

The By-Laws  
and Constitution  
of the  
Ohio State University  
IEEE Undergraduate Chapter



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# **Organization**

## **Article I - Name, Purpose and Non-Discrimination Policy**

### ***I. Section One - Name***

- A. The name of the organization shall be the “IEEE Undergraduate”

### ***I. Section Two - Purpose***

- A. To help students grow in the engineering processes of creating, developing, integrating, sharing, applying knowledge about electrical, electronic and information technologies, and sciences for the benefit of humanity and the profession.
- B. Local student branch officers and faculty advisor(s) are to be dedicated to creating opportunities for students to interact with the Ohio State faculty and the professional industry.
- C. To provide social activities in which students and faculty are organized to allow Electrical and other Engineering students to learn more about each other and professors.
- D. To provide information sessions to help students learn more about specific fields of Electrical Engineering and the type of careers available to them.

### ***I. Section Three – Non-Discrimination Policy of the Organization***

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**

### ***II. Section One – Qualifications and categories of membership***

To become a student member a student must attend at least 25% of IEEE Meetings per semester (rounded down to the nearest whole number). This will officially be determined through an analysis of meeting attendance records that will occur after each general body meeting. The current officer team can elect to change this amount on a semester-by-semester basis.

# **Leadership and Governance**

## **Article III - Organization Leadership**

### ***III. Section One – The Officer Board***

- A. The IEEE Undergraduate Officer Board shall be comprised of the following positions:
  - i. President
  - ii. Vice-President
  - iii. Secretary
  - iv. Treasurer
  - v. Social Engagement
  - vi. Company Relations
  - vii. IEEE Ambassador
  - viii. Digital Design
  - ix. STEM Outreach Chair
  - x. Project Manager
- B. Common responsibilities to all officers
  - i. All officers shall regularly attend general body and officer meetings.
  - ii. All officers should communicate to other officers if unable to attend a general body or officer meeting.
  - iii. All officers should come prepared to officer meetings regarding their specific role requirements.
- C. Responsibilities of the President
  - i. To conduct meetings during and after each semester to determine the vision of IEEE Undergraduate.
  - ii. To present the agenda for and plan all officer meetings.
  - iii. To oversee all IEEE Undergraduate activities.
  - iv. Set the frequency of and host officer meetings that can be used to plan for upcoming weeks.
  - v. Set any additional responsibilities they expect of their officer team at the beginning of the academic year and adjust as seen fit.
  - vi. To delegate tasks in tandem with the Vice President to all officers listed in Article III, subsection A.
- D. Responsibilities of the Vice-President
  - i. Manage meeting agendas alongside the President.
  - ii. Assist in taking meeting minutes when the Secretary is not present.
  - iii. Manage/Assist in bi-weekly meeting plans.
  - iv. Assist in overseeing all IEEE meetings alongside the President.
  - v. Manage officer duties as delegated by the President.
  - vi. To be the secondary point of contact for collaboration with other companies and other organizations.
- E. Secretary
  - i. Manage the contact list on the IEEE email.

- ii. Assist President in organizing PowerPoints for each meeting.
- iii. Send newsletter email notifications to members frequently.
- iv. Write all officer meeting notes and make available in the officer file sharing system.
- v. Maintain an up-to-date attendance list of members and determine status of said members as defined in Article II, Section 1.
- vi. To be responsible for current files and data pertaining to organization.

#### F. Treasurer

- i. Coordinate purchases and fundraising with other officers.
- ii. Keep accounting records of all transactions of the organization, including but not limited to purchase orders and receipts.
- iii. Manage financial accounts related to IEEE Undergraduate.
- iv. To appoint and oversee the financial sub-team as needed, responsible for assisting in purchasing and accounting.

#### G. Social Engagement

- i. Plan and coordinate IEEE Undergraduate social events.
- ii. Organize tech talks and information sessions.
- iii. Prepare organization's display for university Student Involvement Fair.
- iv. Prepare formal and informal recruitment opportunities.

#### H. Company Relations

- i. Solicit funding from external companies.
- ii. Reach out and maintain communication with external companies using organization email.

#### I. IEEE Ambassador

- i. To serve as representative of the Ohio State IEEE Undergraduate to the IEEE Columbus branches.
- ii. Perform necessary registration each school year for IEEE Undergraduate.
- iii. Attending E-Council meetings.

#### J. Digital Design

- i. To appoint sub-team leads and oversee three sub-teams, as defined below, to handle organization web-presence:
  - I. Website Coordinator – IEEE Website Design & Maintenance
  - II. Social Media Coordinator – Run and post on all IEEE social media accounts
  - III. Marketing Coordinator – Create and post visual advertising for IEEE events
- ii. Coordinate tasks between sub-teams and fill in their role(s) as need be.

#### K. STEM Outreach Chair

- i. Meet monthly with the Ohio State Electrical and Computer Engineering department's STEM outreach point of contact to discuss outreach events.
- ii. To inform IEEE Undergraduate members about STEM outreach opportunities.
- iii. Coordinate at least ONE STEM outreach event during the school year.

#### L. Project Manager

- i. To coordinate, plan, and brainstorm project workshop ideas for IEEE Undergraduate members.

- I. Can coordinate projects with other student organizations at OSU
  - II. Can coordinate projects with research and professors at OSU
  - III. Can coordinate projects with companies and industries related to STEM
- ii. Maintain inventory of components and equipment of organization.

### ***III. Section Two – Term(s) of a serving Officer***

- A. All officers listed in Article III, Section One, terms shall begin at the end of the Spring Semester and proceed through the following Spring Semester.
  - a. Members running for an Officer position and are graduating prior to the Spring Graduation must disclose before taking office.
- B. Officers, as listed in Article III, Section One, shall serve a term of two full semesters combining for a total of one calendar year.
  - a. The President, Vice-President must be able to serve their entire term.

### ***III. Section Three – The Shared Officer Responsibilities Declaration***

- A. All officers listed in Article III, Section One, Subsection A shall be able to assist/fill in for other officer roles as deemed necessary by the current President and Vice-President. Excluding The President, Vice-President, and Treasurer.
- B. All officers listed in Article III, Section One, Subsection A shall update and review responsibilities, details, and description of the position.

### ***III. Section Four – The Creation of Sub-Teams Under an Officer***

- A. All officers, as defined in Article III, Section One, Subsection A can create sub-teams as needed after approval from the president.
- B. Certain officer roles, as defined in Article III, Section One have pre-defined sub teams which should be created if possible.
- C. The purpose of a sub-team is to be a form of IEEE undergrad task delegation to active members who are interested in such tasks.
- D. Following the creation of a sub-team, it will remain active as long as the serving officer that created it requires it to be. When the officer's term is up and it is determined that the sub-team is still needed, the successor of the officer may elect to keep the sub-team for their term along with any members that were on that team.

#### **Article IV – Executive Committee (as needed)**

- A. The Executive Committee shall consist of the officers listed in Article III, Section One, Subsection A.
- B. Any members of an existing sub-team, as defined in Article III, Section Four, are not a recognized member of The Executive Committee.
  - a. In the case the officer leading the sub-team is required to attend an officer committee meeting and is unable to attend, then a sub-team leader may be selected by the governing officer to attend in their absence.
  - b. Confirmation of any changes, both temporary and permanent, must be informed to the current elected president.

#### **Article V – Standing Committees (as needed)**

- A. Standing Committees are to serve the Officer Board, Executive Committee, and general membership body.
- B. These committees are to be permanent with the intention to carry out the basic functions of the IEEE Undergraduate Organization.
- C. Committees can be created by Officer Leadership with approval from the elected IEEE Undergraduate President.
- D. The currently recognized Standing Committees are as follows:
  - a. Social Engagement Committee – Consists of members of the organization who have endeavored to host a Tech Talk or Info Session.
    - i. Tech Talks shall include a Professor or Graduate student that can present on a given field in the study of Electrical and Computer Engineering.
    - ii. Info Sessions shall include one or more industry representatives to present and inform students about employment opportunities in their industry.



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

### ***VI. Section One – Election of President and Vice President***

- A. The process of selection for the President and Vice-President is to be carried out by a majority vote from the IEEE Undergraduate Body.
  - a. Elections must be announced to the general body prior to the meeting by email or group communications.
  - b. All voting must take place in person at the time of the election.
    - i. Electronic votes, including texts, emails, etc., are **NOT** allowed.
  - c. Members must be an official member, as defined in Article II to vote in an election.
  - d. In the event of a tie, the current or newly elected President(s) and Vice-President(s) will vote to select the officer in question.

### ***VI. Section Two – Selection of Officer Board Members***

- A. The process of selection for The Officer Board, excluding the President and Vice-President, is to be carried out via application.
  - e. Applications are to be reviewed by the President and Vice-President and a decision is to be voted on.
- B. All officers shall be at least a student member of IEEE as defined in Article II to be fully considered.

### ***VI. Section Three – Special Election and Circumstance***

- A. If the currently elected President or Vice-President completes their degree, or must leave for a job experience, during their term in which they were elected for they must pass the responsibility of the position to an IEEE Undergraduate Member with a two-thirds majority vote of approval from the current Executive Committee.

### ***VI. Section Four – Removal of Officers***

- A. Officers may be removed from their current office by a majority ruling vote at an executive meeting after a meeting with the officer in question and approval from the IEEE Undergraduate Advisor(s).
- B. Removed officers may apply to an officer position only at the beginning of the next academic school year.

### ***VI. Section Five – Removal of Members***

- A. Members can be removed from the organization and its activities based upon a two-thirds majority vote from the current Officer Board and an approval by the organizations current Academic Advisor(s) defined in Article VII.
  - a. Removal of a member includes a revocation of their membership status as defined in Article II.

- b. The removal of a member must be taken at the upmost of seriousness and to only be considered if the member in question is actively disrupting the IEEE Undergraduate activities and/or preventing them from occurring.
- c. Upon the removal of a member from the IEEE Undergraduate Organization, all information regarding the case is to be kept confidential to the Officer Board.

## **Administration**

### **Article VII – Academic Advisor(s) or Advisory Board**

- A. The Academic Advisor shall serve to guide newly elected student officers of successful practices from previous years.
- B. An Academic Advisor is to approve/maintain any transactions made through the department.
- C. The IEEE Undergraduate Academic Advisor is required to attend at least **TWO** general body meetings.

### **Article VIII – Meetings of the Organization**

- A. General meetings are to be held at least **TWICE** a month.
  - a. If not possible in any given month, at least one meeting must be held.
- B. Executive meetings should be held at least **ONCE** a month by means of virtual or in-person.
- C. Before any given semester begins, The Officer Board must meet to discuss and plan out the semester of events for IEEE Undergraduate members to the best of their abilities.

### **Article IX – Method of Amending Constitution/By-Laws**

#### ***IX. Section One – Amendments During the Current Academic Year***

- A. Revisions to the IEEE Undergraduate Constitution/By-Laws are to be a written declaration of amendment to be read and voted upon by the general body.
  - a. Amendments are to be ratified after an approval of at least a two-thirds approval from the voting members present.
    - i. To conduct business of the organization quorum must be present at the meeting, this is to be 50% + 1 of the total active organization's members.

#### ***IX. Section Two – Amendments Outside of the Academic Year***

- A. Any revisions prior to the beginning of the academic year or initial submission of the constitution for the upcoming year must be reviewed by the current sitting Executive Committee.
  - b. For a new constitution or any revisions to be ratified a two-thirds vote of approval must be met.

- c. Amendments may be carried out by means of Officer Board meetings or through email prior to a predefined deadline.
  - i. Email approvals must be carried out through the officer(s) @osu.edu account to verify identity of officers.

## **Miscellaneous**

### **Article X – Method of Dissolution of Organization**

Should this organization ever 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}