

The University of North Carolina at Asheville
IEEE Student Branch Constitution
2007-2008

Article I. Introduction

Sec. A. Name

- i. The name of the branch shall be IEEE Student Branch at UNC Asheville. It shall herein be cited as the Branch.

Sec. B. Mission Statement

- i. The Branch shall promote the dissemination of theoretical and practical knowledge of all aspects of electrical engineering and other related fields of engineering, science, and mathematics, including the multi discipline area of mechatronics.
- ii. The Branch shall exist as a non-profit organization and offer members the opportunity to develop personal and professional skills through the values set for by the IEEE.
- iii. The organization and operation of the Branch shall be in accordance with the Constitution and Bylaws of the IEEE.

Article II. Structure

Sec. A. Members

- i. Membership is open to all full-time undergraduate students regardless of race, religion, national origin, gender, sexual orientation, or ability.
- ii. The membership shall consist of student members of the IEEE.
- iii. All members all eligible to vote in:
 1. Branch elections
 2. Issues brought up at a general meeting of the Branch
 3. Amendments to the Branch Constitution

Sec. B. Dues

- i. The Executive Committee of the Branch shall have the power to levy special assessment upon endorsement by a two-thirds vote of the membership of the Branch.

- ii. Non-payment of IEEE transnational dues will automatically result in suspension of membership in IEEE and in the local Branch. Nonpayment of local dues may result in the suspension of membership in the local Branch, but will not result in suspension of membership in IEEE.
- iii. The local dues per semester for members are payable at the beginning of the semester

Sec. C. Branch Officers

- i. The officers of the Branch shall be a Chairperson, a Vice-Chairperson, a Treasurer, and a Secretary.
- ii. To be eligible for office, a candidate must be enrolled as a Student Member of the IEEE and a Branch member in good standing.
- iii. The term of office shall be one year.
- iv. Election of the officers for the following year shall be held not later than the last meeting of each year.

Sec. D. Executive Committee

- i. The management of Branch affairs 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 Chairperson of the Branch shall be the Chairperson of the Executive Committee.
- ii. 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.

Sec. E. Duties of Officers

- i. The Chairperson shall preside at all Branch meetings. He or she shall appoint all committees, subject to the approval of the Executive committee, and shall assume all other executive duties not otherwise delegated.
- ii. The Vice-Chairperson shall perform all functions of the Chairperson in the latter's absence or at his or her request.
- iii. The Branch Secretary shall keep a record of all Branch activities 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 keep a record of the names of members in attendance at the meetings.

- iv. 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.
- v. A complete annual report shall be submitted by the chairperson 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.

Sec. F. Standing Committees

- i. The following Standing Committees or the equivalent shall be appointed by the Chairperson:
 - 1. Program Committee
 - 2. Publicity Committee
 - 3. Membership Committee
- ii. The Program Committee shall prepare programs for all meetings and shall be responsible for all arrangements for these meetings
- iii. The Publicity Committee shall be responsible for proper advertisement and announcement for each meeting
- iv. The Membership Committee shall bring the advantages of membership in the Branch and in the IEEE, to the attention of potential Student Members
- v. In addition to the above standing committees, the Chairperson may appoint other committees which he or she may deem necessary.

Sec. G. Meetings

- i. The Branch shall hold regular and special meetings at such places and time as designated by the Executive Committee, with a minimum of three meetings per year.

Sec. H. Amendments

- i. It is requisite that the Branch adopt the Constitution and Bylaws of the IEEE and that this Constitution be consistent with such.
- ii. Amendments shall be proposed at least one duly publicized meeting previous to the time of voting. Such amendments become effective only upon approval of the IEEE Executive Committee.
- iii. The Constitution may be amended with a two-thirds consensus by present and voting Branch Members.

Constitution, 08/2008