



# **Official Constitution of the Institute of Electrical and Electronics Engineers Student Branch McNaughton Centre at the University of Saskatchewan**

## **Article I Definition of the Branch**

### **Section 1 Interpretation and Definitions**

1.1 In this constitution, unless otherwise specified:

- (a) “U of S” and “UofS” shall hereafter refer to “the University of Saskatchewan”;
- (b) “The Branch” shall hereafter refer to “the University of Saskatchewan IEEE Student Branch McNaughton Centre”;
- (c) “IEEE” shall hereafter refer to “the Institute of Electrical and Electronics Engineers”;
- (d) “Members” shall hereafter refer to “Branch Members”;
- (e) “Officer” shall hereafter refer to “Officer of the Branch”;
- (f) “USSU” shall hereafter refer to “the University of Saskatchewan Students’ Union”;
- (g) “Constitution” shall hereafter refer to “Official Constitution of the Institute of Electrical and Electronics Engineers Student Branch McNaughton Centre at the University of Saskatchewan”;
- (h) “Discipline” shall be the equivalent of “Program”;
- (i) “ECE Students” shall hereafter refer to “students in the Electrical Engineering Program, or Computer Engineering Program, at the College of Engineering at the U of S”;
- (j) “ECE” shall hereafter refer to “College of Engineering Department of Electrical and Computer Engineering”;
- (a) “School day” shall hereafter refer to “any day where classes are held in session”.

### **Section 2 Name**

2.1 The name of the organization shall be “the University of Saskatchewan IEEE Student Branch McNaughton Centre”.

### **Section 3 Purpose**

- 3.1 The purpose of the Branch is to promote the Institute of Electrical and Electronics Engineers.
- 3.2 Without limiting the generality of the foregoing statement, the objectives of the organization shall be:
- (b) To serve the best interests of the Branch Members.
  - (c) To further the professional development of Branch Members.
  - (d) To promote the dissemination of knowledge of the theory and practice of all aspects of electrical engineering and computer engineering, related disciplines of engineering, and related arts and sciences.
  - (e) To provide academic support for ECE students, as well as development and promotion of academic services and events.
  - (f) To support the social needs of ECE students by organizing and promoting social events and services.
  - (g) To support the initiatives of other IEEE Branches within the University of Saskatchewan.
  - (h) To provide to the community a positive image of electrical engineering and computer engineering as a profession.

### **Section 4 Breaking Constitutional Rule**

- 4.1 The Chair can motion to break constitutional rule if they determine that the above Branch purpose or Branch objectives are not met by the Constitution.
- (a) After this motion is brought to the executive, it shall be tabled for a minimum of seven (7) days.
  - (b) This motion requires unanimous approval from the Officers of the Branch to be passed.

## **Article II Membership**

### **Section 1 Categories of Membership**

- 1.1 Full Membership:
- (a) Full Member shall consist of Student Members and Graduate Student Members of the IEEE.
  - (b) Full Membership shall be limited to undergraduate and graduate ECE students of the UofS.
- 1.2 Honourary Membership:
- (a) Honourary Membership will be granted to faculty and staff of the Department of Electrical and Computer Engineering of the UofS.

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- 1.3 Branch Members consist of the Full Membership and Honourary Membership of the Branch.
- 1.4 Membership and participation in the Branch activities shall be free from discrimination based on any and all of the following: gender, sex, race, religion, disability, or sexual orientation.

### **Section 2 Dues**

- 2.1 The Executive shall have the power to levy local dues upon endorsement by a two-third vote of the Full Members. Honorary Members will be exempted from any local dues levied by the Branch.
- 2.2 Annual IEEE Membership fees are set by the IEEE.
- 2.3 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.
- 2.4 Local dues for Full Members may be assessed on a per year or per semester basis. These dues are payable at the beginning of each applicable period.

### **Article III Executive**

#### **Section 1 Definition**

- 1.1 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.
- 1.2 The Executive shall be the governing body of the Branch and shall transact all business it deems advisable. The duties of the Executive include but are not limited to:
  - (a) The day-to-day affairs of the Branch;
  - (b) Acting as liaison between the Branch and any outside organization;
  - (c) Submitting one annual report per Executive member;
  - (d) Recruiting volunteers' assistance as deemed necessary;
  - (e) Submitting a written report to the Executive for all events for which he/she was responsible for, within 2 weeks of each event.

### **Article IV Officers of the Branch**

#### **Section 1 Officers of the Branch**

- 1.1 The Officers of the Branch shall be:
  - (a) The Chair;

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- (b) The Vice-Chair;
  - (c) The Financial Director;
  - (d) The McNaughton Centre Director;
  - (e) The Public Relations Director;
  - (f) The Community Outreach Director;
  - (g) The Social Director;
  - (h) The Academic Director;
  - (i) The Illumination Coordinator;
  - (j) The Graduation Banquet Director.
- 1.2 Only Full Members who are undergraduate or graduate ECE students, or First Year students in the College of Engineering, in good standing shall be eligible to hold office.
- 1.3 Only one Officer position can be held by any individual.
- 1.4 Honorary Members shall not be entitled to vote or to hold office.
- 1.5 The term of office for all Officers of the Branch shall be one (1) year and shall begin on May 1<sup>st</sup> of each year.

### **Section 2      Chair**

- 2.1 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 Officer duties not otherwise delegated. The Chair does not vote on motions brought to the floor during Executive meetings, with the exception of serving as a tie-breaker.
- 2.2 Duties and responsibilities of the Chair include:
- (a) Representing the Branch on the IEEE North Saskatchewan Section Executive, and informing the Executive of relevant information discussed by North Saskatchewan Section Executive;
  - (b) Serving as liaison to the Saskatoon Engineering Students' Society (SESS), so as to inform the Executive of relevant information;
  - (c) Serving as liaison to faculty, administration, and department heads of the College of Engineering at the University of Saskatchewan.
  - (d) Chairing Branch General Meetings and Executive Meetings, and preparing agendas for these meetings.
  - (e) Representing the Branch at the IEEE Student Congress.

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- (f) Having the authority to co-sign cheques drawn on all Branch bank accounts.
- (g) 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;

**Section 3 Vice-Chair**

- 3.1 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
- 3.2 Duties and responsibilities of the Vice-Chair include:
  - (a) Collecting and maintaining annual reports of the Executive;
  - (b) Recording the attendance and the minutes for all Executive Meetings and General Meetings;
  - (c) Submitting an annual Student Branch activity report to IEEE MGA;
  - (d) Collecting and producing exam files;
  - (e) Coordinating the activities of the Representatives;
  - (f) Organizing the membership drive;
  - (g) Updating the Branch website;
  - (h) Having the authority to co-sign cheques for all the Branch bank accounts.

**Section 4 Financial Director**

- 4.1 The Financial Director shall direct the financial activities of the Branch as authorized by the Executive.
- 4.2 Duties and responsibilities of the Financial Director include:
  - (a) Preparing a budget at the start of the school year;
  - (b) Reporting changes in the financial status of the Branch at Executive Meetings;
  - (c) Organizing and applying for additional funding as deemed necessary by the Executive;
  - (d) Handling IEEE and Branch paraphernalia sales and inventory;
  - (e) Receive all monies and pay all debts of the Branch as authorized by the Executive, and keep an exact amount of all receipts and expenditures;
  - (f) Complete the yearend Financial Statements for inclusion in the Student Branch activity report to be filed with IEEE MGA;
  - (g) Having the authority to co-sign cheques for all the Branch bank accounts.

## **Section 5      McNaughton Centre Director**

- 5.1      The McNaughton Centre Director shall operate and maintain the McNaughton Centre for the University of Saskatchewan.
- 5.2      Duties and responsibilities of the McNaughton Centre Director include:
- (a)      Having the authority to co-sign cheques for all the bank accounts excluding Illumination.
  - (b)      Assisting the Financial Director with obtaining McNaughton Centre operating grants from IEEE Region 7 (Canada) and IEEE North Saskatchewan Section;
  - (c)      Chairing the McNaughton Centre Committee;
  - (d)      Being accountable to the Executive for all McNaughton Centre affairs;
  - (e)      Ensuring McNaughton Centre Committee Meeting minutes are recorded;
  - (f)      Organizing and maintaining the McNaughton Centre store;
  - (g)      Organizing and maintaining the McNaughton Centre's administrative supplies.

## **Section 6      Public Relations Director**

- 6.1      The Public Relations Director shall maintain public relations and promote professional awareness for the Branch.
- 6.2      Duties and responsibilities of the Public Relations Director include:
- (a)      Organizing the annual Calgary/Edmonton Trip;
  - (b)      Maintain public relations with ECE students;
  - (c)      Promote professional awareness to ECE students;
  - (d)      Publishing Branch events internally and externally.

## **Section 7      Community Outreach Director**

- 7.1      The Community Outreach Director is responsible for organizing the charitable events of the Branch. These events, while not necessarily electrical or computing engineering related, will have to focus on engaging the ECE student body.
- 7.2      Duties and responsibilities of the Community Outreach Director include:
- (a)      Organizing charitable events on behalf of the Branch;
  - (b)      Selecting a charity to support for each charitable event;
  - (c)      Advocating for charitable causes to the Executive.
  - (d)      Chairing the Community Outreach Committee.

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- (e) Reporting all relevant affairs of the Community Outreach Committee to the Executive.
- (f) Recording minutes of Community Outreach Committee meetings.

**Section 8 Social Director**

8.1 The Social Director shall organize the social activities of the Branch.

8.2 Duties and responsibilities of the Social Director include:

- (a) Chairing the Social Committee;
- (b) Reporting all relevant affairs of the Social Committee to the Executive;
- (c) Recording minutes of Social Committee meetings;
- (d) Organizing the Annual Big Brothers Big Sisters Christmas Party in support of Big Brothers Big Sisters of Saskatoon;
- (e) Organizing various social events throughout the school year;
- (f) Inviting ECE faculty to appropriate events;
- (g) Organizing additional fundraising activities as deemed necessary by the Executive.

**Section 9 Academic Director**

9.1 The Academic Director shall be responsible for coordinating the academic initiatives of the Branch and the Small, Practical and Realistic Circuits (SPARC) introductory Electrical and Computer Engineering supplemental classes.

9.2 Duties and responsibilities of the Academic Director include:

- (a) Organizing tutorials and workshops for ECE students;
- (b) Advocating for the academic needs of ECE students.
- (c) Revising SPARC course work.
- (d) Obtaining materials for the SPARC classes.
- (e) Organizing volunteers for the SPARC classes.
- (f) Chairing the SPARC Committee.
- (g) Organizing course tutorials as necessary with regards to Electrical and Computer Engineering.
- (h) Organizing soldering tutorials with industry partnership.
- (i) Organizing local tours and seminars put on by the IEEE and/or the Branch.

**Section 10      Illumination Coordinator**

- 10.1    The Illumination Coordinator organizes the annual IEEE Illumination Conference.
- 10.2    Duties and responsibilities of the Illumination Coordinator include:
- (a)    Chairing the Illumination Committee;
  - (b)    Being accountable to the Executive for all Illumination Committee affairs;
  - (c)    Ensuring Illumination Committee Meeting minutes are recorded;
  - (d)    Organizing the annual IEEE Illumination Conference;
  - (e)    Delegating at least one other member of the Illumination Committee to have the authority to co-sign cheques drawn on the Illumination bank account.
  - (f)    Having the authority to co-sign cheques for the Illumination bank account;
  - (g)    Acting in accordance with Article 12: SPECIAL REGULATIONS FOR ILLUMINATION.

**Section 11      Graduation Banquet Director**

- 11.1    The Graduation Banquet Director is responsible for organizing the annual ECE Graduation Banquet.
- 11.2    Duties and responsibilities of the Graduation Banquet Director include:
- (a)    Chairing the Graduation Banquet Committee;
  - (b)    Ensuring the Graduation Banquet Committee meeting minutes are recorded;
  - (c)    Organizing fundraising activities for the Graduation Banquet;
  - (d)    Organizing the annual ECE Graduation Banquet.

**Article V      Representatives**

**Section 1      Definition**

- 1.1    The Executive shall be supplemented by representatives from each of the following demographics:
- (a)    Second-year ECE students;
  - (b)    Third-year ECE students;
  - (c)    Fourth-year ECE students;
  - (d)    Graduate ECE students.
- 1.2    Duties and responsibilities of the Representatives shall include:



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- (a) Being the official liaison between the Executive and their respective demographic;
- (b) Delivering announcements from the Executive to their respective demographic;
- (c) Working with the Vice-Chair to maintain the Exam Bank;
- (d) Assisting Officers with various duties

**Section 2 Appointment**

- 2.1 All Representatives shall be appointed by the Executive.
  - (a) A simple majority vote is required to appoint a Representative.
- 2.2 Representatives can be appointed at any time in the year.
- 2.3 There is no limit to the number of Representatives allowed.

**Article VI Committees**

**Section 1 Purpose**

- 1.1 Several committees assist the Executive with their duties. These committees are appointed by the Executive annually.
- 1.2 The committees include:
  - (a) The Social Committee;
  - (b) The Graduation Banquet Committee;
  - (c) The Community Outreach Committee;
  - (d) McNaughton Committee;
  - (e) The SPARC Committee;
  - (f) The Illumination Committee.
- 1.3 The Executive may appoint other committees, as it deems necessary.

**Section 2 Eligibility**

- 2.1 Committee positions shall only be held by Full Members.

**Section 3 Social Committee**

- 5.1 The Social Committee is responsible for assisting the Social Director with their duties.

**Section 4      Graduation Banquet Committee**

4.1      The Graduation Banquet Committee is responsible for assisting the Graduation Banquet Director with their duties.

**Section 5      Community Outreach Committee**

5.1      The Community Outreach Committee is responsible for assisting the Community Outreach Director with their duties.

**Section 6      McNaughton Centre Committee**

6.1      The McNaughton Centre Committee is responsible for assisting the McNaughton Centre Director with their duties.

**Section 7      SPARC Committee**

6.2      The SPARC Committee is responsible for assisting the Academic Director with their duties.

**Section 8      Illumination Committee**

7.1      The Illumination Committee is responsible for assisting the Illumination Coordinator with their duties. The following are the recommended positions for this committee:

- (a) Assistant Coordinator;
- (b) Financial Director;
- (c) Technical Director;
- (d) Registration Director;
- (e) Corporate Relations Director;
- (f) Facilities Director.

**Article VII      Meetings**

**Section 1      Meetings**

- 1.1      Unless otherwise specified, all motions at meetings require a simple majority to pass.
- 1.2      All Branch meeting procedures shall follow 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.

**Section 2      Executive Meetings**

- 2.1      The Executive shall hold regular meetings during the school year
  - (a) Executive meetings shall be held outside the school year as deemed needed by the Chair

- 2.2 Executive meetings shall be attended by:
- (a) Officers of the Branch
  - (b) Representatives, during the school year
  - (c) Any other individuals, as invited by the Chair
- 2.3 Any appointed individual shall not hold voting rights during Executive meetings.
- 2.4 Any individual holding a position within the Branch has the ability to bring a motion to the floor during an Executive meeting.
- (a) Only elected Officers have the ability to second motions and vote on motions brought to the floor during Executive Meetings.

### **Section 3 Annual General Meeting**

- 3.1 The Annual General Meeting shall be held no later than the end of March of each year.
- 3.2 The Annual General Meeting can be called by a simple majority of the Executive;

### **Section 4 Special General Meeting**

- 4.1 A Special General Meeting can be called by:
- (a) a simple majority of the Executive;
  - (b) A vacancy in any elected position which occurs before October 15;
    - i Upon this event, the Executive shall follow regular election procedures.
  - (c) a petition signed by a one-quarter (1/4) of Full Members of the Branch.

### **Section 5 General Meeting Notice**

- 5.1 Notice of a General Meeting shall be given to ECE students no less than two (2) weeks before the meeting.
- 5.2 A General Meeting must be hosted within four (4) weeks of its calling.

### **Section 6 Quorum**

- 6.1 No motions can be passed without meeting quorum.
- 6.2 Quorum for Executive meetings shall be two-thirds (2/3) of the Executive.
- 6.3 Quorum for a General Meeting shall be two-thirds (2/3) of the Officers of the Branch plus one-twentieth (1/20) of other Full Members who are not Officers of the Branch.

## **Article VIII Election of Officers of the Branch**

### **Section 1 Voting**

- 1.1 The election of any Officer(s) of the Branch shall be hosted by a General Meeting.
- 1.2 During a General Meeting hosting an election, all election candidates shall be allowed a fair chance to speak to attendees prior to voting.
- 1.3 Voting shall be done via secret-ballet, conducted by the Chair.
  - (a) All ECE students are eligible to vote.
- 1.4 In the case of a vacancy in an elected position occurring on or after October 15, the Executive shall appoint a Full Member to fill the vacancy.

### **Section 2 Nomination**

- 2.1 All candidates must be nominated by two people eligible to vote.
  - (a) one of these nominations must come from a current Executive member.
  - (b) Nomination forms will be accepted up to three days before the election.
- 2.2 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 Executive member.

### **Section 3 Advertisement**

- 3.1 The opportunity to run for office shall be advertised to all ECE students no less than three weeks prior to the election.

## **Article IX Resignation and Removal of Officers of the Branch**

### **Section 1 Resignation**

- 1.1 An Officer of the Branch who is not the Chair may attempt to resign from office if a written Letter of Resignation, signed by the resigning officer, is delivered to the Chair.
  - (a) The Chair has the option to accept or reject the resignation.
    - i If the Chair rejects the resignation, Officer has the option to bring a motion to the floor appealing this decision. This motion requires a two-thirds (2/3) vote to pass.
- 1.2 In the case of the Chair attempting to resign a Letter of Resignation, signed by the Chair, must be delivered to the Executive during an Executive meeting where the Executive will vote on a motion to accept the resignation.
  - (a) The motion must pass with two-thirds (2/3) majority.

## **Section 2      Impeachment and Removal**

- 2.1      A motion to “impeach and remove from office” any member of the Executive shall be automatically tabled for at least seven (7) days.
- 2.2      Grounds for impeachment include the failure by a member of the Executive to fulfill the requirements of Office as described in the relevant section of Article IV of this Constitution.
- 2.3      After the seven (7) days, the motion will be brought to the floor at an Executive meeting, after approval of the minutes and before the Executive updates. The motion must be approved at an Executive Meeting by a two-thirds majority vote of the Executive to be carried.

## **Article X      Amendments**

### **Section 1      Constitution and Bylaws Amendments**

- 1.1      The Branch is empowered to adopt Bylaws consistent with this constitution at a General Meeting.
- 1.2      This Constitution and Branch Bylaws may be amended at a General Meeting by a two-thirds (2/3) majority vote of the Full Members present. Proposed amendments must be publicized two (2) weeks in advance of the General Meeting.
  - (a)      Upon an amendment being passed at a General Meeting, the amendment must be ratified by the Executive.
    - i.      Upon the refusal to ratify a constitutional/bylaw amendment by the Executive, the Executive must publicize the reason(s) for the non-ratification of the amendment.

## **Article XI      SPECIAL REGULATIONS FOR ILLUMINATION**

### **Section 1      Surplus Monies**

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

## **Article XII      Interpretation**

### **Section 1      Constitution**

- 1.1      This Constitution supersedes all previous Constitutions of the Branch.

**Appendix A – Revisions**

Note: For access to previous versions of the Constitution, please refer to the IEEE UofS Student Branch McNaughton Centre website. Refer to the 2019 Constitution for revisions previous to 2019.

Version	Changes to previous versions
March, 2021	<p>This new Constitution includes the following notable changes from the previous Constitution (article/section identifiers correspond to the March 2021 version):</p> <ul style="list-style-type: none"> <li>- Article I, Section 1: definitions are added to reduce the possibility of ambiguity throughout the document.</li> <li>- Article I, Section 2: name is changed from “the University of Saskatchewan IEEE Student Branch” to “the University of Saskatchewan IEEE Student Branch McNaughton Centre”.</li> <li>- Article I, Section 3: The purpose of the organization is expanded</li> <li>- Article IV, Section 1: The name of “the Graduation Director” changes to “the Graduation Banquet Director”</li> <li>- Article IV, Section 2: The inability for the Chair to vote during Executive meetings except as a tie-breaking, a previously implied rule, was made explicit.</li> <li>- Article IV, Section 3: The Vice-Chair officially gains the authority to co-sign cheques for all Branch bank accounts.</li> <li>- Article IV, Section 4: The Financial Director officially gains the authority to co-sign cheques for all Branch bank accounts.</li> <li>- Article IV, Section 9: The Academic Director officially gains the responsibility of organizing course tutorials.</li> <li>- Article V: The name of “Class Representatives” changes to “Representatives” and gain their own article.</li> <li>- Article V, Section 1.2: A list of duties and responsibilities is officially added for Representatives.</li> <li>- Article V, Section 2: The procedure to appoint Representatives is clarified and the lack of a limit to the number of Representatives is made official.</li> <li>- Article VI: Public Relations Committee was removed as it has not existed for several years.</li> <li>- Article VI: The Class Representatives Committee was removed, as the Representatives are no longer identified as a single committee.</li> <li>- Article VII, Section 2.3: It is made official that any individual appointed to their position (Representatives or Officers) does not possess the right to vote on motions during Executive meetings.</li> <li>- Article VII, Section 2.4: It is made official that any individual who holds a position within the Branch holds the right to bring a motion to the floor during an Executive Meeting.</li> <li>- Article VII, Section 2.4, (a): It is made official that only elected Officers possess the ability to second a motion brought to the floor during Executive meetings.</li> <li>- Article VII, Section 3: the ability to call an Annual General Meeting are restricted to only a motion achieving a majority vote from the Executive is added</li> <li>- Article VII, Section 4: Special General Meetings are officially added, representing any General Meeting that is not the Annual General Meeting. Previous procedures to call an Annual General Meeting are applied to the Special General Meeting.</li> </ul>

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	<ul style="list-style-type: none"><li>- Article VII, Section 5.2: It is made official that any General Meeting must be hosted within four weeks of it being called.</li><li>- Article VIII, Section 2: Previous rules for how an individual can be nominated for the position of Community Outreach Director or Illumination Coordinator are removed.</li><li>- Article IX, Section 1: Resignation procedures are expanded.</li><li>- Article IX, Section 1.1: The Chair gains the ability to reject a Letter of Resignation from an executive.</li><li>- Article IX, Section 1.2: For the Chair to resign, a motion must be made at an Executive meeting and pass unanimously.</li><li>- Article IX, Section 2: The impeachment process is expanded and clarified.</li></ul>
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