

The IEEE University of Ottawa Student Branch

Constitution

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Executive Committee	2007-2008
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SECTION 1 – NAME, PURPOSE, LOCALITY

1.1 NAME

This organization shall be known as *The University of Ottawa IEEE Student Branch*, hereafter referred to as the “Branch”.

1.2 PURPOSE

The purpose of the Branch shall be the dissemination of knowledge of the theory and practice of all aspects of electrical engineering, electronics, radio, allied branches of engineering or related arts and sciences, as well as the furtherance of the professional development of students.

1.3 LOCALITY

The Branch is located in *Region 7* and is associated with the *Ottawa Section*. The Branch is also an official sub-association of the uOttawa *Engineering Student Society* (ESS).

SECTION 2 – MEMBERSHIP

2.1 MEMBERS

Membership shall be limited to undergraduate and graduate students of the *University of Ottawa*.

2.2 MEMBER STATUS

Members must hold the status of *Student Member* and be in good standing with the IEEE.

SECTION 3 – BRANCH OFFICERS, EXECUTIVE COMMITTEE, ADVISORS

3.1 BRANCH OFFICERS

The officers of the Branch shall include a Chairperson, a Vice-Chairperson, and a Treasurer.

3.2 EXECUTIVE COMMITTEE

The executive committee may vary depending on the needs of a particular year, but it shall generally consist of the Branch officers and a VP External, a VP Internal, VP Academic and a Director of the McNaughton Centre. Each executive will, at the start of their term, develop, with consultation from the Chair and Vice-Chair, a suggestion of tasks to accomplish and/or address within their time as part of the executive committee. If these duties are not performed within a reasonable amount of time or done to a standard not befitting of IEEE, that executive can be put up for a vote of resignation initiated under the discretion of the Chair and/or Vice-Chair. A vote of 2/3 by the executive committee in favour of the dismissal will result in the resignation of said executive.

Note: Volunteers will be subject to a similar but less strict guideline presided over by the executive committee.

3.3 ADVISORS

3.3.1 BRANCH COUNSELOR(S)

The Branch Counselor(s) shall be a member of the faculty, active in the IEEE, who serves as an advisor to the Branch and its Executive Committee. The Counselor is appointed by the local Section Chair, upon recommendation of the student members of the Branch and the Regional SAC Chair and serves for a period of two years (renewable) according IEEE SAC guidelines.

3.3.2 STUDENT ADVISOR

The Student Advisor is a student member who has previously served as a Branch Officer and acts as an advisor to the Branch and its Executive Committee. Normally the Student Advisor is a past Chairperson.

SECTION 4 – DUTIES OF THE BRANCH OFFICERS

4.1 CHAIRPERSON

The Chairperson shall preside at all meetings of the Branch. They shall appoint all committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated. Furthermore, they shall serve as the Branch's official representative at the Section level.

Responsibilities shall include

- Coordinate the organization of regular executive committee meetings,
- Perform as liaison between the Branch and the *Ottawa Section*,
- Oversees activities performed by executive committee members,
- Reports to Branch Supervisor periodically to update him/her on Branch activities

4.2 VICE-CHAIRPERSON

The Vice-Chairperson shall perform all functions of the Chairperson in the latter's absence. The Vice-Chairperson shall also keep a record of all activities of the Branch and shall report some to IEEE Headquarters, together with any special reports required by IEEE Headquarters, within a reasonable time after each meeting. The Vice-Chairperson shall carry out all other communications necessary to the activities of the Branch. The Vice-Chairperson shall keep a record of the names of members in attendance at the meetings.

Responsibilities shall include

- Completion and submission of all awards nominations and grant applications,
- Provides support to Chairperson, when required

4.3 TREASURER

The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive Committee. Also, they shall keep an exact account of all receipts and expenditures.

Responsibilities shall include

- Completion and submission of account audit to the *ESS*
- Completion of a projected budget at the beginning of the term and final budget at the end of the term

4.4 VP EXTERNAL

The VP External shall maintain a good network between the students of the School of EECS (Electrical Engineering and Computer Science) and the industry. The role of VP External shall be the bridge between EECS students and the industry.

Responsibilities shall include

- Organizing industry-related events (ie. tours and networking events) to enhance the involvement of students within the industry
- Coordinating sponsorship from the industry and internal sources as required for each event

4.5 VP INTERNAL

The VP Internal shall be responsible for the formation of the *Branch's* constitution and the enforcement of its terms and policies. They shall resolve any issues regarding violations of constitution regulations. This individual shall assist other executives with their tasks whenever necessary.

Responsibilities shall include

- Annual review of the Branch constitution
- Organizing end-of-term elections and by-elections
- Represent the Branch in relations with other internal organizations (i.e. *CSSA* and *MESS*)

4.6 VP ACADEMIC

The VP Academic shall be the link between the *Branch* and the Faculty. He/ she shall also be in charge of acquiring academic resources from the faculty and make them available to EECS students at the McNaughton Centre.

Responsibilities shall include

- Organizing academic-related events (ie. Seminars, workshops and presentations by professors and help centers) to assist students with their academic achievements

4.7 VP SOCIAL

The VP Social shall be responsible for organizing fun events that will help raise awareness of IEEE to EECS students and allow them to become more involved with the organization.

Responsibilities shall include

- Ensure IEEE representation in overall engineering events (may include 101 Week and Clubs Fair)
- Organize a minimum of one IEEE specific event per semester for members to interact on a casual basis
- Promote team building exercises between executive committee members

4.8 VP COMMUNICATIONS

The VP Communication shall work to ensure the benefits of IEEE memberships are

clearly delivered to the students of EECS. They shall also promote memberships, scholarships, awards or contests being organized by IEEE. It is *highly* recommended and preferred that the VP Communications is bilingual.

Responsibilities shall include

- Distribution of regular updates to the students, members and volunteers of the Branch
- Provide any translation assistance required by the Branch
- Designing promotional content for different mediums to promote Branch events
- Maintain an active web presence on social media outlets

4.9 WEBMASTER

The Webmaster shall maintain the Branch's official website, posting information such as upcoming events, executive office hours etc.

4.10 MCNAUGHTON CENTRE DIRECTOR

The McNaughton Centre Director shall maintain and work to improve the state of the lab equipment and the workspace of the McNaughton Centre. They shall ensure that the lab rules are enforced and that equal opportunity access to the equipment is provided to all students. They shall encourage the frequent use of the lab as well as looking to add more equipment to the lab.

SECTION 5 – AFFINITY GROUPS AND SUB-CHAPTERS

5.1 Structure

Each affinity group and student chapter's Chairperson shall dictate the organization of their respective group. There must be at least one member, who shall act as Chairperson, for the group to be active. The groups are subject to the same regulations as the executive committee.

5.2 Current Affinity Groups and Student Chapters

Women in Engineering Affinity Group

The mission of the IEEE uOttawa Women In Engineering is to inspire, engage, encourage, and empower women to pursue the engineering field.

Photonics Student Chapter

The mission of the IEEE uOttawa Photonics Student Chapter is to introduce the latest progress in photonics, disseminate photonics research and introduce a professional photonics path to students.

SECTION 6 – GENERAL REGULATIONS

6.1 MEETINGS

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

6.1.1 SCHEDULING OF MEETINGS

Meetings shall be scheduled at a mutually convenient time for all members of the Executive Committee. If such a time cannot be found, certain members of the committee may be exempt from the conditions outlined in *Section 6.1.2*

6.1.2 ATTENDANCE AT MEETINGS

Each member of the Executive Committee is required to attend a predefined number of meetings per semester. Members may not miss more than two consecutive meetings without legitimate reason or alibi. Failing to achieve the previous, the executive member will be on probation and the Executive Committee (through majority vote of 2/3) may request that particular individual to resign if needed.

6.2 IEEE BY-LAWS AND CODE OF ETHICS

The organization and operation of the Branch shall be in accordance with the Constitution, By-laws, and Code-of-Ethics of the Institute of Electrical and Electronics Engineers, Inc.

6.3 DISBURSEMENTS

6.3.1 SIGNING AUTHORITY

The signing authority of the Branch shall be the Chairperson, Vice-Chairperson and the Treasurer.

6.3.2 AUTHORIZATION

The Treasurer shall only disburse funds for events/activities approved by the Branch Executive and authorized by the Chairperson and/or Vice-Chairperson.

6.4 ELECTIONS

Elections for positions on the Executive Committee shall be held annually during the winter term. The electoral process must be complete before final exams in April, and duly elected members shall take office no later than the 1st of May.

6.4.1 BY-ELECTIONS

In the event that a member of the Executive Committee resigns, the Student Advisor (or an individual appointed by the Chairperson) shall organize and coordinate a by-election for the vacant position.

6.4.2 REQUIREMENTS FOR CANDIDACY FOR BRANCH OFFICERS

Candidates running for the positions of Chairperson and Vice-Chairperson must have at least one (1) year experience as a member of the previous year's Executive Committee. All Branch Officers hold office for a term of one (1) year with no exception.

6.4.3 REQUIREMENTS FOR CANDIDACY FOR EXECUTIVE COMMITTEE

Candidates running for positions on the Executive Committee must, at the time of sign up, provide to the current administration a copy of one's resume as a means of maintaining integrity and professionalism amongst applicants. In addition, the candidate must hold a CGPA of 4.5 or above as well as be a student under the Faculty of Engineering or Faculty of Science. Executive Committee members must register as an IEEE Student Member within one (1) month of the beginning of their term. All Executive Committee positions have a term of one (1) year with exceptions dictated by the Chairperson and/or Vice-Chairperson under certain conditions.

6.5 EXECUTIVE COMMITTEE TRANSITION

The outgoing executive committee must provide transition documents at the end of their term to the Chairperson, regardless if they are assuming the same position for a second term.

6.5.1 Recommended Transition Activities

- Reassignment of ieeeuottawa.ca email addresses
- Reassignment of registered accounts (ie. web accounts, bank account, etc)
- Return of office keys to EECS administration

SECTION 7 – AMENDMENTS

7.1 BY-LAWS

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

7.2 REQUIREMENTS

The Constitution may be amended by a two-thirds vote of the Executive Committee provided that the Branch membership has had an opportunity to review and provide feedback for the proposed changes. Furthermore, such an amendment shall only become effective if the Branch advisors deem that the changes are in the interest of the Student membership and does not violate any IEEE guidelines/regulations.

Approved by:

Samira El-Rayyes
Chairperson

Mohammed Chamma
Vice-Chairperson

Shervin Shirmohammadi
Branch Counselor

Alexandra Phillips
Student Advisor

on behalf of the Executive Committee this 27th day of February, 2014.