

# IEEE

## 2003-2004 Constitution

### **Article I - Name of Organization.**

The official name of this DePaul University organization shall be IEEE.

### **Article II - Mission of Organization.**

The mission of IEEE is to:

- Provide valuable technical, and related non-technical, information on a variety of topics, of primary interest to students and faculty currently comprising the School of Computer Science, Telecommunications, and Information Systems at DePaul University, but many related events will also be of interest to students of other schools within DePaul University, as well as the surrounding business community, and students of surrounding universities.
- Provide opportunities for students to build relationships.
- Build a bridge between DePaul University students and the business community.

### **Article III - Branch Membership.**

DePaul University students are approved for IEEE student membership by approval of the Student Branch Counselor. A student approved for IEEE student membership is automatically considered a Branch member.

### **Article IV - Executive Committee.**

The responsibility for administering Branch operations lies with the Student Branch Executive Committee. This committee comprises several key positions, consisting of Branch Officers (Chair, Vice-Chair, Treasurer, and Secretary), the Branch Counselor, a Branch Mentor, and the sub-committee Chairs. Each Officer has specific duties, but it is very important that all work together as a team. Every member of the Executive Committee should be aware of the overall objectives of the year, as well as specific duties for upcoming events.

Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run off election will be held within the top two candidates that received the most votes. The term of office will be one full year. The officers and individual duties are as follows:

- A. Chair (President). As the executive officer of the Branch, the Chair is the key to effective student leadership. The Chair is responsible for the overall management of all Branch affairs, and a key motivator. To be effective, the Chair must learn and use the skillful art of delegating responsibility to the other officers, as well as to certain selected members as required by the size and range of activity of this branch. The Leadership Training Workbook is a useful resource for developing these skills. Other helpful information is available on the IEEE Student Concourse web site at [www.ieee.org/students](http://www.ieee.org/students).

Specific duties:

- Represent Branch on campus.*
- Preside at all meetings of the Branch.
- Hold regular meetings of the Branch Executive Committee, and serve as Chair.
- Appoint program, publicity, and membership committee chairs promptly.
- Communicate frequently with other officers.
- Maintain communication with Student Branch Counselor.*
- Prepare the required reports for IEEE Student Services.  
Annual Plan: November 1, or two months after the academic year begins.  
Annual Report: May 1, or six months after the academic year begins.
- Arrange for the election of Officers on a calendar year basis, and report to IEEE.
- Ensure smooth transition of information and materials to newly elected officers, and arrange orderly transfer of Branch records.
- Work with and coordinate some activities with Section and Region officers.
- Ensure that Branch is operating in conformity with the standards set forth by the Office of Student Life.*

- B. Vice-Chair (Vice-President). The Vice-Chair frequently oversees committee responsibilities, and always shares the workload of the Chair. Since the Vice-Chair is an important member of the Executive Committee, the Vice-Chair can do much to motivate Branch activity.

Suggested duties:

- Chair the Program and Membership Committees.
- Schedule meetings/events with appropriate University offices.*
- Organize field trips or special events beyond regular program efforts.
- Arrange for refreshments at Branch meetings.
- Assist the Chair in following up on assigned committee responsibilities.
- Perform all functions of the Chair in his/her absence upon request.
- Coordinate Branch promotion, and publicity of events.*

- C. Secretary. The Secretary maintains all Branch records and supplies for the Branch.

Specific duties:

- Submit to IEEE Student Services the Newly Elected Officers Form.
- Maintain an accurate record of all Branch meetings, and post for members.*
- Maintain stationary and other IEEE forms and supplies as required by the Branch.
- Maintain Branch membership roster and committee assignments list.
- Be responsible for all Branch correspondence.
- Post a calendar of events.
- Assist Chair to ensure that Branch activities are conducted under the provisions of the current Branch Constitution and Bylaws.
- Arrange for an orderly transfer of all Branch records to the incoming Secretary.
- Correspond when necessary with University administration and other recognized organizations.*

- D. Treasurer. The Treasurer is responsible for maintaining the financial accounts of the Branch. Since final approval of a project may depend on the finances available, it is imperative that all records be kept current and as accurate as possible.

Specific duties:

- Maintain accurate record of Branch accounts and related transactions.*
- Prepare an annual budget, and submit the annual plan of activities to IEEE Student Services by November 1, or two months after the academic year begins.
- Prepare the final Financial Statement, and submit the annual report of activities to IEEE Student Services by May 1, or six months after the academic year begins.
- Oversee all fundraising efforts, working with the Branch Chair and Counselor.
- Arrange for an orderly transfer of all Branch financial records to the incoming Treasurer.
- Solicit additional funding, if needed, from the Office of Student Life, in conjunction with the Chair.*

- E. Student Branch Counselor. The Branch Counselor is a University faculty member, an active IEEE member, who serves as an advisor to the Branch and its student Officers. As the Officers usually change annually, the Counselor lends a very important sense of continuity to Branch affairs. As such, the Branch Counselor is a key individual whose participation is vital to the success of a Branch.

The Branch Counselor is appointed by the local Section Chair, upon the recommendation of the Student members of the Branch, and the consultation of the Regional Student Activities Chair (RSAC), and serves with the approval of the Department Head. The appointment (or reappointment) is normally for two years. In addition to a vibrant and good working rapport with the Student Officers, the Counselor should be in frequent contact with the Section Student Activities Chair (Section SAC). The Branch Counselor should act as a liaison with the Section, the Region, and IEEE Headquarters, and should be familiar with all aspects of Branch operations.

Specific Duties:

- Ensure that information from IEEE Headquarters is transmitted to the student officers.
- Attend Executive Committee meetings, and assist Branch Committees.
- Participate in regional Student Activities Committee meetings.
- Consult with Section Student Activities Committee (SAC), Regional SAC Chair, or Regional Director about Branch Activities or problems.
- Endorse all new student applications, and participate in the online application service.
- Foster good relations with the local section, and encourage students to establish regular liaison with the Section SAC Chair.
- Establish industrial contacts for Branch programs and activities in conjunction with the Branch Mentor.
- Promote student awareness of awards, contests, and benefits of membership.
- Interest other faculty members in the activities of the Branch.

- F. Branch Mentor. To maximize the interaction between IEEE Student Branches and the local Sections, Student Branch Mentors should be appointed. Frequent communication between students and Section members is important to help students become an active part of IEEE while a Student member, and as a result, will maintain their membership after graduation.

A Branch Mentor is appointed by the local Section in consultation with the Student Branch members to serve a specific IEEE Student Branch. It is anticipated that each Branch Mentor will be a member of both the Section Student Activities Committee and the Student Branch Executive Committee. He or she will provide guidance, serve as a liaison between the Student members and the Section, and encourage new graduates from the Branch to maintain their membership and stay involved in IEEE activities.

Suggested Duties:

- Meet with the Student Branch regularly.
- Participate in the Section Student Activities Committee.
- Assist Student Branches in developing programs.
- Provide a bridge between the Student Branch and local Section.
- Work with the Student Branch Officers, the Counselor, and the Section Student Activities Committee.

**Article VI – Meetings.**

IEEE shall hold regular monthly Executive Committee meetings during the academic school year except when holidays, examination periods or other events make meeting impractical. Specific meeting days and times will be reevaluated as the year progresses. Attendance of Executive Committee meetings by Officers is expected. Correspondence with the Secretary and Chair is requested when an Officer is not able to attend a meeting, and such an Officer is expected to understand all items discussed as part of the meeting, especially self-pertaining items.

**Article VII – Finance.**

Annual membership dues are paid as part of establishing IEEE student membership as described in Article III. In addition, the Branch may establish reasonable dues that must be paid by all members. The Treasurer shall maintain all financial records.