



Bylaws of the IEEE Student Branch of the B.M.S. College of Engineering, Bangalore

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Item 1. Definitions and Interpretation

I : In these Bylaws, unless otherwise specified:

- “BMSCE” shall hereafter refer to “*Businayana Mukundadas Sreenivasaiah College of Engineering*”
- “IEEE” shall hereafter refer to “*the Institute of Electrical and Electronics Engineers*”
- “Branch” or “BMSCE IEEE” shall hereafter refer to “*BMSCE IEEE Student Branch*”
- “Bylaws” shall hereafter refer to “*Bylaws of the BMSCE IEEE Student Branch*”
- “Committee” shall hereafter refer to “*Executive and Student Committees of the BMSCE IEEE Student Branch*”
- “Executive Committee” shall refer to the core student Executive Committee as defined in Item 4. I. 2

Item 2. Aims, Purpose and Jurisdiction

BMSCE IEEE is a nonprofit organization with no political or religious affiliations and exercises its powers within the BMSCE campus. It is part of a global technical professional organisation dedicated to advancing technology for the benefit of humanity. It is the object of this Branch to further the aims and ideals of the IEEE.

All disputes are limited to the jurisdiction of Bangalore.

Item 3. Membership and Dues

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 discipline record.
- Enrolled in at least 50% of a normal, full-time course of study at the campus.
- Complete and abide by all requirements that may be imposed on Branch Members.

Nondiscrimination Clause

Membership shall be open to all people who meet the eligibility criteria, regardless of race, religion, gender, sexual orientation, age or disability.

Item 4. Standard Management

I. The officers of the Student Branch are :

1. Senior Executive Committee

- Branch Councillor - BMSCE Staff and IEEE Professional Member
- Branch Mentor - BMSCE Staff and IEEE Professional
- Representative in Bangalore section and part of BMSCE or above default becomes a members.

2. Executive Committee

- Chairman - BMSCE IEEE member - Must be an active member for over a period of one year and going to 3rd year B.E.
- Vice Chairman - BMSCE IEEE Member - Must be an active member for over a period of one year and going to 3rd year B.E.
- Secretary - BMSCE IEEE member
- Joint Secretary - BMSCE IEEE member
- Treasurer - BMSCE IEEE member
- Student Activities Committee
- Women in Engineering
- Society chapter

Roles and responsibilities of EXECOM of Student Branch can be found at bmsceieee.com/roles

3. Student Committee

- Webmaster - BMSCE Student - Can be in this post for a maximum period 2 years - non-voting member
- Creativity Coordinator - BMSCE Student - Can be in this post for a maximum period 2 years - non-voting member
- Newsletter Editor - BMSCE IEEE member - Can be in this post for a maximum period 2 years - non-voting member
- Department Coordinators

II. Formation of new Executive Committee

- Any existing BMSCE IEEE member can nominate himself/herself for the position of Interim Chairman and Interim Vice Chairman.
- The existing Executive Committee votes for two members to elect the Chairman and Vice Chairman.
- The nominee with highest number of votes is elected as the interim Chairman and the nominee with the second highest vote count is elected as the interim Vice Chairman.
- The Interim Chairman and Interim Vice Chairman nominates the rest of the executive committee with the approval of Branch Councillor.
- The termination of the interim executive committee members shall be done as per the rules in the section V under Item 4 of the bylaws.

III. Formation of new Student Committee

- Any existing BMSCE IEEE member can nominate himself/herself for the position of Webmaster, Creativity coordinator and Newsletter Editor. The existing Executive Committee votes to elect the functionary.
- Department shall appoint one student member in the committee, provided :
 - The department has employed at least one active IEEE professional member.
 - The department shall not appoint a department coordinator if any of its students are a part of the Executive Committee.

IV. Changes in the Committees

- If the position of the incumbent Chairman goes vacant, the Vice Chairman takes over the responsibility of the Chairman until the tenure officially expires in the Annual General Meet. The position of new Vice Chairman is filled based on the following point.
- If the position of incumbent Vice Chairman goes vacant, the incumbent Chairman nominates an existing BMSCE IEEE member for the post of Vice Chairman. The new nominee now needs to have the confidence of the present executive committee by earning majority vote favoring his/her nomination.
- If the position of any other executive committee member goes vacant, any BMSCE IEEE member can nominate himself for the position. The new nominee now needs to have the confidence of the present executive committee by earning majority vote favoring his/her nomination.
- If the position of any Student Committee member goes vacant, a new member shall be appointed as per the rules adhered in section III of item 4.
- The official term of the executive and student committee shall be for a period of one year from one campus level Annual General Meeting (AGM) to the next.
- Campus level AGM is held in the first week of February every academic year, provided BMSCE schedule permits. This date is subject to a postponement of 12 days at most. The interim committee is appointed and begins to operate before the event.

V. Termination of a Committee Member

- Termination of any committee member shall be considered on a written stipulation by another executive committee member or a senior executive member only.
- If the Chairman is expected to be terminated. The stipulating member must get the signature favoring his concern from previous Executive Committee. He/she shall get a majority support in his/her favor to relieve Chairman of his duties.
- If any other committee member is expected to be terminated, a termination committee is formed comprising of the previous Chairman, present Chairman and the Branch Councillor. The stipulating member shall get a majority support in his/her favor to relieve the executive member of his/her duties.

VI. Transfer of official property

- The following is a list of online accounts that belong to BMSCE IEEE and are managed by the Executive Committee on behalf of BMSCE IEEE:
 1. The official website at <http://www.bmsceieee.com>
 2. The official Facebook page at <https://www.facebook.com/ieee.bmsce/>
 3. The official GitHub organization at <https://github.com/BMSCE-IEEE>
 4. The official Google Drive folder containing record of events and reports.
- The above list will be updated when new official online accounts are added.
- The incoming student Executive Committee should be provided administrative access.
- Other official property includes, but is not limited to, bank accounts, IEEE promotional materials and stationery, annual financial statement, and undistributed BMSCE IEEE T-shirts and other materials paid with bills submitted to BMSCE IEEE and approved by the Executive Committee. These should also be transferred from one Executive Committee to the next.

VII. Societies under the control of the Student Branch

- FORMATION: A petition, signed by not less than six (6), preferably more, IEEE Student Branch members, who are members of the technical Society, must be submitted to IEEE MGA Administration. The petition must specify the name of the Student Branch, the name of the technical Society with which the Student Branch Chapter will be affiliated, the name of the interim Branch Chapter Chair and the name of the faculty Advisor, who must also be a member of IEEE and the technical Society. After the Advisor and the Student Branch Executive Committee have approved the petition, it should be emailed to

IEEE Member and Geographic Activities Administration Department or email <petition@ieee.org>. A Student Branch is required to establish a Student Branch Chapter. Upon receipt of the petition, staff will verify the membership of the individuals who signed the petition. If the petition is in order, staff will take the necessary action to obtain formal approval of the petition by the Society President, the Regional Director and the Regional Student Activities Committee Chair.

- **STRUCTURE:** Each society under the control of the student branch shall be run by a “Society Executive Committee”. The structure of the Society Executive Committee shall be similar to that of the Executive Committee as specified in Clause I of Item 4. The Society Executive Committee shall be headed by a Society Branch Councillor. The society branch councillor shall be a faculty member nominated by the Senior Executive Committee.
- **TERMINATION:** The members of the Society Executive Committee shall be done on written stipulation of any of the other Committee members only after it is approved by the majority of Executive Committee.

Item 5. Conduction of Meetings

Each BMSCE IEEE Committee should hold following three meetings :

- **Orientation :** A meeting to interact with the newcomers.
- **Monthly Meetings :** To be organised on the first Thursday of every month, provided it is a college-declared working day. This meeting must be presided by the Chairman.
- **Annual General Meeting (AGM) :** New Executive Committee shall take over the Branch.

Item 6. Organising Events

1. Special Interest Groups (SIGs) :

Special Interest Groups are taught to interested BMSCE students in a formal classroom environment on a regular basis, usually weekly. These sessions have a predefined syllabus and are held over a period of 1 semester by BMSCE students who are chosen as Course Co-ordinators.

a. Formation:

- i. The Executive Committee has the right to approve SIGs to be conducted.
- ii. Students (need not be IEEE members) interested in being course instructors for a new SIG will have to inform the Executive Committee at least 20 days prior to the start of a semester.
- iii. The Executive Committee will have a vote and the SIG will be approved in case of a simple majority.

- iv. After this the student(s) will be given 10 days to develop the course content and course plan.
- v. Another Executive Committee vote will be held and, in case of approval, the SIG will be conducted in that semester.
- vi. If more than one person is interested in being a Course Coordinator for an SIG, there will be a well-defined, unbiased interview process to select the Course Coordinator(s) depending on the expected student strength of the SIG.

b. Termination: In case of unforeseen circumstances, the SIG Course Coordinator will request the Executive Committee and, after considering the SIG students, will vote to dissolve the SIG for that semester

c. Preference of IEEE members: In case, the number of applications to participate in the SIG(s) as a student exceeds the number of seats available for the same SIG, there will be an unbiased selection process as deemed appropriate by the course instructors. The first preference will be given to IEEE members as a step towards enhancing the reach of IEEE.

2. Independent event by BMSCE IEEE :

i. The price for a BMSCE IEEE member will always be less than the price for a BMSCE student. The minimum discount percentage will be decided at the start of the Executive Committee term by the Treasurer and approved by the Executive Committee.

ii. In case of shortage of seats in an event, BMSCE IEEE members are preferred.

iii. If a society under BMSCE IEEE conducts an event it can give special benefits to its own members.

3. Events conducted in collaboration with BMSCE IEEE :

i. Official posters and certificates shall have BMSCE IEEE logo.

ii. After conduction of the event, report shall be made by one of the event coordinators and must be submitted to BMSCE IEEE.

Item 7. Reimbursements and Rewards

The Student Branch will bear upto 25% of the expenses incurred by any Core EXECOM Member in case he/she has represented BMSCE IEEE at a renowned IEEE event/activity provided that the student has been active in the operations of the Student Branch and they have been given the approval of the Student Branch Chair, Branch Counselor and the Branch Mentor.

Item 8. Future amendments to Bylaws and implementation

Proposed amendments to the bylaw shall be addressed only once a year at the Student Branch Annual General Meeting (AGM). Any BMSCE IEEE member can propose an amendment on a written petition to the incumbent Chairman any time of the academic year. On the day of Annual General Meeting the Chairman shall present the amendment before releasing his charge. The incumbent and the interim executive committee shall vote in either favor or against the proposed amendment. The amendment shall pass with a two-third of the members voting in favor of the amendment.

ORDINANCE

Item 9. Records and Maintenance

The incumbent Executive Committee is expected to keep a record of :-

- 1) The minutes of all the meetings held.
- 2) Details of all the events organized, and prepare brief reports on them. Photographs should also be saved.
- 3) Transactions involving BMSCE IEEE bank account - The treasurer is expected to have a record of all the transactions made in his tenure. Furthermore, he/she is supposed to have the originals of all the bills issued in the name of BMSCE IEEE.