

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be the Institute of Electrical and Electronics Engineers (IEEE), University at Albany Student Chapter

Section B: National Affiliation – The rules and regulations of the national IEEE Constitution shall be followed when not inconsistent with the rules and regulations of the University at Albany.

Section C: Purpose – The purpose of this club shall be:

1. to advance electrical and computer engineering and related applications by providing focus, opportunity, and support to students.
2. the creation, organization, dissemination, and application of knowledge concerning engineering and its processes.
3. increasing public awareness of engineering, its processes, and their benefits to society.
4. to foster technological innovation and excellence for the benefit of humanity.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to all students attending SUNY Albany including but not limited to all bachelor, masters, and doctorate degree students.

Section B: Dues – The IEEE UAlbany Student Chapter does not require dues for membership eligibility. However, if members wish to join the national organization and have access to their events, conferences, and publications, then they may pay annual student dues through the national IEEE website.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a Student Chair, Vice Chair, Treasurer, Secretary, and Webmaster

Section B: Eligibility – Officers must be full-time students, carrying at least 1 credit and enrolled in either an undergraduate or graduate degree program. Officers must also be registered, due-paying members of the national IEEE organization.

Section C: Election – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section E: Vacancy – If a vacancy occurs in the office of Chair, the Vice Chair shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A: Chair – it shall be the duty of the Chair to:

- Preside at meetings
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Communicate with the general public and IEEE club members about current activities by making announcements to listservs
- Correspond with companies and researchers to organize events
- Delegate tasks to other officers
- Complete Student Branch Reporting for the year to ensure next year's budget
- Reserve rooms, complete registration forms, arrange for food (if necessary), and arrange carpooling (if necessary)
- Promote IEEE throughout the university community
- Be in charge of marketing, networking and recruiting new members.
- Perform such other duties as ordinarily pertain to this office

Section B: Vice-Chair – It shall be the duty of the Vice Chair to:

- Preside in the absence of the Student Chair
- Assist the Chair or other officers in their responsibilities

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Complete Student Branch Reporting in a timely manner, ensuring submission to the national IEEE organization
- Create posters and fliers for all events

- Help complete registration forms

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed
- Complete all requirements of the University at Albany Student Association to receive club funding and process requests

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held at least monthly during the regular school year.

Section B: Executive Board Meetings – Meetings may be called by the President to convene on matters concerning the club and its events. They shall be at least bi-weekly throughout the academic school year.

Section C: Speaker Series – UAlbany IEEE shall host talks with guest speakers frequently throughout the semester to advance student knowledge of research or the technology industry.

ARTICLE VI: EXECUTIVE BOARD

Section A: Responsibility – Management of this club shall be vested in an Executive Board responsible to the entire membership to uphold these bylaws.

Section B: Membership – This board shall consist of the officers as listed in Article III and the faculty advisor.

Section C: Meetings – This committee shall meet between regular meetings of the club to organize and plan future activities.

ARTICLE VII: ADVISOR

Section A: Selection – there shall be a faculty/staff advisor who shall maintain their position until they decide to relinquish it.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.

- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Office of Student Activities.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VIII: AMENDMENTS

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter executive board.

Section B: Notice – All executive board members shall receive advance notice of the proposed amendment at least one day before the meeting. [The time may be extended to the following meeting.]