Article I - General

Article I Section I

The official name of this organization shall be the Institute of Electrical and Electronics Engineers

Article I Section II

The club shall operate as a non-profit organization

Article I Section III

The club shall abide by the applicable rules and policies of the University of Minnesota and Student Union & Activities(SUA) pertaining to student organizations.

Article I Section IV

This organization shall exist for the following purposes:

- To provide a platform for collaboration between students, Professionals and industry.
- To provide tutorials on relevant topics in Electrical and Computer Engineering to students.
- To enhance the undergraduate ECE experience.
- To provide resources to assist members academically and professionally.
Article II - Membership/Impeachment

Article II Section I - Membership Eligibility

To become a student member of the University of Minnesota Twin Cities (UMNTC) IEEE Branch, one must be actively enrolled in classes at UMNTC. They must also join IEEE worldwide by filling out the appropriate forms, paying dues as student member.

Membership is open to all students without regard to race, religion, color, sex, national origin, disability, age, veteran status, creed, marital status, public assistance status, or sexual orientation.

Article II Section I - Active/Voting Membership

An active member is defined as a student member who meets any of the following criteria:

- Holds an Officer position
- Participated as a member of a Subcommittee
- Volunteers at multiple IEEE events
- Attend a combination of 2 IEEE Officer Meetings or Monthly General Meetings (On a per semester basis)

To be eligible to vote during elections, or for other member driven decisions, one must fulfill the above criteria and become an active member.

Article II Section III - Impeachment

Any member/officer may be impeached for misconduct including, but not limited to, failure to perform duties, attendance, misuse of funds, breaching room rules, etc. The member/officer shall be given a seven day notice and an opportunity to defend him/herself before the executive board.

This impeachment vote shall require a 2/3 executive majority vote. Punishment shall be determined and presented by executive committee at the time of the vote.
Article III - Officers

Article III Section I - Officer Positions

The officers of this club include the following:

- Chair (President)
- Vice Chair (Vice President)
- Secretary
- Treasurer
- Career Fair Coordinator
- Systems Administrator
- Membership Coordinator

Article III Section II - Officer Eligibility

During their terms, all officers must be currently enrolled students at the University of Minnesota and registered for at least six credits per semester, excluding summer semester. Exceptions to this requirement are permitted for graduate students upon receipt of a letter from the Director of Graduate Studies of the student's department certifying that the student is actively pursuing a degree.

Article III Section III - Elections

Officers shall be selected during the April general meeting and shall serve for a period of one year. Terms begin after spring finals during the elected year and end prior to spring finals the following year.

 Officers shall be elected by a majority of the voting members, using the instant runoff voting format.

The election date must be announced a minimum of one week before the event. See the “Election Policies” document for further information.
Article III Section IV

The duties of the officers are as follows:

- **Chair (President)** - Preside over all meetings of the club and serve as Chairperson of the Executive Committee. Act as official representative of the club at other meetings and events. Provide a vision for the direction of the society and preside over the officer meetings as a facilitator.

- **Vice Chair (Vice President)** - Preside at meetings of the club and the Executive Committee in the absence of the Chair. Succeed the Chair if the chair were unable to complete his/her term of office. Responsible for the supervision and coordination of committees. Assist the Chair directly.

- **Secretary** - Record and produce minutes of all meetings. Handle the club's correspondence. Also responsible for sending appropriate forms to IEEE and the University of Minnesota to ensure that IEEE UMN is up to date. This includes registering annually as a Registered Student Group at the University of Minnesota and filling out yearly IEEE forms.

- **Treasurer** - Handle all financial transactions of the club. Maintain thorough and accurate records of all transactions. Produce financial reports on a regular basis (recommended biweekly) as required by the club. Provide reports detailing purchases over the course of the semester at the end of each semester.

- **Career Fair Coordinator** - Responsible for the annual Career fair hosted by IEEE. Responsible for organizing a Career Fair Subcommittee and working closely with the Career Center for Science and Engineering (CCSE) to ensure a successful Career Fair.

- **Systems Administrator** - Work towards providing computing resources to the membership, maintaining active directory roster, running the IEEE website, and chairing the technical Subcommittee.

- **Membership Coordinator** - Responsible for increasing group membership by means of classroom announcements, social media, and social events. Coordinates monthly meetings in partnership with the outreach Subcommittee. Also responsible for creating Event reports.
Officers are all expected to hold weekly office hours in the IEEE room. During this time officers are expected to be available to answer questions, give door access, clean the room, and catch up on assigned action items.

Article IV - Committees
Article IV Section I

The standing committees of this club shall be:

- Executive Committee - Consists of the elected officers. Handle all official business for the club. Sets meeting dates for the club.

The following committees are optional, but recommended:
- Career Fair Subcommittee - Assists the Career Fair Coordinator with the organization and running of the IEEE Career Fair.
- Technical Subcommittee - Creates and organizes technical projects for the education and needs of the club.
- Academic Excellence Subcommittee - Works to organize study groups and professional mentorship programs.

Subcommittees may be started at any time with the approval of the executive board. Subcommittee heads will report to the Vice Chair. Any decisions that need Executive board approval shall be brought forward to the Vice Chair who will bring it before the Executive committee.
Article V - Meeting
Article V Section I - General Meetings

Three monthly general meetings shall be held each semester. A special meeting may be called by the Executive Committee or by a petition of fifty percent of the voting membership.

Article V Section II - Quorum

A quorum shall be present for the executive committee to conduct official business of the club. A quorum shall be defined as a majority of the executive board.

Article V Section III - Club Decisions

Decisions of the club shall be determined by a majority vote of the executive board. Or when applicable, a majority vote of membership (including officers) present at a meeting.

Article V Section III - Overturning Board Decisions

Members of IEEE UMN may put forward a motion overturn Board decisions (I.E. If the believe there is corruption etc.) given a \( \frac{2}{3} \) majority of active members vote.

Article VI - Financial Matters

Article VI Section I

The club shall not provide monetary gain, incidentally or otherwise to its directors or membership. This does not restrict the payment of wages, salaries or incentives by the club for services rendered.
Article VI Section II

Final say for all financial decisions are given to the Executive board.

Article VI Section III

Unless otherwise specified by the membership at the time of dissolution of the organization, residual assets shall be distributed to the following not for-profit organizations according to the proportions below: University of Minnesota ECE Department 100%

Article VII - Affinity Groups
Article VII Section I

IEEE Affinity groups are separately registered student groups who have a close relation with IEEE due to the structure of IEEE International. It should be a goal to collaborate with affinity groups and encourage their growth as well as our own. The following are optional affinity groups of this club:

- IEEE Women in Engineering - Consists of a group of students who strive to promote women in technical fields, especially electrical and computer engineering. This group shall have its own board of officers which will handle all official business for the group. The president of WIE shall serve as a liaison between IEEE and IEEE WIE.
- IEEE Eta Kappa Nu (HKN) - Eta Kappa Nu (HKN) is an International Honor Society for Electrical and Computer Engineers. Outstanding students are elected to Eta Kappa Nu based on their academic achievement and personal character. This is an independent group with its own officers which will handle its official business. The president of HKN will serve as a liaison between IEEE and HKN.
7 Article VIII - Constitution

Article VIII Section I - Amendments

Amendments to the constitution may be proposed by any member of the club. Such proposals shall be submitted in writing to the Executive Committee for a first reading to the membership at the regular meeting prior to the meeting at which the proposed amendment is to be voted on. A 2/3 vote is needed for the proposed amendment to pass.

Article VIII Section I - Constitutional Rewrites

Every three years, IEEE is required to resubmit the constitution to SUA. The executive board is expected to review the constitution in its entirety. This will be an opportunity to add amendments made to the constitution as official articles in the constitution. Other changes must be presented and approved as normal amendment procedures dictate.
Officer Signatures:

President - Amith Abraham

Vice President - Henry Anfang

Secretary - Jack Kilian

Treasurer - Jeff Adolf

Career Fair Coordinator - Travis Vuong

Membership Coordinator - Colin James

Systems Administrator - Isaac Gaskin