

Institute of Electrical and Electronics
Engineers (IEEE)
Student Chapter Constitution

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Acceptance and Compliance to Registration Requirements and Limitations

The Institute of Electrical and Electronics Engineers and its membership accept and will fully comply with the requirements and limitations of registration.

Limits of Registration

The Institute of Electrical and Electronics Engineers and its membership accept and will fully comply with the requirements and limitations of registration:

- Registered student organizations are student associations and are not official components of the University.
- Registration does not permit a student organization to use or act in the name of the University, to represent the University, engage in any contractual obligation in the name of the University nor represent the organization as being an official part of the University.
- Registered student organizations are permitted to have approved external affiliations.
- Registration expressly permits registered student organizations to only operate on campus.
- Off-campus activities of registered student organizations are the sole responsibility of the organization, officers and members, unless expressly approved in advance by the University.
- Membership in a registered student organization and participation in its activities are voluntary and all risks of personal injury, property damage or other losses incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or participant(s).

Annual Re-Registration

The Institute of Electrical and Electronics Engineers will submit its annual re-registration application during the re-registration period following the election of new officers.

Purpose

IEEE's core purpose is to foster technological innovation and excellence for the benefit of humanity. IEEE will be essential to the global technical community and to technical professionals everywhere, and be universally recognized for the contributions of technology and of technical professionals in improving global conditions.

Activities

A. Professional Development:

1. Expand professional growth and foster career advancement in our members by:
 - a. Organizing networking events
 - b. Holding resume reviews
 - c. Hosting professional speakers

B. Personal Growth:

1. Lead our members to grow and thrive in the ECE major by:
 - a. Providing mentorship
 - b. Running monthly General Body Meetings
2. Increase ECE department spirit and identity by:
 - a. Organizing department engineering week (e-week) activities
 - b. Selling ECE gear
3. Supporting sending students to Professional Conferences

C. Technical Development:

1. Promote technical growth outside of the classroom by:
 - a. Providing materials necessary for projects
 - b. Organizing educational workshops

D. Organizational Support:

1. Cultivate the growth of other ECE related student organizations by:
 - a. Assisting with funding when needed/requested
 - b. Providing administrative help when needed/requested

Membership Requirements & Procedure

- Membership is open to currently enrolled Pitt students as defined herein.
- All members must accept and comply with all of the requirements and limitations of registration as a condition of membership.
- Membership in the IEEE is voluntary and all risk of personal injury, property damage or other losses that occur incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or non-member participant(s). Accordingly, the University of Pittsburgh, its officers and agents shall not be responsible nor liable for any claims or causes of action for damage or loss of property or personal injury of any kind or nature which may arise out of or are incidental to the conduct of any organization's activities or that of any individual's participation in any group-related activity. It is further understood and agreed that it is the responsibility of the officers of the organization to assure that all of the organization's members and non-member participants in all activities sponsored by the IEEE are fully informed and advised of this ASSUMPTION OF RISK, and in the event any individual member or participant should express or indicate non-acceptance, the organization's officers shall forbid participation and/or membership of such individual. In regard to the organization member or non-member participant Assumption of Risk, the IEEE acknowledges that the University recommends that the organization members and non-member participants make every effort to arrange for the acquisition of liability insurance sufficient to protect all participants against those risks being assumed. For sport-related organizations, the University recommends that each individual have insurance sufficient to allow for any risks by participation, accident or by deficiencies in physical health.
- No hazing or illegal discriminatory criteria for membership, including those listed in the University of Pittsburgh's non-discrimination policy, will be used as a condition for membership in the organization. These factors include race, color, religion (except for religious organizations which may restrict membership to those who share their faith-based beliefs), national origin, ancestry, sex (except same sex organizations permitted under Title IX), age, marital status, familial status, sexual orientation, gender identity and expression,

genetic information, disability or status as a veteran. This non-discriminatory policy will be applied in a manner consistent with the requirements of the First Amendment of the United States Constitution and other laws applicable to student organizations.

- Members must be enrolled at the University of Pittsburgh. Membership is not limited by department, major, grades, or year in school.
- Members should be registered national members of the Institute of Electrical and Electronics Engineers, which constitutes a \$32.00 fee for each year as a student. Subscriptions to additional groups within IEEE can be obtained for \$10.00 each, but are not required for membership in the University of Pittsburgh Student Chapter of the Institute for Electrical and Electronics Engineers.

Membership Procedure

- Membership in IEEE can be obtained at any point throughout the academic year (September through August) by attending any meeting or activity hosted by Pitt IEEE. The group is not limited in size, thus no person shall be denied membership without justified means of objection (i.e. judicial board factors).
- As a member, one is able to participate in activities, vote in officer elections, and propose ideas.
- Members are expected to abide by the Student Code of Conduct. Members become inactive if they break the Student Code of Conduct. A member can be reinstated via unanimous approval of officers.
- Membership will be maintained if the student attends at least one IEEE activity per semester.

Officer Responsibilities & Terms of Office

Joint Duties and Responsibilities of the Executive Board

Although each position has its specific duties and responsibilities, jointly, the executive board will act as liaisons between students and faculty on matters concerning curriculum and student

affairs/relations, have administration input into agendas for general and executive Pitt IEEE meetings, and ensure the election of all vacant positions.

The organization shall have the following officers:

President

Year long, January 1st - December 31st

This officer maintains responsibility of overseeing all group functions, meetings, activities, fundraising, decision-making, and affiliations of the organization. This officer recruits members for various committees for events and activities. Specific duties include planning meetings, advisor communications, delegating responsibility and overall group leadership. This officer is responsible for Student Advisory Board correspondence.

Vice President

Year long, January 1st - December 31st

This officer closely assists the president in his or her duties, including leadership involvement in meetings, activity planning and decision-making. Primary responsibilities include overseeing Committee Chairs and directly overseeing the organization of all professional activities. This officer is responsible for professional and company correspondence.

Business Manager

Year long, January 1st - December 31st

The Business Manager is responsible for balancing the IEEE budget throughout each academic year that the position is served, handling reimbursements in a timely manner, and providing input on the pros and cons of major club purchases.

1. Serve as liaison between IEEE and ECE Department Administrator
 - a. Submit a semester budget to the ECE Department for review within the first month of the semester
 - b. Contact for any questions about the state of IEEE finances
2. Serve as liaison between IEEE and Student Government Board Allocations Committee/SORC

- a. Submit a budget for each semester
 - i. Fall budget due the previous spring
 - ii. Spring budget due the previous fall
 - b. Student Government Board will notify you about information sessions on how to write the budget
2. Submit supplemental funding requests as needed
 - a. Have the request proofread by IEEE's liaison on the SGB committee
 - b. Submit by Wednesday at 5 pm
 - c. Present request at hearings on Thursday nights
 - d. Student Government Board will send final decision that Friday
 3. Make purchases through SORC on the 8th floor of the William Pitt Union

Secretary

Year long, January 1st - December 31st

The Secretary is responsible for keeping all attendance forms, meeting minutes, and event RSVP sign-ups organized and easily accessible to other officers.

1. Administrative duties
 - a. Create board meeting agendas
 - b. Schedule board meetings and other events
 - c. Reserve rooms for meetings and events
2. Maintain and organize the Google Drive
 - a. Create Google Forms for events
 - b. Create sign-in sheet for each meeting and event
 - c. Keep track of meeting attendance and RSVP sign-ups for events
 - d. Create general body meeting presentation slides
3. Manage email list
 - a. Add new contacts from attendance sheets
 - b. Send regular emails to members with event information

Corporate Liaison

Year long, January 1st - December 31st

The PR Chair is responsible for communication between career services, companies, and the Pitt IEEE branch. Additionally, the PR chair is responsible for reaching out to companies in order to create sponsorships. Should there be any current sponsors, it is the PR chair's responsibility to implement the sponsor's requests to the best of their abilities.

1. Sponsorship
 - a. Communicate with companies to create sponsorships
 - b. Make sure companies are receiving all of the benefits they are promised (e.g. Resumes)
 - c. Work with Activities Chair(s) to get sponsors for events
2. Professional Development
 - a. Communicate with Pitt Career Center
 - b. Organize company tours

Social Engagement Chair

Semester-long

The social engagement chair is responsible for encouraging organization members to remain active and participate in activities. Other responsibilities include encouraging members to join national IEEE and managing social media accounts.

1. Advertising
 - a. Update Pitt IEEE Facebook, Instagram, Slack, Twitter, and Snapchat
 - b. Post events for general body meetings and workshops
 - c. Create whiteboard advertisements for general body meetings and other events
 - d. Seek alternate effective advertising methods
2. Membership
 - a. Promote national IEEE membership

Activities Chair

Semester-long

The activities chair is responsible for the organization and leading of events. It is also the activities chair's responsibility to interact with general body members to determine potential events or workshops to host.

1. Activity planning
 - a. Brainstorm and determine feasibility of activities
 - b. Interface with members to determine possible events

Webmaster

Semester-long

The Webmaster is responsible for the maintenance of the club brand and website.

1. Make sure that all necessary Pitt IEEE information is accessible
2. Maintain sections of website:
 - a. PowerPoint slides from general body meetings
 - b. Club calendar
 - c. Sponsorship
 - d. Officer information
 - e. Keep current event photos on home page up to date
3. Keep the branding of the website consistent and presentable
4. Make sponsorship information easily accessible
5. Obtain a proper website domain if necessary

E-Week Co-Chairs

January 1st – April 30th

The Engineering Week (E-Week) Co-Chairs are responsible for collaborating with Engineering Student Council (ESC) in the planning of E-Week. It is the duty of the chairs to encourage department participation, fill up participation slots in events, and provide information about Engineering Week events to the ECE department.

1. Communicate with ESC
 - a. Keep up-to-date regarding schedule E-Week activities
2. Encourage department participation

- a. Advertise events to department
- b. Fill participation slots for events

Fundraising Chair

Semester-long

The fundraising chair is responsible for organizing fundraisers throughout the semester. The chair should create at least one fundraiser per semester, and follow through with handling the communication between SORC, the fundraising company and IEEE.

1. Organize fundraisers
 - a. One fundraiser per semester
 - b. Work with Business manager in processing the money
 - c. Make sure that all purchases are picked up

Voting

Voting Privileges

Voting privileges are limited to currently enrolled Pitt student members in good standing with the organization. Students who are no longer active members may not vote. Members lose voting privileges by either not attending one activity per semester or disobeying the Pitt Code of Student Conduct.

Officer Openings

1. For each election term, every position up for election must go through the formal election process.
 - a. The intent of this bylaw is to prevent the grandfathering of a general body member or officer into a particular position.

Election of Officers

1. Candidates will consist of self-nominated members.
2. Officers must satisfy all eligibility requirements:
 - a. All officers are expected to maintain good academic standing at the University of Pittsburgh.
 - b. All officers must be willing to model good character and professional behavior.
 - c. Each officer must read and agree to adhere to the University Code of Student Conduct.
 - d. The students running for president and vice president must have completed two semesters of classwork at the University of Pittsburgh.
3. Election process
 - a. Elections will be held during a general body meeting and presided over by the exiting President.
 - b. In the event the exiting President runs for re-election, the exiting Vice President will preside over the election process for the position of President.
 - c. Each candidate running for a position will be given the opportunity to make a brief speech and answer questions, after which the candidates will leave the room and present members will vote.
4. All members with voting privileges described in the previous section may vote.
5. To become elected, a student must receive a simple majority of votes cast.
6. No proxy or absentee ballots can be cast.
7. Tie votes
 - a. In the event of a tie, deliberation will take place followed by a re-vote between the tied candidates.
 - b. In the event of another tied vote, the existing President will appoint one of the tied candidates to the position.

Voting Power of Officers

Officers are permitted to vote for any position for which they are not also a candidate. The president may only vote in the event of a tie.

Removal of Officers

Any officers may be removed from office by resignation or impeachment. Grounds for impeachment includes but is not limited to failure to abide by the Student Code of Conduct. If a student member of the organization becomes concerned about the actions of an officer, they should arrange to discuss the issue with the President or Vice-President of the organization, bringing specific examples in writing regarding the officer in question. Similarly, if a faculty or staff member questions the actions of an officer; they should bring their concerns to the faculty advisor and cite specific examples in writing. In either case, the president and/or vice president and faculty advisor should also meet to discuss the issue at hand. If the matter needs to be further addressed, the officers will hold a special meeting to raise their concerns and allow the officer in question to explain their behavior. If at this point a satisfactory agreement can be reached regarding the problem, the officer will be “reinstated” with full privileges and responsibilities. If an arrangement bringing appropriate closure to the problem cannot be reached, it is the duty of the officer in question to resign from their position immediately. If they refuse to resign or even acknowledge the intervention attempts of their fellow officers, the faculty advisor will be informed of the situation and impeachment proceedings will begin at the request of the faculty advisor. To impeach an officer, the remaining officers must hold a special meeting and agree unanimously that the officer in question must be impeached. After all officers have been properly informed of the situation, voting will take place by secret ballot. Should the president leave office or be removed, the vice president will assume the role of president and a new vice president will be elected. All other officers will be replaced by general election.

Vacancies

Any vacancies created through the procedure described above in “Removal of Officers” shall be filled as described method. The term of the replacement officer shall be the remainder of the current term.

Committees

There are not currently any committees in IEEE. Both standing committees and ad hoc committee can be created by majority vote of the executive board. The officers will determine the purpose of the committee and the role of the chairperson by majority vote. The chairperson will be voted on at the next general body meeting using the same election process as described above. An ad hoc committee can commence activities as soon as a chair is elected. Newly created standing committee must wait until the current semester finishes to start enacting external change. This allows the standing committee time for planning.

Meetings

Schedule

Officer meetings will be conducted approximately weekly as class schedules, need and availability dictate. Meetings including the entire organization will be conducted monthly on an agreed upon day. The meetings will follow procedures as stated in the bylaws of this student organization as well as University Policy, including the Student Code of Conduct of the University of Pittsburgh.

Quorum

Quorum is defined as half of the executive board members.

Meeting Chairperson

The president may call a special meeting with one month of notice. The president will serve as the chairperson. If the president cannot make it to the meeting, then the vice president will chair the meeting.

Rules of Order

1. Members may raise their hands to be recognized by the chair, and can speak once called on by the chair. It is common courtesy to wait until the current speaker is finished before seeking recognition.

2. There are a few instances when it is acceptable to interrupt someone or speak without gaining recognition by the chair, such as when making a point of order or a point of information, but these instances are rare.
3. Members who have not yet spoken about the topic at hand always have priority over those who have. Additionally, the chair is obliged to try and alternate recognizing those who are for and against the motion being discussed.
4. Once recognized, it is expected that the speaker stays on topic and maintains a polite demeanor.

Finances

A minimum balance of fifty dollars (\$50) shall be established for the treasury to ensure that a viable fund will be available at all times for emergency situations. Funds shall be released and allocated in accordance with officer requested necessity. The IEEE shall fully comply with the University fundraising policies and procedures for registered student organizations. The organization will not maintain an outside bank account if it receives funding from the Student Government Board.

Publications Code

In compliance with the Publications Code for Student Organizations, all the publications of the organization will comply with current copyright laws, be distributed according to policies and procedures, refrain for expressions that are considered obscene or libelous according to current statute, advocate or insight the material interference or physical disruption of the educational process or the peace, order and decorum of the campus, or that advocate or insight imminent, lawless action or the violent overthrow of the government and identify the organization as publisher and specify that the group is a certified student organization at the University of Pittsburgh.

Adviser

The faculty/staff adviser shall serve as a liaison between the University and the student organization. The adviser does not hold authority in terms of election processes, officer decisions, or other group amendments. The adviser may attend regular meetings, assist in organization, administration,

planning and group operation in the capacity he/she desires. A new adviser is selected by his predecessor.

External Affiliations

Pitt IEEE is the official University of Pittsburgh Student Branch of the worldwide IEEE professional organization. Contact is maintained with the Pittsburgh Section of IEEE and events are co-hosted. Pitt IEEE is located within IEEE Region 2, and some students may attend the annual IEEE Region 2 Student Activities Conference.

Bylaws

All laws passed by IEEE shall be recorded as bylaws. A bylaw may be passed at any time by unanimous approval of officers.

Amendments

An amendment may be made to the bylaws at any regular or requested meeting by a majority vote of the active members of the group in addition to unanimous officer approval, provided the request is submitted one week prior to the meeting. All constitution additions, revisions and deletions must be reported to the SORC.