



## CONSTITUTION for IEEE NSM STUDENT BRANCH

### PREAMBLE

For the purposes deemed wise and good, hereinafter set forth, this organization is hereby established submitting itself to be by, and dedicating itself to uphold the following constitution

### Name and Purpose

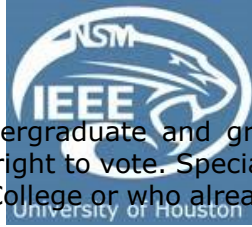
- Sec. 1 This organization shall be known as the **INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERING AT THE COLLEGE OF NATURAL SCIENCES AND MATHEMATICS (IEEENSMS) STUDENT** Branch of IEEE.
- Sec. 2 The purpose shall be the dissemination of knowledge of the theory and practice of all aspects of Biology and Biochemistry, Chemistry, Computer Science, Earth and Atmospheric Sciences, Mathematics, Physics, and allied branches of engineering or the related arts and sciences, as well as the furtherance of the professional development of the Students.
- Sec. 3 The organization and operation of the Branch shall be in accordance with the Constitution and Bylaws of the IEEE.

### Anti-Hazing Clause

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

### Non-Discrimination Clause

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.



## Membership

- Sec. 4 Membership shall be limited to undergraduate and graduate students of **NSM College**. Regular members shall have the right to vote. Special membership shall consist of those persons who are not in the NSM College or who already graduate. Special members shall not have the right to vote.
- Sec. 5 The membership shall consist of Student members of the IEEE. Dues
- Sec. 6 The Executive Committee of the Branch shall have the power to levy special assessments upon endorsement by a two-thirds vote of the membership of the Branch.
- Sec. 7 Nonpayment of transnational dues will automatically result in suspension of membership in IEEE and in the local Branch. Nonpayment of local dues may result in suspension of membership in the local Branch, but will not result in suspension of membership in IEEE.
- Sec. 8 The local dues per semester for members are payable at the beginning of the semester.

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### Officers

- Sec. 9 The officers of the Branch shall be a Chairman, a Vice-Chairman, a Treasurer, and a Secretary.
- Sec. 10 To be eligible for office, a candidate must be enrolled as a Student member of the IEEE and a member in good standing in the local Branch.
- Sec. 11 The term of office shall ordinarily be one year.
- Sec. 12 Election of officers for the following year shall be held not later than the last meeting of each year.

### Executive Committee

- Sec. 13 The management of the affairs of the Branch shall be in the hands of the Executive Committee, consisting of the duly elected officers of the Branch and the Counselor appointed by the IEEE. The Chairman of the Branch shall be Chairman of the Executive Committee.
- Sec. 14 The Executive Committee shall be the governing body of the Branch and shall transact all business it deems advisable, including the filling of vacancies in offices, authorization of expenditures, etc.

### Duties of Officers

- Sec. 15 The Chairperson shall preside at all meetings of the Branch. He/she shall appoint all committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated.



- Sec. 16 The Vice-Chairman shall perform all functions of the Chairman in the latter's absence or at his/her request.
- Sec. 17 The Branch Secretary shall keep a record of all activities of the Branch and shall report same to IEEE Headquarters, together with any special reports required by IEEE Headquarters, within a reasonable time after each meeting. The secretary shall carry on all other communications necessary to the activities of the Branch. The secretary shall keep a record of the names of members in attendance at the meetings.
- Sec. 18 The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive Committee, and shall keep an exact account of all receipts and expenditures.
- Sec. 19 A complete annual report shall be submitted by the Chairman and the Treasurer at the last regular meeting of the year, and shall be forwarded by the Branch Secretary to the IEEE Manager of Student Services, upon certification by the Counselor.

Standing Committees and sub-Committees

- Sec. 20 The following Standing Committees or their equivalent shall be appointed by the Chairman:
  - a) Program Committee
  - b) Publicity Committee
  - c) Membership Committee
- Sec. 21 The Program Committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings.

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- Sec. 22 The Publicity Committee shall be responsible for proper advisement of each meeting.
- Sec. 23 The Membership Committee shall bring the advantages of membership in the Branch, and in the IEEE, to the attention of all potential Student members.  
In addition to the above standing committees, the counselor and the chairman may appoint other sub-committees from all the NSM departments. ALL COMMITTEES AND SUB-COMMITTEES SHOULD REPORT TO THE EXECUTIVE COMMITTEE.
- Sec. 24 Meetings
- Sec. 25 The Branch shall hold regular (bimonthly) and special meetings (shall be called at the discretion of the counselor) at such places and time as designated by the Executive Committee, with a minimum of three meetings a year.

Amendments

- Sec. 26 The Branch is empowered to adopt Bylaws which are consistent with this Constitution.
- Sec. 27 The Constitution may be amended by a two-thirds of the members of the Branch present and voting, provided the amendment shall have been proposed at least one duly publicized meeting previous to the time of voting. Such amendments become effective only upon the approval of the Executive Committee of the IEEE.



### Elections

- Sec. 28 Candidates for any office of this organization must be Regular Members, thus being students of the University of Houston.
- Sec. 29 Candidates for any office of this organization shall be nominated by the voting membership or shall nominate themselves.
- Sec. 30 Election of officers shall take place at a meeting of this organization called for that purpose to occur within the last thirty days of the Spring semester, with term of office lasting one year.
- Sec. 31 Election of officers shall be by a majority vote.
- Sec. 32 In case of a tie, the Counselor shall cast the deciding vote.
- Sec. 33 If there is only one candidate applying for an office, that candidate shall take office by default.
- Sec. 34 Officers may be re--elected without limitation

### Suspension

- Sec. 35 Any officer may be suspended by a three quarter votes of the membership body.
- Sec. 36 In case of a tie, the counselor shall cast the deciding vote.
- Sec. 37 A vacancy of any office shall be filled by counselor and/or chairman appointment, subject to the approval of the membership body.
- Sec. 38 Violation of attendance policy with an excess of unexcused absences or beyond the limit of excused (three times is the limit) may result officer dismissal of duties.

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### Rules of Procedure

- Sec. 39 This organization shall use Robert's Rules of Order, current edition, as its authority on parliamentary procedure.
- Sec. 40 Quorum A. One more than half the voting membership shall constitute a quorum.  
B. No business shall be conducted without the presence of a quorum, unless there is consent by the counselor or president or vice president. Sec. 41 Business shall be decided by majority vote. 4