

**Constitution and By-Laws Guidelines for Institute of Electrical and Electronics Engineers
(Undergraduate Student Chapter)**

Constitution

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1 - Name: The name of the organization shall be IEEE Undergraduate

Section 2 - Purpose: The IEEE student organization helps students grow in the engineering process of creating, developing, integrating, sharing, applying knowledge about electrical, electronic, and information technologies, and sciences for the benefit of humanity and the profession. Locally, your student branch officers and faculty advisor are dedicated to creating opportunities for you to interact with the OSU faculty and the industry. Social activities involving students and faculty are organized to allow all Electrical and other Engineering students to learn more about each other and professors. Information sessions occur to help students learn more about specific fields of Electrical Engineering and the type of careers that are available.

Section 3 - Non-Discrimination Policy:

This organization 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.

Article II - Membership: Qualifications and categories of membership.

To become a student member a student must attend five IEEE Meetings per semester.

Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

The following are the IEEE Student Chapter officer positions

Title	Term of Office	Type of Selection	Duties
President	Two Semesters	Majority vote	<ul style="list-style-type: none"> ● Hold meetings during and after each semester to determine the vision of IEEE ● Oversee all IEEE activities ● Primary contact for collaboration with companies and other organizations
Vice President	Two Semesters	Majority vote	<ul style="list-style-type: none"> ● Print agendas ● Organize group to take ENGR 5695 (Engineering Leadership Seminar) each spring ● Standardize forms ● Plan bi-weekly meetings ● Oversee all IEEE meetings
Secretary	Two Semesters	Appointed by current and future presidents/vice presidents	<ul style="list-style-type: none"> ● Manage Contact list on IEEE email ● Organize powerpoints for each meeting ● Send Meeting notifications and recaps

			<ul style="list-style-type: none"> ● Maintain attendance records
Treasurer	Two Semesters	Appointed by current and future presidents/vice presidents	<ul style="list-style-type: none"> ● Coordinate purchases with other officers ● Balance the budget ● Organize fundraisers
Social Chair	Two Semesters	Appointed by current and future presidents/vice presidents	<ul style="list-style-type: none"> ● Plan IEEE social events and coordinate ● Organize Tech Talks and Info Sessions ● Prepare for the Student Involvement Fair and other recruitment opportunities
E-Council Representative	Two Semesters	Appointed by current and future presidents/vice presidents	<ul style="list-style-type: none"> ● Ensure IEEE is represented at all E-Council meetings ● Report on and organize volunteer opportunities through E-Council
Webmaster	Two Semesters	Appointed by current and future presidents/vice presidents	<ul style="list-style-type: none"> ● Maintain and update IEEE Website
SAC Coordinator (When applicable)	Two Semesters	Appointed by current and future presidents/vice presidents	<ul style="list-style-type: none"> ● Ensure this IEEE branch is represented at each annual Student Activities Conference ● If necessary, coordinate the planning of a SAC at Ohio State
IEEE Ambassador	Two Semesters	Appointed by current and future presidents/vice presidents	<ul style="list-style-type: none"> ● Serve as a link between IEEE and IEEE Proper ● Interface with companies and regional IEEE branch
STEM Outreach Chair	Two Semesters	Appointed by current and future presidents/vice presidents	<ul style="list-style-type: none"> ● Meet monthly with the department's STEM outreach contact to discuss outreach events ● Inform IEEE members about STEM outreach opportunities ● Coordinate at least 1 STEM outreach event during the year
Social Media Chair	Two Semesters	Appointed by current and future presidents/vice presidents	<ul style="list-style-type: none"> ● Manage IEEE Facebook/Twitter/LinkedIn page ● Keep the IEEE Calendar updated ● Welcoming all new members at IEEE meetings

Project Manager	Two Semesters	Appointed by current and future presidents/vice presidents	<ul style="list-style-type: none"> ● Manage projects and preparations for SAC competitions ● Create, follow, and update a project schedule ● Propose and maintain project budgets ● Maintain inventory of components and equipment
-----------------	---------------	--	--

Article IV - Executive Committee (if needed): Size and composition of the Committee.

The executive committee shall consist of the officers mentioned in Article III.

Article V - Standing Committees (if needed): Names, purposes, and composition.

These committees serve the organization leadership, Executive Committee, and general membership and are permanent and designed to carry out the basic functions of the organization. Chairpersons of these committees are often appointed by the organization leadership.

The Social Committee shall consist of members of the organization who have endeavored to host a Tech Talk or Info Session. A Tech Talk will include a professor or graduate student that can report on a given field of study in Electrical and Computer Engineering. An Info session will include one or more industry representative that inform students about employment opportunities in their industry.

Article VI – Method of Selecting and/or Removing Officers and Members.

The constitution should describe the process by which officers and members are selected. General members and elected or appointed leaders should be expected to meet certain standards and conduct themselves in a way that reflects well on the organization. In the event that a member or leader does not meet those expectations, the organization should have procedures in place for objectively considering the member’s or leader’s probationary membership status or removal from the organization. The process described in the constitution should specify which body conducts this review and ultimately makes the decision. It should be noted that the organization’s non-discrimination policy should protect members from removal based on those listed statuses.

The process for selecting officers is stated in Article III. Officers may be removed from office by majority vote at an executive meeting after meeting with the officer, and gaining the approval of the advisor.

Majority votes for electing president(s) and vice president(s) are to be held during a meeting. This election must be announced to the general body prior to the meeting via email. Votes must be made in person at the election; electronic votes (i.e. texts, emails, etc.) are not allowed. Members must be an official member as stated in Article Two to vote in the election. In the event of a tie, the current and already elected future president(s) and vice president(s) shall elect the officer in question.

Article VII – Advisor(s) or Advisory Board: Qualification Criteria.

Advisors should...

- Serve to remind new student officers of successful practices employed in past years
- Approve transactions made through the department
- Attend at least two general meetings

Article VIII – Meetings of the Organization: Required meetings and their frequency.

General meetings should be held twice a month and must be held once a month. Executive meetings should be held at least once a month.

Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.

Revisions prior to the start of the academic year (Autumn semester) or initial submission of the constitution for the upcoming academic year must be reviewed by the newly elected officers. At least two-thirds of the officers must approve of the new constitution prior to submission. This may be done at an officer meeting or through email prior to a specified deadline. Email approval must be sent through @osu.edu accounts to verify officer identity.

After the academic year begins, proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members).

Article X – Method of Dissolution of Organization

Should the organization need to be dissolved, all assets and debts will be received by IEEE Columbus.

IEEE Columbus Section Treasurer

c/o Muhanad N Sharaf, P.E.

Email: <muhanad.sharaf@us.abb.com>

By-Laws

NOTE: By-laws contain the standing (permanent) rules of procedure of an organization. Articles in the by-laws may be covered in appropriate detail in the constitution of very small organizations. However, most groups keep separate by-laws because they usually contain more detail and are subject to change more than that of the constitution and, therefore, may require different procedures for amending. {00116229-2}

Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, previous notice of any changes is usually required to be given to the membership and should not be changed in the same meeting in which proposed. By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

Article I – Parliamentary Authority

The rules contained in [specify the source for parliamentary practice] shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Article II- Membership

To become a student member a student must attend five IEEE Meetings in one semester.

Article III- Election / Appointment of Government Leadership

See Appendix III in the constitution.

Article IV - Advisor/Advisory Board Responsibilities

Advisors should...

- Serve to remind new student officers of successful practices employed in past years
- Approve transactions made through the department
- Attend at least two meetings

Article VII - Meeting Requirements

General meetings should be held twice a month. Executive meetings should be held at least once a month. The presence of five executive members constitutes a quorum.

Article VIII - Method of Amending By-Laws

Revisions prior to the start of the academic year (Autumn semester) or initial submission of the by-laws for the upcoming academic year must be reviewed by the newly elected officers. At least two-thirds of the officers must approve of the new by-laws prior to submission. This may be done at an officer meeting or through email prior to a specified deadline. Email approval must be sent through @osu.edu accounts to verify officer identity.

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a two-thirds majority vote of the membership present (a quorum being present).