Constitution of Institute of Electrical and Electronics Engineers (IEEE)
April 11th, 2018

Article I - General

Article I Section I

The official name of this organization shall be the Institute of Electrical and Electronics Engineers.

Article I Section II

The club shall operate as a non-profit organization.

Article I Section III

The club shall abide by the applicable rules and policies of the University of Minnesota and Student Union & Activities (SUA) pertaining to student organizations.

Article I Section IV A: Goals
This organization will exist to cultivate the following resources for students in the ECE/CS departments. See section B for definitions and descriptions.

1. Social resources
2. Informational resources
3. Financial resources

An additional goal of the organization is to benefit our greater community. This will include but is not limited to:

1. Reach out to other student groups to promote interdisciplinary collaboration and an interconnected campus environment
2. Reach out to young people with the purpose of exposing and engaging them to engineering ideas and projects
Article I Section IV B: Defining Goals

See Article IV Section I for subcommittee structure that is used to achieve these goals. See best practices document for a list of current and proposed practices that were used to achieve these goals

1. Social resources
   a. Collaboration between students and other students
      i. Bringing people together by providing a platform for networking
      ii. Facilitating collaboration including but not limited to the following areas of student life
          1. School
          2. Projects outside of school
          3. Other extracurricular activities
      iii. Cultivating individual’s potential for academic success
   b. Collaboration between industry and students
      i. Hosting events to connect students with people in industry to facilitate the following
          1. Networking
          2. Exposing students to industry practices
      ii. Making members aware of relevant industry-hosted events

2. Informational resources
   a. Planning and executing tutorials (see best practices for list of tutorials)
   b. Planning and executing events that provide a platform for the transfer of knowledge

3. Financial resources
   a. Providing money to the following
      i. People who would use it to enhance the department and the organization in ways that include but are not limited to
         1. Projects
         2. Services
         3. Pushing forward a dynamic undergraduate experience
      ii. Organizations for the same reasons mentioned in i.
   b. Providing compensation to entities or people for services to IEEE
Article II - Membership/Impeachment

Article II Section I - Membership Eligibility

There are two classes of membership in the University of Minnesota Twin Cities (UMNTC) IEEE Branch. See below for their titles, requirements, and benefits.

Membership is open to all students without regard to race, religion, color, sex, national origin, disability, age, veteran status, creed, marital status, public assistance status, or sexual orientation.

General Member:
• Benefits include but are not limited to
  ○ Access to magazines and journals from IEEE international
  ○ Access to IEEE lounge when door is voluntarily opened by a voting member or officer
  ○ Must be actively enrolled in classes at UMNTC
  ○ Must be a paid member of IEEE international

Voting Member:
• Benefits include but are not limited to
  ○ Allowed to vote on decisions and in elections
  ○ Allowed to attend the end of year banquet
  ○ 24 hour access to IEEE lounge
  ○ Must complete a minimum of one Volunteering opportunity
  ○ Must have attended two IEEE meetings
  ○ Sign up for the “voting member list” (see subcomm responsibilities article IV section I) after fulfilling the above criteria

All voting members are general members. All students who are also members of the IEEE international organization by paying dues are general members.
Article II Section II - Impeachment/Removal From Office

Any member/officer may be impeached and removed from his/her position for reasons including but not limited to: failure to perform duties, lack of attendance, misuse of funds, breaching room rules. The member/officer shall be given a seven day notice and an opportunity to defend him/herself before the executive board. The impeachment vote shall require a 2/3 majority vote at a general meeting with more than 20 voting members present. The vote shall be presided over by executive committee.
A vote for impeachment will be automatically executed if an officer misses 4 meetings in a semester.
After an affirmative impeachment vote, an officer will voluntarily resign or be removed from office by a unanimous decision from the executive committee (excluding the impeached officer.)

Article III - Officers

Article III Section I - Officer Positions

The officers of this club include the following:

- Chair (President)
- Vice Chair (Vice President)
- Secretary
- Treasurer
- Career Fair Coordinator
- Systems Administrator
- Membership Coordinator

Article III Section II - Officer Eligibility

During their terms, all officers must be currently enrolled students at the University of Minnesota and registered for at least six credits per semester, excluding summer semester. Exceptions to this requirement are permitted for graduate students upon
receipt of a letter from the Director of Graduate Studies of the student's department certifying that the student is actively pursuing a degree.

**Article III Section III - Elections**

Officers shall be selected during the April general meeting and shall serve for a period of one year. Terms begin after spring finals during the elected year and end prior to spring finals the following year. Officers shall be elected by a majority of the voting members, using the instant runoff voting format. The election date must be announced a minimum of one week before the event. See the “Election Policies” document for further information.

**Article III Section IV**

The duties of the officers are as follows:

- **Chair (President)** - Preside over all meetings of the club and serve as Chairperson of the Executive Committee. Act as official representative of the club at other meetings and events. Provide a vision for the direction of the society and preside over the officer meetings as a facilitator.
- **Vice Chair (Vice President)** - Preside at meetings of the club and the Executive Committee in the absence of the Chair. Succeed the Chair if the chair were unable to complete his/her term of office. Chairs the Tutorial and Event Subcommittee. Assist the Chair directly.
- **Secretary** - Record and produce minutes of all meetings. Handle the club's correspondence. Also responsible for sending appropriate forms to IEEE and the University of Minnesota to ensure that IEEE UMN is up to date. This includes registering annually as a Registered Student Group at the University of Minnesota and filling out yearly IEEE forms.
- **Treasurer** - Handle all financial transactions of the club. Maintain thorough and accurate records of all transactions. Produce financial reports on a regular basis (recommended biweekly) as required by the club. Provide
reports detailing purchases over the course of the semester at the end of each semester.

- **Career Fair Coordinator** - Responsible for the annual Career fair hosted by IEEE. Responsible for organizing a Career Fair Subcommittee and working closely with the Career Center for Science and Engineering (CCSE) to ensure a successful Career Fair.

- **Systems Administrator** - Work towards providing computing resources to the membership, running the IEEE website, managing technical projects, and chairing the technical Subcommittee.

- **Membership Coordinator** - Responsible for maintaining an active roster of voting members of the organization. May also increase group membership by means of classroom announcements, social media, and social events.

Officers are all expected to hold weekly office hours in the IEEE room. During this time officers are expected to be available to answer questions, give door access, clean the room, and catch up on assigned action items.

**Article IV - Committees**

**Article IV Section I**

The standing committees of this club shall be:

- **Executive Committee** - Consists of the elected officers. Handle all official business for the club. See Best Practices: General Meeting dates for the club.

The following committees are optional, but recommended:

- **Career Fair Subcommittee** - Assists the Career Fair Coordinator with the organization and running of the IEEE Career Fair.

- **Technical Subcommittee** - Creates and organizes technical projects for the club. Maintains the technology present in the lounge.

- **Tutorial and Event Subcommittee** - Creates and organizes all gatherings of IEEE members, excluding General Meetings.

Subcommittees may be started at any time with the approval of the executive
board. Subcommittee heads will report to the Vice Chair. Any decisions that need Executive board approval shall be brought forward to the Vice Chair who will bring it before the Executive committee.

Article V - Meeting

Article V Section I - General Meetings

Three monthly general meetings shall be held each semester. A special meeting may be called by the Executive Committee or by a petition of fifty percent of the voting membership.

Article V Section II - Quorum

A quorum shall must be present for the executive committee to conduct official business of the club. A quorum shall be defined as a majority of the executive board.

Article V Section III - Club Decisions

Decisions of the club shall be determined by a majority vote of the executive board with an extra vote allocated based on the majority of voting members present. A quorum of the executive board must be present to vote on club decisions. For example, at a meeting with 6 officers present and 10 voting members, a total of 7 votes determine the decision. Each officer present will get a vote, and the 10 voting members will collectively get a vote based on their majority. So for the voting members to count for an affirmative vote, 6 voting members must vote affirmatively. In the case of a tie, the voting members vote will count as “not in favor.”

Article V Section III - Overturning Board Decisions

Members of IEEE UMN may put forward a motion overturn board decisions given a blind \( \frac{2}{3} \) majority vote of voting members at a general meeting with more that 20
voting members present. One voting member will present a case why the decision should be overturned, then an officer will defend their decision and present their reasoning. Officers may vote, but their vote will be weighted the same as a voting member.

Article VI - Financial Matters

Article VI Section I

The club shall not provide monetary gain, incidentally or otherwise to its directors or membership. This does not restrict the payment of wages, salaries or incentives by the club for services rendered.

Article VI Section II

Final say for all financial decisions is given to the Executive board.

Article VI Section III

Unless otherwise specified by the membership at the time of dissolution of the organization, residual assets shall be distributed to the following not for-profit organizations according to the proportions below: University of Minnesota ECE Department 100%

Article VII - Affinity Groups

Article VII Section I

IEEE Affinity groups are separately registered student groups who have a close relation with IEEE due to the structure of IEEE International. It should be a goal to collaborate with affinity groups and encourage their growth as well as our own. The following are optional affinity groups of this club:
• IEEE Women in Engineering - Consists of a group of students who strive to promote women in technical fields, especially electrical and computer engineering. This group shall have its own board of officers which will handle all official business for the group. The president of WIE shall serve as a liaison between IEEE and IEEE WIE.

• IEEE Eta Kappa Nu (HKN) - Eta Kappa Nu (HKN) is an International Honor Society for Electrical and Computer Engineers. Outstanding students are elected to Eta Kappa Nu based on their academic achievement and personal character. This is an independent group with its own officers which will handle its official business. The president of HKN will serve as a liaison between IEEE and HKN.

7 Article VIII - Constitution

Article VIII Section I - Amendments

Amendments to the constitution may be proposed by any member of the club. Such proposals shall be submitted in writing to the Executive Committee for a first reading to the membership at the regular meeting prior to the meeting at which the proposed amendment is to be voted on. A 2/3 blind vote at a general meeting with more than 20 voting members present is needed for the proposed amendment to pass.

Article VIII Section II - Constitutional Rewrites

Every three years, IEEE is required to resubmit the constitution to SUA. The executive board is expected to review the constitution in its entirety. This will be an opportunity to add amendments made to the constitution as official articles in the constitution. Other changes must be presented and approved as normal amendment procedures dictate.

Article VIII Section III - display

This constitution must be displayed in the lounge area.
Officer Signatures:

President - Jackie Zamow

Vice President - Stefan Bounnakhom

Secretary - Jackson Jaro

Treasurer - Bonssa Teizazu

Career Fair Coordinator - Steven Khouri

Membership Coordinator - Arnav Solanki

Systems Administrator - Shane Ong