

Proposed Constitution for the Lakehead University IEEE Student Branch

2009-02-14

Name and Purpose

- Sec. 1. This organization shall be known as the Lakehead University Branch of the IEEE.
- Sec. 2. The purpose shall be the dissemination of knowledge of the theory and practise of all aspects of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, as well as the furtherance of the professional development of the Students.
- Sec. 3. The organization and operation of the Branch shall be in accordance with the Constitution and Bylaws of the IEEE.

Membership

- Sec. 4. Membership shall be limited to undergraduate and graduate students of Lakehead University.
- Sec. 5. The membership shall consist of Student members of the IEEE.

Dues

- Sec. 6. The Executive Committee of the Branch shall have the power to levy special assessments upon endorsement by a two-thirds vote of the membership of the Branch.
- Sec. 7. Nonpayment of transnational dues will automatically result in suspension of membership in IEEE and in the local Branch. Nonpayment of local dues may result in suspension of membership in the local Branch, but will not result in suspension of membership in IEEE.
- Sec. 8. The local dues per semester for members are payable at the beginning of the semester.

Officers

- Sec. 9. The officers of the Branch shall be a Chair, a Vice-Chair, a Treasurer, and a Secretary.
- Sec. 10. To be eligible for office, a candidate must be enrolled as a Student member of the IEEE, a member in good standing in the local Branch, and a Student of good standing in his/her faculty of study.
- Sec. 11. The term of office shall ordinarily be one year.
- Sec. 12. Election of officers for the following year shall be held no later than the last meeting of each year.
- Sec. 13. Due consideration of predicted vacancies shall be kept to assign election dates such that the previous year's officer is still available to mentor his/her successor for a period of no less than two weeks.
- Sec. 14. To mitigate conflict of interest, the Counsellor shall oversee electoral proceedings.
- Sec. 15. Premature officer position vacancy or other extraordinary circumstances may warrant an election sooner than one year if endorsed by the Executive Committee, or by a sufficient quorum of Student members as determined by the Counsellor.

Executive Committee

- Sec. 16. The management of the affairs of the Branch shall be in the hands of the Executive Committee, consisting of the duly elected officers of the Branch and the Counsellor appointed by the IEEE. The Chair of the Branch shall be Chair of the Executive Committee.

Sec. 17. The Executive Committee shall be the governing body of the Branch and shall transact all business it deems advisable, including the filling of vacancies in offices, authorization of expenditures, etc.

Duties of Officers

Sec. 18. The Chair shall preside at all meetings of the Branch. He/she shall appoint all committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated.

Sec. 19. The Vice-Chair shall perform all functions of the Chair in the latter's absence or at his/her request.

Sec. 20. The Branch Secretary shall keep a record of all activities of the Branch and shall report these same to IEEE Headquarters, together with any special reports required by IEEE Headquarters, within a reasonable time after each meeting. The secretary shall carry on all other communications necessary to the activities of the Branch. The secretary shall keep a record of the names of members in attendance at the meetings.

Sec. 21. 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 and expenditures.

Sec. 22. A complete annual report shall be submitted by the Chairman and the Treasurer at the last regular meeting of the year, and shall be forwarded by the Branch Secretary to the IEEE Manager of Student Services, upon certification by the Counsellor.

Standing Committees

Sec. 23. The following Standing Committees or their equivalent shall be appointed by the Chair:

- a) Program Committee
- b) Publicity Committee
- c) Membership Committee

Sec. 24. The Program Committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings.

Sec. 25. The Publicity Committee shall be responsible for proper advisement of each meeting.

Sec. 26. The Membership Committee shall bring the advantages of membership in the Branch, and in the IEEE, to the attention of all potential Student members.

Sec. 27. In addition to the above standing committees, the Chairman may appoint other committees which he may deem necessary.

Meetings

Sec. 28. The Branch shall hold regular and special meetings at such places and time as designated by the Executive Committee, with a minimum of at least one meeting per month of the academic year (September through May).

Amendments

Sec. 29. The Branch is empowered to adopt Bylaws which are consistent with this Constitution.

Sec. 30. The Constitution may be amended by a two-thirds vote of the members of the Branch, provided the amendment shall have been proposed at least one duly publicized meeting previous to the time of voting. Such amendments become effective only upon the approval of the Executive Committee of the IEEE.