

Constitution of the IEEE Student Branch at the University of Saskatchewan (Version: July, 2019)

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 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 Chair and tabled for one week. To be accepted, the motion must be passed unanimously by the Executive.

Article 2: MEMBERSHIP

Sec. 1.

Full Membership shall be limited to undergraduate and graduate students of the University of Saskatchewan. Faculty and staff of the Department of Electrical and Computer Engineering of the University of Saskatchewan shall be granted Honorary Membership in the Branch.

Sec. 2.

Full Membership shall consist of Student Members and Graduate Student Members of the IEEE.

Sec. 3.

Branch Members consist of Full Members and Honorary Members.

Sec. 4.

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

Article 3: DUES

Sec. 1.

The Executive of the Branch shall have the power to levy local dues upon endorsement by a two-third vote of the Membership of the Branch. Honorary 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 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 Community Outreach Director
- 7) The Social Director
- 8) The Academic Director
- 9) The Illumination Coordinator
- 10) The Graduation Director

Sec. 2.

Only Full Members who are undergraduate or graduate students in Electrical and Computer Engineering, or First Year students in the College of Engineering, in good standing shall be eligible to hold office. Only one Officer position can be held. Honorary Members shall not be entitled to vote or to hold office.

Sec. 3.

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

Article 5: EXECUTIVE

Sec. 1.

The management of the affairs of the Branch shall be in the hands of the Executive, consisting of the Officers of the Branch and the Branch Counselor, who is appointed by the IEEE. The Branch Chair shall also chair the Executive.

Sec. 2.

The Executive 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 include but are not limited to:

- 1) Operating the day-to-day affairs of the Branch.
- 2) Acting as liaison between the Branch and any outside organization.

- 3) Submitting one annual report per Executive member.
- 4) Recruiting volunteers' assistance as deemed necessary.
- 5) Submitting a written report to the Executive for all events for which he/she was responsible for, within 2 weeks of each event.

Article 6: 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, and shall assume all other Executive duties not otherwise delegated. Duties and responsibilities of the Chair include:

- 1) Representing the Branch on the IEEE North Saskatchewan Section Executive, and informing the Executive of relevant information discussed by North Saskatchewan Section Executive.
- 2) Serving as liaison to the Saskatoon Engineering Students' Society (SESS), so as to inform the Executive 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 Community Outreach and Illumination.
- 7) Ensuring that all activities of the Branch are in accordance with this Constitution and the Branch Bylaws, and with the Constitution and Bylaws of the IEEE.

Sec. 2.

The Vice-Chair shall perform all functions of the Branch Chair in the Chair's absence or upon the request of the Chair. The Vice-Chair also acts as Branch Secretary. Duties and responsibilities of the Vice-Chair include:

- 1) Collecting and maintaining annual reports of the Executive.
- 2) Recording the attendance and the minutes for all Executive Meetings and General Meetings.
- 3) Submitting an annual Student Branch activity report to IEEE MGA.
- 4) Collecting and producing exam files.
- 5) Coordinating the activities of the Class Representatives.
- 6) Organizing the membership drive.
- 7) Updating the Branch website.

Sec. 3.

The Financial Director shall receive all moneys and pay all debts of the Branch authorized by the Executive, and shall keep an exact account of all receipts and expenditures. The Financial Director shall also complete the yearend Financial Statements for inclusion in the Student Branch activity report be filed with IEEE MGA. Duties and responsibilities of the Financial Director include:

- 1) Preparing a budget at the start of the school year.
- 2) Reporting changes in the financial status of the Branch at Executive Meetings.
- 3) Organizing and applying for additional funding as deemed necessary by the Executive.

- 4) Handling IEEE and Branch paraphernalia sales and inventory.
- 5) Having the authority to co-sign cheques for all the Branch bank accounts except for the Illumination account.
 - a. Having the authority to co-sign cheques for the Community Outreach bank account under the condition that there is only one Community Outreach Director.
- 6) Organizing each term's textbook sale jointly with the McNaughton Centre Director.

Sec. 4.

The McNaughton Centre Director shall operate and maintain the McNaughton Centre for the University of Saskatchewan. Duties and responsibilities of the McNaughton Centre Director include:

- 1) Chairing the McNaughton Committee.
- 2) Reporting all relevant affairs of the McNaughton Committee to the Executive.
- 3) Recording minutes of McNaughton Committee meetings.
- 4) Having the authority to co-sign cheques for all the bank accounts excluding Community Outreach and Illumination.
- 5) Obtaining McNaughton Centre operating grants from IEEE Region 7 (Canada) and IEEE North Saskatchewan Section.
- 6) Organizing each term's textbook sale with the Financial Director.
- 7) Organizing and maintaining the McNaughton Centre store.
- 8) Organizing and maintaining the McNaughton Centre administrative supplies.

Sec. 5.

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

- 1) Organizing the annual Calgary/Edmonton Trip.
- 2) Chairing the Public Relations Committee.
- 3) Reporting all relevant affairs of the Public Relations Committee to the Executive.
- 4) Recording minutes of the Public Relations Committee meetings.
- 5) Publishing Branch events internally and externally.

Sec. 6.

The Community Outreach Director is responsible for organizing either one big charity event during the year, or two smaller charity events during the year (one per semester). This event, while not necessarily Electrical or Computing Engineering related, will have to focus on engaging the ECE student body. Duties and responsibilities of the Community Outreach Director include:

- 1) Chairing the Community Outreach Committee.
- 2) Reporting all relevant affairs of the Community Outreach Committee to the Executive.
- 3) Recording minutes of Community Outreach Committee meetings.
- 4) Having the authority to co-sign cheques drawn on the Community Outreach bank account.
- 5) Acting in accordance with Article 11. SPECIAL REGULATIONS FOR COMMUNITY OUTREACH.

Sec. 7.

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

- 1) Chairing the Social Committee.
- 2) Reporting all relevant affairs of the Social Committee to the Executive.
- 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 Year-End Banquet.
- 6) Inviting Electrical and Computer Engineering faculty to events in which faculty should be involved.
- 7) Organizing additional fundraising activities as deemed necessary by the Executive.

Sec. 8.

The Academic Director shall be responsible for coordinating the Small, Practical and Realistic Circuits (SPARC) introductory Electrical and Computer Engineering supplemental classes. Duties and responsibilities of the Academic Director include:

- 1) Revising SPARC course work.
- 2) Obtaining materials for the SPARC classes.
- 3) Organizing volunteers for the SPARC classes.
- 4) Chairing the SPARC Committee.
- 5) Organizing course tutorials as necessary with regards to Electrical and Computer Engineering.
- 6) Organizing soldering tutorials with industry partnership.
- 7) Organizing local tours and seminars put on by the IEEE and/or the Branch.

Sec. 9.

The Illumination Coordinator organizes the annual IEEE Illumination Conference and has the authority to co-sign cheques drawn on the Illumination bank account. Duties and responsibilities of the Illumination Coordinator include:

- 1) Chairing the Illumination Committee.
- 2) Being accountable to the Executive for all Illumination Committee affairs.
- 3) Ensuring Illumination Committee Meeting minutes are recorded.
- 4) Delegating at least one other member of the Illumination Committee to have the authority to co-sign cheques drawn on the Illumination bank account.
- 5) Acting in accordance with Article 12: SPECIAL REGULATIONS FOR ILLUMINATION.

Sec. 10.

The Graduate Student Representative acts as a liaison between the Electrical and Computer Engineering Graduate Students, the Branch, and the IEEE North Saskatchewan Section (NSS). Duties and responsibilities of the Graduate Student Representative include:

- 1) Reporting all relevant graduate student affairs to the Branch Executive and NSS.
- 2) Providing a brief overview of IEEE member benefits and Branch event updates at EE 990 seminars.
- 3) Developing and organizing activities for graduate students.

Sec. 11.

The Graduation Director acts as a 4th year Class Representative and is responsible for organizing the annual Graduation Banquet. Duties and responsibilities of the Graduation Director include:

- 1) Chairing the Graduation Banquet Committee.
- 2) Acting as liaison between the graduating class, the Executive and the SESS.

- 3) Ensuring the Graduation Banquet Committee meeting minutes are recorded.
- 4) Organizing fundraising activities for the Graduation Banquet.

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 General 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 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 Branch Executive member. For the office of Community Outreach Director, the candidate must either be a returning member of the Community Outreach Committee, or be nominated by the current Community Outreach Director and at least one other current Community Outreach Committee member, or by the current branch Chair and one other member of the student body. 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, or by the current branch Chair and one other member of the student body.

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 Full Members and all undergraduate and graduate Electrical and Computer Engineering students are eligible to vote. The position will be advertised to all Full Members and Electrical and Computer Engineering students two weeks prior to the election. If a vacancy exists on or after October 15, the Executive may appoint a member at an Executive Meeting to fill that position by a two-thirds majority vote of the Executive.

Sec. 5.

Failure by a member of the Executive to fulfill the requirements of Office as described in the relevant section of Article 6: DUTIES OF OFFICERS of this Constitution shall be deemed as having resigned from office after a motion at an Executive Meeting approved by a two-thirds majority vote of the Executive.

Sec. 6.

A motion to 'impeach and remove office' any member of the Executive shall be automatically tabled until the next Executive 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 reports. The motion

must be approved at an Executive Meeting by a two-thirds majority vote of the Executive to be carried.

Sec. 7.

On the resignation, removal or demise of any member of the Executive on or before December 1, the Executive shall hold an election to fill that vacant position. Voting will be held in a General Meeting where all candidates are given a chance to give a speech prior to voting. All voting will be done through secret ballot. All Full 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 Full 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 occurs after December 1, then the Executive 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 Meetings.

Article 8: COMMITTEES

Sec. 1.

Several committees assist the Executive with their duties. These committees are appointed by the Executive annually. The committees include the Class Representatives Committee, McNaughton Committee, Public Relations Committee, High Voltage Classic Committee, Social Committee, SPARC Committee, Graduation Banquet Committee, and Illumination Committee.

Sec. 2.

Committee positions can only be held by Full Members.

Sec. 3.

The Class Representatives Committee is responsible for assisting the Vice-Chair with his or her duties. There shall be at least one Class Representative for the 2nd and 3rd year undergraduate students. The Class Representatives must attend Executive Meetings and inform about relevant information.

Sec. 4.

The McNaughton Committee is responsible for assisting the McNaughton Centre Director with the operation of the McNaughton Centre. The McNaughton Committee is also responsible for editing, publishing, and distributing the Current Source, the IEEE North Saskatchewan Section Newsletter, which is released at most five times a year.

Sec. 5.

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

Sec. 6.

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

Sec. 7.

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

Sec. 8.

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

Sec. 9.

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

- 1) Assistant Coordinator
- 2) Financial Director
- 3) Technical Director
- 4) Registration Director
- 5) Corporate Relations Director
- 6) Facilities Director

Sec. 10.

The Graduation Banquet Committee is responsible for assisting the Graduation Student Director with his or her duties.

Sec. 11.

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

Article 9: MEETINGS

Sec. 1.

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

Sec. 2.

Executive Meetings are only to be attended by Executive members, the Class Representative Committee and any non-Executive individual(s) invited by the Branch Chair for official purposes.

Sec. 3.

Official purposes for the invitation of non-Executive individual(s) to the Executive Meeting include but are not limited to:

- 1) Robotics Club
- 2) SESS

Sec. 4.

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

Sec. 5.

Quorum for any General Meeting is two-thirds of the Executive plus one-twentieth of other Full Members,

Sec. 6.

A General Meeting, including the Annual General Meeting, can be called by a simple majority

vote of the Executive, or a petition signed by twenty-five Full Members.

Sec. 7.

An Annual General Meeting shall be held no later than the second last month of each academic year.

Sec. 8.

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

Article 10: 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 majority vote of the Full Members present at a General Meeting, provided the amendment has been duly publicized two weeks in advance. Such amendments are effective only upon the approval of the Executive, but such approval shall not be unduly withheld.

1) In the case that an amendment is not approved by the Executive, the Executive shall duly publicize the reason(s) for the non-approval of the amendment.

Article 11: SPECIAL REGULATIONS FOR HVC

Sec. 1.

There are special regulations, which determine which charities are considered acceptable for the charity events organized by the Community Outreach Director. 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 the province of Saskatchewan.
- 2) Effort should be made to ensure the same charity is not chosen in successive years
- 3) The same charity can only be chosen in successive years in the case that 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 Community Outreach 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.

Article 12: SPECIAL REGULATIONS FOR ILLUMINATION

Sec. 1.

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

Sec. 2.

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
July, 2019	<p>The Constitution has been updated to reflect the replacement of High Voltage Classic (HVC) Director with Community Outreach Director. Name changes have been made in sections:</p> <ul style="list-style-type: none"> - Article 4.1.6 - Article 5.1.3 - Article 6.1.6 - Article 6.3.5 - Article 6.4.4 - Article 11.1 - Article 11.2 <p>Article 6.6 has been rewritten to as to express the responsibilities of the Community Outreach Director. Article 7.3 has been updated as to reflect the nomination procedure for Community Outreach Director, and also to reflect a modification to the nomination procedure for Illumination Coordinator (more specifically: Illumination Coordinator may now be nominated by the current branch Chair and one other member of the student body).</p>
March, 2015	<p>There was one change to this version, eliminating the graduate student representative as a voting member. This was done in:</p> <p>Article 4: OFFICERS Sec. 1. DELETED: 10) The Graduate Student Representative</p>
March, 2013	<p>The following changes have been made that affects multiple instances in this Constitution:</p> <ul style="list-style-type: none"> - Executive Committee has been renamed to Executive - Council has been removed and replaced with separate Committees - Associate Membership has been renamed Honorary Membership <p>The following are the highlights of the changes in each article:</p> <p>Article 2</p> <ul style="list-style-type: none"> - Definition of Membership has been modified - Definition of Branch Member added <p>Article 4</p> <ul style="list-style-type: none"> - Restricted the eligibility to hold office to only students in Electrical and Computer Engineering <p>Article 5</p> <ul style="list-style-type: none"> - Reduced post event reporting to 2 weeks after each event <p>Article 6</p> <ul style="list-style-type: none"> - Chair: Updated the relationship with the SESS - Vice-Chair: Removed the collection of phone/email list; added the membership drive; added updating website - Financial: Removed the committee; removed the membership drive; added textbook sales; added external funding - McNaughton: Removed student design groups; added textbook sales; added store; added administrative supplies - Public Relations: Renamed committee; removed local tours,

	<p>seminars and conferences; removed Employment Center; removed ERO</p> <ul style="list-style-type: none">- High Voltage Classic: Added signing authority information- Social: Added fundraising activities- Academic: Removed first and second year classes; removed student design groups; added tours and soldering tutorials- Illumination: Added signing authority information- Graduate Students Representative: Removed collecting contact information; added Branch event updates to EE 990- Graduation Banquet: Added fundraising activities <p>Article 7</p> <ul style="list-style-type: none">- Modified how an officer is removed from Office should he/she fail to fulfill his/her duties <p>Article 8</p> <ul style="list-style-type: none">- Renamed to Committee- The collective of the committees no longer form a Council- Added the eligibility of Committee members- Removed the Fundraising Committee- Added a Class Representatives Committee- Removed the McNaughton Committee positions <p>Article 9</p> <ul style="list-style-type: none">- This Article has been completely removed <p>Article 10 (renumbered to Article 9)</p> <p>Specified the individuals who are allowed in Executive Meetings</p> <ul style="list-style-type: none">- Specified how to call a General Meeting- Specified the time of the Annual General Meeting <p>Article 12 (renumbered to Article 11)</p> <ul style="list-style-type: none">- Renamed to Special Regulations for HVC- Clarified the conflicting guideline for choosing a charity- Moved the Section Illumination to the next Article <p>Article 12 (New Article)</p> <ul style="list-style-type: none">- Added Article for Special Regulations for Illumination- Section is moved from Article 12, Sec. 3 in the previous version of this Constitution <p>Multiple instances of typos and grammatical errors have been fixed.</p>
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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">- The phrase: “Constitution of the IEEE Student Branch at the University of Saskatchewan” is left justified.- The version number of the document is right justified with the same format as the below the title, but without the parenthesis <p>Added page numbers to the bottom center of every page with the format:</p> <p><i>“p_a_g_e_n_u_m_b_e_r_” of “n_u_m_b_e_r_o_f_p_a_g_e_s_”</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">3) Effort should be made to ensure same charity is not chosen in successive years, unless an alternate charity cannot be found. <p>Numbering of succeeding items was also changed accordingly.</p>