



IEEE UOTTAWA STUDENT BRANCH CONSTITUTION

UNIVERSITY OF OTTAWA

REVISION HISTORY

EXECUTIVE COMMITTEE	2007-2008
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SECTION 1 – GENERAL

1.1. Definitions

- a. “Branch” means The University of Ottawa IEEE Student Branch
 - b. “Resolution” shall mean a motion approved by a majority vote;
 - c. “Signing Officer” shall mean a person who has the right to authorize financial transactions on behalf of the Branch;
 - d. “special resolution” means a resolution passed by a majority of not less than two-thirds (2/3) of the eligible votes cast on that resolution;
 - e. “faculty” means the Faculty of Engineering at the University of Ottawa;
 - f. “university” shall mean the University of Ottawa; and
 - g. “Executive” shall mean the Vice President of Academic Affairs, Social Affairs, Internal Affairs, External Affairs and McNaughton Centre Director.
- 1.1.1. All other words shall carry their dictionary definitions.
 - 1.1.2. In the event of any ambiguity in a by-law or policy, its interpretation shall be ruled upon by anybody with the authority to amend or repeal that by-law or policy

1.2. Purpose

- 1.2.1. The purpose of the Branch shall be the dissemination of knowledge of the theory and practice of all aspects of electrical engineering, electronics, radio, allied branches of engineering or related arts and sciences, as well as the furtherance of the professional development of students.

1.3. Locality

- 1.3.1. The Branch is located in Region 7 and is associated with the Ottawa Section. The Branch is also an official sub-association of the uOttawa Engineering Student Society (ESS).

1.4. Fiscal Year End

- 1.4.1. The fiscal year of the Branch shall conclude on 30 April of each year.

SECTION 2 – MEMBERSHIP

2.1. Qualification of Members

- 2.1.1. Membership shall be limited to undergraduate and graduate students of the University of Ottawa.

2.2. Member Status

- 2.2.2. Members must hold the status of Student Member and be in good standing with the IEEE.



SECTION 3 – BRANCH OFFICERS, EXECUTIVE COMMITTEE, COMMISSIONERS, ADVISORS

3.1. Branch Officers

- 3.1.1. The officers of the Branch shall include a Chairperson, a Vice-Chairperson, and a Treasurer.

3.2. Executive Committee

- 3.2.1. Each executive, at the start of their term, shall develop, with the consultation from the Chair and Vice-Chair, a suggestion of tasks to accomplish and/or address within their time as part of the executive committee.
- 3.2.2. If these duties are not performed within a reasonable amount of time or done to a standard not befitting of IEEE, that executive can be put up for a vote of resignation initiated under the discretion of the Chair and/or Vice-Chair. A vote of 2/3 by the executive committee in favour of the dismissal will result in the resignation of said executive

3.3. Advisors

- 3.3.1. The Branch Counselor(s) shall be a member of the faculty, active in the IEEE, who serves as an advisor to the Branch and its Executive Committee
- 3.3.2. The Counselor is appointed by the local Section Chair, upon recommendation of the student members of the Branch and the Regional SAC Chair and serves for a period of two years (renewable) according IEEE SAC guidelines.
- 3.3.3. The Student Advisor is a student member who has previously served as a Branch Officer and acts as an advisor to the Branch and its Executive Committee. Normally the Student Advisor is a past Chairperson.

SECTION 4 – DUTIES OF THE BRANCH OFFICERS, EXECUTIVES, COMMISSIONERS

4.0 Qualifications and General Responsibilities

- 4.0.1. All currently active officers of IEEE University of Ottawa Student Branch must be paying members of the IEEE international organization and must stay that way during the entirety of their term. Officers must meet this requirement before the first meeting of the fall semester
- 4.0.2. Officers must also be students in the University of Ottawa during their entire term. “
- 4.0.3. All Branch Officers, Executives, and the Student Advisor shall be given a key to the McNaughton Resource Centre.

- 4.0.4. All Branch Officers and Executives shall be responsible for keeping office hours, during which said Branch Officer or Executive shall be present in the McNaughton Resource Centre with the door open, so as to respond to queries from students and interested parties. The duration of office hours will be dictated each year by the Chair.
- 4.0.5. Exemptions from office hours will be granted to Branch Officers and Executives who are currently taking a co-op term outside of Ottawa, or for other extenuating circumstances at the Chair's discretion."

4.1. Chairperson

- 4.1.1. The Chairperson shall preside at all meetings of the Branch
- 4.1.2. They shall appoint all committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated
- 4.1.3. They shall serve as the Branch's official representative at the Section level.
- 4.1.4. They shall coordinate the organization of regular executive committee meetings
- 4.1.5. They shall perform as liaison between the Branch and the Ottawa Section
- 4.1.6. They shall oversee activities performed by executive committee members
- 4.1.7. They shall report to the Branch Supervisor periodically to update him/her on Branch activities

4.2. Vice-Chairperson

- 4.2.1. The Vice-Chairperson shall perform all functions of the Chairperson in the latter's absence
- 4.2.2. They shall also keep a record of all activities of the Branch and shall report some to IEEE Headquarters, together with any special reports required by IEEE Headquarters, within a reasonable time after each meeting.
- 4.2.3. They shall carry out all other communications necessary to the activities of the Branch.
- 4.2.4. They shall keep a record of the names of members in attendance at the meetings.
- 4.2.5. They shall see the completion and submission of all awards nominations and grant applications.
- 4.2.6. They shall provide support to the Chairperson, when required.

4.3. Treasurer

- 4.3.1. The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive Committee.
- 4.3.2. They shall keep an exact account of all receipts and expenditures.
- 4.3.3. Completion and submission of account audit to the ESS.
- 4.3.4. Completion of a projected budget at the beginning of the term and final budget at the end of the term.

4.4 Secretary

- 4.4.1. Assist with Chair and Vice-Chair with reporting all organization activities to IEEE Headquarters (ie. Annual Report), together with any special reports required by IEEE Headquarters.
- 4.4.2. Maintain the calendar, mailing list, and other communication methods belonging to IEEE with current information and news with assistance as needed from the rest of the executive committee.

4.5 Vice President of External Affairs

- 4.5.1. The VP External shall maintain a good network between the students of the School of EECS (Electrical Engineering and Computer Science) and the industry.
- 4.5.2. The role of VP External shall be the bridge between EECS students and the industry.
- 4.5.3. Organizing industry-related events (i.e. tours and networking events) to enhance the involvement of students within the industry.
- 4.5.4. Coordinating sponsorship from the industry and internal sources as required for each event

4.6 Vice President of Internal Affairs

- 4.6.1. The VP Internal shall be responsible for the formation of the Branch's constitution and the enforcement of its terms and policies.
- 4.6.2. They shall resolve any issues regarding violations of constitution regulations.
- 4.6.3. This individual shall assist other executives with their tasks whenever necessary.
- 4.6.4. They shall do an Annual review of the Branch Constitution.
- 4.6.5. They shall organize end-of-term elections and by-elections.
- 4.6.6. They shall represent the Branch in relations with other internal organizations (i.e. CSSA and MESS).

4.7 Vice President of Academic Affairs

- 4.7.1. The VP Academic shall be the link between the Branch and the Faculty.
- 4.7.2. They shall also oversee acquiring academic resources from the faculty and make them available to EECS students at the McNaughton Centre.
- 4.7.3. Organizing academic-related events (ie. Seminars, workshops and presentations by professors and help centers) to assist students with their academic achievements

4.8 Vice President of Social Affairs

- 4.8.1. The VP Social shall be responsible for organizing fun events that will help raise awareness of IEEE to EECS students and allow them to become more involved with the organization.
- 4.8.2. Ensure IEEE representation in overall engineering events (may include 101 Week and Clubs Fair)
- 4.8.3. Organize a minimum of one IEEE specific event per semester for members to interact on a casual basis
- 4.8.4. Promote team building exercises between executive committee members

4.9 Vice President of Communications

- 4.9.2. The VP Communication shall work to ensure the benefits of IEEE memberships are clearly delivered to the students of EECS
- 4.9.2. They shall also promote memberships, scholarships, awards or contests being organized by IEEE
- 4.9.3. It is highly recommended and preferred that the VP Communications is bilingual.

4.10 Webmaster

- 4.10.1. The Webmaster shall maintain the Branch's official website, posting information such as upcoming events, executive office hours etc.

4.11 McNaughton Centre Director

- 4.11.1. The McNaughton Centre Director shall maintain and work to improve the state of the lab equipment and the workspace of the McNaughton Centre.
- 4.11.2. They shall ensure that the lab rules are enforced and that equal opportunity access to the equipment is provided to all students.
- 4.11.3. They shall encourage the frequent use of the lab as well as looking to add more equipment to the lab.



4.12 Commissioner of Software Engineering

- 4.12.1. Shall report to the Vice President of Communications
- 4.12.2. Shall represent all software engineering students under the faculty of Engineering

4.13 Commissioner of Electrical Engineering

- 4.12.1. Shall report to the Vice President of Communications
- 4.12.2. Shall represent all electrical engineering students under the faculty of Engineering

4.14 Commissioner of Computer Engineering

- 4.12.1. Shall report to the Vice President of Communications
- 4.12.2. Shall represent all computer engineering students under the faculty of Engineering

4.15 Commissioner of Design

- 4.15.1. Shall report to the Vice President of Communications
- 4.15.2. Design promotion material as needed for the executives.

SECTION 5 – AFFINITY GROUPS AND SUB-CHAPTERS

5.1. Structure

- 5.1.1. Each affinity group and student chapter's Chairperson shall dictate the organization of their respective group.
- 5.1.2. There must be at least one member, who shall act as Chairperson, for the group to be active.
- 5.1.3. The groups are subject to the same regulations as the executive committee.

5.2. Current Affinity Groups and Student Chapters

- 5.2.1. *Women in Engineering Affinity Group:* The mission of the IEEE uOttawa Women In Engineering is to inspire, engage, encourage, and empower women to pursue the engineering field.
- 5.2.2. *Photonics Student Chapter:* The mission of the IEEE uOttawa Photonics Student Chapter is to introduce the latest progress in photonics, disseminate photonics research and introduce a professional photonics path to students.

SECTION 6 – GENERAL REGULATIONS

6.1. Meetings

- 6.1.1. The Branch shall hold regular and special meetings at such places and time as designated by the Executive Committee.
- 6.1.2. Meetings shall be scheduled at a mutually convenient time for all members of the Executive Committee
- 6.1.3. If such a time cannot be found, certain members of the committee may be exempt from the conditions outlined in Section 6.1.2.
- 6.1.4. Each member of the Executive Committee is required to attend a predefined number of meetings per semester
- 6.1.5. Members may not miss more than two consecutive meetings without legitimate reason or alibi
- 6.1.6. Failing to achieve the previous, the executive member will be on probation and the Executive Committee (through majority vote of 2/3) may request that particular individual to resign if needed.
- 6.1.7. Following text should be added to Section 6.6.1 Scheduling of meetings
“The only members with authority to call and hold meetings are the Chair and Vice Chair of the branch. However, any other officer can call and hold meetings by approval of the Chair or Vice Chair, and any other executives can call and hold a meeting with majority approval of the branch officers. “
- 6.1.8. “All meetings that require quorum must be announced and shared with the rest of the branch at least fourteen (14) days ahead of the scheduled meeting. “

6.2. IEEE By-Laws and Code of Ethics

- 6.2.1. The organization and operation of the Branch shall be in accordance with the Constitution, By-laws, and Code-of-Ethics of the Institute of Electrical and Electronics Engineers, Inc.

6.3. Disbursements

- 6.3.1. *Signing Authority:* The signing authority of the Branch shall be the Chairperson, Vice-Chairperson and the Treasurer.
- 6.3.2. *Authorization:* The Treasurer shall only disburse funds for events/activities approved by the Branch Executive and authorized by the Chairperson and/or Vice-Chairperson.

6.4. Elections

- 6.4.1. Elections for positions on the Executive Committee shall be held annually during the winter term
- 6.4.2. The electoral process must be complete before final exams in April, and duly elected members shall take office no later than the 1st of May.
- 6.4.3. In the event that a member of the Executive Committee resigns, the Student Advisor (or an individual appointed by the Chairperson) shall organize and coordinate a by-election for the vacant position.
- 6.4.4. Candidates running for the positions of Chairperson and Vice-Chairperson must have at least one (1) year experience as a member of the previous year's Executive Committee.
- 6.4.5. All Branch Officers hold office for a term of one (1) year with no exception.
- 6.4.6. *Requirements for Candidacy for Executive Committee:*
- a. Candidates running for positions on the Executive Committee must, at the time of sign up, provide to the current administration a copy of one's resume as a means of maintaining integrity and professionalism amongst applicants.
 - b. The candidate must hold a CGPA of 4.5 or above as well as be a student under the Faculty of Engineering or Faculty of Science.
 - c. Executive Committee members must register as an IEEE Student Member within one (1) month of the beginning of their term.
 - d. All Executive Committee positions have a term of one (1) year with exceptions dictated by the Chairperson and/or Vice-Chairperson under certain conditions.

6.5. Executive Committee Transition

- 6.5.1. The outgoing executive committee must provide transition documents at the end of their term to the Chairperson, regardless if they are assuming the same position for a second term.
- 6.5.2. *Recommended Transition Activities*
 - a. Reassignment of ieeeuottawa.ca email addresses
 - b. Reassignment of registered accounts (i.e. web accounts, bank account, etc.)
 - c. Return of office keys to EECS administration

SECTION 7 – AMMENDMENTS

7.1. By-Laws

- 7.1.1. The Branch is empowered to adopt Bylaws that are consistent with this Constitution.

7.2. Requirements

- 7.2.1. The Constitution may be amended by a special resolution of the Executive Committee provided that the Branch membership has had an opportunity to review and provide feedback for the proposed changes
- 7.2.2. Amendments shall only become effective if the Branch advisors deem that the changes are in the interest of the Student membership and does not violate any IEEE guidelines/regulations.
- 7.2.3. The outgoing committee proposes and votes upon amendments.
- 7.2.4. These amendments are ratified by the IEEE Student membership at the AGM. In practice, the AGM is attended only by incoming & outgoing execs although all student members are welcome.
- 7.2.5. The Branch counselor approves or disapproves each amendment as it has been voted on according to the following criteria:
 - a. the amendment is in the interest of the Student membership
 - b. the amendment does not violate any IEEE guidelines/regulations