

**Constitution of the IEEE Student Branch  
at the University of Saskatchewan  
(Version: March, 2011)**

**Article 1: NAME AND PURPOSE**

Sec. 1.

This organization shall be known as the University of Saskatchewan IEEE Student Branch, referred to in this document as the branch.

Sec.2.

The primary purpose of the Branch is to promote the international organization called the IEEE. This includes promoting the dissemination of knowledge of the theory and practice of all aspects of electrical engineering, computers, allied branches of engineering and the related arts and sciences, as well as the furtherance of the professional development of members.

Sec.3.

The mandate of the Executive Committee of the Branch is to serve the best interest of the Branch members. If any unforeseen circumstances arise and the best interest of the branch members are not met by this constitution, a motion to break constitutional rule shall be made by the Chairperson and tabled for one week. To be accepted, the motion must be passed unanimously by the Executive Committee.

**Article 2: MEMBERSHIP**

Sec.1.

Full Membership shall be limited to undergraduate and graduate students of the University of Saskatchewan, full- time students who are registered in 18 or more credit units during the regular session. Faculty and staff who are member of the IEEE shall be granted Associate Membership in the Branch.

Sec.2.

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

### **Article 3: DUES**

#### Sec.1.

The Executive Committee of the Branch shall have the power to levy local dues upon endorsement by a two-third vote of the membership of the Branch. Associate members will be exempted from any local dues levied by the Branch.

#### Sec.2.

Annual IEEE membership fees are set by the IEEE.

#### Sec.3.

Non-payment of annual IEEE membership fees will automatically result in suspension of membership in the IEEE and the local Branch. Non-payment 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.4.

Local dues for members may be assessed on a per year or per semester basis. These dues are payable at the beginning of each applicable period.

### **Article 4: OFFICERS**

#### Sec.1.

The Officers of the Branch shall be:

- 1) The Chair
- 2) The Vice-Chair
- 3) The Financial Director
- 4) The McNaughton Centre Director
- 5) The Public Relations Director
- 6) The HVC Coordinators (2)
- 7) The Social Director
- 8) The Academic Director
- 9) The Illumination Coordinator
- 10) The Graduate Student Representative
- 11) The Graduation Director

#### Sec.2.

Only IEEE Full Members in good standing shall be eligible to hold office. Only one office position can be held. Associate members shall not be entitled to vote or to hold offices.

#### Sec.3.

The term of offices shall be one year and shall begin on May 1 of each year.

## **Article 5: EXECUTIVE COMMITTEE:**

### **Sec.1.**

The management of the affairs of the Branch shall be in the hands of the Executive Committee, consisting of the Officers of the Branch and the Branch Counselor appointed by the IEEE. The Branch chair shall also chair 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 expenditure, etc.

The duties of the Executive Committee include:

- 1) Operating the day-to-day affairs of the Branch.
- 2) Reporting to the Council any executive affairs transacted on behalf of the Branch.
- 3) Acting as liaison between the Branch and any outside organization.
- 4) Submitting one annual report per Executive Committee member, with the exception of the HVC Directors whom will jointly submit one report, at the end of his/her term of office.
- 5) Recruiting volunteers to assist them as he/she deems necessary.
- 6) Submitting a report for all events for which he/she was responsible for, within 1 month of each event.

## **Article 6: DUTIES OF OFFICERS**

### **Sec.1.**

The Branch Chair shall preside at all meeting 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. Other duties of the Chair include:

- 1) Representing the Branch on the IEEE North Saskatchewan Section Executive, and Informing the Executive Committee of relevant information discussed by North Saskatchewan Section Executive.
- 2) Ensuring that an IEEE executive member serves on the SESS council as Electrical Engineering Representative, so as to inform the Executive Committee of relevant information.
- 3) Serving as liaison to faculty, administration and department heads of the College of Engineering at the University of Saskatchewan.
- 4) Chairing Branch general meetings, and executive meetings and preparing agendas for these meetings.
- 5) Representing the Branch at the IEEE Student Congress.
- 6) Having the authority to co-sign cheques drawn on all Branch bank accounts excluding HVC and Illumination.
- 7) Ensuring that all activities of the Branch are in accordance with this Constitution and with the Constitution and Bylaws of the IEEE.

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. The Vice-Chair also acts as Branch Secretary. The Vice-Chair other duties include:

- 1) Keeping a record of activities of the Branch.
- 2) Recording the number of members at each meeting or activity.
- 3) Recording the minutes for all Executive Committee meeting and General meetings.
- 4) Filing the Annual Plan of Activities and Annual Report of Activities with the IEEE Student Services, in a timely manner, with assistance from the Branch Chair.
- 5) Producing the exam files and phone/E-mail list for all EE students.
- 6) Responsible for co-coordinating the activities of the Class Representatives.
- 7) Collecting and maintaining post event reports.

Sec.3.

The Financial Director 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 Financial Director shall also complete the year end Financial Statements for inclusion in the Annual Report of Activities to be filed with IEEE Student Services. Other duties for the Financial Director include:

- 1) Chairing the Fund-raising Committee.
- 2) Reporting all relevant affairs of the Fund-raising Committee to the Executive Committee.
- 3) Recording minutes of Fund-raising Committee meetings.
- 4) Serving as McNaughton Centre Financial Director for the McNaughton Committee.
- 5) Reporting changes in the financial status of the Branch at Executive Committee and McNaughton Committee meetings.
- 6) Organizing the membership drive.
- 7) Organizing fund-raising for Branch events and applying for additional funding.
- 8) Handling IEEE paraphernalia sales and inventory.
- 9) Having the authority to co-sign cheques for all the Branch bank accounts except for the Illumination account.
- 10) Maintaining a list of current IEEE student members.

Sec.4.

The McNaughton Centre Director shall operate and maintain the McNaughton Electrical Engineering library and Design Centre for the University of Saskatchewan, located at room 2C54 in the Engineering Building. The other duties of the McNaughton Centre Director include:

- 1) Chairing the McNaughton Committee.
- 2) Reporting all relevant affairs of the McNaughton Committee to the Executive Committee.
- 3) Recording minutes of McNaughton Committee meetings.
- 4) Having the authority to co-sign cheques for all the bank accounts excluding HVC and Illumination.
- 5) Obtaining McNaughton Centre operating grants from IEEE Region 7 (Canada) and IEEE North Saskatchewan Section.
- 6) Promoting extra-curricular design activities.
- 7) Organizing student design groups jointly with Academic Director.

Sec.5.

The Public Relation Director shall maintain public relation and promote professional awareness for the Branch. Duties of the Public Relations Director include:

- 1) Organizing the annual Calgary Trip.
- 2) Chairing the Internal Relations Committee.
- 3) Reporting all relevant affairs of the Internal Relations Committee to the Executive Committee.
- 4) Recording minutes of the Internal Relations Committee meetings.
- 5) Publishing Branch events internally and externally.
- 6) Organizing local tours, seminars and conferences put on by the IEEE and/or Branch.
- 7) Acting as the Electrical Engineering Employment representative for the University of Saskatchewan Employment Centre. This involves posting new jobs and working with the Employment Centre for information, seminars and tutorials.
- 8) Serving as Elections Return Officer (ERO) for the annual Officer Elections.

Sec.6.

The High Voltage Classic Directors organize the Annual High Voltage Classic Charity Road Hockey Tournament. Their duties include:

- 1) Chairing the High Voltage Classic Committee.
- 2) Reporting all relevant affairs of the High Voltage Classic Committee to the Executive Committee.
- 3) Recording minutes of High Voltage Classic Committee meetings.
- 4) Acting in accordance with Special Regulations, (Article 12).

Sec.7.

The Social Director shall organize social activities of the Branch such as sporting events and pub-crawls. Other duties include:

- 1) Chairing the Social Committee.
- 2) Reporting all relevant affairs of the Social Committee to the Executive Committee.
- 3) Recording minutes of Social Committee meetings.
- 4) Organizing the Annual Big Brothers Big Sisters Christmas Party in support of Big Brothers Big Sisters of Saskatoon.
- 5) Organizing the Annual IEEE Banquet.
- 6) Making an effort to invite in person, Electrical and Computer Engineering faculty to events in which faculty should be involved.

Sec.8.

The Academic Director shall be responsible for coordinating the Small, Practical and Realistic Circuits (SPARC) introductory electrical engineering supplemental classes. This includes:

- 1) Organizing the classes put on for first and second year students.
- 2) Revising SPARC course work.
- 3) Obtaining materials for the SPARC classes.
- 4) Organizing volunteer for the SPARC classes.
- 5) Chairing the SPARC Committee.
- 6) Organizing student design groups jointly with McNaughton Centre Director.
- 7) Organizing tutorials as necessary with regards to Electrical and Computer Engineering.

Sec.9.

The Illumination Coordinator organizes the annual IEEE Illumination Conference. These duties include:

- 1) Chairing the Illumination Committee.
- 2) Being accountable to the Executive Committee for all Illumination Committee affairs.
- 3) Ensuring Illumination committee meetings minutes are recorded.
- 4) Acting in accordance with Special Regulations (Article 12).

Sec. 10.

The Graduate Students Representative acts as a liason between the Electrical Engineering Graduate Students, the Branch, and the IEEE North Saskatchewan Section (NSS). These duties include:

- 1) Gather Electrical Engineering graduate student contact information for branch phone list.
- 2) Report all relevant graduate student affairs to the Branch Executive Committee and NSS.
- 3) Provide a brief overview of member benefits at EE 990 seminars.
- 4) Develop and organize activities for graduate students.

Sec. 11.

The Graduation Director acts as a 4<sup>th</sup> year Class Representative and is responsible for organizing the annual Graduation Banquet. These duties include:

- 1) Chairing the Graduation Banquet Committee.
- 2) Act as liaison between the graduating class, the Executive Committee and the SESS.
- 3) Ensuring the Graduation Banquet Committee meeting minutes are recorded.

## **Article 7: ELECTION OF OFFICERS**

Sec.1.

Election of Officers for the following year shall be held no later than the second last month of each academic year. Voting will be held in a meeting where all candidates are given a chance to give a speech prior to voting. All voting will be done through secret ballot. All of those who hold full membership and all undergraduate and graduate Electrical and Computer Engineering students are eligible to vote.

Sec.2.

The positions will be advertised to all Electrical and Computer Engineering students and Branch members three weeks prior to the elections. Candidate nomination forms will be accepted up to a period determined by the current executive prior to elections, never being closer than three days.

Sec.3.

All candidates for Executive Offices must be nominated by two people eligible to vote under Sec. 1, one of these nominations must come from a current executive member. For the Office of Chair, the candidate must either be a returning member of the executive, or be nominated by the current Chair and at least one other current IEEE Executive member. For the Offices of HVC Coordinator, the candidate must either be a returning member of the HVC Committee, or be nominated by current HVC Coordinator and at least one other current HVC Committee member. For the Office of Illumination Coordinator, the candidate must either be a returning member of the Illumination Committee, or be nominated by the current Illumination Coordinator and at least

one other current Illumination Committee member.

Sec.4.

A vacancy in any elected position, which occurs before October 15, shall occasion the calling of an election. Voting will be held in a meeting where all candidates are given a chance to give a speech prior to voting. All voting will be done through secret ballot. All Branch members and all undergraduate and graduate Electrical and Computer Engineering students are eligible to vote. The position will be advertised to all branch members and Electrical and Computer Engineering students two weeks prior to the election. If a vacancy exists on or after October 15, the executive Committee may appoint a member to fill that position.

Sec.5.

Failure by a member of the Executive Committee to fulfill the requirements of office as described in **relevant section of** Article 6, of this constitution, shall be deemed as having resigned from office.

Sec.6.

A motion to 'impeach and remove office' any member of the Executive Committee shall be automatically tabled until the next joint Executive Committee and Council meeting, at least one week later. At this time, the motion will be brought to the floor, after approval of the minutes and before the Executive Committee reports. The motion must be approved by two-thirds of the Executive Committee and Council members present at the meeting to be carried.

Sec.7.

On the resignation, removal or demise of any member of the Executive Committee on or before December 1, then the Executive Committee shall hold an election to fill that vacant position. Voting will be held in a meeting where all candidates are given a chance to give a speech prior to voting. All voting will be done through secret ballot. All Branch members and all undergraduate and graduate Electrical and Computer Engineering students are eligible to vote. The position will be advertised to all Electrical and Computer Engineering students and Branch members two weeks prior to election. Candidate nomination forms will be accepted up to three days before the election.

Sec.8.

If the resignation, removal or demise of any member of the Executive Committee, occurs after December 1, then the Executive Committee shall call for applications and will make a decision through a vote of simple majority. This new Executive member will not have a vote in Executive Committee meetings.

**Article 8: COUNCIL**

Sec.1.

Several committees assist the Executive Committee with their duties. Collectively, the committees are termed the Branch Council. These committees are appointed by the Executive Committee annually. The committees include the Fund-raising Committee, McNaughton Committee, Internal Relations Committee, High Voltage Classic Committee, the Social Committee, Grad Committee and Illumination Committee.

Sec.2.

In addition to the above committees, the Council shall also include Class Representatives, who

must attend Executive Committee meetings and inform about relevant information. There shall be a Class Representative for the 2nd and 3rd year undergraduate students.

Sec.3.

The Class Representatives are responsible for assisting the Vice-Chair with his or her duties.

Sec.4.

The Fund-raising Committee is responsible for assisting the Financial Director in coordinating Branch fund-raising activities.

Sec.5.

The McNaughton Committee is Responsible for assisting the McNaughton Centre Director with the operation of the McNaughton Centre. Usually the Committee consists of the McNaughton Centre Director, the Financial Director, the Academic Director and the following Council positions:

- 1) McNaughton Centre Editor(s) to edit, publish and distribute the Current Source, the IEEE North Saskatchewan Section Newsletter, which comes out at most five times a year.
- 2) McNaughton Centre Librarian(s) to catalogue and maintain the McNaughton Centre and perform computer system administration for all McNaughton Centre activities.

Sec.6.

The Internal Relations Committee is responsible for assisting the public Relations Director with his or her duties.

Sec.7.

The High Voltage Classic Committee is responsible for assisting the High Voltage Classic Directors with their duties.

Sec.8.

The Social Committee is responsible for assisting the Social Director with his or her duties.

Sec.9.

The SPARC Committee is responsible for assisting the Academic Director for his or her duties.

Sec.10.

The Illumination Committee is responsible for assisting the Illumination Coordinator is his or her duties. The following are the recommended positions for this committee:

- i. Assistant Coordinator
- ii. Financial Director
- iii. Technical Director
- iv. Registration Director
- v. Corporate Relations Director
- vi. Facilities Director

Sec.11.

The Branch Executive may appoint other committees, as it deems necessary.

Sec.12.

The Graduation Banquet Committee is responsible for assisting the Graduation Student Director

with his or her duties.

## **Article 9: COUNCIL APPOINTMENTS**

### **Sec.1.**

Up to two council positions can be held per person. Associate member shall not be entitled to hold Council positions. Council positions can only be held by IEEE members.

### **Sec.2.**

During the first month of the academic year, the Executive Committee will decide which Council positions will be required for the current academic year. The Executive Committee then will advertise these open positions to all Electrical and Computer Engineering students and Branch members. The Executive Committee will also set a deadline for Council applications. This deadline must be at least two weeks after the positions have been announced. The committee positions for the Illumination conference will be an exception coming out after the Executive Committee elections but before the end of the academic year. The current Illumination Committee will select the Illumination Committee positions for the following year.

### **Sec.3.**

At the first Executive Committee meeting after the deadline, all Council positions with the exception of the 2nd, 3rd, and 4th Year Class Representative will be appointed. The appointments will be made through a simple vote of majority of the Executive Committee.

### **Sec.4.**

A vacancy in any Council position, which occurs before October 15, shall occasion the calling of applications for that position. The Executive Committee will set a deadline for applications. This deadline must be at least one week after the call for application has been made. The position will be filled as outlined in Section 3. If a vacancy exists on or after December 15, the officer who observes the Council member may appoint a person to fill that position.

### **Sec.5.**

Failure by a member of Council to fulfill the requirements of office as described in Article 7 shall be deemed as having resigned from office.

### **Sec.6.**

A motion to 'impeach and remove office' any member of Council shall be automatically tabled until the next joint Executive Committee and Council meeting, at least one week later. At this time, the motion will be brought to the floor, after approval of the minutes and before the Executive Committee reports. The motion must be approved by two-thirds of the members present at the meeting to be carried.

### **Sec.7.**

On the resignation, removal or demise of any member of the Council, excluding Executive, on or before December 1, the Executive Committee shall call for applications to fill that vacant position. The Executive Committee will set a deadline for applications. This deadline must be at least one week after the call for applications has been made. The position will be filled as outlined in Section 3.

### **Sec.8.**

If the resignation, removal or demise of any member of the Council occurs after December 1,

then the Executive Committee may appoint a person to fill that position.

#### **Article 10: MEETINGS**

Sec.1.

The Branch shall hold regular and special Executive Committee and Council meetings at such places and times as designated by the Executive Committee.

Sec.2.

Quorum for any Committee meeting, including the Executive Committee, is two-thirds of the Committee members. No motions can be passed without quorum. With quorum, all motions may be passed by simple majority vote.

Sec.3.

All meeting proceedings will be based on the latest edition of Robert's Rules of Order (revised). Reference to Robert's Rules of Order shall be the Final recourse in the event of any procedural dispute.

#### **Article 11: AMENDMENTS**

Sec.1.

The Branch is empowered to adopt Bylaws, which are consistent with this Constitution.

Sec.2.

The Constitution may be amended by a two-thirds vote of the members of the Branch present and voting in a general meeting, provided the amendment has been duly publicized two weeks in advance. Such amendments effective only upon the approval of the Executive Committee, but such approval shall not be unduly withheld.

#### **Article 12: SPECIAL REGULATIONS**

Sec.1.

There are special regulations, which determine which charities are considered acceptable for the High Voltage Classic Road Hockey Tournament. Acceptable charities follow these restrictions:

- 1) The charity must be either a local charity, or a national or international organization with a local chapter, which will benefit our province of Saskatchewan.
- 2) The same charity must not be chosen in successive years.
- 3) Effort should be made to ensure same charity is not chosen in successive years, unless an alternate charity cannot be found.
- 4) The charities selected should not be terminating due to completion of a specific project.
- 5) The charities selected must not be of sexist, racist, libelous or homophobic nature.

Sec.2.

The High Voltage Classic Committee will choose the recipient charity through a vote of simple majority. In the event of a tie, the Branch Chair has the deciding vote.

Sec 3.

All surplus monies from Illumination are to be used for academic activities, an annual bursary, and scholarships as defined below.

Following the Illumination Conference each year up to \$1,500 will remain in the Illumination bank account for the following year. Surplus remaining after the \$1,500 for the next year will be transferred to the Illumination Academic Surplus Mutual Fund to be used for the Illumination Academic Fund (Bylaw 1), the Illumination Academic Bursary (Bylaw 2) and the Illumination Academic Scholarship (Bylaw 3).

### Appendix A: Revision History

Version	Changes to Previous Version
March, 2011	<p>The version number of the constitution was added below the title of this document using the following format:</p> <p>(Version: Month, Year)</p> <p>Replacing the “month” and “year” with the month and year that the document was approved.</p> <p>Added a header to every page except for the first page of the constitution with the following format:</p> <ul style="list-style-type: none"><li>- The phrase: “Constitution of the IEEE Student Branch at the University of Saskatchewan” is left justified.</li><li>- The version number of the document is right justified with the same format as the below the title, but without the parenthesis</li></ul> <p>Added page numbers to the bottom center of every page with the format:</p> <p><i>“page number” of “number of pages”</i></p> <p>Added Appendix A: Revision History to track the changed made to the document starting since May, 2010.</p>
May, 2010	<p>Under Article 12, Sec. 1, the following item was added:</p> <ul style="list-style-type: none"><li>3) Effort should be made to ensure same charity is not chosen in successive years, unless an alternate charity cannot be found.</li></ul> <p>Numbering of succeeding items was also changed accordingly.</p>