

CONSTITUTION

for
THE UNIVERSITY OF ILLINOIS
STUDENT BRANCH OF IEEE
(Approved: April 5th 2015)

Article I - Name and Purpose

Sec. 1 This organization shall be known as the University of Illinois Student Branch of the IEEE, incorporated, hereafter referred in this Constitution as IEEE.

Sec. 2 The purpose of IEEE as an organization shall be the dissemination of knowledge of the theory and practice of all aspects of electrical and computer engineering, as well as the allied Branches of engineering and the related arts and sciences. IEEE serves as a mean for students to further their professional and educational development.

Sec. 3 The organization and operation of the Branch shall be in accordance with the Constitution and Bylaws of IEEE.

Sec. 4 No discrimination based on sex, color, race, major, origin, etc, shall occur in any aspect of IEEE. Doing so will result in suspension of privileges (for all members of IEEE) and removal from the Executive Board (for officers).

Article II - Amendments and Bylaws

Sec. 1 Bylaws shall be established as hereinafter set forth, for the purposes of governing the operations and administration of the IEEE. The Branch is empowered to adopt Bylaws which are consistent with this constitution.

Sec. 2 Amendment(s) to this Constitution and IEEE's Bylaws may be proposed by a member of the Executive Board or by petition from an active member of IEEE. A petition must be submitted to a present member of the Executive Board to be brought up during the next Executive Board meeting.

Sec. 3 All Bylaws and Amendment(s) to this Constitution shall be voted on by the Executive Board. Two-thirds of the entire Executive Board must vote to approve any new Amendment(s) or Bylaw(s). Amendment(s) to the Constitution and Bylaws shall take effect immediately and the active members of IEEE shall be notified as soon as possible.

Sec. 4 Quorum, as defined and referred to in this Constitution, consists of half of the board members plus one.

Sec. 5 Abstentions, as defined and referred to in this Constitution are described below:

- (A) During any voting process IEEE members and executive board members are allowed to abstain from voting.
- (B) An abstention is not counted towards the total number of votes.
- (C) An abstention is counted towards maintaining quorum.

Article III – Membership

Sec. 1 Membership shall consist of undergraduate and graduate students of the University of Illinois, as well as all who share an interest in these fields in the Champaign-Urbana area.

Sec. 2 Membership shall consist of:

- (A) Paying Members of IEEE
- (B) General members of IEEE

Sec. 3 General Members: They shall be considered IEEE participants and are free to participate in all IEEE events and join IEEE committees, but shall not be considered Paying Members of IEEE.

Sec. 4 Paying Members: Student or Student Associative members who have paid for membership with the National Branch for IEEE. To sign up for IEEE membership, students must contact the National Branch for IEEE directly.

Sec. 5 All members of the Branch (which includes active paying members and general members) shall be entitled to the same rights and privileges in the Branch.

Sec. 6 Paying Active members of IEEE shall, in addition to all the rights of General Members, be allowed to petition for Amendment(s) to the Constitution and Bylaws, and receive any and all discounts associated with IEEE events.

Article IV - Dues and Fees

Sec. 1 There are no local dues. The only due associated with IEEE is the annual membership fee paid to the National Branch of IEEE.

Sec. 2 Nonpayment of National Branch dues automatically results in suspension of paying membership in the branch.

Sec. 3 The Executive Board of the Branch shall have the power, under exceptional circumstances, to sponsor the payment of dues to the National Branch.

Article V – Executive Board

Sec. 1 The Executive Board shall be structured as the following:

- (A) Administrative Positions (Head by President)
 - (a) Technical Vice President
 - (b) Professional Vice President
 - (c) Membership Service Vice President
 - (d) Treasurer/Secretary
- (B) Technical Sub-branch (Head by Technical Vice President)
 - (a) Projects Director
 - (b) JSDC Director
 - (c) Webmaster
- (C) Professional Sub-branch (Head by Professional Vice President)
 - (a) Corporate Director
 - (b) Development Director
 - (c) External Relations
- (D) Membership Service Sub-branch (Head by Membership Service Vice President)
 - (a) Social Director
 - (b) SPARK Director
 - (c) Awards Director

Sec. 2 The rankings of the officers of the Executive Board as noted in Article V, Section 1 pertains to whomever will act next in the event of the President's absence.

Sec. 3 The term of office shall approximately be one calendar year and shall last from the between elections from year to year.

Sec. 4 The Executive Board is charged with the responsibility of keeping the

Bylaws and Constitution up to date. Prior to the completion of their term, the current board shall review the Constitution and Bylaws and make changes as they deem appropriate so long as it is done in accordance with Article II.

Sec. 5 Any position apart from President and Vice Presidents can have co-chairs as approved by the current Exec Board.

Article VI - Committees

Sec. 1 Project Director, Development Director, Corporate Director, JSDC Director, and SPARK Director shall be required to maintain committees throughout their term. Webmaster, External Relations Director, Social Director and Awards Director have the option to maintain their own committees. Members of their committees shall consist of those who have been on the committees in the past and those who would like to become members. It shall be up to the discretion of the director of each committee to decide if there should be a maximum on members and how to determine the maximum, hold regular meetings, and keep the Executive Board up to date on the committee's activities.

Sec. 2 Members on the Executive Board who are not specifically required to maintain a committee can opt to maintain one if he or she wishes. If an Executive Board member decides to maintain a committee, the committee shall function in accordance with all guidelines as set forth in Article VI, Section 1.

Sec. 3 Any Committees that are not already in place shall be created by the members of the Executive Board. Paying members of IEEE who wish for a particular committee to exist can petition the board for its creation. Petitions must consist of ten signatures from paying IEEE members and an explanation for why the committee should be created and how it shall benefit IEEE as a whole.

Sec. 4 Committee duties:

- (A) Corporate Committee is responsible for helping the Corporate Director in charge with his or her duties as stated in the Bylaws.
- (B) Project Committee is responsible for helping the Project Director with his or her duties as stated in the Bylaws.
- (C) Development Committee is responsible for helping the Development Director with his or her duties as stated in the Bylaws.
- (D) SPARK Committee is responsible for helping the SPARK Director with his or her duties as stated in the Bylaws.
- (E) Webmaster Committee is responsible for helping the Webmaster with his or her duties as stated in the Bylaws. Webmaster Committee is not required, and its existence is at the discretion of the current Webmaster if it is needed.
- (F) External Relations Committee is responsible for helping the External Relations Director with his or her duties as stated in the Bylaws. External Relations Committee is not required, and its existence is at the discretion of the current External Relations Committee Director if it is needed.
- (G) Social Committee is responsible for helping the Social Director with his or her duties as stated in the Bylaws. Social Committee is not required, and its existence is at the discretion of the current Social Committee Director if it is needed.

(H) Awards Committee is responsible for helping the Awards Director with his or her duties as stated in the Bylaws. Awards Committee is not required, and its existence is at the discretion of the current Awards Committee Director if it is needed.

(I) JSDC Committee is responsible for helping the JSDC Director with his or her duties as stated in the Bylaws.

(J) TAG Directors are responsible for the organization of lectures, workshops and other small projects within the area of interest, as well as the other duties stated in the Bylaws.

Sec. 5 Resources such as Google docs regarding committee affairs shall be shared among the committees. However, the shared resource pool does not include Executive board affairs as well as other administration informations.

Article VII - Meetings

Sec. 1 Meetings shall not be scheduled in conflict with University Regulations (see Code on Student Affairs).

Sec. 2 The Branch shall hold regular meetings. Meeting types shall include (and not be limited to):

(A) Executive Board Meetings: Executive Board Meetings shall be held among the Executive Board members. Officers in administrative positions and Vice Presidents shall be required to attend Executive Board Meetings.

(B) Sub-branch Meetings: Sub-branch Meetings shall be held among the directors in each individual sub-branch excluding administrative positions Each directors shall be required to attend his/her Sub-branch Meetings.

(C) Committee Meetings: Committee Meetings shall be held among the committee members in each individual committee.

(D) General Meetings: General Meetings shall be held among the Branch members.

Sec. 3 All meetings shall occur in accordance with the Bylaws.

Article VIII - Faculty Advisor

Sec. 1 IEEE shall have at least one Faculty Advisor selected by the IEEE Executive Board at a duly called meeting. It shall be the duty of the Faculty Advisor to advise IEEE and its members in its activities. He or she shall do so as deemed necessary and appropriate while performing such liaison as may be necessary between IEEE and the Department of Electrical or Computer Engineering or other agencies of the University.

Sec. 2 The term of officer shall approximately be one calendar year and shall last from one year's elections to the next. Newly elected Executive Boards shall be charged with the duty of (re)appointing a Faculty advisor

Article IX - Incorporation, Non-Student or Non-Staff Speakers, Social and Special Events, Informal Initiations, and University Space and Facility Reservations

Sec. 1 This organization shall not become incorporated.

Sec. 2 Approval of use of University space, facilities and non-student or non-

staff speakers in University facilities will be obtained at the proper University space reservation office. Regulations governing use of University space and facilities such as "No Smoking" limitations will be adhered to.

Sec. 3 Approval of informal initiations, social events and special events such as money raising projects, shows, open meetings and demonstrations, will be obtained from the proper University office in accordance with University Regulations. (See Code on Student Affairs.)

(A) IEEE shall not sponsor the purchase of any alcoholic beverages in any events, social function, or club project in which alcoholic drinks are served.

Article X – Projects

Sec. 1 Any materials purchased by IEEE for the purposes of the Projects shall permanently be the property of IEEE

Sec. 2 IEEE Exec Board shall have the authority to sell the Projects materials to the respective Project Leader for an agreed upon price. Voting for this decision will follow simple majority as outlined in Article II.

BYLAWS for THE UNIVERSITY OF ILLINOIS STUDENT BRANCH OF IEEE (Approved: April 5th, 2015)

100. Selection of Officers

101. To be eligible for officer, a candidate must be a paying member of IEEE and must be on good standing with the University of Illinois.

102. Running for Office

1. Only paying members can run for office.
2. Those running shall submit an application.
3. By running for office, candidates agree to be interviewed by the Executive Board (if deemed necessary) at a time and place designated convenient for both parties.

103. The Executive Board reserves the right to refuse candidates or limit the number of candidates as it sees fit.

104. All officers shall be elected by a simple majority vote during an election.

105. All candidates running for the position of Treasurer and President shall have their applications pre-approved by the Executive Board prior to elections.

106. All officers shall be expected to follow through on their duties as outlined in the Constitution Bylaws.

200. Elections

201. Election of officers for the following year shall be near the end of the Spring Semester, with care taken to leave sufficient time to transition.

202. Elections must be well publicized. Publicity for elections shall begin no fewer than two weeks in advance of elections.

203. Election Process:

1. Elections for the President, Technical Vice President, Professional Vice President, Membership Service Vice President, and Treasurer shall consist of a meeting wherein all members of IEEE may attend and be allowed to vote.

2. Elections for Project Director, Webmaster, Corporate Director, Development Director, External Relations Director, Social Director, SPARK Director Awards Director, as well as any TAG members, shall consist of an interview wherein all members of the current board as well as the newly elected board members (if applicable) may attend and be allowed to vote.

204. The Executive Board shall vote by simple majority to elect a member of the current board who is not running for a position to act as moderator, with the role defaulting to the previous President.

205. Moderator duties include, but shall not be limited to:

1. Verify the legitimacy of the ballots prior to the elections meeting.
2. Overseeing the counting and tallying of all ballots.
3. Declaring the winner of each position prior to the start of speeches for the following position.
4. Ensuring that those running for positions talk for only the allotted time for the position.
5. Ensuring all procedures for elections as listed in the Bylaws are followed.
6. Removing disruptive attendees.
7. Shall ensure that candidates are properly informed for when they should and should not be in the room.

206. Election procedures and rules shall be outlined by the moderator at the beginning of the elections meeting.

207. Speeches and Interviews

1. Preceding the election of each position, the moderator shall quickly outline the responsibilities of the position.
2. Those running for the position of President shall each be allotted three minutes to speak.
3. Those running for the positions of Vice Presidents and Treasurer shall each be allotted two minutes to speak.
4. Candidates shall not be in the room while someone they are running against is speaking.

208. Questioning of Candidates

1. Questioning candidates shall occur immediately following the completion of each candidate's speech.
2. Executive Board members and members of IEEE (only applicable in public election) are eligible to ask questions to the candidate. However, those running for a position cannot ask questions to their fellow candidates.
3. It is up to the discretion of the moderator to limit questioning to an appropriate amount.
4. In public election, candidates shall be given ample time to respond between questions.

209. Discussion of Candidates

1. Discussion of candidates shall immediately follow the speeches and questioning for all candidates of a position.
2. It is up to the discretion of the moderator to limit discussion of candidates to an appropriate amount.
3. No candidates for a position shall be allowed in the room during discussion.
4. Biased negativity shall not be tolerated and giving one shall result in the loss of the ability to vote for the position and possible removal from the meeting.

210. Voting

1. Voting shall occur following speeches, questioning, and discussion of candidates for a position and prior to hearing speeches for other position.
2. The present Executive Board and active paying members of IEEE shall each be allotted one vote for the candidate of their choice or for a vote of no confidence.
3. Candidates shall not be allowed to vote during the election of their position.
4. All ballots shall be counted immediately following voting, and prior to hearing speeches for the next position. Overseeing the tallying of the ballots shall be done by the moderator.

211. Ties

1. Immediately following a tie, those candidates who tied shall remain in the room for an open discussion/question session.
2. All candidates shall be given time to respond to all questions asked.
3. All candidates shall have equal opportunity to respond to questions and comments.
4. It is up to the discretion of the moderator to limit questioning and discussion to an appropriate amount.
5. Candidates shall be asked to leave the room following the discussion/question session.
6. A second vote shall be taken in accordance with the voting procedures.
7. In the event successive ties, it will be up to the discretion of the Executive Board to decide upon a winner at a later time.

212. When a Position is Vacant:

1. The same guidelines for election of other officers shall be followed.
2. In the event of no elected officers to a position, it is the responsibility of the newly elected board to open the position for election. In case of no qualified candidate running for the vacant position, it will be up to the newly elected board to decide how to handle the duties of the officers who would be in that position.

300. Executive Board

301. The management of the affairs of the Branch shall be in the hands of the officers elected to the Executive Board, and the Faculty Advisor appointed by IEEE.

302. The Chairman of the Branch shall be President of the Executive Board.

303. The Executive Board shall consists of administrative positions and director positions.

303. The Executive Board shall be the governing body of the Branch and shall transact all business it deems advisable, including and not limited to the filling of vacancies in offices, authorization of expenditures, etc.

400. Duties of Officers

401. President

1. Shall preside at all meetings of the Executive Board and shall remove him or herself from the chair when expressing any opinion on the business hand.
2. Shall be responsible for organizing weekly board meetings and keeping them on task.
 - A. Shall notify all board members in advance of the length, location, and time for all Executive Board meetings.
3. Shall seek to maintain a high level of communication amongst board members.
4. Shall set up office hours for Executive Board members at the beginning of each semester.
5. Shall act as an official representative of IEEE.
6. Shall be responsible for understanding of the constitution, Bylaws, policies and guidelines and shall be responsible for ensuring that any revision to the above will be made as the Executive Board sees fit.
7. Shall work on networking: (1) within the department of Electrical and Computer Engineering to benefit both the department as well as IEEE, and (2) within the University as a whole.
8. Shall do what is necessary to keep IEEE as an official Registered Student Organization on campus.
9. Shall act as an ex officio member of ECESAC.
10. Shall work to keep the faculty advisor of IEEE well informed and involved in IEEE events.

11. Shall meet with the presidents of HKN and WECE on a regular basis to help with relations amongst the organizations.
12. Shall continue to promote Executive Board unity and credibility.
13. Shall work closely with the Internal Vice President and the Secretary to track on the progress of board members.
14. Shall strive to ensure that the overall vision of IEEE is continually kept in mind throughout his or her term and that the actions of the Executive Board reflect a strong understanding of the vision of IEEE.
15. Shall work to keep the UIUC branch of IEEE active within Region 4 by:
 - B. Actively seeking out project competitions for members to participate in.
16. Shall maintain relations with other IEEE branches in the Region 4 through methods such as:
 - A. Teleconference Calls.
 - B. Leadership Forums.
 - C. Social Networking between chapters.
 - D. Online Newsgroups
 - E. Any and all other means of communication between branches as they are developed.
17. Shall meet regularly with UIUC Regional Representative to:
 - A. Remain well informed of regional activities.
 - B. Develop new ideas for the UIUC student Branch of IEEE
 - C. Obtain funding from the Region 4 branch.
18. Responsible for working with Section Chair to secure funding.
19. Shall be responsible for keeping the National Branch of IEEE informed on this Branch's activities including:
 - A. Shall turn in the Annual Plan of Activities.
 - B. Shall turn in the Annual Report.
 - C. Shall keep the National Branch of IEEE up to date with the newly elected officers and any and all changes to the Constitution and Bylaws.

402. Technical Vice President

1. Shall be responsible for the Technical Sub-branch and all technical groups in the Branch.
2. Shall coordinates the overall technical efforts that IEEE takes part in.
3. Shall assist the President and report technical programs and events to the Executive Board.
4. Shall work closely with Project Director, Webmaster, and JSDC Director to plan and organize technical programs and affairs.
5. Shall oversee the documentation of all programs and events in Technical Sub-branch.
6. Shall work closely to maintain strong relations with the Open Projects Lab and ensure IEEE takes part in its active use, for both TAG and IEEE Projects.
6. Shall work closely with the leader of each active TAG.

403. Professional Vice President

1. Shall be responsible for the Professional Sub-branch.

2. Shall coordinates the overall professional efforts that IEEE takes part in.
3. Shall assist the President and report professional programs and events to the Executive Board.
4. Shall work closely with Corporate Director, Development Director, and External Relations Director to plan and organize professional programs and affairs.
5. Shall oversee the documentation of all programs and events in Professional Sub-branch.

404. Membership Services Vice President

1. Shall be responsible for the Membership Service Sub-branch.
2. Shall coordinates the overall membership service efforts that IEEE takes part in.
3. Shall assist the President and report membership service programs and events to the Executive Board.
4. Shall work closely with Social Director, Awards Director and SPARK Director to plan and organize membership service programs and affairs.
5. Shall oversee the documentation of all programs and events in Membership Service Sub-branch.

405. Secretary (shared with Treasurer)

1. Shall be responsible for taking minutes at the Executive Board and general meetings.
2. Shall maintain detailed records of IEEE's events and for all positions for the term. At the end of the term, the Secretary is responsible for ensuring that all positions, including self, turn in a report.
3. Shall be responsible for the creation and record keeping of all surveys of the members of IEEE as deemed necessary by the Executive Board.
4. Shall be responsible for creating all slideshows presentations needed for general meetings and corporate events.
5. Shall be responsible for all paperwork not already assigned to a specific position on the Executive Board.
6. Shall work closely with the President and the Internal Vice President to track on the progress of board members.
7. Shall be responsible for reserving all rooms for IEEE events.
8. Shall work closely with the Webmaster to keep an up to date calendar of IEEE events on the IEEE website.
9. Shall be responsible for ensuring the IEEE Google Calendar, and Google Site and Confluence content is up to date and consistent.

406. Treasurer (shared with Secretary)

1. Shall collect all pecuniary obligations to the Branch, such as dues, and any other monies as may be raised for the Branch.
2. Shall record and deposit with the University Bursar all funds of the Branch in accordance with the University regulations pertaining to Student Organizations.
3. Shall withdraw and record funds as needed only by proper authorization as required by university regulations governing Student Organizations.

4. Shall keep a correct statement of receipts and expenditures, and submit a statement of the same in writing at the first Executive Board meeting of each month.
5. Shall keep the books that he or she maintains ready at all times for inspections.
6. Shall compile a record of the year's expenditures for the annual report(s).
7. Shall be responsible for handling reimbursements in a timely manner.
8. Shall actively seek out funding opportunities for the branch.
9. Shall work closely with each Executive Board member at the beginning of each semester to create a proposed budget. Budgets will be approved during an Executive Board Meeting.

407. Project Director

1. Shall be responsible for assisting the development of new Projects, including:
 - A. Ensuring a proper project proposal is submitted and reviewed.
 - B. Once a Project has been approved by the Project board, the Project Director shall present the detailed project plan and request for funding to the Executive Board at the next Executive Board meeting.
2. Shall be responsible for overseeing all Projects, including:
 - A. Shall keep track of all Project progress and ensure that each Project is following their proposed timeline and Budget.
 - B. Keeping records of Projects progress and development.
3. Shall not limit self to Projects already active and shall actively seek out new Projects.
4. Shall keep members of IEEE well informed of Projects and its opportunities.
5. Shall seek to make IEEE an active member of Engineering Open House (EOH) on campus in the Spring by:
 - A. Keeping all Projects well informed of the process of participating as an exhibit in EOH.
 - B. Helping Projects follow through on becoming an exhibit in EOH.
6. Shall work closely with the Technical Vice President to look for and follow through on opportunities for IEEE and its members to display their technical knowledge in technical contests/events.
7. Shall work closely with the Corporate Director to inform companies about current projects and obtain sponsorship for projects.
9. Shall work closely with the Treasurer to ensure that parts needed for Projects are ordered properly and in a timely manner.
10. Shall be responsible for maintaining the Project Committee. This includes adding members, holding meetings at least twice a month, and keeping the board up to date with the committee's activities.
11. Shall hold meetings with Project Leaders at least once a month to keep updated on progress of Projects and provide assistance when needed.

408. Webmaster

1. Shall be responsible for maintaining the website, redesigning it if necessary, and keeping it up to date in accordance to the requests of the board members.
2. Shall maintain all email lists, this includes adding and removing active/no longer active members to:

- A. IEEE-announce@ec.uiuc.edu
- B. IEEE-exec@ec.uiuc.edu
- C. IEEE- projects@ec.uiuc.edu
- D. IEEE-workshops@ec.uiuc.edu
- 3. Shall be responsible for the development of all technical innovations for IEEE.
- 4. Shall be responsible for creating and enacting a plan to publicize to IEEE members and ECE members for all IEEE events. Including (and not limited to):
 - A. Putting up Fliers.
 - B. Postings on Electronic Bulletin Boards.
 - C. Weekly Emails to all IEEE members.
 - D. Classroom Announcements
 - E. Submitting announcements to the Wire and Engineering Update Newsletter.
- 5. Shall keep all IEEE computers functioning and up to date.

409. Corporate Director

- 1. Shall be responsible for maintaining present corporate relations with companies.
- 2. Shall act as the point of contact for setting up all corporate committee events. This includes (but is not limited to):
 - A. Company information sessions.
 - B. IEEE Career Forum.
 - C. Soft skills workshops.
- 3. Shall be responsible for attending the different career fairs on campus to gain new corporate contacts.
- 4. Shall work to keep an up to date database of company contacts.
- 5. Shall be expected to hold a minimum of seven corporate events a semester.
- 6. Shall be responsible for maintaining the Corporate Committee. This includes adding members, holding meetings at least twice a month, and keeping the board up to date with the committee's activities.
- 7. Shall work to keep an up to date resume database.
- 8. Shall work closely with the Project Director and the Workshop Director to obtain sponsorship for projects, workshops, and the IEEE Lab.
- 9. Shall be responsible for reviewing and updating corporate event sponsorship packages.

410. Development Director

- 1. Shall work to keep the UIUC branch of IEEE active within Region 4 by actively seeking out conferences in the region.
- 2. Shall work to ensure the UIUC branch of IEEE remains active in National Conferences.
- 3. Shall work to develop educational events for members of UIUC branch of IEEE, including but not limited to field trips to research labs.
- 4. Shall work closely with professors to organize educational events
- 5. Shall work to seek other educational opportunities such as workshops within Region 4.

6. Shall be responsible for maintaining the Development Committee. This includes adding members, holding meetings on a frequent basis and keeping the board up to date with the committee's activities.

7. Shall work closely with other officers in Professional Sub-branch to organize professional events and affairs.

411. External Relations Director

1. Shall be responsible for maintaining relations with Student Organizations on Campus.

2. Shall work to seek opportunities to work with local communities.

3. Shall work to seek opportunities to promote science and engineering in local high schools.

4. Shall be responsible for maintaining the External Relations Committee. This includes adding members, holding meetings on a frequent basis and keeping the board up to date with the committee's activities.

5. Shall work closely with other officers in Professional Sub-branch to organize professional events and affairs.

412. Social Director

1. Shall be responsible for creating and organizing social events for IEEE at least once a month.

2. Shall seek to work with other organizations on campus to set up social events.

3. Shall be responsible for maintaining the Social Committee. This includes adding members, holding meetings at least twice a month, and keeping the board up to date with the committee's activities.

4. Shall be responsible for creating official IEEE-wear, such as t-shirts for social events and general sales, and professional-looking clothing for the Executive Board.

5. Shall be responsible for planning E-Week activities.

413. SPARK Director

1. Shall be responsible for the publication of SPARK magazine and serve as Editor-in-Chief for the SPARK magazine.

2. Shall work to publish SPARK magazine once in a year (typically in the Spring semester) as a physical hard copy item.

3. Shall work to delegate article sourcing, editing and, if financially stipulated, layout and design tasks.

4. Shall work closely with the ECE Department to get article sourcing within the department.

5. Shall work closely with other officers to get article sourcing within the UIUC Branch of IEEE.

6. Shall be responsible for maintaining the SPARK Committee. This includes adding members, holding meetings on a frequent basis and keeping the board up to date with the committee's activities.
7. Shall work closely with other officers in Membership Service Sub-branch to organize membership service events and affairs.

414. Awards Director

1. Shall be responsible for giving out awards issued by UIUC Branch of IEEE.
2. Shall be responsible to read application essays and hand out scholarships on behalf of UIUC Branch of IEEE.
3. Shall work to seek opportunities to fill out nomination forms for awards in Region 4.
4. Shall be responsible for maintaining the Awards Committee. This includes adding members, holding meetings on a frequent basis and keeping the board up to date with the committee's activities.
5. Shall work closely with other officers in Membership Service Sub-branch to organize membership service events and affairs.

415. TAG Director

1. Shall be responsible for leading each of the currently active Technical Advancement Groups.
2. Shall be responsible for holding meetings to promote the area of interest for the TAG, on the frequency of at least two per month.
3. Shall be responsible for leading the information flow and promotion of new ideas within the TAG.
4. Shall be responsible for organizing workshops dealing with the area of interest.
5. Shall work on designing and presenting a project for EOH in order to promote the area of interest.
6. Shall work closely with other officers in the Technical Service Sub-branch to organize technical service events and affairs.

416. JSDC Director

1. Shall coordinate with Jerry Sanders Design Competition committee.
2. Shall be responsible for the Open Projects Lab, including:
 - a. Coordinating with the Lab Director.
 - b. Keeping the Open Projects Lab space clean and organized.
 - c. Documenting inventory.
 - d. Ensuring members have access to lab space.
3. Shall keep records of progress and development.
4. Shall be responsible for ordering necessary parts, including:
 - a. Robotics components.
 - b. Tools and Lab supplies.
5. Shall be responsible for tracking budgets and storing purchase information.
6. Shall be responsible for maintaining team website.

7. Shall be responsible for hosting workshops to train new membership.

500. Expectations

501. The members of the Executive Board are expected to follow through on their responsibilities as outlined in the Bylaws.

502. All members of the board shall talk twice a semester individually with the President to talk about how they have been doing and what they think they would like to see changed to help improve the organization.

503. All board members are expected to attend at least 90% of board meetings and 75% of general meetings. In the event that a board member cannot make it, he or she must notify the President in advance.

504. Upon completion of a board member's term, he or she will be expected to compile a report on their activities for their term. One copy of the report shall be given to the person assuming their position for the next term. In the event where a board member maintains his or her position for a second term, they will still be expected to submit their report to the Secretary.

505. The Executive Board as a whole is expected to follow through on all commitments with the department of Electrical and Computer Engineering.

506. All members of the Executive Board are expected to adhere to any and all rules as outlined in the IEEE Bylaws. Failure to do so at any time may result in removal from office.

507. No IEEE resources can be misused for personal use by any members of the board, paying IEEE members, or anyone else. Doing so may result in removal or suspension of privileges.

600. Removal from Office

601. Guidelines

1. A board member can be removed from their position if it is deemed necessary for the board.
2. Removal can be deemed necessary at any time if the person:
 - A. Fails to meet the expectations set forth by the board as a whole.
 - B. Fails to follow through on his or her responsibilities as outlined in the Bylaws.
 - C. Fails to adhere to the guidelines of the University and IEEE as outlined in the Code on Student Affairs.
3. No person can be removed from office based solely on a personality conflict.

602. Removal

1. To be removed from their position, a quorum of the board must be present.

2. The person shall be given a chance to defend him or herself before a vote is taken.
3. A vote of two-thirds of those present (excluding the person in question) is needed for removal from office.

603. Following Removal

1. Upon removal of a board member from his or her position, it shall be up to the remaining members of the board to determine the next best course of action to take. Refer to 212 for proper procedure on filling a vacant position on the Executive Board.

604. No Removal

1. If a person fails to be voted out of office, he or she is safe from a second vote to remove until at least one month following the first vote.
2. After one month, the same guidelines for removal are once again available.
3. For a second (or greater) vote for removal, while quorum is still needed, a board consensus (excluding the person in question) is needed to remove the person from their position.

605. Right to Participate

1. If the person is not removed, he or she shall have no exclusion from Executive Board decisions and activities.
2. If removed, he or she shall still be considered an active member of IEEE and shall not be excluded from running or voting in the next elections.

700. Suspension of Privileges

701. If it is determined necessary to suspend privileges of active, general, or Executive Board Members of IEEE, it shall be up to the Executive Board to determine the length and severity of the suspension.

702. Quorum of the Executive Board must be present to vote on suspension, and a vote of two thirds is required to suspend privileges.

703. All members of IEEE up for suspension must be notified of and given the opportunity to defend themselves before a vote is to be taken.

704. Suspension

1. General Members and Active members
 - A. Possible suspensions include (and are not be limited to):
 - i. Revoking committee privileges.
 - ii. Inhibiting the right to attend general meetings.
 - iii. Inhibiting the right to participate in social activities.
 - iv. Inhibiting the right to participate in corporate events.
 - v. Inhibiting the right to participate in technical events.
 - vi. Inhibiting the right to participate in Projects.

- B. Possible suspensions exclude:
 - i. The right to suspend membership from the National Branch of IEEE.
 - ii. Suspensions based solely on personal conflicts with other IEEE members.
- C. Length of suspensions
 - i. Suspensions can last anywhere from a minimum of one week to lifetime ban.
- 2. Executive Board Members
 - A. Possible suspensions include (and not be limited to):
 - i. Revoking committee privileges.
 - ii. Inhibiting the right to attend general meetings.
 - iii. Inhibiting the right to participate in social activities.
 - iv. Voting rights on board activities.
 - v. Executive Board meetings.
 - B. Possible suspensions exclude:
 - i. The right to suspend membership from the National Branch of IEEE.
 - ii. Suspensions based solely on personal conflicts with other IEEE members.
 - C. Length of suspensions
 - i. Suspensions can last anywhere from a minimum of one week to lifetime ban.
 - D. Board members up for suspension shall not be able to vote on behalf of themselves, nor shall they be considered in the count for quorum.

800. Meetings

801. General Meetings

- 1. Shall occur at least once a semester
- 2. Shall serve as a way to keep IEEE members involved and informed on the actions of the Executive Board and Branch as a whole.
- 3. Shall be organized by the Executive Board as a whole.

802. Executive Board Meetings

- 1. Shall occur weekly at a time designated an agreed upon by all Executive Board members.
- 2. Shall be where all votes regarding suspension, removal, or amendments take place.
- 3. Shall serve as a way to keep all Executive Board members informed on the activities of other Executive Board Members
- 4. Shall be organized and run by the President.

803. Committee Meetings

1. Shall be organized and run by the Director of the committee.
2. Shall occur on a frequent basis.

804. TAG Meetings

1. Shall be organized and run by TAG Directors
2. Shall occur at least twice a month