**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 "The 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 College of Engineering departments.
2. To provide graduate students with information about job placement, campus and financial resources and support them 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.
4. To provide networking and social engagement opportunities focused on their wellness.

Section 3: Non-Discrimination Policy

This organization does not discriminate based on age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Section 4: Definitions: For 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 Departments of College of 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 different areas of specialization within the departments of College of Engineering.

**Article II – Membership**

Section 1: All graduate students currently enrolled in College of Engineering at The Ohio State University are eligible to be members of this organization.

Section 2: 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 are required to meet a set of conditions decided by the leadership team in order to maintain the active status. Members who meet all the conditions will be eligible to receive rewards decided by the leadership team.

Section 5: Members will be removed if they do not meet the set of conditions decided by the leadership team. Members may also be removed in any extreme circumstances if any misconduct is observed andreported.

**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. Secretaries
	5. Webmaster
	6. Event Coordinator
	7. Recruitment Chair
	8. E-council Representative
	9. Public Relation Representative
	10. Marketing/Publicity Chair
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 body meetings and officers meeting.
	3. All officers must attend their respective training as required by IEEE, the Department, the College, and the University.
	4. All officers must be aware of all the event planned by the organization.
	5. All officers must attend the constitution revision and goal setting meeting in the beginning of the autumn semester.
	6. All officers must submit a short monthly report of their completed work.
	7. All the officers are responsible for reading/responding/acknowledging to the messages within 24/48 hours on the common communication platform decided by the leadership team.
	8. All officers shall lead at least one event and volunteer for at least two events per semester. (More information is provided in Article VI)
5. Responsibilities of the President
	1. Shall preside General Meeting
	2. Coordinate IEEE-GSB actions with the department when necessary
	3. Delegate of IEEE-GSB functions
	4. Actively Promote the organization's Purpose
	5. Ensure that the student group organizational and reporting requirements are fulfilled
	6. Assist with planning, execution of meetings, events, and other activities
	7. Keep IEEE vTool up to date
	8. Attend IEEE Ex-com meeting once a month
	9. Register the organization every year with the Ohio State University and E-Council (in the beginning of the autumn semester)
6. Responsibilities of the Vice-President
	1. Support President in their duties
	2. Chair General Meetings in the absence or with the permission of the President
	3. Prepare agenda for the weekly Meetings
	4. Actively Promote the organization's Purpose.
	5. Ensure that the student group organizational and reporting requirements are fulfilled.
	6. Assist with planning, execution of meetings, events, and other activities
	7. Keep IEEE vTool up to date
	8. Attend IEEE Ex-com meeting once a month
7. Responsibilities of the Treasurer
	1. Oversees all financial bookkeeping for the IEEE-GSB.
	2. Maintains expense sheet and presents financial status and annual budget at all the meetings.
	3. Coordinates funds for IEEE-GSB sponsored events.
	4. Seek funding when and where necessary.
	5. Coordinate with ECE department fiscal officer and IEEE officers.
	6. Apply for funds and submit the audit.
	7. Manage the inventory and records
	8. Be familiar with IEEE Nextgen & operations.
8. Responsibilities of the Secretary
	1. Records minutes from general meetings.
	2. Present minutes from general meetings.
	3. Responsible for collecting schedules to determine meeting times.
	4. Prepare meeting agenda in the absence of the vice-president.
9. Webmaster
	1. Manages the IEEE-GSB website and all of its content.
	2. Maintain and promote IEEE-GSB social media and update the event calendar in the absence of Publicity chair.
10. Event Coordinator
11. Manage event proposals and schedule
12. Check the feasibility with the president and treasurer.
13. Assist event leaders in planning and execution of the event.
14. Get event planning information from the event leaders and present a fool-proof plan in the weekly meetings.
15. Recruitment Chair
16. Manage leaders and rosters on the student organization management website and the excel record.
17. Manage active membership record
18. Organize recruitment event
19. Share the applications with the leadership teams to make the decision of hiring the new applicants.
20. Provide the organization’s management system’s tour and basic information about the internal operations.
21. E-council Representative
22. Attend the bi-weekly E-council meeting
23. Share volunteering opportunities and important information from the meeting with the members.
24. Public Relations Representative
	1. Serves as the liaison to the public and potential new sponsors.
	2. Prepares for the student involvement fairs and oversees the publicity of IEEE-GSB events.
	3. Helps ensure IEEE-GSB maintains a positive image to the public.
	4. Coordinate with the sponsors for the events.
25. Marketing/Publicity Chair
26. Actively Promote the organization's Purpose.
27. Maintain and promote IEEE-GSB social media
28. Keep the IEEE-GSB event Calendar up to date.

Section 3: The Research Board

1. The Research Board will be comprised of one representative from each department and one representative for each 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 executive board and research board members starts at the end of Spring Semester and proceeds through to the following Spring Semester.
2. Any new applicant/candidate will have to perform the duties during the trial period to prove their eligibility for the position.
3. All officers are elected by the special voting system made and approved by the leadership team and the faculty advisor that is a weighted sum of performance, attendance, and votes. The performance will be calculated by a performance worksheet.
4. Any member is eligible to run for office but is expected to serve the duration of their term.
5. Members that are graduating before Spring Semester must disclose so before running for office. President and Treasurer must be able to serve their entire term. Exceptions can be granted by a majority vote of the body.
6. The Executive Board can appoint an interim officer until the voting membership elects a replacement during a special election.
7. In September, the transition month, all the outgoing officers should complete their work and handover the documents, tasks, and notes to the incoming/new officer. Both the outgoing and the incoming/new officer should schedule a transition meeting and the outgoing officers shall explain their experience, responsibilities, how they perform their tasks, and resources with the incoming/new officer.

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. If any officer fails to complete or show any work in their monthly report, then they will be automatically removed from office.
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 Advisor

1. The Advisor is expected to provide input and guidance, as well as support our leaders and membership in any way necessary or desired by the membership
2. Appointed each fall by the Executive Board for a term of one year
3. Must agree to attend required training.
4. To remove the Faculty Advisor, a meeting must be held to take a vote with the 70% of Executive Board and the advisor present. A 2/3-majority vote from the voting membership is required to reach any conclusion.

**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 each month during each academic term.

**Article VI – Event Planning and Management**

Section 1: Event proposal

The officer who suggests the event idea must lead the event and submit the event proposal with estimate number of attendees and budget in an appropriate format.

Section 2: Participation

1. All the officers are required to lead at least one event and volunteer for at least two events per semester.
2. All the general members are required to volunteer for at least two events per academic year.

Section-3: Planning

1. The event leader is responsible for making the event plan and delegating the tasks to the event team members (volunteers).
2. The event leader is responsible for providing updates on the event status, planning and management in the executive board meetings.
3. The event leader is responsible for updating event on IEEE-GSB calendar, IEEE vTool and other social media platforms.

Section-4: Execution & Reflection

1. The event leader is responsible for the execution of the event including a record keeping of the event registration and attendance.
2. The event leader and team members are responsible for providing a short reflection on the event, attendance report, feedback forms and event pictures.
3. The event leader is responsible for submitting the attendance data and pictures on IEEE vTool.
4. The event leader is responsible to provide all the receipts to the treasurer and help the treasurer in audit submission.

Section-5: NO-SHOW policy

1. Registrants who fail to attend the event and do not cancel the registration through the registration app or do not contact event team 2 days prior to the event with a cancellation request via e-mail will automatically be added to the No-Show list. Registrants who fail to attend the event twice without prior notice will not be able to attend any of the IEEE-GSB events.
2. The event leader is responsible for providing event registration and attendance data and update the NO-SHOW list.

**Article VII – Conflict Management**

If there is a conflict among the members, a conflict resolution meeting shall be scheduled, and minutes of meeting shall be recorded and submitted to the president.

If the conflict remains after the meeting the issue shall be reported to the advisor before contacting the Ohio State Student Activity staff.

**Article VIII - 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 IX - 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. Proposal’s 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.

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| **Record of Revision** |  |
| **Date** | **President’s name**  | **Advisor’s name** |
| 8/7/2014 |  | Paul Berger (berger.143) |
| 10/25/2021 | Heli Naik (naik.107) | Paul Berger (berger.143) |