

IEEE Constitution

Article I (Name)

The official full name of the organization shall be **Institute of Electrical and Electronics Engineers, UW-Madison Student Chapter**

Article II (Objective, Aims, or Purpose)

It shall be the purpose of IEEE to support Electrical and Computer engineering students and Computer Science students in activities and endeavors outside the classroom and prepare them for success in the professional world. IEEE shall do this by providing a comprehensive professional and social networking experience for those interested in the fields of electronics and computer sciences. IEEE will offer four main types of activities: Tech Talks, electronics projects, social events, and outreach. IEEE will seek to constantly engage members and tailor offerings to match member needs.

Article III (Membership and Eligibility Criteria)

Section A: Membership is open to any enrolled UW-Madison student who:

1. Is an Undergrad or Grad student, or professor.
2. Has registered on the IEEE UW-Madison Website

Article IV (Voting)

Section A: Organizational decisions will be made by consensus of the officer board after a discussion at a meeting advertised to all officers.

Section B: To reduce bureaucratic overhead, small executive decisions by individual officers are permitted (with notification to other officers) for their respective job duties as long as those decisions reflect the general mission of IEEE and DO NOT change the organizational structure of IEEE.

Article V (Officers)

Section A: Officer Positions Officer positions will be President, Vice-President, Officer of Industrial Relations, Officer of Internal Relations, Officer of the Treasury, Social Chair, Officer of Projects Committee, and Webmaster

Section B: Officer Requirements: All officer positions must be held by registered, active UW-Madison students. This includes students enrolled for 1 credit on Co-op or internship status. Officers must also be in reasonable academic standing (i.e. not in academic probation) and demonstrate significant commitment and interest to the responsibilities and tasks of IEEE officers.

Section C: Officer Selection. When vacancies in the officer board open up, candidates for officer positions in this group shall be solicited for several weeks through email to the membership list and advertisement on the group website. Candidates shall then be interviewed by the present

officer board to ensure that they meet the criteria described in section B above. In cases where there are insufficient qualified candidates for officers, the few who are qualified shall be appointed by the president. If there are more applicants who meet the criteria in section B than positions available, all candidates who meet such criteria shall then compete for the positions via a well-advertised election at a particular member meeting in the beginning of a given semester. Officers for each position shall be elected by majority vote of members and officers present in said general meeting for a one or two semester term, depending on graduation status.

Section D: Any officer may be removed from membership by a two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

Section E: Any vacancy which may occur in an office either due to removal or resignation shall be filled by appointment by the president pending ratification at the next group business meeting.

Article VI (Duties of Officers Defined)

Section A: The President

1. The president shall be the chief executive officer
2. The president shall appoint all committee chairpersons
3. The president, with approval of the executive board, directs the budget
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.

Section B: The Vice President

1. The Vice President shall assist with all duties of the President.
2. The Vice President shall stand-in for the President in his/her absence.

Section C: Officer of Internal Relations

1. This officer shall facilitated communication and coordination within the membership group and between the ECE depart administration. This chair shall also help with the manufacture and advertisement of events.

Section D: Treasurer

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.
3. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
4. The treasurer will perform other duties as directed by the president.

Section E: Officer of Industrial Relations

1. Shall be in charge of all communications and coordination with any industry or organization outside of IEEE and the ECE department.

Section F: Webmaster

1. Shall be assigned duties by the presidents as and when they show up, largely pertaining to maintenance of the website.

Section G: Social Chair

1. Social chair is in charge of organizing and facilitating social events.

Section H: Projects Chair

1. Shall be in charge of the activities of the projects committee, which includes training other members in core concepts required to build projects in question each semester.

Section G: Outreach Chair

1. Shall find and coordinate outreach events and also attend and run outreach events.

Article VII (notice of meetings)

Section A: The times for regularly scheduled meetings shall be: determined on a semesterly basis by the president by a survey of the officer board. The president shall then notify the officer board of the decision.