



IEEE Student Branch College of Engineering – Karunagappally Student Branch Bylaws(Constitution)

“These ByLaws may be called the Constitution of IEEE Student Branch College of Engineering Karunagappally effective from the Day of 5th January 2016. Approved by Executive Committee of 2015. Initial draft developed by Vice Chair Anandhu S Kumar and endorsed by Branch Counselor Prof Raju M in presence of Women in Engineering affinity group Advisor Mrs. Deepa A K & IEEE Computer Society Student Branch Chapter Advisor Mrs. Jyothi RL.”

Preamble

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In accordance with the Student Branch Constitution, these Bylaws provide guidelines for the supervision and management of the affairs of the Institute of Electrical and Electronics Engineers, Inc. (IEEE) Student Branch College of Engineering Karunagappally, hereafter called SB CEK. This document will act as the Operating Manual and provides more detailed statements of specific policies, objectives and procedures that are appropriate for SB and it will known as Constitution / Bylaws of the College of Engineering Karunagappally Student Branch . The Constitution / Bylaws supersede the decisions of Student Branch Counselor and Student Branch Chapter/Affinity Group Advisor in the event of a **conflict**.

IEEE was founded in 1884 with Alexander Graham Bell and Thomas Alva Edison among its charter members. Not only is IEEE the world's largest technical and professional society, it also publishes a significant amount of the electrical engineering and computer-science literature in the world. IEEE worldwide membership is geographically divided into ten Regions. These Regions are further divided into Sections that serve as the centers of activity for professional engineers at the local level. Its Student members locally joined to form Student Branches. First **IEEE activities at CEK started in the year 2000**. Later IEEE MGA approved a student Branch in the year 2007

Our Vision

The primary purpose of IEEE student branch CEK is to Inspire, Enable, Empower and Energize CEKians to enhance their technical interests by providing them a platform to show case their skills.

Our Mission

- *To bring the CEKians to the new world of technology*
- *Introducing them to compete with the different students from different institutions*
- *Molding the students to learn beyond university syllabus*
- *Make students to earn scholarships' from international level*
- *Help the students to participate in state level, National level, & International level congresses*

Article I: Name ,Geo Code and Authority

Sec. 1. Name of the Student Branch is “IEEE Student Branch College of Engineering - Karunagappally”. Informally known as “IEEE Student Branch CEK” or “IEEE SB CEK”. Organization lies under IEEE Kerala Section , India Council of IEEE Region 10(Asia –Pacific Region)

Sec. 2. The Geo Code (Unique Code provided by IEEE HQ) of our OU (Organization Unit) is **STB03951**

Sec. 3. The IEEE Student Branch CEK will be an **independent student body** affiliated with IEEE MGA Controlled by the Student Branch Counselor and SBC/AG Advisors appointed by the college principal as per the suggestion from IEEE Student members of the institution.

Sec. 4 The student branch administration will be handled by an independent body known as Execom. Functioning of this committee / organization not affiliated with any other student body/committee of the institution.

Sec. 5. The organization and operation of the Branch shall be in accordance with the Constitution and Bylaws of the IEEE/IEEE MGA

Sec. 6. The IEEE SB Affiliates refer IEEE Student Branch Chapters/Affinity groups /Special Interest group/Joint Student branch Chapters of IEEE Organization unit of CEK(SB Affiliates also independent student body affiliated to IEEE Student Branch and its controlled by IEEE SBC / AG Advisor)

Article II: Guidelines

Sec. 1. All the major event’s should start with IEEE code of ethics. All the members should familiarized about the professional conduct inside IEEE SB and its Affiliates

Sec. 2. The familiarization session of IEEE ,It’s benefits and Updated SB Constitution to new members should be done within first week of March and preferably on the starting of academic year September/October (with in first semester)

Sec. 3. All the e-mail id’s , passwords should be revealed to newly elected execom members ,preferably SB Chair, Secretaries and Webmaster/Social Medial handling ExeCom Member.

Sec. 4 It is compulsory that the 2nd year students should be the IEEE Counseling members during the admission of first years and also they shall handle familiarization and guidelines session

Sec. 5. One copy of the updated Bylaw should be attach with minutes book and it can be published in the notice board inside IEEE Room and in the SB Website

Sec. 6. Violation in the SB Bylaw can be point out in general body and to counselor for the proper functioning of IEEE Student Branch

Sec. 7. The **volunteering in the IEEE SB events strictly restricted to IEEE members** of CEK

Sec. 8. IEEE Memberes are encouraged to attend the IEEE Kerala Section Events which include LINK/Hub Events , Society Chapter/Affinity group Events.

Sec.9.All the account and it's **annual auditing** should be done with in **March of every year** with strict observation of SB Counselor. After the auditing all the accounts should be changed by newly elected members

Sec.10. All the posters , brochures , videos etc should follow **IEEE Visual Guidelines**.

Article III: Veto Power/Impeachment Power of Counselor

Sec. 1. The SB Counselor can Impeach any office bearers at any time with the recommendation of the execom

Sec. 2. The Counselor can Impeach the office bearer without recommendation of execom if He/She involved in any activities which violate IEEE Code of ethics/Institutional Code of Conduct/University Code of Conduct. In such case 3 days of notice period should be given for explanation

Sec. 3. Violation in the IEEE Student Branch Bylaw can result in the impeachment without recommendation of ExeCom members

Sec. 4 If Two by Third of the IEEE Members demand for impeachment of any office bearers it can be done without the recommendation from ExeCom members in such case Execom members will not include in the total number. But the final decisions will be from SB Counselor

Sec. 5. The ExeCom member not attending ExeCom meeting/Not responsive in their duties , can be impeached by the recommendation of SB Chair, SB C/AGs Advisor , SB/SBC Mentor

Article IV: Executive Committee (ExeCom) & SB Administration

Sec. 1. The administration of the Student Branch shall be in the hands of the Executive Committee, This body will be elected through the interview procedure of SB ExeCom members in the guidelines of SB Counselor/Advisor/SB Mentor/SBC Mentor

Sec. 1.1 The term of the ExeCom is from 1st January to 31st December of each year

Sec. 1.2 The ExeCom selection can be done by January/February with effective from January 1st of each year

Sec. 1.3 If the committee continuing due to administrative / academic reasons beyond 31st December , They will not have any power in the handling of SB Accounts/On Hand amount /Other financial transaction of the SB

Sec. 1.3 Immediate past ExeCom members can drive/train the new office bearers for the administrative /financial management / Technical skill development Etc.

Sec. 2. The Executive Committee will be the governing body of the Student Branch and Their duties include filling up of Execom positions ,Expenditure request, E notice Circulation , Convey the execom decision to IEEE Members of the SB , Membership Development etc..

Sec. 3. Following members constitute the SB ExeCom

- i. SB Counselor
- ii. SBCs /AGs Advisors
- iii. Student Branch Mentor/Mentors
- iv. Student Branch Chapters / AGs Mentor/Mentors
- v. SB Chairperson
- vi. SB Vice-Chair
- vii. SB Secretary
- viii. SB Joint-Secretary
- ix. SB Treasurer
- x. SB Joint Treasurer (Optional)
- xi. All Society Chairs, Vice-Chairs and Secretaries
- xii. All Affinity Group Chairs, Vice-Chairs and Secretaries
- xiii. Webmaster
- xiv. Membership Development Coordinator
- xv. LINK Representative

Sec. 4. The Student Branch ExeCom shall hold regular meetings at places and time as decided by the Executive Committee at least twice in a month. Relaxation allowed in the exam scheduled/vacation assigned months of the University

Sec. 5. ExeCom meetings shall be convened with at least one day prior notice to the ExeCom Members.

Sec. 6. E Notice Circulation of meetings should be handled by SB Vice Chair. ExeCom meeting with agenda can be circulated among members . Also the outcome can be shared through E - Notice

Sec. 7. Agenda of the meeting must be conveyed to ExeCom members prior to the meeting.

Sec. 8. Discussion on any topic not specified in the agenda of the meeting will be at the discretion of the SB Counselor/Advisors/SB Chair/SB Sec /SB Vice Chair

Sec. 9. SB Chair/Counselor/Advisor can call for immediate ExeCom meeting without prior notice/Agenda

Sec. 10. ExeCom meeting of SBCs/AGs can be conducted as per the decision of respective chairs /Advisors . abstract of the meeting should submitted to SB Chair

Sec. 11. Student Branch Chapter /Affinity Groups can conduct their ExeCom meetings. But it should be discussed with SB Chair, Vice Chair and Secretary

Sec. 11. Branch Conflict not allowed in the SB

Article V: Roles and Responsibilities

Sec. 1. SB Chairperson:

- I. Responsible for the overall management of all Branch affairs.
- II. Preside all meetings of the Student Branch.
- III. Hold regular meetings of the Branch Executive Committee.
- IV. Complete the annual report in IEEE vTools
- V. Arrange for the selection of new Officers annually and report via vTools Officer Reporting.
- VI. Ensure the smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Student Branch records.

Sec. 2. SB Vice-Chair:

- I. Assist the Student Branch Chair in all Student Branch affairs.
- II. Perform all functions of the Branch Chair in his/her absence or upon request.
- III. Use IEEE OU Analytics and provide the required data to the Membership Development Coordinator.

Sec. 3. SB Secretary:

- I. Prepare the Agenda of General Body Meetings/ExeCom Meetings and send to all SB Members/ExeCom Members.
- II. The Student Branch Secretary serves as the record keeper of the Student Branch. He/she is responsible for maintaining all records..
- III. Ensure that the Branch Constitution and Bylaws are adhered to.
- IV. Arrange for an orderly transfer of all records to the incoming Secretary.
- V. Ensure IEEE Vtools Annual Reporting and Event Reporting.

Sec. 4. SB Joint-Secretary:

- I. Perform all functions of the Student Branch Secretary in his/her absence or upon request.
- II. Ensure all activity reports of SB, SBC and AG are completed and reported timely by respective Secretaries.

Sec. 5. SB Treasurer:

- I. Maintain the appropriate financial accounts. SB Bank account should require two signatures; the Branch Counselor and the SB Treasurer.
- II. Prepare an annual financial report for inclusion in the Annual Activity Report(Before March).and present in the SB Annual Meeting
- III. Prepare the final Financial Statement for inclusion in the Annual Activity Report.
- IV. Ensure the funds are credited to SB account from Section account.

Sec. 6. SB Counselor:

- I. Supreme authority of the Student Branch.
- II. Ensure that information from IEEE Headquarters is transmitted to the student Officers.
- III. Attend Executive Committee meetings and assist the committees.
- IV. Participate in Regional Activities Committee meetings.
- V. Consult with the *Section SAC Chair, Regional SAC Chair*, or Region Director about activities or problems.
- VI. Foster good relations with the local Section and encourage students to establish regular liaison with the *Section SAC Chair*.
- VII. Promote student awareness of awards, contests and benefits of IEEE Membership.
- VIII. Establish industrial contacts for programs and activities.
- IX. Assist with promoting activities to other faculty members.

Sec. 7. Chapter/Affinity Group Chair:

- I. Preside at meetings of the Chapter and the Chapter Executive Committee.
- II. Operate the Chapter to maximize the satisfaction of Chapter member needs with the resources available.
- III. Develop and present plans for meeting members' needs to the Chapter Executive Committee for review.
- IV. Represent the Chapter at all IEEE gatherings.
- V. Transfer Chapter records to the new Chapter Chair at the end of the year.
- VI. Ensure minimum number of activities in the chapter/Affinity group
- VII. Ensure proper Event reporting in vtools , e News Updates of Chapters etc..

Sec. 8. Chapter/Affinity Group Vice-Chair:

- I. Assist the SBC/AG Chair in all SBC/AG affairs.
- II. Perform all functions of the SBC/AG Chair in his/her absence or upon request.

Sec. 9. Chapter/Affinity Group Secretary:

- I. Serve as the record keeper of the Chapter/Affinity Group. He/she is responsible for maintaining all records of the Chapter/Affinity Group.
- II. Keep detailed minutes of each meeting and submit a detailed report of all events/meetings to the SB Secretary.
- III. Keep track of all correspondences related to the Chapter/Affinity Group and work along with SB Secretary regarding the same.
- IV. Work along with SB Treasurer regarding all financial matters.
- V. Arrange for an orderly transfer of all records to the incoming Secretary.

Sec. 10. Chapter/Affinity Group Advisor:

- I. Serves as an Advisor to the Chapter/Affinity Group.
- II. SB Treasurer must coordinate and seek advice from the Chapter/Affinity Group Advisor regarding the financial matters of the Chapter.
- III. Supreme authority of Student Branch Chapter/AG

Sec. 11. Membership Development Coordinator:

- I. Responsible to conduct Membership Development Sessions for first-year students and non-members in other years.
- II. Ensure that the recruitment and renewal process is done timely.

Sec. 12. Webmaster:

- I. To maintain the Student Branch Website.
- II. To ensure that all IEEE Guidelines regarding website are adhered to.
- III. Work hand in hand with SB, SBC and AG Secretaries to ensure that details on the website are updated regularly.
- IV. Ensure the updating of SB social media platforms

Sec. 13. LINK Representative:

- I. LINK Representative shall act as a link between the Student Branch and the LINK
- II. Ensure Publicity of SB events among other SBs/Hubs/Sections.

Sec. 14. Student Branch Mentor:

- I. Student Branch Mentor shall be an Alumni of the Student Branch and He/She should maintain active IEEE professional membership
- II. Selection of the mentor is the responsibility of the SB Counselor/Advisor.
- III. The mentor shall be an invitee to the SB ExeCom and does not have any voting rights.
- IV. SB can approach the mentor for all sorts of advice and guidance.

Article VI: Quorum &It's Power

Sec. 1. Quorum, by default, unless otherwise specified will be 2/3rd of the total IEEE members

Sec. 2. Quorum is applicable for convening AGM and GMs. If 2/3rd Members not available, meeting should postponed to 5 minutes to full fill the numbers. Even though Quorum not available, meeting can be conducted without Quorum

Sec. 3. The Quorum can directly amend the constitution without the approval of SB ExeCom(In this condition SB ExeCom members will not consider in the total IEEE Members and SB should have a minimum membership of 75 numbers)

Sec. 4. The Quorum can directly request for the impeachment of any Execom Members. But the final decision will be from the SB Counselor(In this condition SB ExeCom members will not consider in the total IEEE Members and SB should have a minimum membership of 50 numbers)

Sec. 5. The Quorum can request of Immediate AGM /GMs at any time. Such request approvals are final

Sec. 6. If the Quorum is against the SB office bearers selection then open election with secret ballot voting is mandatory(In this condition SB ExeCom members will not consider in the total IEEE Members) **except** for the office bearers as per **Article XII , Section 4**

Article VII: General Body Meetings

Sec. 1. The Student Branch should hold regular meetings at places and time as decided by the Executive Committee. At least 4 General Body meetings must be conducted in a year.

Sec. 2. The Student Branch General Body consists of all the student members of SB.

Sec. 3. The General Body is the supreme authority and its decisions shall be final and binding.

Sec. 4. Agenda of the meeting must be conveyed to members prior to the meeting.

Sec. 5. Any member can ask the SB Secretary in writing to include in agenda any specific matter requiring discussion or attention of the General Body.

Sec. 6. Discussion on any topic not specified in the agenda of the meeting will be at the discretion of the presiding officer.

Article VIII: SB Chapters and Affinity Groups

Sec. 1. SB Chapters and Affinity Groups are independent OUs but are under the governance of the Student Branch.

Sec. 2. The Student Branch Chapter or Affinity Group General Body consists of all the student members of the particular Society/AGs.

Sec. 3. The Student Branch Chapter or Affinity Group must periodically conduct SBC or AG General Body Meetings at least once in two months.

Sec. 4. Financial transactions of an amount less than Rs. 5,000 can be carried out by the Chapter/AG ExeCom after discussing the same with Chapter/Affinity Group Advisor. All other amounts should be discussed with SB Counselor, SB Chair, SB Secretary and SB Vice Chair.

Sec. 5. “One All Kerala level event” or “two inter college event” or “three intra college event” should be conducted under a particular society / affinity group in a year (This is minimum. It can be extended as per the need of society).

Article IX: SB Finance & Management

Sec. 1. All financial matters related to SB will be the responsibility and duty of the treasurer.

Sec. 2. SB will have a single Bank account for all OUs.

Sec. 3. Withdrawing to be done by Treasurer (or Appointed person by Branch Counselor/SB Chair) after Student Branch Counselor's endorsement.

Sec. 4. Money details (Both Debit and Credit should be noted in a File which should be signed by SB Counselor/Advisor

Sec. 5. For purchases of commodities summing more than Rs. 10,000 quotations must be sought from a minimum of two qualified vendors.

Sec. 6. SB Treasurer must act as the event treasurer for all SB events. Exemption can be given by Branch Counselor after consultation with ExCom only if SB Treasurer is unable to take up the role.

Sec. 7. All bills must be countersigned by the Branch Counselor / SBC Advisor after verification.

Sec. 8. Bill settlement must be done within 20 days after the event. All the bills and financial details should be circulated among ExeCom after the approval from ExeCom it can be circulated among SB Members

Sec. 9. Financial support can be provided for renewal of IEEE Membership for Branch Counselor/ Advisor (maximum for 2 persons) and it can be reimbursed from College as per the IHRD circulation

Article X: Financial Support for Attending Events

Sec. 1. Financial Support may be given to SB members/ExeCom/Counselor/Advisor/Mentor to attend **International and National events** as per the following guidelines.

- I. For International events(**Outside India**), an amount **greater than Rs. 7000** can be provided as support. The ExeCom should decide the amount after considering the factors such as the event, geographical location and support from other sources. Counselor/Advisor can approve the amount
- II. For members (maximum of 4) representing Student Branch at National events(**Outside Kerala**) an amount **not greater than Rs. 4000** or 3rd class AC Rail Fare (whichever is lower) can be provided as support (Personal representations not to be considered and SB representation will be defined by ExeCom members of the SB).
- III. For National level IEEE events organised by IEEE Section/Council/Region/MGA (Inside/Outside Kerala) SB can support (personal representation) maximum of two member with an amount of 1500 each (This fund will allot only if Less than three members approaching ExeCom for the same), Final decision will be taken by SB Counselor

Sec. 2. Members Travel with IEEE Travel Grand

- I. As per the policy of IEEE all the expenses are reimbursed. **SB can support full amount sanctioned by IEEE or Its affiliates** upon request and such members should submit an affidavit that reimbursed amount will be pay back to SB after the travel with proper reporting. Also member should submit supporting documents to SB Execom regarding the same. Any issues in the reimbursement process the member should inform ExeCom/Counselor/Mentor for proper guidelines
- II. The Students/Counselor/Advisor/Mentor travelling to abroad to attend IEEE Events with travel grand/for receiving SB award **an addition \$100 (Hundred US Dollar)** can be sanctioned for their local expenses

Sec. 3. Members Travel grand to attend sectional events

- I. Sectional event defined as the events organized by kerala section and it should be a major event of Section or Its affiliates (The term Major events will be decided by SB Counselor/Advisor as per the input of applicant)
- II. This funds available only if none of our student members representing CEK in the Kerala section events
- III. Maximum of two person will get an amount of Rs 750 each to attend the event
- IV. Students should submit a detailed event report along with travel and registration bills to SB within a week

Sec. 4 . Members Travel grant with special allocation

- a) This will be decision of SB Counselor /Advisor /Mentor in special circumstance any member/ExeCom member can approach the professional execom members for the funding , allocation under counselor scope. Mainly for Guest transportation along with SB Members for DLP /SDLP/Invited lecture program etc..

Sec. 5 . Fund allocation **strictly restricted** for IEEE events. The **Sections 1 to 4** Valid only if SB have a bank balance of at least Rs. **1,00,000(One Lakh Indian rupees)** and it should maintain at least Rs 50,000(Fifty thousand Indian rupees) after the allocation of funds

Sec. 6 . The funds above Rs 10,000 can be allocated only twice for a single member. The funds should allocated only for genuine IEEE Members

Article XI: IEEE Room and Centre of Excellence

Sec. 1. The SB Chair / Vice-Chair/Secretary holds the position Room in Charge of IEEE room and Centre of Excellence.

Sec. 2. All the asset should be include in the register and it should be counted before the hand overing of IEEE Room

Sec. 3. In the IEEE Room following registers should keep separately – Minutes Book , Asset Register , Financial Register

Sec. 4. Missing of SB Asset/Unauthorized entry/Activities in the IEEE Room. will be punishable ,appropriate action will be taken and all **the Execom members have equal responsibility in all activities inside IEEE Room .**

Article XII: Nominations and Appointments

Sec. 1. The nomination committee of the Student Branch consists of Branch Counselor, SBC/AG Advisors, SB Mentor SB Chairperson, SB Secretary and all SBC and AG Chairpersons, Invited Execom Members

Sec. 2. Nominations to the Student Branch ExeCom have to be invited before December 31st of every year.

Sec. 3. During the call for nominations, the year of study of the applicants must be as follows:

- a. Second Year:
 - i. SB Vice-Chair
 - ii. SB Joint-Secretary
 - iii. SBC/AG Vice-Chair
- b. Third Year:
 - i. SB Chair
 - ii. SB Secretary
 - iii. SB Treasurer
 - iv. SBC/AG Chair
 - v. SBC/AG Secretary
 - vi. Membership Development Coordinator
- c. Common (Both second and third years can apply):
 - i. Electronic Communication Coordinator
 - ii. LINK Representative
 - iii. SIGHT Coordinator
 - iv. Webmaster

Sec. 4. The *Sec 3* Valid only if enough qualified applicants are available . Also *Section 3 Subsection b* category office bearers may have direct suggestion without interview from SB Counselor/Advisor. Nomination committee can evaluate the nomination by the method of conducting interviews.

Sec. 5. The nomination committee has to publish the slate of office bearers to SB Counselor/Advisor/Mentor for their approval

Sec. 6. The list can be published in the Annual General Meeting. Validity of each positions depending upon *Article VI , Section 6*. In such condition Open Voting with secret ballot paper(with SB seal) is mandatory. In Such condition Quorum can be redefined as the present IEEE Members except Execom members

Sec. 7. In the condition of an open election All IEEE members will have voting rights for General ExeCom Elections and only SBC/AG members will have voting rights for corresponding SBC/AG ExeCom Elections.

Sec. 8. The SB ExeCom Transfer must be done in the Annual General Meeting only.

Sec. 9. Vacancies in ExeCom posts arising in between a term must be resolved in the following manner.

- I. If the term ends in less than four months, the ExeCom can assign a current ExeCom member the additional duty.
- II. Otherwise, normal procedures must be followed OR
for key positions SB counselor can nominate directly

Article XIII: Amendments

Sec. 1. Any amendments (addition, deletion or updates) to the ByLaws must be approved by Executive Committee and in General Body Meeting with the support of at least two-thirds of the quorum. Exception as per *Article VI Section 3*

Sec. 2. Any ExeCom member can propose amendments to the ByLaws, for which he/she should ask the SB Secretary to circulate his/her proposal of edit to all ExeCom members at least 14 days in advance to the ExeCom meeting with his/her proposal in agenda. On approval of the suggested amendment by ExeCom, the same should be presented in the next GM and approved to be brought into effect.

Sec. 3. Any SB member may suggest an amendment in the General Body Meeting, for which he/she should ask the SB Secretary to include his/her proposal of edit in agenda of GM. On approval of the suggested amendment in GM, the same should be presented in the next ExeCom and approved to be brought into effect. If the ExeCom disapproves the proposal, the same should be sent back to the GM to be discussed and a decision should be made on the same. If the General Body Meeting decides to not make edits in the proposal and is approved again with two third quorum, the ExeCom must approve the same without voting and the amendment will come into effect. Exception as per *Article VI Section 3*

Sec. 4. Two-thirds of voting quorum is needed to be present in General meeting to decide on Bylaw amendments.

Amendments

1st Amendment

Major Changes : Included Student financial support for Event participation t policy

Proposed by : Anandhu S Kumar (Vice Chair , IEEE SB CEK)

ExeCom Approval : 08th July 2016

Effective from : 20th July 2016

2nd Amendment(Mini Constitutional Amendment)

Major Changes : Layout Changed , All the policy revised according to new Academic conditions

Proposed by : Sherin Cherian (Secretary , IEEE SB CEK)

ExeCom Approval : 17th July 2019

Effective from :