

**Southern Illinois University Carbondale**  
**CONSTITUTION**  
**for IEEE Student Branch**

**Article I: Name and Purpose**

**Section 1.** This organization shall be known as the Southern Illinois University Carbondale Student Branch of the Institute of Electrical and Electronics Engineers (IEEE).

**Section 2.** The purpose of the organization shall be the dissemination of knowledge of the theory and practice of all aspects of electrical engineering, computers, electronics, radio, allied branches of engineering or the related arts and sciences, as well as the furtherance of the professional development of the student.

**Section 3.** The organization and operation of the Branch shall be in accordance with the Constitution and Bylaws of the IEEE.

**Article II: Membership and Dues**

**Section 1.** Full membership shall be limited to undergraduate and graduate students of the Southern Illinois University Carbondale. Associate membership shall be granted to faculty and staff who are paid Members of IEEE.

**Section 2.** All members of the Branch shall be entitled to the same rights and privileges in the Branch, regardless of gender, nationality, ethnicity, race, religion, handicap, or sexual orientation.

**Section 3.** No person shall be eligible for the annual St. Louis Section Textbook Scholarship who is not currently a paid, enrolled Student Member of IEEE.

**Section 4.** The Executive Committee of the Branch shall have the power to levy special assessments upon endorsement by a two-thirds vote of the members of the Branch present. Associate members will be exempted from any special assessments levied by the Branch.

**Article III: Officers and Elections**

**Section 1.** The elected Officers of the Branch are Chair, Vice-Chair, Treasurer, and Secretary.

**Section 2.** Elections of Officers for the following academic year shall take place no later than April 25 of the present academic year. Nominations for the offices must take place at a General Meeting previous to the one in which elections are held.

**Section 3.** If an elected Officer is to graduate in December of an academic year, then elections for that office, and any other offices left vacant, shall take place no later than November 20 of that year.

**Section 4.** A person winning an election in one semester shall begin his or her term on the first day of classes, as determined by Southern Illinois University Carbondale, of the following semester (not including the summer session).

**Section 5.** No person shall be eligible for elective office who is not a paid, enrolled Student Member of IEEE.

**Section 6.** No person shall be eligible for the office of Chair who has not previously served as an Officer of the Branch, without the concurrence of two-thirds of the members

present at a General Meeting in which nominations take place. For the purposes of this Article, all Chair appointees, as well as those who hold elective office, are considered Officers.

**Section 7.** The term of office shall ordinarily be one year.

#### **Article IV: Executive Committee**

**Section 1.** The management of the affairs of the Branch shall be conducted by the Executive Committee, consisting of the duly elected Officers of the Branch and the Counselor appointed by the IEEE.

**Section 2.** The Executive Committee shall be the governing body of the Branch and shall transact all business it deems advisable, including authorization of expenditures.

**Section 3.** The Executive Committee may appoint interim Officers to fill vacancies until such time as an election can be held.

**Section 3.** The Chair of the Branch shall also serve as Chair of the Executive Committee.

#### **Article V: Duties of Officers, Counselor, and Mentor**

**Section 1.** The Branch Counselor shall ensure that information from IEEE Headquarters is transmitted to the elected Officers; attend Executive Committee meetings; assist the Standing Committees; and endorse new student membership applications.

**Section 2.** The Chair shall preside at all meetings of the Branch; appoint all Standing Committees, subject to the approval of the Executive Committee; arrange for the election of new Officers when necessary; ensure effective transition of information and materials from all outgoing Officers to newly elected Officers, as well as an orderly transfer of Branch Records; and assume all other executive duties not otherwise delegated. The Chair shall also ensure that the Branch remains in good standing with Southern Illinois University Carbondale Student Development.

**Section 3.** The Vice-Chair shall perform all functions of the Chair in the latter's absence, or at his or her request, and shall be Chair of the Program Committee.

**Section 4.** The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive Committee; keep an exact account of all receipts and expenditures; and maintain the Branch account with Student Development.

**Section 5.** The Secretary shall keep a record of all activities of the Branch, including Minutes of the Executive Committee meetings; keep a record of the names of members in attendance at all meetings; maintain the Branch Membership Roster; assist the Chair in ensuring that all Branch activities are conducted under the provisions of the current Branch Constitution; and shall be Chair of the Publicity Committee.

**Section 6.** The Branch Mentor shall attend Branch General Meetings and St. Louis Section Executive Committee meetings, and assist the Branch in developing effective programs.

**Section 7.** The Executive Committee may, at its discretion, take on any other duties that it deems in the best interests of the Branch.

## **Article VI: Standing Committees**

**Section 1.** The following Standing Committees, or their equivalent, shall be appointed by the Chair: Program Committee, Project Committee, Publicity Committee, and Membership Committee.

**Section 2.** The Program Committee shall prepare the programs for all activities, including the General Meetings, and be responsible for all arrangements for these activities.

**Section 3.** The Project Committee shall oversee the progress of one or more hardware projects involving application of electrical engineering knowledge, and seek entry into design contests and competitions on behalf of the Branch.

**Section 4.** The Publicity Committee shall be responsible for proper advertisement of each Branch activity.

**Section 5.** The Membership Committee shall plan, organize, and carry out all Branch recruitment efforts, and bring the advantages of membership in the Branch and in IEEE to the attention of all potential Student Members.

**Section 6.** The Chairs of the Project and Membership Committees shall be designated by the Executive Committee.

**Section 7.** In addition to the Standing Committees, the Chair shall appoint a Web Developer, and a Representative to the Engineering Student Council, subject to the approval of the Executive Committee.

**Section 8.** The Web Developer shall be responsible for maintaining the internet web site of the Branch, and informing the public via the web site of upcoming Branch meetings and activities, under the direction of the Executive Committee or one of the Officers thereof.

**Section 9.** The Representative to the Engineering Student Council shall attend all Engineering Student Council meetings; bring a record of events of each meeting to the Executive Committee or one of the Officers thereof; and act as liaison for communications between the Branch and the Engineering Student Council.

**Section 10.** In addition to the above Standing Committees and Officers, the Chair may appoint other Committees or Officers which he or she may deem necessary.

## **Article VII: Meetings**

**Section 1.** The Branch shall hold General Meetings at such places and times as designated by the Executive Committee, with a minimum of twelve General Meetings per year. At least one of these meetings shall be held jointly with the St. Louis Section of IEEE.

**Section 2.** The Executive Committee shall meet once per week, at an appointed day and time during Fall and Spring Semesters of the Southern Illinois University Carbondale, with the exception of the weeks of Final Exams.

**Section 3.** The Program Committee shall meet at least once during the seven days before a General Meeting or other Branch activity involving all Members. Additional meetings of the Program Committee may be held at the discretion of the Vice-Chair.

**Section 4.** The remaining Committees shall meet as often as deemed necessary by the Executive Committee and the Chairs of the individual Committees.

**Section 5.** The Chair shall meet with the Web Developer and Representative to Engineering Student Council whenever necessary.

## **Article VIII: Branch Reporting Forms**

**Section 1.** In addition to the duties outlined in Article V of this Constitution, the following communications with IEEE Headquarters are required of the Executive Committee: the *Newly Elected Officers Reporting Form*, the *Annual Plan of Activities*, and the *Annual Report of Activities*.

**Section 2.** The Secretary shall submit a *Newly Elected Officers Reporting Form* to IEEE Headquarters whenever necessary.

**Section 3.** The Executive Committee, with the assistance of the Standing Committees and appointed Officers, shall submit to IEEE Headquarters the *Annual Plan of Activities* by November 1 of each academic year.

**Section 4.** The Executive Committee shall submit to IEEE Headquarters the *Annual Report of Activities* by May 1 of each academic year. The Treasurer shall complete the year-end Financial Statements for inclusion in the *Annual Report of Activities*.

**Section 5.** A Chair who is to leave Office in December of an academic year shall prepare the part of the *Annual Report of Activities* that pertains to the Fall Semester. This part of the *Annual Report of Activities* shall be completed before the outgoing Chair's graduation, with the assistance of the Executive Committee.

**Section 6.** A Chair who is to leave Office in May of an academic year shall prepare the appropriate parts of the *Annual Plan of Activities* that will be due the following academic year. This part of the *Annual Plan of Activities* shall be completed before the outgoing Chair's graduation, with the assistance of the Executive Committee.

## **Article IX: Amendments**

**Section 1.** The Branch is empowered to adopt Bylaws which are consistent with this Constitution.

**Section 2.** The Constitution may be amended by a two-thirds vote of Members of the Branch present and voting at a General Meeting, provided the amendment shall have been proposed at least one duly publicized General Meeting previous to the time of the voting. Such amendments become effective only upon the approval of the Executive Committee.