

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

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The Student Branch of Institute of Electrical and Electronics Engineering abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. (Name of Organization) agrees to annually complete President's and Treasurer's Training.

Article I. NAME AND AFFILIATION

This organization shall be known as the Iowa State University Student Branch of the Institute of Electrical and Electronics Engineers (ISU-IEEE), hereafter referred to as the Branch. The Branch shall be affiliated with the national IEEE organization, Iowa State University, and the department of Electrical and Computer Engineering.

Article II. PURPOSE

Section 1. The purpose of 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. Through the work of the Branch, we strive to encourage the social interaction of all faculty, students, and industry members in the delineated engineering fields.

Section 2. The Branch complies with all established Iowa State University policies, as well as state and federal laws. The organization and operation of the Branch shall be in accordance

with the Constitution, Bylaws, and Code of Ethics, as stated in Article III, of the Institute of Electrical and Electronics Engineers, hereafter referred to as IEEE.

Article III. IEEE 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 genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, 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. The Institute of Electrical and Electronics Engineers is opened to registered students at Iowa State and does not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Section 2. The membership shall consist of:

2.1 Student or Student Associate members of the IEEE, as defined at http://www.ieee.org/membership_services/membership/qualifications.html#sect1

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. Payment shall be made on the IEEE website, not to any Board of Officer. 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 President

- 2.2 Vice President
- 2.3 Treasurer
- 2.4 Secretary
- 2.5 Events and Activities 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 Industry Relations Chair
- 2.12 Fundraising Chair
- 2.13 Project Chair
- 2.14 Membership Chair
- 2.15 President Emeritus
- 2.16 Faculty Advisor

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;
- 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 semester.

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

Section 7. The President shall preside at all meetings of the Branch. He or she shall appoint all committees, subject to the approval of the Board, 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 President, unless explicitly designated otherwise by the President.

Section 8. The Vice President shall perform all functions of the President in the latter's absence of at his or her request. The Vice President is also responsible for risk management for IEEE. As a risk management officer, the following guidelines have to be followed:

- Help minimize potential risks for the club activities
- Recommend risk management policies for club activities
- Incharge of submitting any documentation to ISU Risk Management Office
- Ensure proper waivers and background checks are on file with Risk Management for events

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 or she shall carry on all other communications necessary to the activities of the Branch. He or she shall keep a record of the names of members in attendance at the meetings.

Section 10. The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive Committee, and he or she 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 if actions are deemed inappropriate by the Board. The officer is permitted to speak before the Board and the

general membership about the charges made concerning his or her performance. The officer is not permitted to participate in the deliberation of the Board 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. This procedure is also followed for a resignation of a Board officer. It shall take place at the first meeting following the removal of the previous officer/adviser.

Section 18. Other Board positions may be created at any time if deemed necessary by the Board. An election for a newly created position may be held at any point. At the will of the Branch, any position may be split between co-chairs.

Article VI. COMMITTEES

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

1.1 Membership Committee

1.2 Industry Relations Committee

Section 2. The Membership Committee shall be responsible for the recruitment and retention of new members of the Branch. The Membership Chair of the Branch shall be Chairman of the Membership Committee. This committee's duties will include, but not be limited to:

2.1 The proper advertisement of Branch events in such mediums as flyers, emails, whiteboard messages, and IEEE web advertisement.

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

2.3 The planning and executing of Branch booths at recruitment events, such as Clubfest.

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

2.4.1 Membership Chair

2.4.2 Any number of Student Members that the Chair deems necessary

Section 3. The Industry Relations Committee shall be responsible for the recruitment and development of professional working relationships with industry companies. The Industry Relations Chair of the Branch shall be Chairman of the Industry Relations Committee. This committee's duties will include, but not be limited to:

4.1 Advertisement and execution of planned industry relations events, which can be:

4.1.1 Having Companies come in and talk to ISU-IEEE student members and provide refreshments

4.1.2 Non-affiliated ISU-IEEE events that bring companies to campus. It will be the duty of the Industry Relations Chair to make student members aware of these opportunities.

Section 5. In addition to the above standing committees, the Chairman may appoint other committees which he or she 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 weekly basis. The Branch shall also hold regular general membership meetings on a weekly basis. Ideally, the Board meeting shall precede the general meeting. Meetings may be canceled or moved at the discretion of the President, subject to a majority agreement from the Board.

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.

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

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

Section 4. Candidates for election shall be nominated, whether by themselves or another member. Eligible candidates will be placed on the ballot following acceptance of a nomination. Nominees will be given an opportunity to present a brief speech to and answer questions from the membership before voting commences.

Section 5. Board Officers will be selected by a majority vote of present members. If no nominee receives a majority vote, the winner shall be the nominee with the highest number of votes. Any absentee ballots must be given to the President prior to the election meeting. If a nominee runs unopposed, a vote of confidence can be called to elect him/her to the position without the use of a ballot vote.

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 Board of the ISU-IEEE