

Constitution of the IEEE Student Branch of the University of California, Berkeley

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Article I — Name and Purpose

Section 1: Name

This organization shall be known as the IEEE Student Branch of the University of California, Berkeley (“UC Berkeley IEEE”).

Section 2: Purpose

The purpose shall be the dissemination of knowledge of the theory and practice of all aspects of electrical engineering, computer science, or the related arts and sciences, as well as the furtherance of the professional development of the Students.

Section 3: Rules of Operation

The organization and operation of the Branch shall be in accordance with the Constitution of UC Berkeley IEEE (“Branch”), as well as the rules and regulations of The University of California, Berkeley (“University”), the College of Engineering at the University, and the Department of Electrical Engineering and Computer Science at the University (“Governing Bodies”).

Article II — Membership

Section 1: Eligibility

Each student member of the Branch (“Branch Members”) must meet all of the following requirements:

- Hold a paid IEEE membership in good standing
- Register their IEEE membership number and name with the Branch
- Have no violations indicated on his or her University discipline record
- Complete and abide by all requirements that may be imposed on Branch Members by the University
- Be classified as an undergraduate or graduate student at the University
- Enrolled in at least 50% of a normal, full-time course of study at the University.

Section 2: Nondiscrimination Clause

Membership shall be open to all people who meet the requirements listed in Section 1, regardless of race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran status.

Section 3: Loss of Membership

Any Branch Member who fails to comply with any of the requirements listed in Section 1 will immediately forfeit his or her membership in the Branch.

Section 4: Branch Advisor

A member of the University faculty will serve as the Branch Advisor (“Advisor”) and will perform the duties described in the Branch Bylaws and regulations of the Governing Bodies.

Article III — Branch Leadership

Section 1: Branch Leadership

The Branch Leadership shall consist of the Officers.

Section 2: Officers

The affairs of the Branch will be managed by the Executive Officers, Committee Directors, and Committee Members, with duties listed in the Bylaws and offices enumerated in Article V, “Branch Structure.”

Section 3: Eligibility

Any Branch Member is eligible to hold a single Branch Leadership position, contingent upon his or her agreement to fulfill the duties described in the Bylaws. In addition to the requirements listed in Article II, Section 1, Candidates for Branch leadership must be registered to attend classes on the University main campus for the term in which they intend to hold office. Candidates for the Executive Officer position must have previously been members of the Branch Leadership within one (1) school year prior to the election. The Advisor must be a Department of Electrical Engineering and Computer Science faculty member at the University. Previous removal from office or loss of another position does not disqualify a Branch Member from running for a position.

Section 4: Term Length

All Branch Leadership positions, excluding the Advisor, shall be elected at the end of the Spring Semester for a term of one (1) school year. For Branch purposes, a school year begins on the first class day of the Summer Semester and ends on the last class day of the subsequent Spring Semester. The Advisor shall be selected by the Branch Leadership for a term determined necessary by the Branch Leadership.

Section 5: Removal of a Branch Leader

Branch Leaders can be removed from their positions through either of the following processes.

Subsection 5.1 Removal via Vote

The Branch Leadership can remove a Branch Leader if two-thirds of the Branch Leadership, according to a vote taken using a secret ballot, agree that the person in question failed to comply with the rules or regulations of the Branch or the Governing Bodies. A vote can only occur after the person has had the opportunity to defend his/herself and/or resign. The person in question is not included in the vote.

Subsection 5.2 Removal via Advisor Decision

The Advisor may remove any Branch Leader at any time at his or her discretion with majority approval from the Executive Officers. The voting procedure will be identical to that described in Section 5.1. In case of a tie, the Executive Officer under review will not be removed from office.

Section 6: Vacancy

In the event of a vacancy in any Branch Leadership position, the supervising Officer will temporarily assume the duties of that position. The President shall temporarily assume the duties of any vacant Vice President position. If the President position is vacant, the Internal Vice President shall be designated Acting President and shall temporarily assume the duties of that position as well as the Vice President position. The Officers shall decide an appropriate course of action should multiple vacancies occur. A special election shall be held with at least one week's notice to fill any vacant Executive Officer or Officer positions. Other Vacant positions will be appointed by the Branch Leadership with majority approval of the Executive Officers. A vacancy in the Advisor position shall be filled promptly via the selection process described in the Bylaws.

Section 7: Elections

The Election Procedures defined in the Bylaws shall be followed for regular elections as defined in Section 4 and special elections as defined in Section 6. The Advisor shall be selected likewise according to the selection process described in the Bylaws.

Article IV — Activities

Section 1: Planning

The Branch Leadership shall create a tentative plan and schedule for all Branch activities within a given semester prior to the start of that semester. Such plans may be reviewed with the Advisor throughout the semester, but the Branch retains primary control over Branch activities.

Section 2: General Meetings

The Branch shall hold General Meetings every month, excluding University holidays and breaks, for a minimum of three meetings during each semester. General Meetings shall primarily be used for relevant, non-recruitment presentations and Branch business. General Meetings are open to the public.

Section 3: Officer Meetings

The Branch Leadership shall hold Officer Meetings every week in addition to the General Meetings. The President shall plan and preside over each Officer Meeting, with input from other members of the Branch Leadership. Officer Meetings shall primarily be used to coordinate upcoming Branch activities. Officer Meetings are open exclusively to the Branch Leadership.

Section 4: Other Activities

The Branch Leadership shall coordinate and conduct other Branch activities as necessary. Such activities shall be in compliance with all rules and regulations of the Governing Bodies.

Article V — Branch Structure

Section 1: Executive Officers

A central body of five Executive Officers will head the branch leadership, with special duties described in the Bylaws and titles described as follows:

- President
- External Vice President
- Internal Vice President
- Treasurer
- Secretary

Section 2: Committees

The remaining members of the Branch Leadership will be assigned to one of seven Committees, each with one managing Committee Director. The special duties of the Committee Directors will be described for each Committee in the Bylaws. The full names and abbreviations of these Committees will be as follows, with individual duties also described in the Bylaws:

- Activities
- Hands On Practical Electronics (“H.O.P.E.”)
- Industrial Relations (“Indrel”)
- Input/Output (“I/O”)
- Professional Development (“ProDev”)
- Technical Operations (“TechOps”)
- Website

Article VI — Amendments

Section 1: Amendment Process

Proposed amendments to this Constitution shall be brought to the attention of the Branch Leadership. The Branch Leadership will then vote on whether to accept the amendment proposal. If supported by two-thirds of the Branch Leadership, the amendment proposal will be voted on by the Branch membership at the next General Meeting. If the amendment is supported by two-thirds of the voting attendees, it will become part of this Constitution.

Article VII — Bylaws

Section 1: Existing Documents

The Branch Leadership shall maintain a set of rules, referred to as the “Bylaws,” that will provide further internal description of required rules and regulations as referred to in the Constitution.

Section 2: Modification

The Branch Leadership may modify the Bylaws with majority approval, with any modifications to be presented at the Officer Meeting following the time at which they are brought to the attention of the Branch Leadership.

Article VIII — Dissolution

Section 1: Terms of Dissolution

The Branch shall dissolve upon request from the Governing Bodies or if there are fewer than twelve (12) Branch Members for two (2) long semesters, according to National Bylaw 402.7.

Section 2: Disbursement of Funds

In the event of dissolution of the Branch, any bank accounts held by the Branch shall be dissolved. Any debts owed shall be paid and the remaining funds shall be donated to the Department of Electrical Engineering and Computer Science at the University.