall:
- Share the duties and responsibilities of the President in his or her absence.
 - Serve as the main point of contact for student chapter affairs.
 - Plan socials to increase connections within the student chapter as well as other student and/or professional organizations.
 - Prepare with the Treasurer an annual outline for food and refreshments for general meetings, industry presentations, information sessions, and other club activities.
 - Represent the IEEE Cal Poly Pomona student chapter at all Engineering Council meetings in the absence of the Program Chair.
 - Lead or delegate another to organize a committee and issue planning and preparations for the End of the Year banquet.
 - Plan the annual Consumer Electronics Showcase trip with the rest of the Core 4 Executive Committee (President, Secretary, Treasurer).
- C. The Secretary shall:
- Establish an archive of all Executive Committee meetings that is made easily accessible to all officers.
 - Handle all official paperwork as required by all involved parties of planned activities.
 - Maintain an accurate record of all members, both active and non-active.
 - Issue all emails directed for members and any other involved parties.
 - Manage an up-to-date calendar of all scheduled events.
 - Plan the annual Consumer Electronics Showcase trip with the rest of the Core 4 Executive Committee (President, Vice President, Treasurer).
- D. The Treasurer shall:
- Prepare the annual ASI budget request.
 - Handle all club purchases, disbursement requests, and other financial processes.
 - Maintain an up-to-date record of the account balances that is ready to be reported upon request.
 - Plan with the Vice President an annual outline for food and refreshments for general meetings, industry presentations, information sessions, and other club activities.
 - Plan the annual Consumer Electronics Showcase trip with the rest of the Core 4 Executive Committee (President, Vice President, Secretary).
- E. The Industry Representative(s) shall:
- Serve as a liaison and the main point of contact for all industry contacts.
 - Actively engage with industry contacts to plan meetings, information sessions, and industry tours.
 - Provide funding for the Institute of Electrical and Electronics Engineers Cal Poly Pomona student chapter through industry sponsorships.
 - Maintain an up-to-date record of all past and present industry contacts.
 - Prepare the annual industry sponsorship packet that includes a description of our organization's activities to aid in improving and securing industry relations.

- Represent the IEEE Cal Poly Pomona student chapter at the monthly IEEE Region 6 Foothill section meetings.
 - Delegate a temporary representative in his or her absence to ensure that there is always an IEEE Cal Poly Pomona student chapter representative at every Foothill section meeting.
 - Maintain connections with Foothill section representatives to plan section meetings, information sessions, or sponsorships.
- F. The Program Chair/Scheduler shall:
- Book all venues needed for all IEEE-hosted events, including but not limited to: general meetings, information sessions, industry presentations, and conferences.
 - Coordinate with the Project Development Chair(s) to plan large-scaled events, such as conferences and competitions.
 - Represent the IEEE Cal Poly Pomona student chapter at all Engineering Council Meetings.
 - Develop joint ventures with the help of the Vice President and Media Outreach/Publicity Chair with local or regional organizations to expand member experiences to outside networks and connections.
- G. The Media & Outreach Chair shall:
- Attend all IEEE-hosted events possible and keep records of these events through photographs.
 - Increase the social media presence of the organization.
 - Coordinate outreach events with the Vice President and Program Chair/Scheduler both locally and regionally.
 - Design professional flyers and other publications through the means of Adobe Photoshop or other graphics software to advertise scheduled IEEE events.
 - Maintain an up-to-date gallery of all past and current events.
 - Ensure that all web-related aspects for the Institute of Electrical and Electronics Engineers Cal Poly Pomona student chapter are up-to-date with today's web trends and are accurate representations of the organization as a whole.
 - Maintain that all content on the current IEEE website are up-to-date with the latest news, calendar of events, list of officers, contact information, gallery, etc.
 - Report to the President of any technological limitations and needs to further enhance the web presence of the organization.
- H. The Project Development Chair(s) shall:
- Plan, lead, and issue quarterly projects for members to actively engage in and develop technical skills.
 - Prepare technical and/or professional workshops to foster the development of technical and/or professional skills.
 - Lead the quarterly soldering tutorials.
 - Actively gather feedback to maintain a list of both successful and unsuccessful activities to determine activities that should be maintained, modified, or removed altogether.
- I. The Women in Engineering Representative shall:
- Serve as a liaison and point of contact for industry contacts regarding events Women in Engineering events.
 - Actively engage with industry contacts to plan meetings, information sessions, and industry tours.

- Provide funding for the Institute of Electrical and Electronics Engineers Cal Poly Pomona student chapter through industry sponsorships.
- Maintain an up-to-date record of all past and present industry contacts.
- Represent the IEEE Cal Poly Pomona student chapter at the monthly IEEE Region 6 Foothill section meetings.
- Delegate a temporary representative in his or her absence to ensure that there is always an IEEE Cal Poly Pomona student chapter representative at every Foothill section meeting.
- Maintain connections with Foothill section representatives to plan section meetings, information sessions, or sponsorships.

SECTION 3. ELIGIBILITY

At the time of assuming office and during tenure in office, an elected officer must meet all of the eligibility requirements as stated by the University: Officers must meet a minimum 2.0 term and cumulative GPA; be enrolled in at least 9 units (undergraduate students) / 4 units (graduate students) during office; and be in good judicial standing with the University.

SECTION 4. REMOVAL FROM OFFICE

An officer may be removed from office if that person neglects the duties of his/her position or violates the IEEE's Bylaws. An officer must recommend the removal from office at an Executive Committee meeting. The officer will be notified and will have two weeks to defend their position. A vote will occur after the officer's defense. A two-thirds majority will allow the removal of office.

ARTICLE VI, ELECTIONS

SECTION 1. NOMINATIONS

Nominations will be held from the floor of a general meeting or via an online submission form through Google Forms or other electronic software. Nominations can only be made by official members. Members can nominate themselves or another member with consent for one or multiple positions. Nominations shall be made no later than the announced election date before the start of the election.

SECTION 2. TIME OF ELECTION

Officer elections are held on the 8th week of the Spring semester for all positions.

SECTION 3. PROCEDURE

Officers are elected through a secret ballot. Votes are only taken on the election day following individual presentations. Votes will be counted by the current Core 4 Executive Committee and a plurality will determine the elected. In the case of one person winning multiple positions, that person will be contacted via phone call or in person for a decision and the election process will continue in the same manner before the tie-breaker.

SECTION 4. ASSUMPTION OF OFFICE

Newly-elected officers will participate in a shadowing/mentorship process throughout the Spring quarter following the election results, but they will not officially assume the position until June 1 of the same year.

SECTION 5. VACANCIES

Vacancies shall be handled on a case-by-case basis by the current executive board.

ARTICLE VII, MEETINGS

SECTION 1. REGULAR MEETINGS

Regular meetings are held every other Tuesday each quarter for a minimum of 4 per quarter across a span of 8 weeks. Most regular meetings will consist of industry presentations, but in the absence of industry presentations, the regular meeting will be classified as a general, information meeting that presents the upcoming schedule of events and open discussion for members for any topics.

SECTION 2. SPECIAL MEETINGS

Special meetings may be called by the President and members shall be notified of such meeting through email or other electronic means.

ARTICLE VIII, QUORUM

Based on the average active member base of forty (40) to fifty (50), a workable quorum will be determined by 20% of the member base.

ARTICLE IX, COMMITTEES

SECTION 1. ELIGIBILITY

At the time of assuming responsibility for a committee and during tenure in office, a committee chair must meet all the eligibility requirements as stated by the university.

SECTION 2. COMMITTEES

There are no standing committees in the history of the organization, but will be chosen based on need, such as for planning a large-scaled event.

ARTICLE X, DUES

SECTION 1.

Dues are handled at the international level through www.ieee.org for the international membership. Dues are not taken locally through the student chapter.

ARTICLE XI, ADVISOR

SECTION 1. ELIGIBILITY

The Institute of Electrical and Electronics Engineers shall have an advisor over 21 years of age who shall be a full-time or part-time member of the faculty, administration, or staff of the California State Polytechnic University, Pomona. Part-time staff, faculty, and administrators are permitted to advise an organization upon university approval. The advisor may not be on leave of absence at any time during his/her term of appointment. Advisors shall not be employees of auxiliary organizations.

SECTION 2. SELECTION AND APPOINTMENT

After an advisor has been nominated by the organization and approved by his/her Department Head, final approval and actual appointment will be made by the Director of the Office of Student Life & Cultural Centers. If the advisor is the Department Head, then the immediate supervisor would also need to approve before final appointment is made by the Director of the Office of Student Life & Cultural Centers.

SECTION 3. DUTIES

The advisor's responsibilities include attendance and participation in as many organizational meetings and activities as is practical, signing all forms related to the scheduling of activities and the disbursement of funds, and the other duties outlined in the Officer of Student Life & Cultural Center's Advisor Guide. Duties unique to the organization include:

- Ensuring that information from IEEE Headquarters is transmitted to the student officers.
- Attending Executive Committee meetings and assisting Branch Committees.
- Participating in regional Student Activities Committee meetings.
- Consulting with Section Student Activities Committee (SAC), Regional SAC Chair, or Regional Director about Branch Activities or problems.
- Endorsing all new student applications and participating in the online application service.
- Fostering good relations with the local section and encouraging students to establish regular liaison with the SAC Chair.
- Establishing industrial contacts for IEEE programs and activities in conjunction with the IEEE President and local chapters.
- Promoting student awareness of awards, contests, and benefits of membership.

ARTICLE XII, AMENDMENT

SECTION 1. MEANS OF AMENDMENT

A two-thirds vote is needed to amend Charter provisions for the organization.

SECTION 2. APPROVAL

All amendments to the bylaws shall be filed as a public document in the organization's myBAR page and the executive board will alert the Senior Coordinator of Student Life in the Office of Student Life and Cultural Centers via email within 90 calendar days indicating the date and method of adoption. Any amendment(s) which change(s) the purpose or intent of the organization or substantially modify the bylaw's provisions shall be approved by the University before taking effect.

SECTION 3. COMPLIANCE

These Bylaws shall not conflict with the Bylaws of the Associated Students, Inc. or with the policies and regulations of the California State Polytechnic University, Pomona, the Trustees of the California State University and Colleges, or the State of California. Any stipulations applying to all registered organizations made by the university shall be considered to be immediately enforceable, whether contained in these Bylaws or not.