Name of Organization:

Institute of Electrical and Electronic Engineers Student Chapter – Washington State University Everett.

For the purpose of the rest of the Constitution, the chapter shall be referred to as WSU Everett IEEE or just IEEE.

Purpose and Objective:

The purpose of IEEE shall be to:

1. Coordinate projects and activities of interest to all students in the majors of Electrical Engineering and other related majors as deemed appropriate
2. Act as a liaison to the School of Electrical Engineering and Computer Science, the Voiland College of Engineering for the students at WSU Everett
3. Coordinate a sufficient number of meetings where a special guest speaker attends, or the chapter discusses activity topics on hand
4. Promote student interest in the art and science of engineering as a profession

Qualifications for Membership

1. General
   1. 1.1 Membership in IEEE is open to currently enrolled students of WSU Everett who are:
      1. 1.1.1 Students in the field of study within the School of Electrical Engineering and Computer Science and,
      2. 1.1.2 Students that have paid their yearly dues set by Nationals.

2. Voting Membership
   1. 2.1 Only those students who meet the following qualifications may participate in any election or voting that will affect the IEEE membership population:
   2. 2.2 Students who qualify for general membership and,
   3. 2.3 Students who have attended a minimum of two meetings in the current academic year, not including the meeting where voting is to take place, or who have notified the Executive Board of their inability to attend meetings due to schedule conflicts but who still review general meeting minutes and are otherwise a general member in good standing.

3. Officers:
   1. 3.1 All elected officers of IEEE must be voting members
   2. 3.2 Core Executive Board Officers must be able to hold office for an entire academic year.
3. 3.3 Chair must have no more than 3 complete semesters left until graduation.

4. 3.4 For non-core members who want to hold office for half the academic year, due to graduation in the fall, they must have a replacement by midway through the semester and train them to take over their tasks.

4. The Executive Board will consist of the following positions:
   1. 4.1 Chair
   2. 4.2 Vice-Chair
   3. 4.3 Treasurer
   4. 4.4 Secretary
   5. 4.5 Public Relations Chair

5. The Core Executive Board will consist of the following subset of officers:
   1. 5.1 Any newly created positions will not be in the Core Executive Board
   2. 5.2 Chair
   3. 5.3 Vice-Chair
   4. 5.4 Treasurer
   5. 5.5 Secretary
   6. 5.6 Public Relations Chair

6. To maintain good standing as an IEEE officer you must:
   1. 6.1 Miss no more than 2 consecutive officer meetings or general meetings
   2. 6.2 If unable to attend they must have a valid excuse and arrange a meeting with the Chair to review the minutes and comment where appropriate in next club meeting. This will not count as a missed meeting if performed.
   3. 6.3 If the secretary is unable to attend they must notify the Chair/Vice Chair with at least 24 hours in advance so accommodations can made for the minutes
   4. 6.4 Perform duties as described in this constitution
   5. 6.5 Be respectful to fellow officers, students, faculty, and IEEE as a whole
   6. 6.7 Take proper precaution to safeguard IEEE property
   7. 6.8 Not steal
   8. 6.9 Not grossly misuse IEEE funds
   9. 6.9.1 as treasurer, itemize all expenditures.
   10. 6.10 Three-fifths of the officers must agree before an officer loses good standing
11.6.11 If an officer loses good standing with IEEE, the Core Officers may ask the offender to make reparations. If the reparations are not met, the offending officer will be asked to step down from their position, and forfeit powers given unto them by the voting populations. The remaining officers would then vote on a replacement for the vacated position.

7. Functions and Powers

1. 7.1 Chair
   1. 7.1.2 Preside over all IEEE meetings and functions
   2. 7.1.2 Maintain a schedule of events and keep other officers informed of event dates and officer responsibilities
   3. 7.1.3 Ensure the objectives of the group are executed in a timely fashion
   4. 7.1.4 Assist all other chairs as needed
   5. 7.1.5 Ensure Executive Board members are properly functioning and properly motivated
   6. 7.1.6 Submit the Registered Student Organization registration to WSU by August of each year
   7. 7.1.7 Attend required Registered Student Organization meetings
   8. 7.1.8 Will have the deciding vote in all tie-breaking decisions
   9. 7.1.9 Send thank you letters to guest speakers

10. 7.2 Vice-Chair
    1. 7.2.1 Assume the duties of the Chair in the Chair’s absence / resignation
    2. 7.2.2 Responsible for planning and implementing club sponsored events. (Dates, Times, Locations, etc.)
    3. 7.2.3. Notify and maintain contact with EECS, Student Services Director, Academic Coordinator, and Program Coordinator, regarding club sponsored events
    4. 7.2.4. Assist Treasurer in establishing budget constraints for events
    5. 7.2.5. Will oversee and assist Public Relations Officer with recruiting and marketing.
    6. 7.2.6. Will work closely with Corporate Relations Chair to ensure effective and consistent career events
    7. 7.2.7. Will work closely with all other chairs and give assistance when needed
    8. 7.2.8 Organize club events and other social and academic activities
11. 7.3 Treasurer

1. 7.3.1 Administer fiscal matters
2. 7.3.2 Maintain financial records
3. 7.3.3 Make deposits
4. 7.3.4 Set up finances for the club sponsored events and fundraising.
5. 7.3.5 Work closely with the chair on all financial matters
6. 7.3.4 Manage invoices for parts
7. 7.3.5 Purchase supplies as necessary
8. 7.3.6 Set product pricing with final approval from Executive Board

12. 7.4 Secretary

1. 7.4.1 Take minutes at both general and officer meetings. Have minutes approved by officers
2. 7.4.2 Maintain IEEE record book of all agendas, minutes, and reports
3. 7.4.3 Keep updated member list
4. 7.4.4 Ensure an attendance list is passed around at each general meeting for voting privileges
5. 7.4.5 Responsible for IEEE club assets.
6. 7.4.6 Take attendance at officer meetings
7. 7.4.5 Create liability forms and ensure that students participating in these events sign the forms. Also maintain and update the forms as needed.
8. 7.4.6 Maintain a strict count of kits/parts and return extras

13. 7.5 Public Relations Officer

1. 7.5.1. Update the IEEE website as needed
2. 7.5.2. Maintain social media presence
3. 7.5.3. Create advertisements for events to ensure all students involved in IEEE are made aware of upcoming meetings/activities by posting flyers, sending emails, and/or any other creative methods as deemed appropriate by the Executive Board in a timely fashion.
4. 7.5.4. Create Instructional PowerPoints for all technical events when needed.
5. 7.5.6 Maintain current and future contacts with corporations.
6. **7.5.7** Recruit and Invite previous attendees (corporate) to upcoming career events

7. **7.5.8** Responsible for all mailings, emails, and phone recruiting pertaining to career events

8. **7.5.9** Actively recruit new companies that are of interest to the IEEE members for event attendance

9. **7.5.10** Work closely with Vice-Chair to ensure corporate attendance as well as to ensure effective and consistent career events

10. **7.5.11** Provide timely notification to the Advertising Chair of upcoming events.

11. **7.5.12** Newly created officer positions may be added at any time, up to a maximum of 2 positions a year.

12. **7.5.13** If new officer position is created the IEEE constitution will be amended through established amendment process.

2. **8. Elections**

   1. **8.1** Vacancies

      1. **8.1.1** Should the office of the Chair become vacant for any reason from year to year (either graduation or impeachment), the current Vice-Chair shall assume the position of Chair.

      2. **8.1.2** Should any other of the elected offices become vacant during the school year, the remaining members of the Executive Board shall appoint someone to fill the vacancy until such time that an election may be held.

      3. **8.1.3** Should a current officer wish to run for another position during elections, that officer must step down to open their position for re-election.

   2. **8.2** Process

      1. **8.2.1** Nominations will be taken at the general meeting prior to the general election that voting will be held. All majors will be notified at least three weeks prior to elections.

      2. **8.2.2** Nominees will have the opportunity to submit a campaign poster and questionnaire for posting.

      3. **8.3.3** Each nominee will be given time to speak to the assembly before voting for that position commences.

      4. **8.3.4** If positions are open, Elections will be held towards the end of spring semester.

9. **Meetings**
3. 9.1 IEEE shall hold general meetings at least two (2) times a month or more if needed.

4. 9.2 IEEE shall hold Executive Board (officer) meetings at least 4 times throughout each semester.

5. 9.3 General meetings must be announced at least one week in advance.

6. 9.4 The creation and presentation of IEEE meeting power points are the responsibility of club officers, if necessary.

10. Finances

7. 10.1 Revenue

8. 10.2 Funds may be generated for the benefit of IEEE and its members

9. 10.3 Sources of financial support may include
   
   1. 10.3.1 Subsidies from The Institute of Electrical and Electronics Engineers, Inc.
   
   2. 10.3.2 Fund-raising activities
   
   3. 10.3.3 Donations
   
   4. 10.4.4 Internal club sales. (i.e. parts kits, shirts, etc.)

10.10.4 Expenses

11. 10.5 Funds may be spent for the benefit of IEEE and its members.

12. 10.6 Expense must itemized and justified to the Board.

11. Amendments

13. 11.1 This constitution may be amended/updated by board executive committee review process.

14. 11.2 Amendments may be proposed by any voting IEEE member

15. 11.3 Proposed amendments to this constitution shall be presented at least one general meeting prior with the amendment application completed.

16. 11.4 Amendment changes will be reviewed and implemented by three-fifths officer vote