This Constitution is the Approved and Official Constitution for:

Club Name: **Institute of Electrical and Electronics Engineers**

From the **Engineering** Council

Number of Pages: 4

Date Approved: 5/4/17

---

**Club Officer**

Position: **President**

Name: **Margaret Donnelly**

Signature: 

Date: 05/03/2017

---

**Council Coordinator**

Name: **Tanahiy Escamilla**

Signature: 

Date: 05/03/2017

---

**Student Association Vice President**

Name: **Gina Nisco**

Signature: 

Date: 5/4/17
The Institute of Electrical and Electronics Engineers
University at Buffalo Student Branch
Club Constitution (2017)

I. Name of Club
   a. The name of the club shall be The Institute of Electrical and Electronics Engineers (IEEE), University at Buffalo Student Branch and hereinafter called the University at Buffalo IEEE Student Branch.

II. Purpose
   a. The purpose shall be the dissemination of knowledge of the theory and practice of all aspects of Electrical Engineering, electronics, radio, allied branches of engineering, or the professional development of the student.

III. Membership
   a. Club membership is open to all undergraduate students at the University at Buffalo. This club honors the Student Association full participation policy of undergraduate students.
   b. There shall be no cost of joining or participating in the Student Branch.
   c. Membership in the National IEEE Organization is optional for members, but required for the Executive Board as mandated by IEEE policy.
   d. Only Active Members hold voting rights at general meetings.
   e. An Active Member is defined as an undergraduate student who has attended at least five project meetings in the most recent semester.
   f. Non-Voting Membership is open to any student in enrolled in the University at Buffalo.

IV. Meetings
   a. There shall be at least two project meetings each week.
   b. There shall be at least one general meeting each semester.
   c. There shall be one Executive Board meeting each week.
   d. A meeting shall be run by the project leader or the highest executive board member in attendance.

V. Executive Board
   a. Only Active Members who are in good academic standing and full-time undergraduate students at the University at Buffalo may hold an executive board position.
   b. Student Branch Chair
      i. Preside at all meetings of the Branch.
      ii. Monitor all financial accounts and assets of the club
      iii. Hold regular meetings of the Branch Executive Board and serve as Chair.
      iv. Prepare the necessary reports for IEEE Student Services and University at Buffalo Student Association.
      v. Responsible for helping the Treasurer plan fundraising activities.
      vi. Arrange for the election of new Officers annually.
      vii. Ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Branch records.
      viii. Work with and coordinate activities with Section and Region Officers.
      ix. Communicate frequently with other Branch Officers, particularly during recess periods when you are not at school.
   c. Student Branch Vice-Chair
      i. Organize field trips or special events beyond regular program efforts.
      ii. Responsible for planning and running program of activities for the year.
      iii. Responsible for planning, organizing, and carrying out Branch recruitment.
      iv. Act as the chair for the nominating committee for annual elections
      v. Assist the Chair in following up on assigned committee responsibilities.
      vi. Perform all functions of Chair in the latter's absence or upon request.

University at Buffalo IEEE Updated 04/13/2017
vii. Ensure smooth transition of information and materials to newly elected Vice-Chair.

d. Student Branch Secretary
   i. Report new officers online after elections are held.
   ii. Keep detailed records of each Branch meeting.
   iii. Maintain the Branch membership roster and committee assignments on the Branch web site.
   iv. Be responsible for all Branch correspondence.
   v. Post a calendar of events.
   vi. Complete and submit a monthly track sheet, detailing club activities
   vii. Assist the Chair to ensure that Branch activities are conducted under the provisions of the current Branch Constitution and Bylaws.
   viii. Arrange for an orderly transfer of all Branch records to the incoming Secretary.

e. Student Branch Treasurer
   i. Maintain the Branch's SAFE account with the Undergraduate Student Association
   ii. Prepare an annual budget for inclusion in the Annual Plan of Activities report.
   iv. Oversee all fundraising efforts with the aid of the Chair.
   v. Arrange for an orderly transfer of all Branch financial records to the incoming Treasurer.

f. Student Branch Safety Officer
   i. The position shall be appointed by the executive board members annually
   ii. The following responsibilities and tasks are outlined by the Office of the Dean of the School of Engineering and Applied Sciences
   iii. Expected to establish and maintain close working relationships with faculty advisors and UB Environment, Health & Safety (EH&S) officers to ensure that all Branch activities are undertaken in safe and appropriate ways
   iv. Tasks include:
      1. Attend EH&S training arranged through the Dean's Office
      2. Promote safety awareness; ensure club members comply with UB safety policies
      3. Write Standard Operating Procedures where necessary (using chemicals or hazardous operations)
      4. Identify unsafe operations and practices, and act to stop/shut down operations if necessary
      5. Ensure all club members attend applicable training sessions (EHS, department, etc.) and maintain training records
      6. Work with EH&S to help identify risks and hazards associated with certain procedures, report problems/issues/incidents to faculty advisor and UB EH&S if necessary
      7. Assure that the proper personal protective equipment is obtained based on club projects and ensure that PPE is used when working with hazardous materials
      8. Ensure that all students are aware of hazards and safe operating methods for club projects
      9. Ensure that students and advisors know how to get help if needed

VI. Student Branch Operating Committees

   a. All committees shall be appointed by the Executive Board as they see fit. Committees may be staffed by an individual, a group of individuals, or the Executive Board as a whole.
   b. Publicity Committee responsible for advertising all Branch activities. This may also involve public relations with other faculties and the general public.
   c. Nominating Committee responsible for setting the election guidelines and dates prior to the annual election of Officers. This committee must ensure that all candidates are active
members in good standing at the time of their declaration, and should pay careful attention
to why an individual is running.

VII. Executive Board Meetings
a. The executive board shall have weekly meetings or as necessary
b. The objective shall be to delegate work, plan upcoming events, and allocate funds
c. At least three e-board members shall be present at the executive board meeting
d. Meetings may be replaced by working events or by group e-mails and group conversations

VIII. Project Management
a. Each project or event undertaken by the club shall have a Project Manager or Event Coordinator
b. The Project Manager shall be appointed by the Executive Board
c. A project manager should be an Active Member who has already participated in the project/event from previous years
d. This Project Manager shall be responsible for the project or event as a whole, delegating work appropriately, planning and presiding at meetings, and consulting with the Treasurer for purchase orders
e. Quorum for a project meeting is five people

IX. Club Office Access
a. The Club Office shall be 406 Furnas Hall
b. Access to the office requires a door code obtained through the club adviser
c. Door codes shall be given to all Executive Board members
d. Door codes for Project Managers and other club members shall be given out as the Executive Board sees fit
e. An individual’s door code may be revoked by a majority vote of the Executive Board at any time

X. Executive Board Elections
a. Shall be held before the last Monday in April each year or as needed throughout the year.
b. A majority of active club members is needed for quorum.
c. Shall be run by the highest-ranking executive board member that is not a candidate running for each position. If all executive board are candidates it is run by member of nominating committee or the club adviser.
d. The President will be elected first followed by the Vice-President, Treasurer, and Secretary.
e. All students running must be approved by nominating committee prior to time of elections.
f. Voting will be conducted by secret ballot, following the speeches given by each candidate for a particular position.
g. A candidate may abstain from giving a speech if they are running uncontested.
h. A tie will result in a revote.
i. If one does not get the first position they were running for, they may then run for a different position.
j. Outgoing officers shall train incoming officers on their duties within the first 2 weeks after an election.
k. The newly elected officers will take office in the Fall unless this is for filling a vacancy of office in which case they will take office immediately.
l. A club officer update form must be submitted to the Student Association by the active Secretary.

XI. Resignation, Impeachment, and Replacement of Executive Board Members
a. Should an executive board member be unwilling or unable to fulfill their duties they shall be replaced
b. Grounds for removal of an officer are as follows:
i. Violation of the Undergraduate Student Association (SA) policies
ii. Violation of the rules and regulations set forth in the constitution and bylaws of the Branch
iii. Failure to perform the duties of the office as set forth in the constitution and bylaws of the Branch
iv. Failure to uphold the provisions of this constitution and bylaws

c. The procedure for removal is as follows:
   i. The Branch adviser must be notified, in addition to the Engineering Council Coordinator and the Student Association Elections and Credentials Chair
   ii. A petition signed by at least 20% of the Active Members must be submitted to the Executive Board
   iii. A meeting must be held within one week of the petition submission at which the charges against the offending officer will be presented. The offending officer may provide a defense at this meeting
   iv. A two-thirds majority of the meeting’s Active Members shall decide the removal of the offending officer
   v. All documentation regarding the removal of the offending officer must be submitted to the Student Association administration for further review

d. If an officer resigns, the remainder of the executive board must be contacted in addition to the Student Association administration

e. In case of resignation or impeachment, the Executive Board shall appoint a temporary replacement from within the club membership.
f. The replacement shall serve until new elections are held within two weeks of the appointment.

XII. Amendments

a. Amendments to this Constitution may be proposed by any Active Member, at any time.
b. Amendments shall be passed by a majority vote of the active club membership at the next general meeting.
c. Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws.
d. Once passed amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval.
e. Amendments will take effect immediately after approval by the Student Association