The Constitution of the Iowa State University Student Branch of
the Institute of Electrical and Electronics Engineers (IEEE)

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Article I. NAME

Section 1. This organization shall be known as the Iowa State University Student Branch of the Institute of Electrical and Electronics Engineers (ISU-IEEE).

Article II. PURPOSE

Section 1. The purpose of the Iowa State University Student Branch of the Institute of Electrical and Electronics Engineers, hereafter referred to as the Branch, shall be the dissemination of knowledge of the theory and practice of all aspects of electrical and computer engineering, electronics, radio, allied branches of engineering or the related arts and sciences, as well as the furtherance of the professional development of the student.

Section 2. The organization and operation of the Branch shall be in accordance with the Constitution, By Laws, and Code of Ethics, as stated in Article III, of the Institute of Electrical and Electronics Engineers, hereafter referred to as IEEE.

Article III. CODE OF ETHICS

Section 1. We, the members of the IEEE, in recognition of the importance of our technologies in affecting the quality of life throughout the world, and in accepting a personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree:

Section 2. To accept responsibility in making engineering decisions consistent with the safety, health and welfare of the public, and to disclose promptly factors that might endanger the public or the environment;

Section 3. To avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;

Section 4. To be honest and realistic in stating claims or estimates based on available data;
Section 5. To reject bribery in all its forms;

Section 6. To improve the understanding of technology, its appropriate application, and potential consequences;

Section 7. To maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations;

Section 8. To seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, and to credit properly the contributions of others;

Section 9. The Institute of Electrical and Electronics Engineers is opened to registered students at Iowa State and does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

Section 10. To avoid injuring others, their property, reputation, or employment by false or malicious action;

Section 11. To assist colleagues and co-workers in their professional development and to support them in following this code of ethics.

Article IV. MEMBERSHIP AND DUES

Section 1. Membership in the Branch shall be limited to undergraduate and graduate students of Iowa State University.

Section 2. The membership shall consist of:

2.1 Student or Student Associate members of the IEEE

2.2 Local members who are not Student or Student Associate members.

Section 3. All members of the Branch shall be entitled to the same rights and privileges in the Branch except the right to hold office, which shall be limited to Student or Student Associate members of the IEEE.

Section 4. The dues per year for the Board of Officers are payable at the beginning of the school year to apply for IEEE Student Membership. The National Branch of IEEE regulates the price of dues every year.
and information regarding current dues can be found on the National IEEE website. http://www.ieee.org/

Section 5. Nonpayment of dues automatically results in suspension of Board position in the Student Branch.

Section 6. The Board of Officers of the Branch shall have the power to levy special assessments upon endorsement by a two-thirds vote of the seated officers at any regular scheduled Board meeting.

Section 7. General members are encouraged but not required to pay dues for IEEE Student Membership

Article V. OFFICERS

Section 1. The management of the affairs of the Branch shall be in the hands of the Board, consisting of the duly elected officers of the Branch and the Branch Counselor appointed by the Branch.

Section 2. The officers of the Branch shall be:

2.1 Chairman
2.2 Vice-Chairman
2.3 Treasurer
2.4 Secretary
2.5 Events and Activities Chair
2.6 Publicity Chair
2.7 Web Chair
2.8 Engineering Student Council Representative
2.9 Electrical Engineering Curriculum Committee Representative
2.10 Computer Engineering Curriculum Committee Representative
2.11 Community Outreach Chair
2.12 Fundraising Chair
2.13 Trip Chair
Section 3. Office positions may be added, deleted, or altered with a two thirds vote as described in Article IX, Section 2.

Section 4. To be eligible for office, a candidate must:

4.1 Be enrolled as a Student member of the IEEE and a member in good standing in the Branch

4.2 Be enrolled at Iowa State University in the Electrical and Computer Engineering Department

4.3 Maintain a 2.0/4.0 cumulative grade point average and obtain a 2.0/4.0 grade point average in the semester prior to holding office and each semester thereafter.

Section 5. The term of office shall ordinarily be for one academic year unless:

5.1 The officer graduates in December

5.2 The officer is elected midway through the academic year in which the term of office shall terminate at the end of the spring semester

Section 6. Every office will be up for elections at the annual election held not later than the last meeting of each year.

Section 7. The Chairman shall preside at all meetings of the Branch. He shall appoint all committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated. All mass emails delivered to the entire ISU IEEE membership shall be sent by the Chairman.

Section 8. The Vice-Chairman shall perform all functions of the Chairman in the latter’s absence of at his request.

Section 9. The Branch Secretary shall keep a record of all activities of the Branch and shall report same to IEEE Headquarters, together with any special reports required by IEEE Headquarters, within a reasonable time after each meeting. He shall carry on all
Section 10. The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive Committee, and he shall keep an exact account of all receipts and expenditures.

Section 11. A complete annual report shall be submitted by the Chairman and the Treasurer at the last regular meeting of the year, and shall be forwarded by the Branch Secretary to the IEEE Manager of Student Services, upon certification by the Counselor.

Section 12. All paperwork associated with IEEE or the Branch shall have a copy filed in the appropriate file in the Branch office. All email deemed appropriate shall also be filed.

Section 13. Attendance by Board members is required at all Branch Board meetings, committee meetings and other Branch functions. Two unexcused absences will be permitted per semester. Excused absences must be reported at least 24 hours after event.

Section 14. Any software or hardware upgrades, additions, or changes will first be brought before the Board and must be approved by a two-thirds vote of seated officers before the action may take place.

Section 15. The Duties Book will be updated and approved as an amendment (Article IX. Section 2) on the last meeting of each spring semester.

Section 16. Officers or advisers may be removed from office by two-thirds vote of the current board and general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

Section 17. If an officer or adviser is removed the replacement procedure is the same as the election procedure described in Article VIII. It shall take place at the first meeting following the removal of the previous officer/adviser.

Article VI. COMMITTEES
Section 1. The following standing committees or their equivalent shall be appointed:

1.1 Executive Committee

1.2 Activities Committee

Section 2. The Executive Committee shall be the governing body of the Branch and shall transact all business it deems advisable, including the filling of vacancies in offices, authorization of expenditures, etc. The Chairman of the Branch shall be Chairman of the Executive Committee. The Vice-Chairman of the Branch shall be the Vice-Chairman of the Executive Committee. This committee will consist of but not be limited to:

2.1 Chairman

2.2 Vice-Chairman

2.3 Treasurer

2.4 Secretary

2.5 Activities Chair

2.6 Publicity Chair

2.7 Web Chair

2.8 Engineering Student Council Representative

2.9 Electrical Engineering Curriculum Committee Representative

2.10 Computer Engineering Curriculum Committee Representative

2.11 Trip Chair

2.12 Faculty Advisor

Section 3. The Activities Committee shall be responsible for the activities of the Branch. The Activities Chair of the Branch shall be Chairman of the Activities Committee. The Officer at Large shall be Vice Chairman of the Activities Committee. This will include, but not be limited to:
3.1 The proper advertisement of these events in such mediums as flyers, emails, newspaper advertisements, and IEEE web advertisement.

3.2 Preparation of events including personnel, refreshments, and location.

3.3 Stress the advantages of membership in the Branch and in IEEE.

3.4 This committee will consist of, but not be limited to:

3.4.1 Events and Activities Chair

3.4.2 Trip Chair

Section 4. In addition to the above standing committees, the Chairman may appoint other committees which he may deem necessary. These committees will consist of the officers of the Board and any other Student Associate members of the IEEE.

Article VII. MEETINGS

Section 1. The Branch shall hold regular Board meetings on a bi-weekly basis.

Section 2. On the alternating weeks, standing and rotating committees will meet.

Article VIII. ELECTIONS

Section 1. To be eligible for office, a candidate must be an enrolled Student or Student Associate member of the Branch, or have an application submitted and approved before the day of the elections.

Section 2. The term of office shall ordinarily be for the academic year, terminating at the conclusion of the spring semester.

Section 3. Election of officers for the following school year shall be held not later than the last meeting of each year. If all positions are not filled, elections will be held again at the first meeting of that school year.

Section 4. All members wishing to run for office must submit an officer application form no later than 24 hours before the elections.

Article IX. AMENDMENTS
Section 1. The Branch is empowered to adopt Bylaws that are consistent with this Constitution.

Section 2. The Constitution may be amended by a two-thirds vote of the elected Board of Officers of the Branch provided the amendment shall have been proposed at least one board meeting previous to the time of voting. Such amendments become effective only upon the approval of the Executive Committee of the IEEE.