**Constitution**

**IEEE Graduate Student Body at
The Ohio State University**

**Preamble**

We, the IEEE graduate student members at the Ohio State University, in order to advance the state-of-the-art of technology in our field of competence, hereby form a technical union, which promotes innovation, encourages collaboration, organizes thoughtful exchange, and advocates for the wellbeing of its members.

**Article I - Name, Purpose, and Non-Discrimination Statement**

Section 1: The name of the organization will be the "IEEE Graduate Student Body at The Ohio State University."

1. This name is to be registered with Ohio State University CSA as an official student organization.
2. Other acceptable shortenings of this name include "IEEE Graduate Student Body" or just "IEEE GSB."
3. In communications with the IEEE national organizations and local chapters, versions of this name that reference "The Ohio State University" or "Ohio State" is also acceptable.

Section 2: The purposes of this organization are:

1. To promote collaboration and high-quality research across the academic disciplines within the department.
2. To provide graduate students with job placement resources and support in their pursuit of an industrial or academic career.
3. To promote a sense of community amongst the graduate student body through recruitment assistance to the department and support for first year graduate students.

Section 3: Non-Discrimination Policy

IEEE GSB and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Section 4: Definitions: For the purpose of this document, the following terms will be referred to with the designated abbreviations:

1. IEEE: Institute of Electrical and Electronics Engineers.
2. The Department: The Department of Electrical and Computer Engineering.
3. The College: The College of Engineering at The Ohio State University.
4. The University: The Ohio State University.
5. E-Council: The Engineering Student Council.
6. Discipline: The seven different areas of specialization within the department of Electrical and Computer Engineering and those necessary for the department of Computer Science Engineering.

**Article II – Membership**

Section 1: All graduate students currently enrolled in either the Department of Electrical and Computer Engineering, or The Department of Computer Science Engineering at The Ohio State University are eligible to be members of this organization.

Section 2: Faculty and staff in engineering and related sciences at The Ohio State University, and Alumni of OSU that are active IEEE members, are eligible to apply as "Associate Members." Associate Members may not vote or hold office, but may have all other privileges of a Member.

Section 3: Members are encouraged, but are not required, to additionally join IEEE national organization and local chapters, in accordance with their dues, rules, and conditions.

Section 4: Members may be removed in extreme circumstances. Any officer may make a motion for removal. At the following meeting a 2/3 vote of the general members will be required for member removal.

**Article III - Organization Leadership**

Section 1: The following bodies shall constitute Leadership of IEEE GSB:

1. Executive Board
2. Research Board
3. General Members - As stated in Article II, Section 1
4. Faculty Advisor

Section 2: The Executive Board

1. The Executive Board shall be composed of the following officers:
	1. President
	2. Vice President
	3. Treasurers
	4. Secretary
	5. Public Relations
	6. Webmaster
2. The main role of the executive board is to oversee the logistics of the organization.
3. The Executive Board will allocate funds for the organization through a proposal-based process as described in the Bylaws.
4. Responsibilities common to all officers
	1. All officers shall be members of IEEE.
	2. All officers are expected to attend general meetings.
	3. All officers must attend their respective training as required by IEEE, the Department, the College, and the University.
5. Responsibilities of the President
	1. Shall preside over general meetings or appoint a designee to do so in their absence
	2. Coordinate IEEE GSB actions with the Department
	3. Act as spokesperson at IEEE GSB functions.
6. Responsibilities of the Vice-President
	1. Will support the president in their duties.
	2. Shall serve as arbitrator, when necessary, to the committees.
7. Responsibilities of the Treasurer
	1. Oversees all financial bookkeeping for the IEEE GSB.
	2. Presents financial status at all meetings.
	3. Coordinates funds for IEEE GSB sponsored events.
	4. Seek funding when and where necessary.
8. Responsibilities of the Secretary
	1. Manages membership enrollment and maintains rosters.
	2. Records minutes from general meetings.
	3. Present minutes from general meetings.
	4. Coordinates volunteer events.
	5. Responsible for collecting schedules to determine meeting times.
9. Public Relations
	1. Serves as the liaison to the public and potential new sponsors.
	2. Oversees the publicity of IEEE GSB events.
	3. Helps ensure IEEE GSB maintains a positive image to the public.
10. Webmaster
	1. Manages the IEEE GSB website and all of its content.

Section 3: The Research Board

1. The Research Board will be comprised of representatives from each broad area of research within the department.
2. Officers on the Executive Board may also serve a position on the Research board.
3. The Research Board members will help to promote the missions of the IEEE GSB within their research area.
4. The Research Board exists to serve as a body of experts. While chiefly responsible for promoting research within their technical area, they may be called on by the Executive Board to provide their opinion publicly on proposals when their expertise is deemed relevant.

Section 4: Terms of Office

1. The Term for President, Vice-President, Treasurer, Secretary, Public relations, Webmaster, and Research Board Members starts at the end of Spring Semester and proceeds through to the following Spring Semester.
2. All officers are elected by the voting membership during Spring Semester. In the case of tie, the faculty advisor will vote.
3. Any member is eligible to run for office, but is expected to serve the duration of their term.
4. Members that are graduating before Spring Semester must disclose so before running for office. President and Treasurer must be able to server their entire term. Exceptions can be granted by a majority vote of the body.
5. The Executive Board can appoint an interim officer until the voting membership elects a replacement during a special election.

Section 5: Resignation and Removal from Office

1. Any officer can resign their post, temporarily or permanently, if they feel they are unable to meet the terms of their office.
2. Temporary resignations will be granted when warranted, such as, but not limited to, a family emergency.
3. Any officer can be removed from office with a 2/3-majority vote from the voting membership.
4. If the office of the President is vacated for any reason, the Vice President shall assume the role of President.
5. If any other office is vacated, a special election will be held to fill the position.

Section 6: Faculty Adviser

1. Offers counsel where appropriate
2. Appointed each fall by the Executive Board for a term of one year
3. Must agree to attend required training

**Article IV - Executive and Research Boards**

Section 1: The Executive and Research Boards represent the general membership of the IEEE GSB. Each board will report its actions at the general meetings.

Section 2: Attendance at board meetings is required of all board members.

**Article V - Meetings**

Section 1: The general organization must hold at least one general body meeting during each academic term.

Section 2: The Executive Board must hold at least one board meeting during each academic term.

**Article VI - Method of Amending the Constitution**

Section 1: Proposition

1. Amendments to the Constitution may be proposed in writing and read in a general meeting.
2. The general assembly may propose changes to the amendment before final voting.
3. Associate members may not propose amendments to the constitution.

Section 2: Adoption

1. Proposals will be voted on at a meeting subsequent to the original proposition.
2. Proposals will require a 2/3-majority vote in order to be adopted.

**Article VIII - Method of Dissolution of Organization**

Section 1: A member of the organization must propose in writing that the organization be dissolved.

Section 2: The general body and the officers must ratify dissolution. A 2/3-majority vote from BOTH groups is required. Officers are eligible to vote with the general body.

Section 3: Should any organization assets and debts exist, appropriate means of disposing these should be specified clearly. If possible, assets should be given to the OSU IEEE chapter.

**Bylaws**

**Article I - Parliamentary Authority**

Section 1: The organization shall employ Robert's Rules of Order to govern the organization in the general, executive, and committee meetings.

**Article II - Elections**

Section 1: Nomination for the ballot should be presented starting at the meeting prior to voting and ending at the start of the election meeting.

Section 2: Nominations for positions for which there are no candidates may be filled during the election meeting.

Section 3: Candidates will each be allowed to address the general assembly prior to the vote. While candidates are strongly encouraged to vote, a written statement of purpose can be provided and read in their absence.

Section 4: Only members in attendance at the general election may vote.

**Article III - Proposal Based Funding**

Section 1: Funding for events will be given out based on judgment of a written proposal and short presentation. Proposals write-ups should be a ½ to 1 page in length and should be submitted one quarter in advance of required funds. A short 5-minute presentation shall be given to the entire group prior to receiving funding.

Section 2: Research proposals will be sent to vote or rejected by the research board. All other proposals will be sent to vote or rejected by the executive board. A majority vote of the general body will serve to adopt or reject a proposal.

**Article V - Methods of Amending the Bylaws**

Section 1: The Bylaws may be amended using the same proposal procedure as to be used for amendments to the constitution.

Section 2: Amendments to the Bylaws will be adopted through the same procedure as amendments to the constitution, with the exception that only a majority vote of the general body is required.

Section 3: Amendments to the Bylaws must not violate the IEEE GSB constitution.

Last Revised: 8/7/2014