

New York Institute of Technology
Institute of Electrical and Electronic Engineers
(STB04341)

Constitution and Bylaws





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ARTICLE I: NAME

The name of this organization shall be: Institute of Electrical and Electronic Engineers at New York Institute of Technology- Manhattan Campus, and shall be referred to as, IEEE-MA NYIT.

ARTICLE II: OBJECTIVE AND MISSION

Section 1- Mission Statement

IEEE's core purpose is to foster technological innovation and excellence for the benefit of humanity.

Section 2- Vision Statement

IEEE will be essential to the global technical community and to technical professionals everywhere, and be universally recognized for the contributions of technology and of technical professionals in improving global conditions.

ARTICLE III: Membership

Section 1- Definition

Eligibility for membership of NYIT-MA IEEE shall be defined as:

- i) Any student who is currently matriculated at New York Institute of Technology- Manhattan campus with the desire to fulfill the mission or
- ii) Is a registered membership of IEEE after paying the annual membership fee

Section 2- Application

To be considered an active student member of IEEE-MA NYIT one must:

- i) Satisfy the criteria of Article III Section (1).
- ii) Submit a reachable email address to the Membership Chair.



ARTICLE IV: UNITED ENGINEERING

Section 1- Definition

United Engineering is a partnership whose purpose shall be to come together in unison to achieve harmony between the engineering clubs, to increase membership across all four clubs, garner funding to further each club and to strengthen the bonds between the clubs and their body members.

Section 2- Regulations

All chapter officers must adhere to the guidelines stipulated in the United Engineering Contract signed at the end of each academic semester by the three (3) members that are in the UE Telegram chat.

ARTICLE V: VOTING

- i) All chapter officers, as specified in Article VI- Section (1), have equal votes in the appointment of the new executive board.

ARTICLE VI: CHAPTER OFFICERS

Section 1- Definition

- i) All IEEE-MA NYIT Chapter Officers must be a member as defined in Article III, Section (1).
- ii) All IEEE-MA NYIT must have an Executive board that consists of President, Vice Presidents (2), Secretary, Treasurer, Senators (2), Publicity Chair, Events Coordinator, Mentorship and Alumni Chair, Project Manager and Webmaster.
- iii) All IEEE-MA NYIT Chapter Officers must have a GPA of at least 2.7.

Section 2- Appointments

- i) Individuals running for the positions of President, Internal/External Vice President must be interviewed by a majority of the existing chapter officers (7) and then they will be subjected to voting by the present chapter officers



- ii) The members of the executive board get to choose two (2) positions which they would like to hold for the upcoming period
 - a. Once all members have chosen two (2) positions, the board must vote anonymously, with the individual obtaining the majority assuming the position
 - b. In the case an individual is voted for both positions he/she may decide which position to take
- iii) After the executive board has decided its positions, all other positions must be made available to the General Body
 - a. Interviews for the available position must be conducted during the course of one (1) week
 - b. The interview board must have the current board member currently occupying the current position along with 2 other board members

The position of President must be reported to IEEE by the officer assuming the at the following link: <https://officers.vtools.ieee.org/Section 3- Duties>

- a) President:
 - Responsible for the overall management of all Branch Affairs;
 - Preside at all meetings of the Student Branch;
 - Hold Regular meetings of the Branch Executive Committee;
 - Arrange for the election of new Officers annually;
 - Ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Student Branch records;
 - Communicate with local University IEEE Student Branches;
- b) Vice President – Internal:
 - Coordinate the Membership Chair, Secretary, Treasurer, Publicity Chair and Events Coordinator;
 - Perform all functions of the Branch Chair in his/her absence or upon request with the Vice President- External;
 - Plan and organize IEEE events in NYIT along with Events Coordinator;
- c) Vice President – External:
 - Coordinate the Membership Chair, Secretary, Treasurer, Senator and Publicity Chair;
 - Perform all functions of the Branch Chair in his/her absence or upon request with the Vice President- Internal;



- Coordinate with IEEE Region 1 and IEEE Societies to host networking events at NYIT;
 - Organize field trips to Companies and/or IEEE presentations;
- d) Secretary:
- Keep detailed minutes of each meeting and distribute the minutes to members upon request;
 - Shall report the minutes of the previous Chapter Executive Board meeting at it's present meeting;
 - Make sure everyone is following the IEEE Institution and Code of Ethics;
 - Write a full report on IEEE activities and achievements over the course of the semester;
- e) Treasurer:
- Shall produce and be accountable for a chapter budget;
 - Shall keep accounts as well as control the expenditures and organizational funds of IEEE-MA NYIT;
 - Shall oversee the planning of chapter participation in IEEE regional conferences;
 - Shall oversee the activities of associated permanent committees;
- f) Senator:
- Shall be the sole representative of IEEE-MA NYIT at Student Government Association Senate meeting;
 - Shall appoint a stand in Alternate Senator;
 - Shall submit Senate reports to the President;
- g) Alternate Senator:
- Shadow the Senator of IEEE in his responsibilities;
 - Perform all Senator functions in his/her absence or upon request;
 - Promote IEEE student memberships to the general body;
 - Inform students through email/ social media posts about particular societies;
 - Keep track of Membership roster and email's list up to date;
- h) Events Coordinator:
- Organize and schedule all the necessary equipment to get the event done;
 - Room reservations;
 - Work with the Treasurer to ensure funding for events and projects;
 - Work with Publicity Chair to ensure promotion of events;
 - Organize an accurate Calendar with events dates, regular meetings, and update as semester and discussions are made;



- i) Mentorship/Alumni Chair
 - Work along Career Services to get NYIT Alumni students to speak about their work on the field with IEEE members;
 - Serve as a mentor guide to students that requires need: class, subject, professional awareness and internship/job help;
- j) Publicity Chair:
 - Responsible for all publicizing all IEEE-MA NYIT projects and events;
 - Solely admin for all social media outlets to promote events;
 - Responsible for drafting posters and emails about events;
- k) Project Manager:
 - Coordinate with Events Coordinator and Treasurer to ensure all events are carried out swiftly;
 - Organize schedule meetings regarding all the projects and get up to date info on all projects;
 - Meet with each project leader and schedule regular meetings or meetings upon requests for updates/demos;
- l) Webmaster:
 - Maintain the website as well as the backup for IEEE NYIT MA;
 - Will be responsible for updating collegiate link regularly;
 - Coordinate with Events Coordinator and Project Manager to update the sites regularly for upcoming events;

Section 4- Impeachment

Elected and appointed Chapter Executive Board members can be impeached with submitted due cause by

- i) A two thirds (2/3) vote of the chapter executive board

Section 5- Officer Reporting

The following officers must be reported to IEEE:

- i) President
- ii) Chapter Advisor

Section 6- Resignation

In order to officially resign from the IEEE-MA NYIT Executive Board and remain in good character standing one must:

- i) Verbally express their desire and motive for resignation



- ii) Have remained in attendance and communication with the IEEE-MA NYIT Executive Board prior to resignation

ARTICLE VII: MEETINGS

Section 1 – Definition

- i) A general body meeting shall consist of at least twenty-five percent (8.33%) of the active general body and at least two (2) executive board members.
- ii) An executive board meeting shall consist of the entire executive board unless otherwise excused and
- iii) General members may attend and participate executive board meetings during open forum
- iv) A quorum is required for any executive board meeting to be in session

Section 2- Frequency

- i) The frequency of meetings shall be determined by the President and Vice Presidents
- ii) There must four (4) General Meetings during the course of an academic year
- iii) Executive board meetings shall be held at least once a week

Section 3- Attendance

- i) Executive board meeting attendance is mandatory
- ii) Three (3) absences will result in the impeachment procedures outlined in Article V, Section (4)
- iii) An individual will be considered late 15 minutes after an Executive Board meeting is in session and three (3) lateness total to one excused absence
- iv) Attending a meeting after 45 minutes will one (1) unexcused absence

ARTICLE VIII: AMENDMENTS

Section 1- Proposal

Amendments to the constitution may be proposed by:

- i) A verbal expression of the desired amendment followed by:
 - a. A three-fourth (3/4) vote of the Executive Board or
 - b. One half (1/2) of IEEE-MA NYIT student active membership
- ii) Amendments may be made once during the academic semester



Section 2- Ratification

Ratification of any amendment to this constitution shall be subject to a three-fourth (3/4) vote of active student members.

The above constitution and bylaws are meant to serve as a foundation and reference for the future governance of IEEE-MA NYIT. To keep the document valid, it must be signed in to effect by the new executive board every academic year with the date in sequence.

President	Priyank Kashyap	
External Vice President	Matthew Warshaw	
Internal Vice President	McGeorge Jean-Baptiste	
Secretary	Chaya Levin	
Treasurer	Justin Beekman	
Senator	Mashiyat Ahmed	
Alternate Senator	Seeohee Park	
Events Coordinator	Timmy Thomas	
Webmaster	Kendall Molas	
Publicity Chair	Maid Husic	
Mentorship/Alumni Chair	Jinye An	
Project Manger	Kurt Bell	

Date: