

Name of Organization

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

For the rest of this Constitution, the student 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.
5. Supply food, drinks, supplies, and professional development events at low cost to members.

Qualifications for Membership

1. General

- 1.1. Membership in IEEE is open to currently enrolled students of WSU Everett who are:
 - 1.1.1. Students in the field of study within the School of Electrical Engineering and Computer Science.
- 1.2. Membership in IEEE is also open to currently enrolled students of Everett Community College who are:
 - 1.2.1. Students have provided proof of their IEEE membership, and
 - 1.2.2. Students in the following fields of study:
 - 1.2.2.1. Electrical Engineering
 - 1.2.2.2. Computer Engineering
 - 1.2.2.3. Software Engineering
 - 1.2.2.4. Computer Science
 - 1.2.2.5. Other, related fields

2. Voting Membership

- 2.1. Only those students who meet the following qualifications may participate in any election or voting that will affect the IEEE chapter:
 - 2.1.1. Students who qualify for general membership and,
 - 2.1.2. Students who have paid their yearly dues set by the IEEE national organization, and
 - 2.1.3. Students who have attended a minimum of two meetings in the current academic year, excluding the meeting where voting occurs, or who have notified the Executive Board of their inability to attend meetings, and who review general meeting minutes, and are a general member in good standing.

Officers

1. General Information

- 1.1. All elected officers of IEEE must be voting members
- 1.2. Core Executive Board members must be able to hold office for an entire academic year.
- 1.3. The IEEE Chair must have no more than 3 complete semesters left until graduation.
- 1.4. For student members wishing to hold a non-core executive board position for half the academic year, the following requirements must be met:
 - 1.4.1. The member must have an expected graduation at the end of the Fall semester, and
 - 1.4.2. A replacement must be trained by midway through the semester to assume their duties in the Spring semester.

2. The Core Executive Board consists only of the following officers:

- 2.1. Chair
- 2.2. Vice-Chair
- 2.3. Treasurer
- 2.4. Secretary
- 2.5. Public Relations Officer

3. The Executive Board will consist of the following officers:

- 3.1. Chair
- 3.2. Vice-Chair
- 3.3. Treasurer
- 3.4. Secretary
- 3.5. Public Relations Officer
- 3.6. Any newly created officer positions.

4. Requirements for Good Standing as an IEEE Officer:

- 4.1. Miss no more than 2 consecutive officer meetings or general meetings.
- 4.2. If unable to attend, the officer must provide a valid reason to the Chair and arrange a meeting to review the minutes and comment where appropriate prior to the next club meeting. If the private meeting is performed, the missed meeting will not count against the officer
- 4.3. If the secretary is unable to attend, they must notify the Chair or Vice-Chair with at least 24 hours of notice, so accommodations can be made for taking meeting minutes.
- 4.4. Perform standard duties described in section 6. Functions and Powers of this constitution.
- 4.5. Be respectful to fellow officers, students, faculty, and IEEE as a whole.
- 4.6. Take proper precaution to safeguard IEEE and WSU property.
- 4.7. Not steal.
- 4.8. Not grossly misuse IEEE funds.

5. Officer Removal Process

- 5.1. Failure to remain in good standing as an IEEE officer requires a vote against of three-fifths of the Executive Board.
- 5.2. If an officer loses good standing with IEEE, the Core Executive Board may ask the offending officer to make reparations. If the reparations are not met, the offending officer will be asked to step down from their position, and forfeit power given unto them by the voting population. The remaining officers then vote on a replacement for the vacated position.

6. Functions and Powers

6.1. Chair

- 6.1.1. Preside over all IEEE meetings and functions
- 6.1.2. Maintain a schedule of events and keep other officers informed of event dates and officer responsibilities.
- 6.1.3. Create agendas for both general and officer meetings.
- 6.1.4. Ensure the objectives of the group are executed in a timely fashion
- 6.1.5. Assist all other officers as needed.
- 6.1.6. Ensure Executive Board members are properly functioning and properly motivated.
- 6.1.7. Submit the Registered Student Organization registration to WSU by August of each year.
- 6.1.8. Attend required Registered Student Organization meetings.
- 6.1.9. Maintains the deciding vote in all tie-breaking decisions.
- 6.1.10. Send Thank You letters to guest speakers.
- 6.1.11. Communicate with other clubs and organizations across WSU campuses.
- 6.1.12. Submit yearly report to the national IEEE organization by November 1st.
- 6.1.13. Maintain club information via vTools on national IEEE website.

6.2. Vice-Chair

- 6.2.1. Assume the Chair's duties in the absence or resignation of the Chair.
- 6.2.2. Responsible for planning and implementing club sponsored events or other social and academic activities.
- 6.2.3. Notify and maintain contact with EECS, Student Services Director, Academic Coordinator, and Program Coordinator, regarding club-sponsored events.
- 6.2.4. Assist Treasurer in establishing budget constraints for events
- 6.2.5. Will oversee and assist Public Relations Officer with recruiting and marketing
- 6.2.6. Will work closely with all other chairs and give assistance when needed.

6.3. Treasurer

- 6.3.1. Administer fiscal matters.
- 6.3.2. Maintain financial records, including itemizing all expenditures.
- 6.3.3. Make deposits to the appropriate club accounts.
- 6.3.4. Setup finances for the club sponsored events and fundraising.
- 6.3.5. Work closely with the Chair on all financial matters.
- 6.3.6. Manage invoices for parts.
- 6.3.7. Purchase supplies as necessary.
- 6.3.8. Set product pricing with final approval from Executive Board and Faculty Advisor.
- 6.3.9. Maintain a strict count of kits/parts and return any extras.

6.4. Secretary

- 6.4.1. Take meeting minutes at both general and officer meetings.
- 6.4.2. Take attendance at officer meetings.
- 6.4.3. Have meeting minutes approved by officers.
- 6.4.4. Maintain IEEE record book of all agendas, minutes, and reports.
- 6.4.5. Maintain an updated member list.
- 6.4.6. Ensure an attendance list is passed around at each general meeting for voting privileges.
- 6.4.7. Responsible for IEEE club assets.
- 6.4.8. Create liability forms and ensure that students participating in these events sign the forms.

- 6.4.9. Maintain records of previous forms and update as necessary.
- 6.4.10. Take photos, videos, or other media at major events and club meetings, as deemed necessary.

6.5. Public Relations Officer

- 6.5.1. Update the WSU Everett IEEE student website.
- 6.5.2. Maintain social media presence.
- 6.5.3. Create advertisements for events that inform all IEEE members in a timely fashion.
- 6.5.4. Properly advertise all upcoming meetings/activities by posting flyers, sending emails, and/or any other creative methods as deemed appropriate by the Executive Board.
- 6.5.5. Create digital fliers for display on the building TV's.
- 6.5.6. Create Instruction Presentations for all technical events when needed.
- 6.5.7. Maintain current and future contacts with corporations.
- 6.5.8. Invite previous corporate attendees to upcoming career events.
- 6.5.9. Actively recruit new companies that are of interest to the IEEE members for event attendance.
- 6.5.10. Maintain a Corporate Contact list.
- 6.5.11. Responsible for all mailings, emails, and phone recruiting pertaining to career events.
- 6.5.12. Work closely with Vice-Chair to ensure corporate attendance as well as to ensure effective and consistent career events.
- 6.5.13. Arrange Judges for any competitions hosted by IEEE.

6.6. Addition of Officer Positions

- 6.6.1. Temporary officer positions may be added at any time, up to a maximum of 2 positions per academic year. These positions expire at the end of the academic year.
- 6.6.2. If a new, permanent officer position is created, the IEEE constitution will be amended through the amendment process located in the Amendments section.

Officer Elections

1. Vacancies

- 1.1. Should the office of the Chair become vacant for any reason from year to year (such as graduation, impeachment, or resignation), the current Vice-Chair shall assume the position of Chair.
- 1.2. Should any other of the elected offices become vacant during the school year, the remaining members of the Core Executive board shall appoint someone to fill the vacancy until an election may be held.
- 1.3. Should a current office wish to run for another position during elections, that officer must step down to open their position for re-election.

2. Process

- 2.1. Nominations occur during the general meeting prior to the meeting when elections will be held. All majors will be notified at least three weeks prior to elections.
- 2.2. Nominees will have the opportunity to submit a campaign poster and questionnaire for posting.
- 2.3. Each nominee will be given time to speak to the assembly before voting for that position commences.
- 2.4. If positions are open at the end of the academic year, elections will occur at the end of Spring semester.

Meetings

1. IEEE shall hold general meetings at least two times a month or more, if needed.
2. IEEE shall hold Executive Board meetings at least 4 times throughout each semester.
3. General meetings must be announced at least one week in advance.
4. The creation and presentation of IEEE meeting presentations are the responsibility of club officers, if necessary.

Finances

1. Revenue

- 1.1. Funds may be generated for the benefit of IEEE and its members.
- 1.2. Sources of financial support may include:
 - 1.2.1. Subsidies from the Institute of Electrical and Electronics Engineers, Inc.
 - 1.2.2. Fund-raising activities.
 - 1.2.3. Donations.
 - 1.2.4. Internal club sales (i.e. parts kits, shirts, etc.).

2. Expenses

- 2.1. Funds may be spent for the benefit of IEEE and its members.
- 2.2. Expenses must be itemized and justified to the Executive Board.

Amendments

1. Amendments may be proposed by any voting IEEE member, at any time.
2. Proposed amendments to this constitution must be presented during a general meeting.
3. This constitution may be amended by the Executive Board committee review process.
4. Amendment changes will be reviewed and implemented by three-fifths officer vote.
5. All amendments must be approved by the faculty advisor.