This Constitution is the Approved and Official Constitution for:

Club Name: Institute of Industrial and Systems Engineers (IISE)
From the Engineering Council
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Club Officer
Position: President
Name: Kathryn Lukasiewicz
Signature: [Signature]
Date: 10/18/17

Council Coordinator
Name: Tanahry Escamilla
Signature: [Signature]
Date: 5/19/17

Student Association Vice President
Name: Gina Nasca
Signature: [Signature]
Date: 5/18/17
IISE CONSTITUTION

Article I. Name of Club

This Club will be known as the Institute of Industrial and Systems Engineers, IISE for short. We represent Buffalo’s student chapter, also known as IISE Chapter #849. There is no chapter agreement for being a member of Chapter #849.

Article II. Purpose of Club

IISE exits for the following objectives:

- Promote Industrial and Systems Engineering as a profession and major, through organized effort in study, research, and discussion of the entire field.

- To further the professional skills needed to excel after education.

- Provide networking opportunities that allow members to make connections with fellow students, professors, and working professionals.

- Act as a liaison between the students of Industrial and Systems Engineering and the Department of Industrial and Systems Engineering.

Article III. Qualification of Membership

Section 1:

Any undergraduate student of the University at Buffalo may become a member of the club. This club honors the Student Association full participation policy of undergraduate students.

Section 2:

A. Voting Member

1. Only undergraduate University at Buffalo Students may be voting member of the club.

2. In order to become a voting member one must attend:
   i. 2 club meetings.
   ii. 1 club events.
   iii. Be an active member; possess 1 or more participation points

3. Active members are determined by Participation Point Scaling
   i. How points are determined
      1. Points are given to members when attending meetings, events, participating in projects, and volunteering with IISE
      2. The amount of points awarded per occasion is determined by the president and approved by e-board.
ii. When are points used
   1. Points can be used to determine how active a member is.
   2. These points can be evaluated to determine which members are eligible to attend conferences, or be compensated for a portion of a conference fee.
   3. At the end of the semester or year, as determined by e-board, a certificate will be awarded to the most active member.
   4. Participation points will reset at the beginning of every Fall semester, or after the last conference of the current year. This will be left to the decision of the current e-board.

B. Non-Voting Member
   1. Any undergraduate and graduate University at Buffalo Students and faculty members may be non-voting members of the club.
   2. In order to become a non-voting member one must attend:
      i. Any: 1 club meeting, 1 event, or have 0 participation points

Article IV. Officers

Section 1:
Only full-time undergraduate University at Buffalo students in **good academic standing (GPA of 2.0 or more)** who are members of IISE, with 1 or more participation points, may be officers of the club.

Section 2:
A. President
   1. Be the chief executive of the Club
   2. Call as well as preside over meetings of the Club
   3. Serve as the liaison between the Club and the SA administrative offices
   4. Call special meetings of the Club
   5. Take care that this constitution and the laws of the student body are faithfully executed
   6. Perform any administrative power or duty not provided for in this constitution
   7. Administer/handle all Participation Points for members.
   8. Responsible for all reports and requirements made by the IISE Parent Organization (i.e. – UCAR)

B. Vice President
   1. Exercise presidential office upon absence
   2. Review report of Participation Points
   3. Assist president in preparing end of the year UCAR

C. Treasurer
   1. Keep complete and accurate account of the Club’s funds
   2. Put in requests for use of Club funds
   3. Prepare the annual budget request packet with the President
   4. Report to the President on all relevant financial matters
D. Secretary
   1. Take minutes at Club meetings
   2. Maintain complete and accurate records of all Club meetings
   3. Report to the President
   4. Maintain the IISE Google Drive, IISE e-mail, and track sheets

E. Marketing Director
   1. Responsible for all social networking sites: Twitter, Facebook, Website, and UBLinked.
   2. May need to maintain contact outside businesses/professionals when president is unable to.

Article V. Government

Section 1: Meetings
   1. There are three types of meetings:
      a. General membership meeting
      b. Special meetings
      c. E-board Meetings
   2. General membership meetings:
      a. Inform members of upcoming events and changes in the club.
      b. Held for collaboration about conferences, projects, competitions
         and Annual Engineering Week.
      c. Must occur at least once a month.
   2. Special meetings
      a. Include but not limited to amendment changes, vacant officer
         positions, impeachment hearings, re-elections, and/or elections
   3. E-Board Meetings
      a. Used for the 5 members of e-board to meet in order to plan and
         collaborate for events.

Section 2: Elections
   1. Only members of the Club (1 or more participation points) may be
      allowed to nominate, run for office, and vote in the Club election.
   2. Officer elections MUST take place before the last day of classes of the
      spring semester of that year.
   3. The election will preside in this order:
      a. President
      b. Vice-President
      c. Treasurer
      d. Secretary
      e. Marketing Director
   4. The candidate will be elected based on most votes received. Therefore
      there will be no run-off votes. Each voting member and e-board member
      is permitted ONE vote per position.
5. Voting is done by a secret ballot, and current e-board is responsible for counting the votes, and announcing the winners.
   a. If all E-board members are running, the most active member present who is not running will count the votes.

6. Candidates must be nominated or submit their nomination before elections start. Candidates are permitted up to 2 different position nominations. Candidates are allowed to deny nominations, and no nominations are permitted once elections begin.

7. The newly elected E-board will take office after the last day of classes of the spring semester of that year. Therefore, they hold position for the summer semester and following academic year.

Section 3: Impeachment/Removal Process

1. Grounds for removal of an officer are as follows:
   a. Violation of the Undergraduate Student Association (SA) policies
   b. Violation of the rules and regulation set forth in the current University student rules and regulations
   c. Failure to perform the duties of the office as set forth in the constitution and bylaws of the Club
   d. Removal of an officer can be set forth if failure to attend 4 or more events and/or meetings combined in one semester.

2. The procedure to call for removal are as follows:
   a. E-board must notify their Council Coordinator as well as the Student Association Elections and Credential Chair.
   b. If members want to remove an officer, a petition with at least forty percent of the clubs voting membership signatures, or 3/5 e-board signatures, must be submitted to an executive board officer. The offending officer will be notified and asked to prepare a defense.
   c. President will call a special meeting to present the charges to the offending officer, who will then deliver a defense in person or by a written statement read by an executive board officer.
   d. Club members meeting the aforementioned voting criteria and present at the special meeting will then vote by secret ballot to remove the officer. If 2/3 of members present (including the executive board) vote to remove the officer, the guidelines in this constitution under officer vacancy are to be followed.
   e. All documentation regarding the removal of the offending officer must be submitted to the Student Association administration for further review.

Section 4: Resignation/Vacancy of Office

1. In the event an officer wishes to resign:
   a. The resigning officer must inform the current executive board
b. The current president must inform the Student Association administration so that officer information can be updated

2. If the Vice-President, Treasurer, Secretary, and/or Marketing Director position become vacant two options can be followed:
   a. If the President position becomes vacant, such vacancy will be filled by calling an election. A current e-board member or active member may run.
   b. If the Vice-President, Treasurer, Secretary and/or Marketing Director position become vacant two options can be followed:
      i. A special election will be called. The special election will follow the exact guidelines of Section 2: Elections
      OR
      ii. The President may appoint the new officer with the approval of the voting membership.

   1. The nomination process will be as follows:
      a. The President appointment must be an active member of the Club (4 or more participation points).
      b. The President will call a special meeting for elections within a week of the announcement of the appointment.
      c. The appointed position must gain at least sixty percent of the voting membership’s approval.
      d. Upon approval the appointed position will be effective immediately.
      e. Upon disapproval, another special meeting will be called for elections to take place within two weeks, where any active member can run.

Article VI. Amendments

A. Any voting member may propose an amendment to the Club Constitution.
B. An amendment can be voted on after two weeks it has been presented.
C. A fifty percent vote must be gained for the amendment to be passed
D. The amendment will be put into effect during the beginning of the next academic semester.
E. 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.
F. Once passed amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval.