

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 does not discriminate on the basis of 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.

Article II - *Membership:* Qualifications and categories of membership.

To become a student member a student must attend three IEEE Meetings per semester. This will officially be determined through an analysis of meeting attendance records that will occur after each general body meeting.

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
 *(See Article VI for Special Case on Core Officer Team Term)

Title	Term of Officer	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
Vice President	Two Semesters*	Majority Vote	<ul style="list-style-type: none"> • Manage meeting agendas alongside President • Assist in meeting-minute taking when Secretary is not present • Managing/Assisting in bi-weekly meeting plans • Assist in overseeing all IEEE Meetings alongside the President • Secondary contact for collaboration with companies and other organizations
Secretary	Two Semesters	Appointed by current and future presidents/vice president	<ul style="list-style-type: none"> • Manage contact list on IEEE email • Organize PowerPoints for each meeting • Send meeting notifications and recaps • Maintain attendance • Responsible for maintenance of current file sharing system
Treasurer	Two Semesters	Appointed by current and future presidents/vice president	<ul style="list-style-type: none"> • Coordinates purchases/fundraising with other officers • Keeping accounting records

Social Engagement	Two Semesters	Appointed by current and future presidents/vice president	<ul style="list-style-type: none"> • Plan and coordinate IEEE social events • Organize tech talks and info sessions • Prepare for the Student Involvement Fair and other recruitments opportunities • Able to create sub team(s) as seen fit following rules laid out in Article III, Section 2
Company Relations	Two Semesters	Appointed by current and future presidents/vice president	<ul style="list-style-type: none"> • Solicit funding from companies • Reaching out and maintaining communication with companies using club email
IEEE Ambassador	Two Semesters	Appointed by current and future presidents/vice president	<ul style="list-style-type: none"> • Serves as a link between our organization, the OSU Graduate Student, and the IEEE Columbus Branches • Will perform necessary registration each school year for and attend E-Council meetings
Digital Design Officer	Two Semesters	Appointed by current and future presidents/vice president	<ul style="list-style-type: none"> • Will handpick and oversee two sub teams to handle club web-presence: Website Coordinator & Social Media Designer • Responsible for coordinating tasks between sub teams and filling in their role(s) as need be.
STEM Outreach Chair	Two Semesters	Appointed by current and future	<ul style="list-style-type: none"> • Meet monthly with the ECE department's STEM outreach

		presidents/vice president	contact to discuss outreach events <ul style="list-style-type: none"> • Inform IEEE members about STEM outreach opportunities • Coordinate at least 1 STEM outreach event during the school year
Project Manager	Two Semesters	Appointed by current and future presidents/vice president	<ul style="list-style-type: none"> • Responsible for coordinating / planning / brainstorming project workshop ideas for IEEE members (can either be in coordination with other student org on campus or entirely within IEEE) • Maintain inventory of components and equipment

Section 1 – Shared Officer Responsibilities Declaration:

All officers listed in Article III are required to be able to assist/fill in for other officer roles, except for the Treasurer, Vice President, and President, as deemed necessary by the current Vice President and President.

Section 2 – Creation of Sub-Teams Under Officer Roles:

Certain officer roles, as declared in Article III, can create sub teams as they see fit. The purpose of sub teams will be to delegate more specific tasks to other IEEE members who are enthusiastic in completing them. After their creation, sub teams should remain a permanent fixture under the officer that created them and be substituted with IEEE members who have shown commitment to the IEEE Undergraduate organization. The officer creating the sub team(s) must inform the currently elected President of the following: their intent to create the sub team and the IEEE members being invited to serve as members of the sub team(s).

Other officers may recommend the creation of sub teams to delegate work underneath their role to the currently elected President for consideration.

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

The executive committee shall consist of the officers mentioned in Article III. Members of any existing sub teams underneath officers are not considered part of the Executive Committee. If the officer leading said sub team is required to attend an important officer committee meeting and is unable to attend, then one of the sub team leaders may be chosen to attend by that officer. Confirmation of this temporary change over should be passed to the current President.

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. These can be originated by officer leadership but must be approved by the currently elected IEEE Undergraduate President. 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 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/group chat communications. 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.

If the currently serving President or Vice President graduates part way through the current school year in which they were elected or must leave for a job experience, they will be able to pass the responsibility off to someone else who passes a 2/3rds majority vote from the current Executive Committee.

Members can only be officially removed from club activities based on a 2/3rds majority vote from the officer team and a positive affirmation by the current academic advisor(s). Removal from club activities includes a revocation of their "membership" status as denoted in Article II. This matter must be taken seriously

and will only be taken into consideration if the member in question is actively disrupting IEEE Undergraduate activities and/or preventing them from occurring.

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. If this is not possible for a given month, then at least one meeting must be held. Executive meetings should be held at least once a month either in-person or virtual.

Before the semester begins, the officers must meet to discuss and plan out all upcoming events for IEEE members to the best of their ability.

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 current members of the executive committee. 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
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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}