



## **Constitution for the Institute of Electrical and Electronics Engineers**

### **UC San Diego Student Branch**

#### **Article I. Name**

**Section 1.** The name of this organization shall be The Institute of Electrical and Electronic Engineers (IEEE), UC San Diego Student Branch, hereinafter referred to as the Branch.

#### **Article II. Purpose**

**Section 1.** The purpose of the organization is to serve the community through innovation and promote IEEE membership for the parent branch ([www.ieee.org](http://www.ieee.org)). Members register online through [www.ieee.org](http://www.ieee.org) and have access to its benefits as well as student branch services such as: national competition projects, community outreach programs, and IEEE student branch events. Like its parent organization, IEEE UCSD is not-for-profit.

**Section 2.** The organization and operation of the Branch shall be in accordance with the Constitution and Bylaws of the IEEE.

#### **Article III. Membership**

**Section 1.** Membership in IEEE at the University of California, San Diego, hereinafter referred to as the University, shall be open to any and all students at the University. Active membership shall be determined by the completion of online registration through the IEEE, [www.ieee.org](http://www.ieee.org). Once a student graduates or ceases to be a student at the University, his/her membership may continue as long as they are registered online at [www.ieee.org](http://www.ieee.org).

**Section 2.** Any member may be removed from membership for violation of the code of ethics of the IEEE as well as any breach of the code of ethics in the Jacobs School of Engineering, UC San Diego. Written charges by a member are to be presented to the Executive Committee who will notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership.

**Section 3.** It shall be stated as part of the policy of the Branch that there shall be no form or type of discrimination in the group, whether it be due to ones race, religion, sex, sexual orientation, gender expression/gender identity, national origin, ancestry, age, differently-abled, veteran status, marital status, citizenship, or medical condition.

#### **Article IV. Officers**

**Section 1.** The officers shall consist of a President, Vice President External, Vice President Internal, Publicity Chair, Project Manager, Webmaster, Secretary, and Treasurer. The officers shall be responsible for all administrative duties of the club.

**Section 2.** The President shall have the power to establish and maintain operation procedures of the club, call meetings, and answer for all actions of other officers. The President shall be able to vote in all decisions affecting the Branch.

**Section 3.** The Vice President (both internal and external) shall assist the President with all administrative duties in the absence of the President.

**Section 4.** The Vice President Internal will be responsible for maintaining and building all internal relations for the Branch.

**Section 5.** The Vice President External will be responsible for maintaining and building all external relations for the Branch.

**Section 6.** The Publicity Chair will be responsible to coordinate distribution of news of IEEE events, outreach and projects, via all means possible: flyers, electronic and inperson announcements.

**Section 7.** The Secretary shall keep accurate and detailed records of all meetings and affairs.

**Section 8.** The Webmaster will be responsible for maintaining the Branch website (ieee.ucsd.edu): its updates, features and the smooth running of the site.

**Section 9.** The Project Manager will be responsible for maintaining all embarked upon projects in the name of IEEE. He or she will report the status of each project to the executive committee at each meeting.

**Section 10.** The Treasurer shall receive and distribute Club funds upon the authorization of the President, in accordance with the financial rules and regulations of the University and the laws of the State of California, and make financial reports at all Executive Committee meetings, and at the regular meetings of the Club, and coordinate fundraising activities.

**Section 11.** The elected officers shall form the Executive Committee.

**Section 12.** All elected officers should be in good academic standing at the University (above a 2.5 GPA) and be IEEE national members.

## **Article V. Executive Committee**

**Section 1.** 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 Branch President shall also chair the Executive Committee. Other committee chairs and appointed Officers shall be ex-officio members of the Executive Committee.

**Section 2.** 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.

**Section 3.** The Executive Committee is a team, and will do their best to help out in other duties of the Branch subject to availability, with no excuse otherwise.

## **Article VI. Elections**

**Section 1.** The President, Vice President Internal, Vice President External, Publicity Chair, Webmaster, Project Manager, Secretary, and Treasurer, for the forthcoming year shall be elected by the current officers of the Branch, during Spring quarter, to serve a term of one year, ending the 1st of May each year. Election for each position will be conducted by majority vote (over 50% vote) of those who voted by secret ballot.

**Section 2.** Should all positions not be filled, the Branch members can apply for available positions and will undergo an interview process by the current IEEE officers, where at least three officers must be present. The term of office for all officers shall begin once candidate has accepted his or her position upon notification.

**Section 3.** The order of succession shall be: (1) President, (2) Vice President Internal, (2) Vice President External, (3) Publicity Officer, (3) Secretary, (3) Treasurer, (3) Webmaster

## **Article VII. Removal from office**

**Section 1.** Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote of the membership, provide that all members are notified of this pending action at least one week prior to the removal decision. Removal from the office can occur either for failure to carry out the responsibilities of that office, or for actions which violate the purposes of the organization. Written charges by a member are to be presented to the Executive Committee who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership.

**Section 2.** Any officer may be removed upon 2/3 (two thirds) majority vote of the executive committee.

## **Article VIII. Meetings**

**Section 1.** General membership meetings shall be held at least once per quarter, with additional meetings called by the President as needed. Notice of additional meetings must be given to all the Branch members in the timeliest manner possible, usually not less than one week. The official means of notifying members shall be electronic mail communications.

**Section 2.** The Executive Committee shall meet when called by the President and must meet at least once every 2 weeks during the academic quarter.

**Section 3.** Official notice of the meeting at which the election of Club officers will take place must be provided to all Branch members not less than two weeks prior to such meeting.

## **Article IX. Funding**

**Section 1.** The Branch shall, as it deems necessary, undertake fundraisers for its own purposes. All fundraising shall be conducted in accordance with University Policies.

**Section 2.** The Branch is partly funded by the IEEE, TESC (Triton Engineering Student Council) and Electrical and Computer Engineering Department of the Jacob's School of Engineering.

**Section 3.** Additional funding will be accepted from individuals or organizations in the form of monetary donations, in-kind donations, or sponsorships.

## **Article X. Amendments**

**Section 1.** Amendments to this constitution shall be adopted by a two-thirds vote of the IEEE officers present at two consecutive meetings at which the amendment has been read.

**Section 2.** Any amendments may be made by the IEEE Branch Counselor without approval of the executive committee.

## **Article XI. Jurisdiction**

**Section 1.** The Club is subject, as a recognized student organization, to the rules, regulations, and policies of the University and the laws of the State of California. The rules, regulations, and policies of the University shall hold precedence over any and all rules, regulations, and policies applying to the Club.

Adopted since September 2006.