

**CONSTITUTION for
IEEE STUDENT BRANCH at the
University of Ontario Institute of Technology**

Name and Purpose

- Sec. 1 This organization shall be known as the **University of Ontario Institute of Technology IEEE Student Branch**.
- Sec. 2 The purpose shall be the dissemination of knowledge of the theory and practice of all aspects of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, as well as the furtherance of the professional development of the students.
- Sec. 3 The organization and operation of the Branch shall be in accordance with the Constitution and Bylaws of IEEE.

Membership

- Sec. 4 Membership shall be limited to undergraduate and graduate students of the University of Ontario Institute of Technology.
- Sec. 5 The membership shall consist of Student Members of the IEEE.

Dues

- Sec. 6 The Executive Committee of the Branch shall have the power to levy special assessments upon endorsement by a two-thirds vote of the membership of the Branch.
- Sec. 7 Nonpayment of transnational dues will automatically result in suspension of membership in IEEE.

Officers

- Sec. 8 The Executive Officers of the Student Branch will consist of a Chairman, a Vice Chairman Internal, a Vice Chairman External, a Secretary, a Treasurer, a Web Master, and a Recruitment Manager.
- Sec. 9 To be eligible for office, a candidate must be enrolled as a Student Member of the IEEE with a good standing in the local Branch.
- Sec. 10 The term of office shall ordinarily be one year, but may extend beyond this time to two years.
- Sec. 11 Election of Executive Officers for the following year shall be held not later than the last meeting of each year.

Executive Committee

- Sec. 12 The management of the affairs of the Branch shall be in the hands of the Executive Committee, consisting of the duly Elected Officers of the Branch and the Counselor appointed by the IEEE. The Chairman of the Branch shall be Chairman of the Executive Committee.

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Sec. 13 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.

Duties of Officers

Sec. 14 The Chairperson shall preside at all meetings of the Branch. He/She shall appoint all committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated.

Sec. 15 The Vice Chairman Internal shall be in charge of the internal affairs of the Branch. He/She shall also perform all functions of the Chairman in the latter's absence or at his/her request.

Sec. 16 The Vice Chairman External shall be in charge of the external affairs of the Branch and shall serve as the medium between other organizations.

Sec. 17 The Secretary shall keep a detailed record of all meetings and activities of the Branch and shall report all required information to IEEE Headquarters. The Secretary shall also carry on all other communications necessary to the activities of the Branch.

Sec. 18 The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive Committee. He/She shall maintain all financial records, and prepare budget and summary of expenditures on a regular basis. The Treasurer shall also initiate and supervise fundraising events.

Sec. 19 The Web Master shall maintain the Branch's website, hosting, and forums.

Sec. 20 The Recruitment Manager shall be responsible for enlisting and recruiting prospective students. He/She shall also initiate events, activities and workshops that will help maintain student motivation and interests within the Branch.

Sec. 21 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.

Standing Committees

Sec. 22 The Standing Committees shall be supervised by a Committee Head voted by the Members, Executive Committee and Counselor.

Sec. 23 The Standing Committee shall be composed of Program Committee, Publicity Committee, and Membership Committee.

Sec. 24 The Program Committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings.

Sec. 25 The Publicity Committee shall be responsible for proper advertisement of each meetings, events and activities.

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Sec. 26 The Membership Committee shall bring the advantages of membership in the Branch, and in the IEEE, to the attention of all potential Student Members.

Sec. 27 In addition to the above Standing Committees, the Chairman may appoint other Committees which he may deem necessary.

Meetings

Sec. 28 The Branch shall hold regular and special meetings at such places and time as designated by the Executive Committee, with a minimum of three meetings per semester.

Amendments

Sec. 28 The Branch is empowered to adopt Bylaws which are consistent with this Constitution.

Sec. 29 The Constitution may be amended by two-thirds of the members of the Branch present and voting provided the amendment shall have been proposed at least one duly publicized meeting previous to the time of voting. Such amendments become effective only upon the approval of the Executive Committee of the IEEE.