Worcester Polytechnic Institute
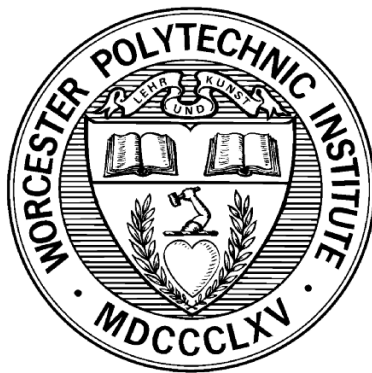
Student Branch of the

Institute of Electrical and Electronics Engineers

Branch Bylaws

Approved November 6th, 2017

Preamble

The Institute of Electrical and Electronics Engineers (IEEE) - Worcester Polytechnic Institute (WPI) Student Branch, like its parent organization, was founded with the purpose of "advancing technology for the betterment of humanity". To this end, the the IEEE - WPI Student Branch serves to enrich the collegiate experience of WPI's students, faculty, and staff, who have an interest in electronic technology.

This document shall outline the Bylaws of the the IEEE - WPI Student Branch.

Bylaws

Bylaw A

Basic Laws

A.1 Name

The name of this organization shall be the the Institute of Electrical and Electronics Engineers (IEEE) - Worcester Polytechnic Institute (WPI) Student Branch, hereafter referred to as the Branch.

A.2 External Policy

The Branch shall abide by all policies put forth by WPI and the IEEE, including but not limited to anti-discrimination policies and anti-hazing policies. Furthermore, the Branch shall abide by all federal, state, and local laws.

A.3 Parliamentary Procedure

At the discretion of the moderator, Robert's Rules of Order shall be considered in questions of parliamentary ruling or procedure of all Branch proceedings.

A.4 Faculty Advisor

The Branch shall be advised by a WPI faculty member, hereafter referred to as the faculty advisor. The faculty advisor shall be appointed by the IEEE Regional Director upon the recommendation of the executive board, and the WPI Electrical and Computer Engineering Department. The faculty advisor shall be appointed for a two year period that begins on July 1st.

Bylaw B

Membership

B.1 Classes of Membership

The Branch shall have three classes of membership.

- **Active member**: Any WPI student who satisfies the requirements of an active member. The collection of all active members shall be referred to as the general body.
- **Officer**: Any WPI undergraduate student who is a member of the officer board.
- **Executive**: Any WPI undergraduate student who is a member of the executive board.

B.2 Requirements of Active Members

Active member status shall be granted to WPI students that satisfy the following requirements:

- The WPI student was in attendance for two of the past five general body meetings for which they were not on leave.

B.3 Expectations of Officers

Officers shall be expected to:

- Maintain the status of an active member,
- Be in attendance, excused, or on leave for all general body meetings,
- Satisfy all requirements specific to the officer's position, and
- Share the responsibilities of the officer board.

B.4 Expectations of Executives

Executives shall be expected to:

- Satisfy the expectations of an officer,
- Be in attendance, excused, or on leave for all executive board meetings,
- Share the responsibilities of the executive board,
- Maintain familiarity with the Branch bylaws, and
- Maintain a subscription to the national IEEE throughout the duration of their term as an executive.

Bylaw C

Executive Board

C.1   Components

The executive board shall serve as the central authority of the Branch. The executive board shall be composed of the following five positions, hereafter referred to as executives: 1) President, 2) Vice President, 3) Treasurer, 4) Liaison, and 5) Secretary. The executive board shall be elected as outlined in Bylaw G.

C.2   President

It shall be the responsibility of the president to oversee the operations of the Branch in its entirety. This duty shall entail

- Selecting an executive to serve as moderator for each Branch meetings,
- Helping officers develop and achieve goals for each academic term,
- Preparing an annual Branch plan prior to the start of A term,
- Preparing an annual Branch report prior to the end of D term,
- Maintain the Branch Bylaws, and
- Delegating duties that are not the responsibility of another officer.

C.3   Vice President

It shall be the responsibility of the vice president to oversee the internal operations of the Branch. This duty shall entail

- Helping officers develop and achieve goals for each academic term,
- Holding officers accountable for failing to meet responsibilities,
- Providing officers with resources and assistance as needed, and
- Ensuring strong coordination and cooperation amongst all officers.

C.4   Treasurer

It shall be the responsibility of the treasurer to oversee the Branch finances. This duty shall entail

- Submitting an annual budget proposal to the WPI Student Government Association,
- Pursuing funds from external sources including, but not limited to, fund raising, the Worcester County Section of the IEEE (WCS), the WPI ECE department, and Corporate sponsors,
- Maintaining a history of the Branch finances,

- Completing reimbursements for pre-approved purchases, and

- Serving as financial advisor.

C.5 Liaison

It shall be the responsibility of the liaison to coordinate communications between the WPI Chapter and external organizations. This duty shall entail

- Maintaining regular communications with the Branch regional director, the WCS, the WPI ECE Department, the WPI Women in Electrical and Computer Engineering (WECE) organization, and the WPI Eta Kappa Nu (HKN) honor society,

- Developing and maintaining corporate and faculty relationships,

- Preparing a newsletter each academic term, and

- Coordinate the attendance of at least one executive at the WCS monthly meetings.

C.6 Secretary

It shall be the responsibility of the secretary to oversee the administration of the Branch. This duty shall entail

- Coordinating and document all Branch proceedings,

- Maintaining the Branch calendar,

- Maintaining the Branch file system,

- Maintaining the Branch email aliases,

- Maintaining the Branch communication platform, and

- Maintaining the Branch WPI portal.

Bylaw D

Officer Board

D.1 Components

The officer board shall be composed of all executives and the following five positions, hereafter referred to as officers: 1) Events, 2) Projects, 3) Public Relations, 4) Web, and 5) Workshops. The non-executive officers shall be appointed as described in Bylaw H.

D.2 Events

It will be the responsibility of the events officer to coordinate events including but not limited to the following:

- **IEEE Day** (A Term): A celebration of the IEEE that typically involves grilling and giveaways,
- **Spark Party** (B Term): A night of entertaining presentations related to electronics,
- **Networking Dinner** (C Term): A dinner to promote networking between WPI students and various corporations, and
- **Fox Hunt** (D Term): A challenge of building a radio receiver with the goal of locating a radio transmitter.

D.3 Projects

It will be the responsibility of the projects officer to create and maintain technical projects that promote the Branch or benefit the WPI community. This duty shall entail

- Completing new projects or improving existing projects each academic term, and
- Maintaining existing projects to ensure that they are operational as needed by the Branch.

D.4 Public Relations

It will be the responsibility of the public relations officer to promote and document the events and meetings hosted by the Branch. This duty shall entail

- Promoting events and meetings in ways including, but not limited to, sending emails, posting to social media, chalking, and distributing posters and fliers, and
- Documenting events by taking photos and/or videos.

D.5 Web

It will be the responsibility of the web officer to maintain, update, and improve the Branch website. This duty shall entail

- Ensuring the website is publicly accessible at all times,
- Ensuring the website's code base is organized, open-sourced, and version controlled,
- Updating the website to include an 'officer page' and a portfolio of past projects and events, and
- Improving the website by adding or improving features each academic term.

D.6 Workshops

It will be the responsibility of the workshops officer to coordinate educational workshops with the goal of augmenting students' technical skill-sets in areas that are not covered by WPI's curriculum. This duty will entail

- Selecting workshop topics that are engaging, and important for WPI students,
- Finding a qualified instructor to lead each workshop, and
- Hosting a workshop each academic term.

Bylaw E

Meetings

E.1 Classes of Meetings

The Branch shall have three classes of meetings:

- **General body meeting**: A meeting held once per week during all academic terms that is open to all WPI students.. During general body meetings all administrative business shall be handled, including but not limited to officer reports, elections, and motions.

- **Termly meeting**: A special general body meeting held once per academic term that serves to advertise the Branch and all upcoming events.

- **Executive board meeting**: A meeting held once per week during all academic terms that is restricted to only executives.. During executive board meetings, all sensitive business shall be handled.

E.2 Meeting Attendance

There shall be four classes of meeting attendance for all Branch meetings.

- **In Attendance**: The person was present for the majority of the meeting.

- **Excused**: The person was not present for the majority of the meeting and they sent a valid excuse to the executive board prior to the start of the meeting.

- **Absent**: The person was not present for the majority of the meeting and they did not send a valid excuse to the executive board prior to the start of the meeting.

- **On Leave**: The person was away from campus for the academic term in which the meeting was held for reasons including but not limited to Interactive Qualifying Project (IQP), Major Qualifying Project (MQP), or Co-op.

E.3 Formal Motions

During a general body meeting, and active member may make a formal motion. The motion shall be discussed and, if necessary, voted on as outlined in Bylaw F.2. Motions include, but are not limited to, the following:

- Amending the Branch Bylaws.

- Approving purchases with Branch funds.

- Impeaching an officer.

Bylaw F

Voting Procedure

F.1 Voting Membership

The voting membership is the set of people who are eligible vote in a certain ballot.

- **Passing a Motion**: When balloting for a motion, the voting membership shall be the officer board.
- **Electing an Executive**: When balloting to elect an executive, the voting membership shall be the active members.
- **Appointing an Officer**: When balloting to appoint an officer, the voting membership shall be the officer board.

F.2 Passing a Motion

When balloting for a motion, each member of the voting membership is entitled to a single vote either *in-favor-of* or *against* the vote. The motion will pass provided that two-thirds of the voting membership votes *in-favor-of* the motion. At the digression of the moderator, the votes may be cast either publicly or anonymously. If the votes are cast publicly, the moderator shall not be entitled to a vote.

F.3 Electing an Executive

Balloting to elect an executive shall occur during an general body meeting and shall proceed as follows:

1. If there are no candidates for the position, the position shall be left vacant.

2. If there are two candidates for the position, each member of the voting membership shall be entitled to an anonymous vote for one candidate. The candidate with the largest number of votes shall be elected to the executive position. In the case of a tie, the moderator shall anonymously selected the candidate to be elected to the executive position.

3. If there are more than two candidates for the position, each member of the voting membership shall be entitled to an anonymous vote for two candidates. The ballot shall proceed (return to step 2) with the two candidates with the largest number of votes. In the case of a tie, the ballot shall proceed with the two candidates anonymously selected by the moderator.

F.4 Appointing an Officer

Balloting to appoint an officer shall occur during an general body meeting and shall proceed as follows:

1. If there are no candidates for the position, the position shall be left vacant.

2. If there is one candidate for the position, each member of the voting membership shall be entitled to an anonymous vote either *in-favor-of* or *against* candidate. The candidate shall be appointed to the officer position provided that two-thirds of the voting membership votes *in-favor-of* the candidate. Otherwise the position shall be left vacant.

3. If there are two candidates for the position, each member of the voting membership shall be entitled to an anonymous vote for one candidate. The ballot shall proceed (return to step 2) with the candidate with the largest number of votes. In the case of a tie, the ballot shall proceed with the candidate anonymously selected by the moderator.

4. If there are more than two candidates for the position, each member of the voting membership shall be entitled to an anonymous vote for two candidates. The ballot shall proceed (return to step 3) with the two candidates with the largest number of votes. In the case of a tie, the ballot shall proceed with the two candidates anonymously selected by the moderator.

Bylaw G

Executive Board Elections

G.1 Schedule

The election of the executive board, hereafter referred to as the election, shall be held at least once a year and shall take place no later than the second to last full week of C term.

G.2 Nominations

The executive board shall notify all active members of the election one week prior to the election. Any active member may nominate any undergraduate active member. Nominations shall be submitted to the executive board no later than 24 hours prior to the executive election. Upon receiving a nomination, the executive board will immediately notify the nominee. To be a candidate in the election, the nominee must accept the nomination prior to the start of the election. The nomination is assumed to be automatically accepted in the case of a self nomination.

G.3 Moderator

The election for each executive position shall be moderated by the highest ranking executive who is not a candidate for the position.

G.4 Procedure

When electing an executive the following procedure will be followed:

1. The names of all candidates for the position shall be read.

2. All candidates shall be asked to leave the room.

3. Candidates shall be selected one by one, in last name alphabetical order. Each selected candidate shall return to the room and may deliver a speech no longer than five minutes. The general body may then ask the selected candidate questions for up to five minutes, following which the selected candidate shall be asked to leave the room.

4. Following this, the general body may discuss the candidates for up to 15 minutes.

5. All candidates shall return to the room and balloting to elect an executive shall occur as described in Bylaw F.3

G.5 Transition

The newly elected executive board shall take office immediately following D term. Throughout D term, the newly elected executive board shall be mentored by the current executive board. This shall include, at minimum, the following:

1. The newly elected executive board shall attend all executive board meetings.

2. The newly elected executive board shall attend all general body meetings.

3. The newly elected executive board shall participate in the appointment of officers.

4. Each newly elected executive shall meet with their position's current executive.

5. Each newly elected executive shall maintain active member status.

Bylaw H

Appointment of Officers

H.1 Schedule

The appointment of officers, hereafter referred to as the appointment, shall be held at least once per year, shall be held at least one week following the election and shall be held prior to the end of C term.

H.2 Application

Within 24 hours following the election, the executive board shall distribute applications for non-executive officer positions to all active members. Any active member who is not a newly elected executive and who will be an undergraduate student for the entirety of the officer term may apply for any non-executive officer position. Applications must be submitted to the executive board prior to the appointment

H.3 Procedure

When appointing an officer, the following procedure shall be followed:

1. The application for all candidates shall be reviewed.
2. All candidates shall be discussed.
3. The balloting to appoint an officer shall occur as described in Bylaw F.4.

H.4 Transition

The newly appointed officer board shall take office immediately following D term. Throughout D term, the newly elected officer board shall be mentored by the current officer board. This shall include, at minimum, the following:

1. The newly elected officer board shall attend all general body meetings.
2. Each newly elected officer shall meet with their position's current officer.
3. Each newly elected officer shall maintain active member status.

Bylaw I

Vacant Officer Position

I.1 Vacancy

Officer positions may become vacant outside of the standard election schedule. This can happen if the officer resigns, if the officer is impeached, if no officer was elected/appointed to the position, if the officer graduates early, or if the officer is away from campus.

I.2 Delegation of Responsibilities

While the officer position is vacant, the executive board shall determine how to distribute the responsibilities of the vacant position.

I.3 Appointment of a Temporary Officer

While the officer position is vacant, the executive board shall attempt to appoint an officer to the position on a termly basis. This shall entail distributing an application to all active members at the start of the term, and attempting to appoint an officer as outlined in Bylaw H.3.

Glossary

Academic Term One of WPI's four quarters. 3–7, 14

Active Member Any WPI student who satisfies the requirements of an active member. 2, 7, 8, 10, 12–14

Appointment The annual appointment of the officer board. 11, 12

Branch The IEEE - WPI Student Branch. i, 1–7, 14

Bylaw A Governing law of this Branch. i, 2, 3, 7, 10, 12, 13

Election The annual election of the executive board. 10, 12

Executive Any WPI undergraduate student who is a member of the executive board. 2–5, 7, 8, 10–12, 14

Executive Board The central authority of the Branch, composed of the president, vice president, treasurer, liaison, and secretary. 1–3, 7, 10–14

Executive Board Meeting A meeting held once per week during all academic terms that is restricted to only executives.. 2, 7, 11

Faculty Advisor A WPI faculty member who serves to advise the Branch.. 1

General Body The collection of all active members.. 2

General Body Meeting A meeting held once per week during all academic terms that is open to all WPI students.. 2, 7, 8, 11, 12, 14

HKN Eta Kappa Nu. 4

IEEE Institute of Electrical and Electronics Engineers. i, 1–3, 5, 14

IQP Interactive Qualifying Project. 7

MQP Major Qualifying Project. 7

Officer Any WPI undergraduate student who is a member of the officer board. 2, 3, 5–9, 11–14

Officer Board The central administration of the Branch, composed of the executives, Events officer, Projects officer, Public Relations officer, Web officer, and Workshops officer. 2, 5, 8, 12, 14

Officer Term The duration of an officer's term in office. This term is an entire year, starting and ending immediately following D term. 12

Robert's Rules of Order A standard of parliamentary procedure followed by the Branch. 1

Termly Meeting A special general body meeting held once per academic term that serves to advertise the Branch and all upcoming events. 7

Voting Membership The set of people eligible to vote in a ballot. 8, 9

WCS Worcester County Section of the IEEE. 3, 4

WECE Women in Electrical and Computer Engineering. 4

WPI Worcester Polytechnic Institute. i, 1–7, 14