

Constitution of the IEEE Student Branch at Ohio Northern University

Article I: Name and Purpose

Sec. 1. This organization shall be known as the Ohio Northern University Student Branch of the Institute of Electrical and Electronics Engineers (IEEE).

Sec. 2. The purpose 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 members.

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

Article II: Membership

Sec. 1. Full Membership shall be limited to undergraduate students of Ohio Northern University who are taking at least 50% of a full-time academic program. Faculty and staff who are members of IEEE shall be granted Associate Membership in the Branch.

Sec. 2. Membership and participation in Branch activities shall be free from discrimination based on gender, race, religion, handicap, or sexual orientation.

Article III: Dues

Sec. 1. The Executive Committee of the Branch shall have the power to levy special assessments upon endorsement by a two-thirds vote of the membership of the Branch. Associate members will be exempted from any special assessments levied by the Branch.

Sec. 2. Nonpayment of annual IEEE membership fees will automatically result in suspension of membership in the IEEE and in the local Branch. Nonpayment of local dues will result in the loss of voting rights and the right to hold office, but will not result in suspension of membership in the IEEE.

Sec. 3. Freshmen are granted Temporary Membership status in the local branch until payment of dues or the spring officer election meeting.

Sec. 4. The local dues per quarter for members are payable at the beginning of the quarter.

Article IV: Officers

Sec. 1. The Officers of the Branch shall be a Chair, A Vice-Chair, a Treasurer, and a Secretary.

Sec. 2. Only Full Members in good standing shall be eligible to hold office. Associate and Temporary members shall not be entitled to vote or hold office. Candidates shall have been an active member in IEEE for at least one year prior to election.

Sec. 3. The term of office shall ordinarily be one year and shall begin on May 1 of each year.

Sec. 4. Election of Officer for the following year shall be held not later than the second to last meeting of each year. Candidates for the office of Chair must have previously served as an elected Officer of the Branch. In the even that no candidates meet this requirement, each candidate who receives the endorsement of both the Department Head and the Branch Counselor will be allowed to run.

Sec. 5. The Appointed Officers of the Branch include, but are not limited to: Program Chair, Publicity Chair, and Membership Chair.

Article V: Executive Committee

Sec. 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 Chair shall also chair the Executive Committee. Other committee chairs and appointed Officers shall be ex-officio members of the Executive Committee.

Sec. 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.

Article VI: Duties of Officers

Sec. 1. The Branch Chair shall preside at all meetings of the Branch, shall appoint all committees, subject to the approval of the executive Committee, and shall assume all other executive duties not otherwise delegated.

Sec. 2. The Vice-Chair shall perform all functions of the Branch Chair in the latter's absence or upon the request of the Chair.

Sec. 3. The Branch Secretary shall keep a record of activities of the Branch and shall record the number of members at each meeting or activity. The Secretary is responsible for filing the Annual Plan of Activities and the Annual Report of Activities with IEEE Student Services, in a timely manner. The Secretary shall carry on all other communications necessary to the activity of the Branch and ensure that all activities of the Branch are in accordance with this Constitution and the Bylaws of the IEEE.

Sec. 4. The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive committee, and shall keep an exact account of all receipts and expenditures. The Treasurer shall also complete the year-end Financial Statements for inclusion in the Annual Report of Activities.

Article VII: Standing Committees

Sec. 1. The following Standing Committees or their equivalent shall be chaired by those mentioned in Article IV Sec. 5., and will be appointed by the Executive Committee: Program Committee, Publicity Committee, and Membership Committee.

Sec. 2. The Program Committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings.

Sec. 3. The Publicity Committee shall be responsible for proper advertisement of each meeting via email and the web page.

Sec. 4. The Membership Committee shall bring the advantages of membership in the Branch, and in the IEEE, to the attention of all potential Student members and keep a database of members which is accessible through the web page.

Sec. 5. In addition to the above standing committees, the Student Branch Chair may appoint other committees deemed necessary.

Article VIII: Meetings

Sec. 1. The Branch shall hold regular and special meetings at such places and time as designated by the Executive committee, with a minimum of three meetings a year. At least one of these meetings shall be held jointly with the local Section.

Article IX: Amendments

Sec. 1. The Branch is empowered to adopt Bylaws that are consistent with this Constitution.

Sec. 2. The Constitution may be amended by a two-thirds vote of members of the Branch present and voting, provided the amendment has been proposed at least one duly publicized meeting previous to the time of voting and provided that quorum is met. Such amendments become effective only upon the approval of the Executive committee, but such approval shall not be unduly withheld.

Adopted:

Mark Shallcross
Branch Chair

Prof. Dennis W. Herr
Branch Counselor