

# IEEE@IIT Branch Constitution

Last Revised: September 8<sup>th</sup>, 2014

## PREAMBLE

We, the members of this IEEE@IIT, desiring to establish a student chapter of the Institute of Electrical and Electronics Engineers (hereafter referred to as IEEE) at the Illinois Institute of Technology (hereafter referred to as IIT), to adopt a definite system of local government, to locate and define authority and establish rules, regulation, and the accepted procedure necessary and proper for the conduct of local affairs, so hereby set up and establish the following code of Bylaws.

## Article I-Name

The name of this organization shall be IEEE@IIT hereafter referred to as the Branch.

## Article II- Purpose

The purpose of this organization shall be to help student members of IEEE at IIT receive all of the benefits they deserve including networking opportunities, insight into the working world, opportunities to learn real-world skills, and internship opportunities. In addition, this organization shall conduct activities in line with the overall goals of IEEE and the IIT Office of Campus Life (OCL) to expand awareness of IEEE, increase student membership at IIT, host events to improve student life on campus, and advertise opportunities to participate in IEEE events. The organization shall also be responsible to communicate between the student body and the administration of the Electrical and Computer Engineering (ECE) department of the Armor College of Engineering at IIT.

## Article III-Membership

**Section 1:** Membership shall not be discriminated upon based race, color, religion, national origin, gender, sexual orientation, age, physical ability, veteran status and/or economic status.

**Section 2:** The membership of this organization may consist of students of IIT, Vandercook College of Music and Shimer College, of both full-time and part-time standing, and of any academic level (bachelors, masters, or PhD). All above-mentioned students are welcome to participate in the activities of the IEEE@IIT student branch. However, some IEEE parent organization events may be reserved for IEEE registered student members only.

**Section 3:** In order to be eligible for membership, a student must be a student member of IEEE.

## Article IV- Elected Officers

**Section 1:** The authority and responsibility to conduct the activities of the organization will be invested in an Executive Board of elected and appointed members. The elected officers will consist of a Chairman, a Vice Chairman, a Treasurer, a Secretary Internal, a Secretary External, a Membership Chair, a Publicity Chair, a Programming Chair, an Industry Relations Chair, and a Programming Chair. Their responsibilities are outlined below in Section 6. The appointed officers will consist of a Newsletter Editor and a

Webmaster. Their responsibilities are also outlined in Section 6. Their installation shall be in accordance with the provisions of the Constitution and Bylaws.

**Section 2:** The Executive Board is responsible for moving the Branch towards its goals outlined in the constitution, maintaining the functionality of the Branch, and maintaining the public image of the Branch. It is also responsible for planning, adopting, and executing the policies and programs of the Branch, as well as approving programs submitted by the committees before they are submitted to the Branch. The executive board is responsible for ensuring that the branch is always in compliance with the policies of IEEE and the OCL.

**Section 3:** Executive board decisions will be communicated to the general body through committees, reports, and/or general body meetings.

**Section 4:** Officers must be full time students in good academic standing with the university, as well as Student members of the IEEE and a member in good standing with the Branch.

**Section 5:** The officers listed in Section 2 shall be elected on an annual basis prior to the end of the Spring semester every year. They shall take authority immediately and will be responsible for the branch through the summer period, and the academic year until the next set of officers is elected. This process is outlined in Article VI.

#### **Section 6:**

Chairman oversees all interactions within the Executive Board and moderates all meetings. The Chairman should facilitate internal communications between all members of the Executive Board. The Chairman should handle all interactions between university administration and the general body of this organization. The Chairman is head of the Executive Board and is ultimately responsible for all the activities of the board and the branch. The Chairman is also responsible for maintaining attendance at the executive board meetings. The chairman has the deciding vote in all decisions taken by the board.

Vice Chairman shall perform all functions of the Chairman in the latter's absence or at his/her request. The Vice Chairman shall also work directly with the other board members to assist them in inter-committee communication.

Treasurer oversees all finances of the branch. This includes record keeping of all expenses, approving any expenditure of funds, and working with the Finance Board of the Student Government Association to write budgets and obtain funds from the Student Activities Fund. The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive Committee, and shall keep an exact account of all receipts as needed. The Treasurer shall be head of the Finance Committee, and report the actions and decisions of the committee to the Executive Board.

Secretary Internal shall maintain a roster of all active, inactive, and alumni members. The Secretary Internal shall keep a record of the names of members in attendance at the meetings. The Secretary Internal shall take minutes at all meetings and perform any administrative actives requested of him by the Chairman.

Secretary External shall keep a record of all activities of the Branch and shall report the same to IEEE Headquarters, together with any special reports required by IEEE Headquarters, within a reasonable time after each meeting. The Secretary External is primarily responsible for all written communications to and from the branch, including the [ieee@iit.edu](mailto:ieee@iit.edu) email.

Membership Chair shall bring the advantages of membership in the Branch, and in the IEEE, to the attention of all potential Student members. The Membership chair is also the head of all activities related to recruitment and retainment. The Membership Chair is responsible for all Branch activities regarding opportunities through IEEE that require membership. The Membership Chair shall be head of the Membership Committee, and report the actions and decisions of the committee to the Executive Board.

Publicity Chair shall be responsible for proper advertisement for meetings, events, projects, and any other function of the branch, including the branch as a whole. Advertisement may include posting fliers around campus (in accordance with OCL policies), in-person advertisement, and using online channels such as social media and email to communicate with the IEEE@IIT member population and the IIT student body at large. Accordingly, the Publicity Chair shall be the primary executive board member responsible for the social media accounts of IEEE@IIT. The Publicity Chair shall be head of the Publicity Committee, and report the actions and decisions of the committee to the Executive Board.

Programming Chair shall prepare the agendas for all meetings and shall be responsible for all arrangements of the meetings and other events of the Executive Board or of the General Body. The Programming Chair shall be responsible for maintaining the IEEE@IIT calendar and working with the heads of each committee to do so. The Programming Chair shall be head of the Programming Committee, and report the actions and decisions of the committee to the Executive Board.

Industry Relations Chair shall be responsible for recruiting corporations and external organizations for the purposes of sponsorships, tours, presentations, and other events. The Industry Relations Chair is also responsible for maintaining the relationships with corporations and other external organizations to ensure their continued support of the Branch. The Industry Relations Chair shall be the primary point of contact with companies and is responsible for maintaining a productive, friendly working relationship with companies to better the activities of the branch and provide increased opportunities to members.

Projects Chair shall be responsible for planning, organizing, and executing any projects which the Branch wishes to undertake. These projects should be of an appropriately technical nature within relevant fields to provide student members with the opportunity to supplement their classroom education and further career goals. The Projects Chair shall be head of the Projects Committee, and report the actions and decisions of the committee to the Executive Board.

Newsletter Editor shall be responsible for monthly reports of the branch's activities which are to be made available to the General Assembly. In addition, the newsletter editor shall be responsible for regular articles about the branch's activities and events to be published in publications such as the campus newspaper, magazine, and other available media.

Webmaster shall be primarily responsible for maintaining the website of the branch (ieee.iit.edu), ensuring that it is updated with relevant information and is compliant with all rules and regulations. The webmaster shall also work with the Publicity Chair to ensure that the website is properly advertising upcoming events and to take charge of the branch's social media profile. In addition, the webmaster shall work with the Newsletter Editor to ensure that the monthly newsletter is available on the website.

**Section 7:** Any member of the Executive Board may be removed from their position if it is determined that they are not fulfilling their duties as defined by the Constitution, or if another reason is suitable. This includes insufficient attendance and involvement in activities of the executive board. Removal from office requires a unanimous vote of the present members of the Executive Board minus the officer in question, and can be held at any executive board meeting.

**Section 8:** Executive board members are expected to maintain a minimum standard of attendance and involvement in executive board meetings. Accordingly, non-attendance at any executive board meeting must be pre-empted by email communication to all other members of the board at least 48 hours prior to the scheduled start of the meeting and will be counted as one absence. Failure to do so will result in the expected presence of the member at the meeting. Any absence of a member at a meeting at which they are expected to be present shall be counted as two absences. Four absences in a semester are grounds for the board to call a vote to remove the offending member if so deemed fit. If the offending officer is absent again beyond this limit, then the board must call a vote for the removal of the officer at the next executive board meeting.

**Section 9:** Vacancies in the executive board must be filled at the earliest possible convenience. It is recommended that additional elections be held as and when needed for the vacant positions at the earliest possible opportunity. However, the board can also review applications and appoint persons to fill vacant positions through a unanimous vote.

**Section 10:** Nominations for positions listed in Article IV Section 2 shall be held at the meeting which immediately precedes the election meeting

## **Article V- Meetings**

**Section 1:** Meetings of the general body shall be held on a monthly basis starting the third week of the semester. Meetings of the Executive board shall be held on a weekly basis starting no later than the second week of the semester. Meetings of standing committees shall be held on a bi-weekly basis starting on the second week of the semester.

**Section 2:** Any member of the Executive Board has the right to call for a meeting of the general body to be held. The Executive Board must approve the meeting before it is communicated to the general body. Any member has the right to call for a meeting of a committee to be held. The members of that committee must approve the meeting before it is communicated to the members of that committee. Two weeks' notice is required between when the members of a committee are notified and when the meeting is to occur.

**Section 3:** All closed meetings of the general body shall be run using parliamentary procedure as outlined in Robert's Rules.

**Section 4:** Quorum shall consist of 66% any regular or special meeting for business to take place.

## **Article VI- Elections and Appointments**

**Section 1:** Elections of officers shall be held annually at the prior to the end of the spring semester. Each elected term is for a full year.

**Section 2:** Any active member in attendance at the election meeting may vote. Voting will be done by secret ballot. An exception will be made if a member who has been excused has given his ballot to the

president before the meeting. In this case, it is the president's responsibility to ensure that the ballot is included in the count.

**Section 3:** The ballots will be counted as soon as they are collected. It is then the incumbent Secretary Internal's responsibility to alert the elect which position they have been elected to, citing the minutes.

**Section 4:** After the election and before the instillation, the incumbent and the elect must meet at a transition meeting to review the responsibilities of holding the office. In this meeting, the incumbent shall explain, in detail, how to fulfill each of these responsibilities. At the meeting following the election (which will be the final meeting of the spring semester), the Chair will recognize the elect as the officer, finalizing the instillation process.

## **Article VII- Advisor(s)**

**Section 1:** There shall be, at least, one advisor who will serve as a mentor for IEEE@IIT.

**Section 2:** It is highly recommended that The advisor must be a professor within the ECE department and willing to support the Branch. A strong network in the industry is preferred.

**Section 3:** The advisor is expected to assist the Chairman and the Vice Chairman communicate with the University, as well as advise the Branch in any way they see fit.

## **Article VIII- Committee(s)**

**Section 1:** The following is a list of the standing committees: Executive, Finance, Membership, Publicity, Programming and Projects.

**Section 2:** Each committee will be made up of active members of the general body, and will be appointed by the head of the committee. The committee head may appoint anyone who volunteers for the position, and may appoint as many members as they wish. However, the committee must contain at least enough members to fill each of the positions outlined for it in Section 3.

### **Section 3:**

Executive Committee will operate as outlined in Article IV.

Finance Committee will assist the treasurer in the management and allocation of the Branch's funds. This includes any assistance the treasurer requires with a) receiving funding from various organizations such as SAF, the ECE department, and IEEE, b) making payments to IEEE or external organizations, c) determining a balanced budget at the beginning of each semester, d) allocating funds set aside for each committee as per the approved budget, or e) compiling necessary reports for various external organizations.

Membership Committee will assist the Membership Chair in collecting information on membership benefits provided by IEEE or the Branch and relaying them to either the general body or to the Publicity Committee. This includes any assistance the Membership Chair requires with a) staying up to date with IEEE publications which communicate membership benefits, b) staying in direct contact with other committees which organize events only open to members of the branch i.e. Projects or Programs, or c) work with other committees to plan, publicize, and execute recruitment events.

Publicity Committee will assist the Publicity Chair in communications between the Branch and both the general body, as well as the entire student body. This includes any assistance the Publicity Chair requires with a) creating and distributing fliers or posters, b) sending direct communications out to the general body, c) maintaining the website and updating it accordingly, d) utilizing social media to the fullest extent necessary to distribute critical information, and e) using any other channels of communication as needed for proper advertisement of the branch's events and opportunities.

Projects Committee will be primarily comprised of the Project Lead for each project, but may also contain other members wishing to help facilitate the operation of all or any projects. Members of the Projects Committee may assist the Projects Chair with a) determining the necessary funds for each project, b) acquisition of resources needed for the various projects, c) appropriate allocation of resources and funds to the various projects, and d) keeping the Projects Chair well informed about the regular progress of the projects.

**Section 4:** In order to create a special committee, the committee must be approved by a two-thirds vote of the general assembly. The motion for the special committee must contain the responsibilities and powers of the committee. If it is deemed necessary by the general body for the special committee to be created, it is then it is the responsibility of the Executive Board, under the advisement of the framer of the motion to create the committee, to assign a head for the committee, as well as determine which Executive Board member the head of the committee will report to. It is then the responsibility of the head of the committee to appoint the members of the committee and ensure that its duties are successfully completed.

## **Article IX- Amendments**

**Section 1:** This constitution may be amended according to the regulations set forth by Robert's Rules. Amendments must be ratified at a meeting no sooner than two weeks after the amendment is proposed.

**Section 2:** Once an amendment is proposed, it is the responsibility of the Secretary Internal to notify all active members that an amendment has been proposed, as well as send the contents of the amendment.

**Section 3:** It is one of the first responsibilities of every newly elected board to review this document of constitution and bylaws so that it is updated for the forthcoming year, and to ensure that all board members are cognizant of the rules by which they must abide.

## **Article X- Dissolution**

**Section 1:** Upon the dissolution of this organization (funds, responsibilities, etc) shall be handed over to the Student Activities Fund.

**Section 2:** All items purchased with university funds shall be returned to the possession of the university.

**Section 3:** The outgoing Chairman shall be responsible for carrying out these directives.

**Section 4:** The Branch is a subsidiary of the IEEE Chicago Section, hereafter referred to as the Section. In the event that the Branch ceases to function autonomously, due to factors such as, but not limited to, those listed below:

- a. lack of enough voting members to effectively manage the group
- b. A vacancy in officer positions due to officers leaving before their term is complete.

The Section has the power to bypass the bylaws as needed to restore the branch to working order. This power shall be solely vested in the Chicago Section Student Activities Chair or the Chicago Section Chair.

### **Article XI- Statement of Non-Hazing**

This organization will not conspire to engage in hazing, or commit any act that causes, or is likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

### **Article XII- Statement of Compliance with Campus Regulations**

This organization shall comply with all university and campus policies and regulations, including but not limited to rules set forth by the Office of the Dean of Students, the Office of Campus Life, and the Armor College of Engineering. This organization will also comply with all rules and regulations set forth by IEEE for all student branches. In addition this organization shall comply with all local, state, and federal laws.