

Institute of Electrical and Electronic Engineers

University of Pittsburgh Student Chapter

Constitution

Preamble

We, the student executers of this, the University of Pittsburgh Student Chapter of the IEEE, herby declare this constitution to represent the ethics, morals, and ideologies that are essential to upholding the IEEE Code of Ethics. Also, we hold this constitution to provide the foundation for the development of scholarship, leadership, and service of which this chapter was founded on and continues to symbolize this day foreword. We, the executive board of this University of Pittsburgh Student Chapter of the IEEE, recognize our responsibility in this world of technology. We vow to act accordingly with great resolve to ensure we provide our fellow peers with the service and leadership needed to maintain an environment of scholastic achievement as well as opportunity for individual as well as group advancement in this field we study. We, the executive board, uphold strong pursuit of scholastic as well as social achievement. This constitution defines the duties, responsibilities, and obligations we, the executive board hold as vital to the success and continuation of this chapter from this day foreword.

Article I. Executive Board

Article I of this constitution defines the positions of the executive board and the responsibilities issued with the position. These are amendable statements, only providing but not limiting, the duties of the described position. The obligations are described only to present the reader of this constitution the expectations of the officer. All officers are required to attend all meetings, unless absolutely unable.

Section 1.01 *President*

The President of this student branch of the IEEE is officially recognized as the Chair. The President holds the most and ultimate responsibility of this branch, providing a stable environment conducive to maintaining a flexible and diverse student branch, acting with fairness with issues positive or negative, and providing support and encouragement of all other officers and students alike.

(a) Duties

The President has three primary tasks that must be completed on a regular basis. These include the following: 1) Moderating all meetings, 2) Maintaining Departmental/School of Engineering/ University wide relations, and 3) Attending Dean's Council Meetings at its regularly scheduled time. Corollaries to these tasks include: 1) keeping order within the Branch, 2) keeping accordance with Departmental/School/University regulations, and 3) Providing information pertinent to activities and events within the University and this student branch. Additional responsibilities may be ratified as needed. The President has the ultimate responsibility of maintaining the ethics and code of the IEEE, as does any member, but to the highest degree as the leader of a large and extensive organization.

(b) Power and Resources

The President maintains the highest position in the organization. Therefore, his/her authority is of the highest order. The President is to use this privilege to best of his/her ability, acting in accord of the IEEE Code of Ethics as well as societal morals and ethics. The President is required to judge and decide on any issue or situation with fairness and logic, leaving all biasness and prejudices out of the decision making process. The President, if acting within this boundary, has the right to: 1) Enact policy and regulations of a fair nature, 2) Deny any activity he/she sees unfit, 3) Create any position he/she feels necessary, and 4) Enact Article 4 of this Constitution on an officer or chair he/she feels is in violation with this Constitution or any other governing document.

(c) Constraints on this authority

At the same time the President has the aforementioned power, it is with capitations and checks to prevent abuse. Any policy, enactment, or denial is not final word. The other officers and chairs have the full right to debate and question over any action the President performs. The President, in no way, can hinder or impede the course of this Branch by

actions he/she commits against the Branch, its officers and chairs, the students it serves, the Department/School/University in which it occupies.

Section 1.02 *Vice President*

The Vice President is officially recognized as the Vice Chair. The Vice President holds secondary responsibilities to that of the President. They have duties similar to the President, including executive powers, but to a lesser degree. This differential defines the major contrast between the President and the Vice-President defined in section 1.02-c of this constitution.

(a) Duties

The Vice President has less defined tasks compared to the all the officers. The Vice President is expected to: 1) assist in maintaining the order of meetings, 2) assist in organizing events, and 3) temporarily takeover Presidential duties in emergency cases. The Vice President is also required, above all, to uphold the IEEE Code of Ethics. Lastly, the Vice President is allowed to override the decisions of lower board members, with the prior knowledge and approval of the President.

(b) Power and Resources

The Vice President, as stated before, holds similar power to that of the President. The Vice President is empowered to enact any policy, with the approval of first the President, and followed by the majority of the executive board and chairs (if first denied by the President). The Vice President is also allowed to instantiate new chair positions if, again, approved by the President and only by the President. The Vice President also maintains a strong veto power, holding second priority to that of the President.

(c) Constraints

The Vice President, like the President, has certain capitations on his/her power. The Vice President cannot alone overrule or change a policy, chair, or amendment put in place by the President. The Vice President, can, however, overrule or change a Presidential action with the support and agreement of the remaining majority of the board. The Vice President is also not responsible nor obligated to maintain organizational order.

Section 1.03 *Treasurer*

The Treasurer is the only handler of monetary funds. The Treasurer deals with Department, School, University, or professional contacts with regards to financial needs and order.

(a) Duties

The Treasurer must keep in order all financial and monetary documentation. He/she must produce budgetary information based upon requests made by other officers and chairs. It is the Treasurer's duty to report current budgetary constraints and current monetary needs to the organization. The Treasurer is finally responsible for requesting fundraisers and collecting profit from such events.

(b) Power and Resources

The Treasurer has the ultimate authority in terms of monetary distribution and usage, as long as authorized by the President and Vice President. The treasurer has the right, within Departmental/School/University policy, to maintain the financial aspects of this Branch in a way that will not impede the Branch's ability to function.

(c) Constraints

The Treasurer is no way is permitted to maintain the finances within a personal account, or account of secretive or illegal nature. The Treasurer must maintain an open dialog with the President, Vice President, and Secretary about the location and status of all monetary information and resources. The Treasurer has suggestive authority only in terms of policy. The Treasurer cannot enact any policy or mandate. Likewise, the Treasurer cannot overrule any policy enacted by the President or Vice President. The Treasurer may, however, request inquiry and amendments for debate and enactment to the remainder of the executive board.

Section 1.04 Secretary

The Secretary is the central provider and director of information pertaining to this Branch. He/She maintains all formal paperwork, and records all information. The Secretary, like the Treasurer, has clear duties, powers, and constraints.

(a) Duties

The duties of the Secretary are the following: 1) Maintain all meeting notes; 2) maintain all formal paperwork required by IEEE International, National, Regional; 3) Organize all information collected from other officers, students, and Departmental; 4) Create, sort, and enter in the weekly, departmental seminar attendance slips It is also the Secretary's responsibility to provide the Webmaster with all information for posting.

(b) Power and Resources

The Secretary has similarly limited power compared to the Treasurer. The Secretary can only provide suggestions for policy and amendments. He/She can maintain all of his/her duties in a fashion that is reasonable and adaptable, but best suited for his/her preference.

(c) Constraints

The Secretary, like the Treasurer, cannot enact any suggested policy. He/She also must not withhold any information from the remainder of the Executive Board of this Branch. Therefore, the Secretary must report all information upon request and in an organized fashion.

Article II. Secondary Chair Positions

This article of this Constitution outlines the chair positions and their structure. A chair is a position that is not officially recognized by the IEEE International or National Headquarters, but that this Branch has deemed important and vital for the well-being and progress of this Branch. The people that hold these chair positions are held under the same pretense as the officers, meaning they must obey and agree to this Constitution. They, the persons holding the chair positions, must obey the IEEE Code of Ethics, the rules of the Department of Electrical Engineering, School of Engineering, and University of Pittsburgh. The holders of these positions must be in accordance with the concepts of scholarship, leadership, and service. They hold equitable importance to that of any Executive Board member, and therefore bear the responsibility equal to that of an Executive position. This section is also readily amendable to consider the addition or removal of chair positions. Lastly, any chair position, either created here or with an amendment, is required to attend all meetings, unless absolutely unable.

Section 2.01 Activities Chair

This Constitution, by default, recognizes the Activities Chair. This Chair position is in place to assist the Executive board, namely the President and Vice President with the planning and organization of all academic and social events. The Activities Chair will act as a conduit and ambassador to companies and other institutions. They do not hold any strict administrative power, however, he/she has to right as an active member and chairperson to suggest policy and ideas as well as amendments to this Constitution. He/she does not hold any power or jurisdiction over other chairpersons or Executive Board members. The Activities Chair's main directive is to provide for the students served by this Branch of the IEEE. Finally, the Activities Chairperson is to uphold the IEEE Code of Ethics and normative morals in all actions he/she performs.

Section 2.02 Promotions Chair

The Promotions Chair is another chair created by default of this Constitution. The Promotions Chair has three main responsibilities and duties. The first and foremost is the duty to create and post all advertisements for every event. This includes, but is not limited to, poster designs, newspaper advertising, and Departmental/School/University promoting. The second is to maintain the responsibility of collecting the necessary information from the Activities chair and Secretary for this information distribution. Thirdly, the Promotions Chair is required to maintain all advertising and remove all old posters and postings from expired events. Once again, similar to the Activities Chair, the Promotions Chair is allowed to make any policy suggestions and propose any amendments to this Constitution. The Promotions Chair has no authority to enact or carry out any policy or agenda. Lastly, the Promotions Chair must pass any advertising ideas before the board, namely the President and Vice President, for approval and feedback purposes.

Section 2.03 *Webmaster Chair*

The Webmaster Chair has the task of posting and maintaining any and all information to be found on the Branch website. He/she is responsible for gathering information from the Executive board members, especially the Secretary, and the Activities Chair. Also, the Webmaster is to maintain communication with the Promotions Chair to guarantee information consistency. The Webmaster, as in all of the chairs, maintains the right to suggest policy and amendments to this Constitution. He/she are no way allowed to post private or inappropriate propaganda on the website. The web is a volatile issue in many aspects of today's world. It is the job of the IEEE to provide accurate and pertinent information on the website to students both internally and externally located. The Webmaster has the important task of representation of this Branch.

Section 2.04 *Creation or Removal of Chair Positions*

(a) Creating Chair Positions

The creation of a chair position is completed under strict guidelines. First, the presenting party advocating the chair instantiation must provide solid and viable reasoning for the creation of the chair. Secondly, the chair must complete a task that is not covered fully by an officer or other chair, or that is not being adequately executed by the current board and chairs. Thirdly, the President, Vice President, Treasurer and Secretary must all agree on the instantiation of the chair for it to be official. Lastly, the officers must clear the qualifications of the individual who is to carry the chair as well. After all of these criteria have been met, the chair is official and the proper amendment process will be followed (See Article 9).

(b) Removal of Chair Positions

The removal procedure is as also structured to prevent unnecessary actions from taking place. First, the suggestion must be made by one of the members of the Executive board or from one of the chairs. Secondly, there must be evidence as well sound rationales given by the individual or group suggesting the removal. Once this defense is heard, then a 2/3rd majority vote in favor of removal is required. At that point the chair is officially removed and not recognized by this Branch. This Constitution is then updated by means of Article 9.

Article III. Elections and Appointments Proceedings

This Article defines the election and appointment procedures for all officers and chair positions. It will be the decision of the currently active board to decide on two methodologies of this procedure. The first choice is for the Board to elect to hold internal elections where the current members elect the succeeding Officers and Chairs. This may be in the form of electoral proceedings or appointments. The second is holding an election within the Department of Electrical Engineering. In order to hold this large-scale election, a unanimous decision is needed by the currently acting Board in order for the election to take place, and a full amendment must be put in place for this process to be defined and regulated. Lastly, Officers are required to be members in the IEEE to qualify.

Section 3.01 Internal Elections or Appointments

The internal elections or appointments are defined as the currently acting board members nominating, election, or selecting officers and chair for the succeeding year. There is no outside influence allowed with the exception of Departmental/School/University intervention or that of the Branch's acting moderator.

(a) Elections

Elections are to include a nomination process in which any officer or chair may nominate him/herself or an individual who meets the qualifications stated in Article I and II. A single nomination is the full requirement for official recognition of a candidate. There will be a deadline of exactly one month before the last week of full classes for the current board to receive all nominations. At that point, all candidates will be required to attend the meeting during the last week of classes, giving a final campaign speech. When all candidates have spoken, the current Board will then convene privately, and hold elections. If a current officer is running for another position, it is permissible for them to vote. All candidates are assumed to have one vote for themselves, though they are allowed to fill ballots for other positions, prior to exiting. The current officers and chairs will then vote based upon ballot or open elective process, decided by the acting President, on each chair position. If there is a position for which no candidate exists, proceed to part (b) of this section for the appointment procedure. After all positions have been elected or appointed, the currently acting Secretary will record the results and the out-going President will call the candidates back in and announce the results. The current board will remain in power until one week after the spring semester, working with the new board to initiate and assist in the transfer process. After that one-week period, the current board is now in power and will take over all responsibilities stated in this Constitution.

(b) Appointments

In the case of either positions where candidates do not exist, or that the currently acting board is choosing to only appoint positions, the following outlines the appointment procedure. First, there must be decision to appoint a particular chair made by the

President. With this, any current member is allowed to present a candidate. This candidate must have the credentials and academic record that illustrates honesty, reliability, integrity, and scholarship. Anyone lacking in any of these tenants are considered ill-prepared for the job and is not acceptable for this Branch. Once a candidate, which has met these criteria, has been presented, a majority vote by the current board is required to allow the election of this individual. There remains one option for which this system may be bypassed. If the President or Vice President promotes a candidate, and both agree on an individual for a particular position, the candidate will be selected. Otherwise, a formal election found in part (a) of this section must be invoked. After the appointment has been made, the remainder of the election process or appointment process will continue for all positions outlined within this Constitution or further amendments.

Article IV. Impeachment

As in any organization, there arise situations where an individual does not perform within the bounds set by this document. Either through negligence, behavior, or disruption, this individual is deemed not to be suitable for the position he/she holds or for a position within the board at all. This article outlines the boundaries as well as procedures for the removal of the officer or chair that has compromised this Constitution, the IEEE code of ethics, or Departmental/School/University policies applicable to this Branch or the student him/herself.

Section 4.01 Boundaries

The impeachment itself is defined as the proceedings for removal of an officer or chair deemed unsuitable for the position, after being elected or appointed to the position, and holding office for a two week period or longer. An individual is impeachable if: 1) he/she has not performed his/her duties stated in this Constitution or an amendment to the best of his/her ability; 2) The individual has been deemed disruptive and disorderly, inhibiting the organization from progressing forward; 3) the individual is in direct violation of a Departmental/School/University policy which directly correlates to him/her being a respected and scholarly person. If the members of the executive board and chair positions find this person responsible for the actions committed, and finite explicative proof is presented of such events, the individual under impeachment is officially removed from office or the chair. The vote for removal must be unanimous by all officers before such an event may take place. This is to protect the individual under impeachment.

Section 4.02 Procedures

Upon removal, as stated by the boundaries above, there is a replacement procedure for finding and seating a new officer or chairperson. After the official removal, an emergency activation of Article III will occur for the election or appointment of a new officer or chair. This invocation of Article III will happen under the guideline that the election or appointment must take place within one week of the removal of the previous holder of the position. In the case of the President being impeached, the Vice President will maintain the President's duties only, becoming the new President and leaving the Vice Presidential position open. If, however, the wish of the Vice President is not to hold the Presidential position, then the Vice President will hold the President's position until a new President is elected. With regards to Secretarial and Treasurer Impeachment, all responsibilities of the impeached officer will be divided evenly among the other officers, agreed upon at the time of impeachment. For Chair Impeachments, the chair position also has one week to be filled, in addition to responsibilities divided evenly among the other officers and chairs.

Article V. Faculty Moderator Relations

The faculty Moderator of the IEEE student branch is an individual officially recognized by the IEEE International, National, and Regional. The faculty Moderator is the bridge between the Executive Board and the Department of Electrical Engineering. He/she is encouraged to attend three major meetings through out an academic term. He/she is also encouraged to provide feedback, make suggestions on events, and definitely propose amendments, in which they are fully allowed to vote and ratify. The Moderator is also allowed to take part in election and impeachment proceedings.

Article VI. Department, School, and University Relations

As an officially recognized organization within the University of Pittsburgh, Department of Electrical Engineering, this Student Branch of the IEEE must also follow all policies, rules, and mandates found within the doctrine of the University of Pittsburgh.

Section 6.01 Department of Electrical Engineering

This IEEE Student Branch is held responsible to the Chairperson of the Department of Electrical Engineering, and must be in accord with all departmental regulation.

Section 6.02 School of Engineering

This IEEE Student Branch is responsible to the Dean of the School of Engineering and all administrators under the Dean as well as the policy this School instates and has presently executing. Also, this Branch recognizes the Engineering Student Council as the governing body of the School of Engineering and recognizes the obligation to support and uphold the ESC's Constitution, as long as it does not interfere with the progress and stability of this Branch. The Dean of Engineering, the President of this Branch, the Moderator of this Branch, and the President of the ESC make this decision jointly.

Section 6.03 University of Pittsburgh

This IEEE Student Branch is responsible to uphold the policy and regulations of the University of Pittsburgh, its Chancellor, and the Provost. It also recognizes the Student Government Board as the student governing body. Likewise, this Branch will respect all doctrine from the SGB as long as it does not impede the ethical goals of this Branch. The President of this Branch, this Branch's Moderator, as well as the Provost, and the SGB Executive Board will jointly define this impediment.

Article VII. Student Body Relations

One of the most important tasks of this Student Branch of the IEEE is to provide the students with services and events. The Branch, inclusive of the Executive Board and Chairs, is to provide recruiting, informative, and social events for the students in maintaining the academic/professional bridge. The student body consists of all undergraduate and graduate students, of all degrees, within the Department of Electrical Engineering and the Computer Engineering Program. Other engineering and science related students are a secondary priority, allowing any non-electrical or computer engineer to attend any and all events. However, this Branch's primary concern is with the students of this Department and Program.

Section 7.01 Event Regulations

Each event, either of an academic or social nature, will be conducted in an orderly and fair manner. Food provided will be fairly distributed by means of control by officers. The remainder of policy shall be dictated as a event-by-event basis, by the Activities chair and President and/or Vice President.

Section 7.02 Definition of Academic Events

An Academic event is one that is related to education or professional topics. This includes recruiting or information as well as activities organized by the University of Pittsburgh, School of Engineering, or Department of Electrical Engineering (or Computer Engineering Program). These events must follow University of Pittsburgh policy.

Section 7.03 Definition of Social Events

A Social event is defined as an event where no official business is conducted. This includes movie nights, skating events, or restaurant occasions. These events must follow University of Pittsburgh as well as City of Pittsburgh policy and laws, and the Executive board takes responsibility to notify all attendees of any extra regulation as well as ensuring the safety and security of the people attending events to prevent harm and damage in the event of a problematic situation.

Section 7.04 Student Membership

This student branch of the IEEE will promote and provide opportunity for membership to the IEEE International organization. This student branch will provide possible gateways for students to become members through internet as well as paper resources. Likewise, students who maintain membership status will receive special recognition from this branch through the means

of first choosing at events, reduced price at fund raisers, and whatever the Executive board sees fit at the time. It is this student branch's priority to support the membership of all students in Computer or Electrical Engineering, and it will do so with the resources it has.

Article VIII. External Professional and Student Organizations

This IEEE Student Branch will provide support and respect for any governing and non-governing organization within this and other universities. This Branch will not provide monetary aid to any organization. There will be no disrespect of any organizations, no matter their beliefs and goals. There will be no toleration of an organization that supports unethical and immoral beliefs, contrary to University of Pittsburgh policy, and more importantly the IEEE Code of Ethics. With that exception aside, all other organizations will be recognized and respected by the officers and chairs of this Branch.

Section 8.01 Recognition

An organization officially recognized by the University of Pittsburgh is officially recognized this Branch. Recognition includes the permission of the other organization's members and officers the right to attend all open meetings and events.

Section 8.02 Aid and Support

An organization officially recognized by this Branch and the University of Pittsburgh may not, under any circumstance, request nor be granted financial aid from this Branch.

Section 8.03 Endorsement

This Branch, on the decision of the President, is allowed to endorse by means of joint support or organization of events with other organizations. Also, official advertisement of endorsement by this Branch is also permissible. This includes but is not limited to an organization's events, elections, or chartering.

Article IX. Amendments and Ratification

This Student Branch of the IEEE recognizes the need to change and adapt in accordance to policy and environmental changes. Therefore, this Article defines the amendment and ratification process that enables the addition and changes to this Constitution in order to adapt to this probability of change. The amendment process is divided into the following procedure: 1) Request for Amendment; 2) Debate Process for Amending; 3) Decision Process; 4) Ratification Process.

Section 9.01 Request for Amendment

Any officer or chairperson can make the request for an Amendment. It may also come from the Moderator or Administrator from the Department, School, and University. The request must be official and presented at an executive meeting. The proposed amendment must contain the reason for amending and a clearly defined course of action.

Section 9.02 Debate Process

Once presented, there maybe an optional debate process if there is either a majority not supporting the proposal or if the President requests it. If there is a debate, the debate will occur between the initial presenter and a voluntary opposing representative. There will be an opening statement from the opposition, with an argument not supporting the amendment. At this point, the pro-amendment team will present an open rebuttal and then it final case, followed by the opposition's rebuttal. After this, each board member is allowed to question each presenter in an open forum. At the end of which, the voting process will be commence.

Section 9.03 Decision on Amendments

Either majority or unanimous vote, decided by the President or Vice-President, may pass a proposed amendment. If the vote is against the passing the amendment is not passed and is not presentable for a 1-month period of time. If an Amendment is passed, then it is immediately ratified.

Section 9.04 Ratification

At the point of passing the acting Secretary will promptly add it to this Constitution's Amendment Section. All Executive Officers must sign a signature's section of the Amendment for it to be officially passed. The Amendment will officially take action the moment of the last signature.

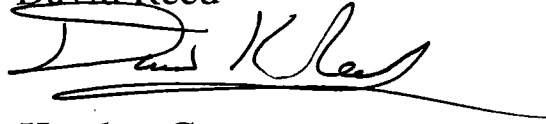
Witness and Closing

This Constitution, after being read and understood, has been ratified and accepted as the legal and binding agreement of the President, Vice President, Treasurer, Secretary, Activities Chair, Promotions Chair, and Webmaster to this Student Branch of the IEEE. Any that comes after this ratifying board will also bear witness to this document and sign this acceptance as well.

In virtute sunt multi ascensus
(There are many degrees in excellence)

President

David Reed



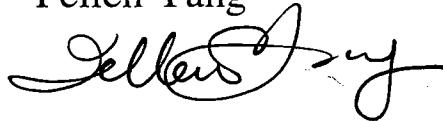
Vice President

Heather Greco



Treasure

Fellen Yang



Secretary

Susan Shaffer



Activities

Annie Bhattacharjee



Promotions

Randy Maruschock



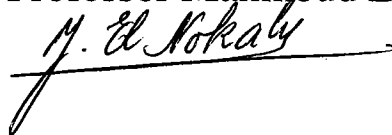
Web Master

Stacey Shogan



Moderator

Professor Mahmoud El Nokali



Amendment Regarding Section 1.02 Vice President

Extended Section (a). Duties

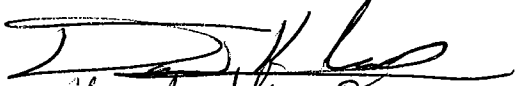


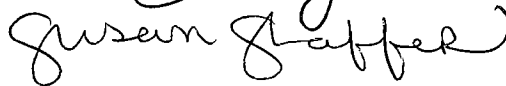

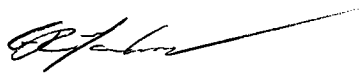
4) Vice President will plan, organize, and manage events that serve to increase professional and corporate development. This entails organizing corporate recruiting workshops and professional development seminars. The Social Chair will aid the vice president by coordinating dates and times to be in accordance to all activities and will arrange room, technical facilities, and food for the event.

5) The Vice President will serve as an ambassador to the Pittsburgh Digital Greenhouse and execute events mutually agreed upon between the Vice President and Manager of the Ambassador Program on an annual basis. The Vice President will represent the interest of the chapter in all contractual decisions. Endorsement of the non-profit organization, the Pittsburgh Digital Greenhouse is further outlined in Section 8.03

Amendment Regarding Article VIII External Professional and Student Organizations

Extended Section 8.03 Endorsement

This branch recognizes a joint partnership with the Pittsburgh Digital Greenhouse and will use its annual allocated sponsorship to promote and execute events that are of interest to the department and chapter. This interest is represented through the Vice President who will serve as a liaison between the branch and the Pittsburgh Digital Greenhouse. This duty is further outlined in Section 1.02

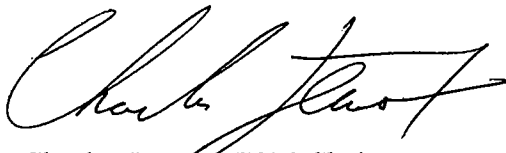
President:	David Reed	
Vice President:	Heather Greco	
Treasurer:	Fellen Yang	
Secretary:	Susan Shaffer	
Activities:	Annie Bhattacharjee	
Promotions:	Randy Marushock	
Webmaster:	Stacey Shogan	
Moderator:	Professor Mahmoud El Nokali	

Article X: Recognition of Robotics Society

Henceforth the University of Pittsburgh Robotics Club shall be recognized as the IEEE Robotics & Automation Society, University of Pittsburgh Student Chapter. In this endeavor the Robotics Club recognizes that it must follow the IEEE Constitution and the IEEE Code of Ethics.

The IEEE and the IEEE RAS shall remain as separate but united entities. The IEEE shall act as moderator and overseer while maintaining a hands-off approach as to not affect the IEEE RAS' sovereignty over itself.

The two organizations recognize that the two must work together for the sake of recruitment, promotion and competitions that will result in the future. From this the IEEE recognizes that the RAS falls under its umbrella and will petition the Engineering Student Council on the RAS' behalf.



Charles Jewart, IEEE Chairman



Mark Smorul, RC President



Zachary Casella, IEEE Vice Chair



Michael Delaney, RC Vice President



Kenneth Morton, IEEE Treasurer



Drew Headley, RC Treasurer



Brian Venus, IEEE Secretary



Melanie Golembiewski, RC Secretary

Dr. Bob Boston, IEEE Advisor

Dr. Tom Cain, RC Advisor