

Bylaws of the IEEE Student Branch

California Polytechnic State University



Revision 1.0
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1 Officers

1. Members of the club must hold the status of “Student Member” and be in good standing with the IEEE national organization.
2. The club shall consist of the following officers
 - Branch President
 - Internal Vice President
 - External Vice President
 - Treasurer
 - Secretary
 - Webmaster
 - Publicity Manager
 - Parts Manager
 - Assistant Parts Manager
 - Projects Manager
 - Corporate Relations Manager
 - Events Coordinator
3. No more than two officers may fulfill the role of Events Coordinator. Additionally, no more than two officers may fulfill the role of Corporate Relations Manager. All other positions may be fulfilled by no more than one officer.
4. The first five positions (Branch President, Internal Vice President, External Vice President, Treasurer, and Secretary) shall be denoted as “executive” positions.
5. The Branch President may appoint any IEEE member to the role of Parts Manager or Assistant Parts Manager. All other positions must be obtained by means of an election. The election process is detailed in section 3.1.
6. If an officer in a “non-executive” position leaves the club for any reason during the school year, the Branch President may appoint any IEEE Member to fill the vacancy.
7. If an officer in a “executive” position leaves the club for any reason during the school year, then a special election open only to current officers of the club shall be held to fill the vacancy. The special election process is detailed in section 3.2.

2 Club Management

2.1 The Decision Process

1. The branch president and both vice presidents shall have the authority to make decisions on behalf of the club.
2. Any decision by the branch branch president or either vice president may be be overridden by a majority vote of all officers present.
3. Two officers are required to initiate an override vote i.e. the request must be “seconded.”
4. The treasurer must approve all purchases made on behalf of the club and all reimbursement requests.
5. In monetary issues, a 2/3 vote of all officers present is required to override the decision of the branch president, either vice president, or treasurer.
6. “Monetary issues” are defined to be issues directly related to either purchases for the club, officer reimbursements, or the prices of parts or kits.
7. For all matters excluding the ratification of this document, number of officers required to a majority or 2/3 vote shall be determined as that fraction of the officers present at the vote.

2.2 Officer Requirements

1. Officers shall attend all assigned “officer in-charge” hours each week.
2. Officers shall attend all club meetings.
3. Officers shall any fulfill position-speific requirements as defined in his/her “officer datasheet”.

2.3 Officer Dismissal

1. Unexcused absence from 2 consecutive club meetings is grounds for dismissal.
2. Unexcused absence from 5 or more “officer in-charge” hours in one quarter is grounds for dismissal.
3. Officers may be dismissed from the club by a simple majority vote of the current officers.
4. Only the branch president or branch advisor may initialize dismissal proceedings.
5. Dismissal proceedings shall consist of the following:
 - (a) The branch president shall inform the officer privately of the intent to initiate dismissal proceedings
 - (b) Within one week, a special officer meeting will be convened.
 - (c) The branch president shall state to the club the justification for dismissal.
 - (d) The officer shall have the opportunity to present a defense.
 - (e) The club will then vote by secret ballot.

3 Elections

3.1 General Elections

1. Only members of the IEEE national organization may run for officer positions or vote in general elections.
2. General officer elections shall be held every spring quarter.
3. Any member may run for no more than two positions.
4. Only a current officer may run for the position of branch president.
5. If no member applies for a position during the application period, the incoming branch president must appoint a member by the beginning of the next fall quarter.
6. Write-ins shall not be recognized on the club ballot.
7. Voting results shall may be presented live in a predetermined fashion.
8. Ties shall be resolved by a special officer election for the members who tied.
9. The general election shall follow the following timeline:
 - (a) The application period shall begin at 8:00am the Monday of the second week of spring quarter and end at 10:00pm the Friday of the fourth week of spring quarter.
 - (b) The voting period shall begin at 8:00am the Monday of the fifth week of spring quarter and end at 10:00pm the following Wednesday.
 - (c) Election results shall be announced no later than Wednesday of the sixth week of spring quarter.

3.2 Special Officer Elections

1. Only club officers may vote in a special election.
2. Only club officers, or, as described above, members who tied in a general election, may run in a special election.
3. A special election shall follow the following timeline:
 - (a) The application period shall begin at 8:00am on the closest Monday and shall close at 10:00pm on the following Tuesday.
 - (b) If the candidates are members who tied in a general election, there shall be no application period.
 - (c) The voting period shall begin at 8:00am on the closest Wednesday and shall close at 10:00pm on the same day.

3.3 Freshman Representatives

1. The branch president and both vice presidents shall interview and select “freshman representatives.”
2. There shall be no more than two freshman representatives.
3. The freshman representative selection process shall follow the same time as the general election, with “fall” substituted for “spring.”

4 Student Branch Membership Benefits

1. Any student shall be considered a member of the club if they are a member of the IEEE national organization.
2. Club members shall receive the following benefits:
 - (a) The opportunity to apply for funding for personal projects. The treasurer shall decide how much of the project the club will fund and, if applicable, whether the club or the student will own major project components. Project allocations must be approved by a majority vote of all officers.
 - (b) Free passive components, defined to be resistors and capacitors. Students will be limited to 10 components per transaction.
 - (c) Inclusion of their resume in the club resume portfolio.
 - (d) The opportunity to participate in club industry tours.
 - (e) A 20% discount on all parts and kits.

5 Parts Sales

1. The parts manager shall only stock parts related to kits being offered for EE classes.
2. Refunds may not be offered for any parts or kits sold, unless the item is factory sealed and is unopened.
3. The parts manager has the authority to set all part prices, subject to the approval of the Branch President. This includes removing the club member discount for select parts or kits.
4. The parts manager is not required to attend club meetings or club events beyond those required to fill the normal duties of the position.
5. The parts manager and assistant parts manager shall receive a 50% discount on all parts and kits sold.

6 Reimbursements

1. Any officer in the club may apply for a reimbursement for purchases made on behalf of the club.
2. The treasurer must approve all reimbursements.
3. The branch president must approve any reimbursement made on behalf of the treasurer.
4. Club reimbursements are subject to the Electrical Engineering department policy for reimbursements.
5. Money may not be dispersed from the cashbox, for any reason, before a purchase is made.

7 Ratification and Future Changes

1. These bylaws shall be considered “ratified”, and thus in effect for all officers, if they are approved by the ceiling of 2/3 of the current officers.
2. Approval shall consist of signing this document.
3. The current officers shall be defined by the number of entries in the “Officer Contact Information” document.
4. Any change of any kind to this document after its ratification must be approved by 2/3 of current officers.