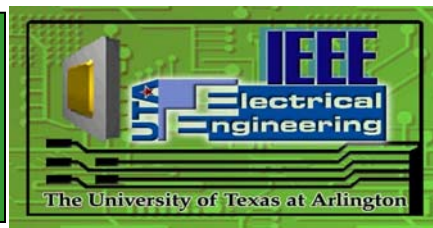


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Name and Purpose

Sec. 01. This organization shall be known as IEEE at The University of Texas at Arlington.

Sec. 02. The primary purpose of IEEE shall be in the dissemination of knowledge, theory and all applicable aspects of electrical and electronics engineering to improve the overall professional development of the student.

Sec. 03. The organization and the operation of the branch shall be in accordance with the constitution and by-laws of the IEEE and the rules and regulations of The University of Texas at Arlington.

Membership

Sec. 04. Membership shall be limited to undergraduate and graduate students attending The University of Texas at Arlington.

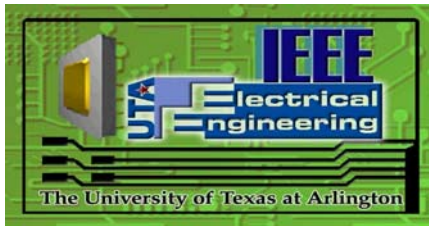
Sec. 05. There shall be two grades of IEEE membership:

- (1) Student Member who must be carrying at least (30) percent of a normal full time academic load leading to a BS or higher degree in Electrical Engineering.
- (2) Student Associate Members who must be carrying at least (30) percent of a normal full time academic load leading to an Associate in Science diploma in Electrical Technology or an allied field.

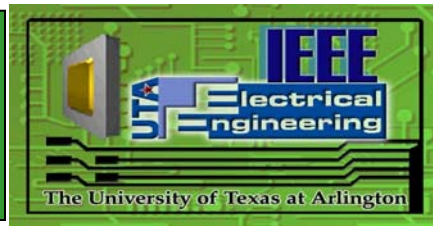
Sec. 06. The membership of the branch shall consist of:

- (1) Student and student associate members of the IEEE
- (2) Staff and Faculty members of the IEEE.

Sec. 07. All members of the branch shall be entitled to the same rights and privileges in the branch except the right to hold office, which shall be limited to students or student associates members of the IEEE.



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Dues

Sec. 08. The national one-year membership dues are determined by the National IEEE and must be relayed to local members. In addition to the annual membership fee there is a one-time local chapter fee with an amount to be set by the Executive Committee (EC) of the local IEEE branch. The current local membership fee is \$5.00.

Sec. 09. Nonpayment of dues automatically results in the suspension of IEEE membership in the branch. Obtaining a new membership card shall reinstate all branch privileges

Sec. 10. The Executive Committee of the IEEE branch shall have the power to alter the local dues upon endorsement by a two-thirds vote of the membership of the branch.

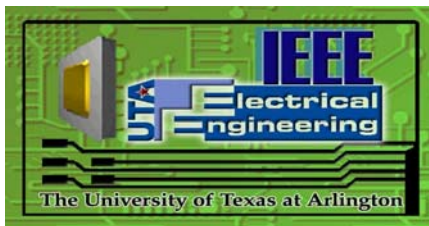
Sec. 11. Officers:

- | | |
|------------------------------|--|
| (1) President | (8) JCEO/General Store Representative 1 |
| (2) Vice President | (9) JCEO/General Store Representative 2 |
| (3) Secretary | (10) Webmaster |
| (4) Treasurer | (11) Information Technology Officer |
| (5) Publicity | (12) Historian |
| (6) Recruiter | (13) Mentoring Office Officer (graduate student) |
| (7) Public Relations Officer | |

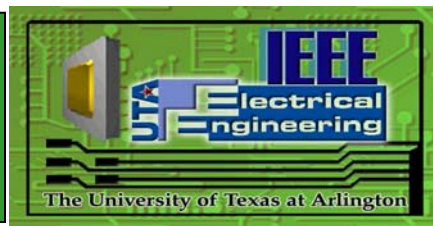
Sec. 12. To be eligible for office, a candidate must be a qualified student or student associate member of the IEEE and a Branch member in good standing. The term of the office shall normally be one year.

Sec. 13. Election of officers for the following year shall be held not later than the last meeting of each year. A transition period of two weeks is mandatory to help guide newly elected officers in their duties and responsibilities.

Sec. 14. Branch Counselor (or Faculty Advisor) shall hold office for a minimum of two years. The position shall be held as long as desired and providing the Electrical Engineering Department Chair is in agreement. When the branch counselor steps down, the IEEE executive counsel shall submit nominations to the Electrical Engineering Department Chair. The position shall be filled with a minimum of 2-week transition time. This counselor must be a corporate member of the IEEE and a member of the faculty of The University of Texas at Arlington. The Branch secretary shall forward the nomination to the Electrical Engineering Department Chair with official appointment of the Branch Counselor made by the Regional Director of the region in which the branch is located.



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Executive Committee

Sec. 15. The management of the branch shall be in the hands of the EC. The EC shall consist of officers of the IEEE branch and the appointed counselor. The IEEE branch president shall be the Chairman of the Executive Committee.

Sec. 15a. The authors of this amended Constitution, specifically the IEEE President and Vice-President for the 2003-2004 academic year, shall retain the right to continue use of their existing lockers, computers, as well as full access to the IEEE/HKN facility. Furthermore, IEEE President and Vice-President for the 2003 – 2004 academic year shall continue to enjoy all privileges and rights of current IEEE officers beyond their term of office for the duration of their academic enrollment at UTA.

Sec. 16. The Executive Committee shall be the governing body of the branch and shall transact all business it deems advisable, including but not limited to, filling IEEE officer vacancies, authorization of expenditures, etc.

Duties of Officers

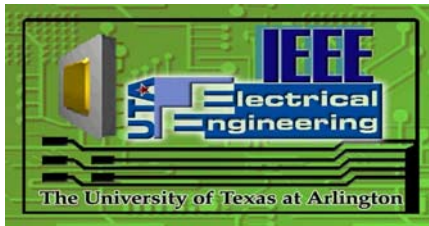
Sec. 17. All IEEE Officers are required to attend all branch meetings and events as well as hold weekly office hours. An officer will be removed from office after three unexcused sequential absences from said events. A request for an excused absence shall be made in writing (via email if desired) prior to the scheduled event. This submission must be made to both the branch IEEE president and branch IEEE vice president .

Sec. 18. General Officer responsibilities shall include:

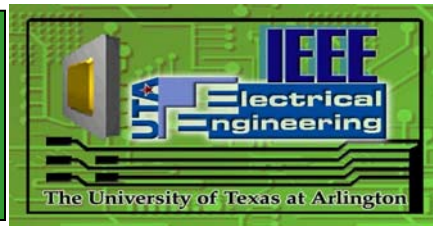
- help educate prospective members about IEEE membership
- maintain office hours, (minimum 2 hour weekly)
- attend all chapter meetings & events
- submit weekly officer updates, (reports due every Tuesday evening via IEEE website message board)
- keep office area clean as necessary
- check answering machine messages and relay all messages
- place excess money from General Store in lock box located in the locked cabinet
- comply with two week transition period to guide newly elected officers in their duties and responsibilities.
- should take every opportunity to promote the benefits of IEEE membership to fellow students

Sec. 19. Some specific duties of the IEEE branch **president** shall include:

- preside over (President) all IEEE branch EC and general body meetings
- prepare the necessary reports for IEEE Student Services:
- prepare annual plan by November 1.



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- submit annual report - May 1.
- appoint all committees, subject to the approval of the EC
- shall and assume all other executive duties not otherwise delegated
- maintain committee assignments membership list
- help coordinate Mentoring Office (MO) employees
- comply with all general officer responsibilities

Sec. 20. Some specific duties of the IEEE branch **vice president** shall include:

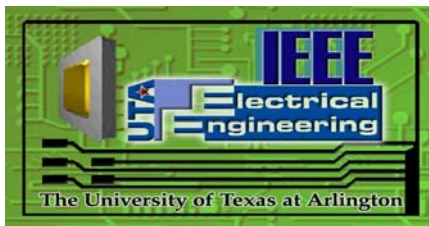
- perform all functions of the president during their absence or at their request
- help coordinate day to day operations
- assign and fill office hour slots
- help organize and staff events
- help motivate officers & keep up moral
- comply with all general officer responsibilities

Sec. 21. Some specific duties of the IEEE branch **secretary** shall include:

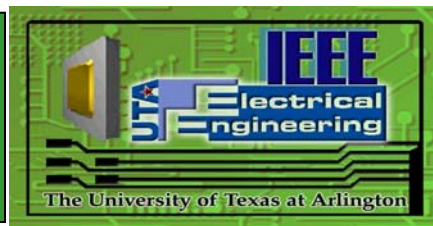
- submit to IEEE Student Services the Newly Elected Officers Form
- keep detailed records of each IEEE branch EC and general body meetings
- maintain meeting attendance list
- maintain IEEE branch record
- maintain stationery and other IEEE forms and supplies as required by the IEEE branch
- be responsible for all IEEE branch correspondence
- post and update website calendar of events
- assist president to ensure that IEEE branch activities are conducted under the provisions of this Constitution.
- arrange for an orderly transfer of all IEEE branch records to the incoming secretary
- check IEEE fifth floor mail boxes regularly
- monitor/update pertinent list serves
- be familiar with day to day operations
- help generate and distribute meeting agendas
- follow up on all preparations for upcoming events
- attach standing committee amendments to this constitution as necessary
- comply with all general officer responsibilities

Sec. 22. Some specific duties of the IEEE branch **treasurer** shall include:

- maintain the appropriate IEEE Branch savings/checking accounts
- prepare an annual budget and submit the annual plan of activities to IEEE (branch EC) and to Student Services by 1 November 1st or two months after the academic year begins.
- prepare the final financial statement and submit the annual report of activities to IEEE (branch EC) and to Student Services by 1 May or after the academic year begins.



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- oversee all fund-raising efforts, working with IEEE branch president and counselor
- arrange for an orderly transfer of all IEEE branch financial records to the incoming treasurer.
- make regular deposits (2 times a month)
- coordinate membership fee receipts with recruiter
- make financial reports to President and secretary corresponding to reception of EECU balance sheets
- comply with all general officer responsibilities

Sec. 23. Some specific duties of the IEEE branch **JCEO/General Store Representatives** shall include:

- represent the IEEE branch at all JCEO meetings.
- relay all pertinent JCEO information to EC
- fill in and help all with all other activities
- handle all aspects of general store maintenance
- maintain separate reports on IEEE General Store (profits and expenditures)
- comply with all general officer responsibilities

Sec. 24. Some specific duties of the IEEE branch **Recruiter** shall include:

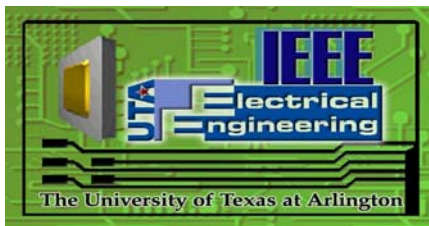
- maintain complete and current member list
- maintain new applicant list
- maintain a new applicant application folder to aid in assisting new applicants when membership isn't received in a reasonable time
- update IEEE branch website officers to forum sections, as needed (minimum once a month)
- ensure that applications are available for all events
- maintain a regular stock of applications
- be available for ALL events or have representation on hand
- offer suggestion regarding recruitment opportunities such as on-campus events
- comply with all general officer responsibilities

Sec. 25. Some specific duties of the IEEE branch **Webmaster** shall include:

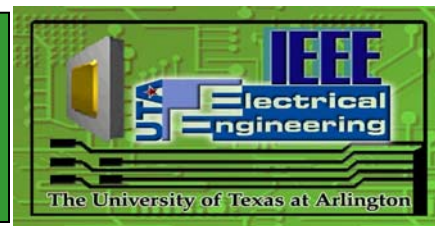
- update IEEE calendar of events <http://www.uta.edu/engineering/calendar.php>
- maintain and update page as needed
- maintain and monitor online IEEE-UTA Forums
- enter UTA/IEEE in national web competition (see national rules and guidelines)
- comply with all general officer responsibilities

Sec. 26. Some specific duties of the IEEE branch **Publicity** shall include:

- follow up on all preparations for upcoming events
- handle preparation and execution of events needing publicity
- update glass case in hall of flags as needed (once every 2 months minimum)
- redecorate 5th floor IEEE board as needed (once every 2 months minimum)



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- organize and execute tour of entry level classes to promote MO at the beginning of each semester
- maintain board and literature shelves outside of IEEE office
- comply with all general officer responsibilities

Sec. 27. Some specific duties of the IEEE branch **Public Relations** shall include:

- follow up on all preparations for upcoming events
- establish new contacts in industry
- invite guest speakers, head guest speaker committee and encourage info sessions
- find and solicit new sponsors
- maintain current industry contacts
- act as parliamentarian at IEEE branch meeting
- comply with all general officer responsibilities

Sec. 28. Some specific duties of the IEEE branch **Information Technology** shall include:

- maintain all IEEE branch and associated computers
- maintain & regulated proper printing etiquette and computer usage
- monitor proper usage of MO computers
- install programs and software as needed
- comply with all general officer responsibilities

Sec. 29. Some specific duties of the IEEE branch **Historian** shall include:

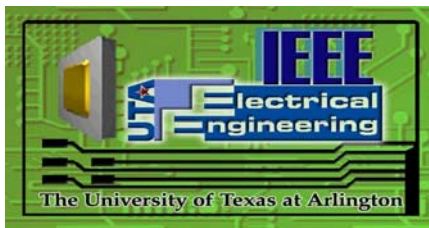
- attend all IEEE branch related events and provide photo documentation and submit to webmaster in a timely fashion
- write and publish local newsletter (2 times per semester)
- display and maintain appropriate plaques and certificates
- assist other officers in all other activities
- comply with all general officer responsibilities

Mentoring Office:

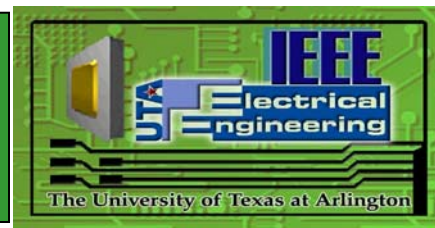
Sec. 30. The IEEE/HKN MO is responsible for providing tutoring services to all undergraduate UTA students currently enrolled at UTA. The IEEE/HKN MO must work closely with IEEE/HKN officers in an effort to provide a clean and professional environment in which to operate. The IEEE/HKN falls under joint jurisdiction and must be maintained and supervised by IEEE/HKN officers and mentors.

Some specific duties of the MO shall include:

- all mentors must be an IEEE branch member
- attend all IEEE branch related events and provide advertisements and documentation pertaining to the IEEE/HKN MO
- comply with scheduled mentoring and office hours assigned
- update mentoring office work schedule and forward update to webmaster



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- help publicity officer with class room tours to promote IEEE/HKN mentoring office
- create and execute academic workshops and review sessions as needed
- report to IEEE/HKN executive board and act as liaison to UTA EE administration
- maintain an up to date list of required reference text books to ensure efficient mentoring
- Software requests are to be coordinated with the IEEE **Information Technology** officer

Standing Committees

Sec. 31. The following is a historical record of past and current standing committees. The president may amend this section with EC approval as needed. The secretary will attach standing committee amendments as necessary:

- Program Committee **to adopt and absorb the** Guest Speaker Committee
- Publicity Committee **now an officer position**
- Membership Committee **now an officer position as recruiter**
- Officer of the Month Committee

Sec. 32. The Program Committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings. It shall also sponsor special events such as student paper competitions.

Sec. 33. The Publicity Committee shall be responsible for the proper advertisement of each meeting.

Sec. 34. The Membership Committee shall bring the advantages of membership in the IEEE branch, and in the IEEE, to the attention of all potential student and student associate members.

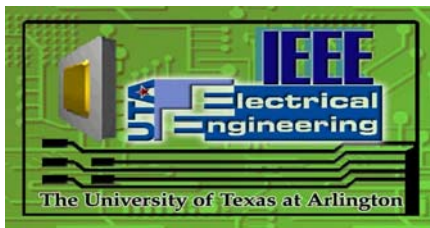
Sec. 35. In addition to the above standing committees, the president may appoint other committees, which he may deem necessary.

Meetings

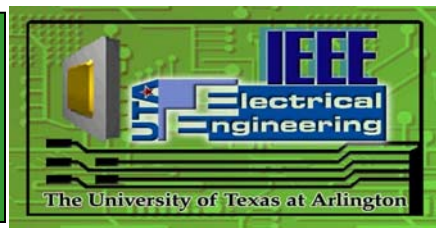
Sec. 36. The IEEE branch shall hold regular and special meetings at such times and places as designated by the EC, with a minimum of one meeting per semester month.

Amendments

Sec. 37. The IEEE branch is empowered to adopt by-laws, which are consistent with this constitution by a simple majority vote of members present and voting at a duly publicized meeting authorized by the EC. Note: exception on amendments made to standing committees mentioned in sections 31 and 35.



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Sec. 38. This Constitution may be amended by a two-thirds voted of the members of the IEEE branch present and voting at any duly publicized meeting authorized by the EC provided the amendment shall have been proposed at least at one duly publicized meeting previous to the time of voting.

Such amendments become effective only upon the approval of the University of Texas at Arlington and the IEEE branch Executive Committee. Sections 1, 2, and 3 of this Constitution may not be amended without the written permission of The University of Texas at Arlington.