

2016

IEEE Concordia Student Branch

Executive Committee



IEEE CONCORDIA

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[CONSTITUTION]

This document is the revised Constitution for IEEE Concordia as approved by a minimum two-thirds majority at a general meeting of the membership on 2016-03-31 and subsequently amended at the annual general meeting on 2015-03-31.

Article I. Defining Principles

Section 1.01 Official Name

- (a) The Branch shall be known officially as the *Concordia University Student Branch of the Institute of Electrical and Electronics Engineers*.
- (b) The organization may be referred to as *IEEE Concordia* or *IEEE Concordia Student Branch* as acceptable alternate short forms.

Section 1.02 Parent Organization

- (a) The parent organization of the Branch shall be the *Institute of Electrical and Electronics Engineers* transnational organization (the IEEE).
 - (i) The affairs of the Branch shall be conducted in accordance with the regulations and principles of the IEEE.
 - (ii) In the event of a discrepancy between these regulations and principles and a Branch policy or by-law, the Executive Committee shall immediately take whatever steps may be necessary to rectify the discrepancy.

Section 1.03 Mission

- (a) The core purpose of the IEEE, and by extension the Branch, is to foster technological innovation and excellence for the benefit of humanity.
 - (i) The Branch shall advance this objective by encouraging and facilitating the dissemination of knowledge regarding the theory and practice of electrical, computer, software and electronics engineering; computer science; and the related arts and sciences.
 - (ii) The Branch shall additionally advance this objective by furthering the professional development of its members and of all Concordia University engineering students.

Article II. Membership

Section 2.01 Requirements

- (a) All members of the Branch must meet all of the following requirements:
 - (i) Be registered for at least one semester of the academic year as an undergraduate or graduate student at Concordia University;
 - (ii) Hold a student, graduate student, or professional membership in the IEEE in good standing and provide their membership number to the Branch upon request;
 - (iii) Have no restrictions on student society membership imposed by the University.
- (b) Additional conditions on membership may be imposed by the by-laws of the Branch.
- (c) Notwithstanding clause (b), no restriction on membership shall be imposed on account of race, national origin, religion, gender, sexual orientation, age, or disability.

Section 2.02 Verification

- (a) The Branch may, pursuant to its by-laws, a decision of the Executive Committee, or a resolution passed at a general meeting, require any member or prospective member to provide proof that they meet all of the applicable requirements for membership.

Section 2.03 Disqualification

- (a) Failure to maintain any of the requirements for membership may result in the termination or suspension of an individual's membership as determined by the by-laws of the Branch or a decision of the Executive Committee.

Article III. Officers

Section 3.01 Purpose

- (a) In order to ensure effective leadership, the Branch shall have a number of Officers who shall ensure the proper functioning of the Branch and oversee its operations.

Section 3.02 Fixed Officers

- (a) At minimum, the society shall have as Officers a Branch Chair, a Branch Vice-Chair, a Branch Secretary, and a Branch Treasurer.
- (b) Additional Officers may be defined in the by-laws of the Branch and shall be subject to the same provisions as those Officers defined in this Constitution.

Section 3.03 Eligibility

- (a) Any member of the Branch shall be eligible to hold a single Officer position, provided that he or she meets all of the following additional requirements:
 - (i) is registered in a program operated by the Faculty of Engineering and Computer Science (ENCS), or one of its departments or institutes;
 - (ii) is registered for one or more classes at the University over the entire expected duration of their term of office (which includes the fall and winter semesters, but excludes the summer semesters);
 - (iii) Participation in a University-organized University-approved internship or research assistantship shall satisfy the registration requirement of (ii) for the semester(s) in which it takes place.
 - (iv) Work that contributes to the member's degree requirements, even if not a course, shall satisfy the registration requirement of (ii) in the semester(s) in which it takes place. Such work may include, but is not limited to, research and thesis-writing contributing to the degree requirements for an MSc, PhD, or other thesis-based degree.
- (b) The Branch may impose, via its by-laws, such additional restrictions on Officer position eligibility as may be necessary to remain in compliance with applicable IEEE regulations.
- (c) The Branch may, pursuant to its by-laws, a decision of the Executive Committee, or a resolution passed at a general meeting, require any Officer or candidate for an Officer position to provide proof that they meet all of the applicable requirements for the position.

Section 3.04 Vacancies

- (a) If a position remains unfilled as of the 1st of June following an election, or becomes vacant at any point after that date and prior to the next regular election, the Executive Committee may vote to appoint a Branch member to fill the position. Such an appointment requires an absolute majority of the Committee in favour and takes effect immediately.
- (b) Unfilled vacant positions shall have their duties temporarily assumed by the Branch Chair. If the Branch Chair position is vacant, its duties shall be assumed by the Branch Vice-Chair. In the absence of a Branch Vice-Chair, its duties shall be assumed by an Officer designated by the Executive Committee.

Section 3.05 Term

- (a) Members elected as part of the regular election process shall hold their office for a term of one year, beginning on June 1st of the year they were elected and ending on May 31st of the following year.
- (b) Members appointed to fill a vacant position shall hold office until the 31st of May following the next regular election of Officers.

Section 3.06 Removal from Office

- (a) An Officer may be removed from office pursuant to a motion approved by a two-thirds absolute majority of the Executive Committee, or a two-thirds regular majority of members in attendance at a General meeting.
- (b) An Officer subject to a motion of impeachment shall not be entitled to vote on that motion, nor shall he or she be included in the number of eligible voters needed to establish the necessary majority.
- (c) Any by-law or amendment to this Constitution that would, if enacted, effectively remove an Officer from their position shall, in addition to any other voting requirements, require the approval of that Officer.
- (d) Any Officer who is shown to no longer meet the applicable requirements for his or her position shall be removed automatically from office seven (7) days after the discovery of such failure, unless the discrepancy is rectified within that period.

Article IV. Duties of Fixed Officers

Section 4.01 Branch Chair

- (a) The Branch Chair shall:
 - (i) preside at all general meetings of the Branch and the Executive Committee or designate another person to do so;
 - (ii) appoint members to all standing committees of the Branch, subject to the approval of the Executive Committee;
 - (iii) prepare such reports as may be requested by IEEE Student Services;
 - (iv) work with and coordinate activities with IEEE Section and Region Officers;
 - (v) assume all executive duties not otherwise delegated;
 - (vi) conduct such other business as the Executive Committee may direct.

Section 4.02 Branch Vice-Chair

- (a) The Branch Vice-Chair shall:
 - (i) assist in organizing the Branch's events and activities;
 - (ii) perform all functions of the Branch Chair in his or her absence or at his or her request;
 - (iii) conduct such other business as the Executive Committee may direct.

Section 4.03 Branch Secretary

- (a) The Branch Secretary shall:
 - (i) keep a record of all activities of the Branch and submit a report of these activities to the IEEE upon request;
 - (ii) report to the IEEE the names and contact information of the Branch's officers;
 - (iii) keep minutes of each meeting of the Executive Committee and each General Meeting, and distribute such minutes to attendees in a timely manner;
 - (iv) keep a record of the names and IEEE membership numbers of all members and submit a report of this information to the IEEE upon request;
 - (v) assist the Branch Chair to ensure that the Branch's activities are conducted under the provisions of this Constitution and the Branch's bylaws;
 - (vi) conduct such other business as the Executive Committee may direct.

Section 4.04 Branch Treasurer

- (a) The Branch Treasurer shall:
 - (i) be responsible for maintaining any bank accounts controlled by the Branch;

- (ii) receive all money and pay all debts of the branch authorized by the Executive Committee;
- (iii) keep all financial records current and in order;
- (iv) provide financial statements and reports to the Executive Committee, periodically or upon explicit request;
- (v) prepare all financial documents required for annual reports to be submitted to the IEEE and the ECA;
- (vi) supervise budgeting and procurement for all activities and events;
- (vii) provide advice and information regarding financial matters, procurement, and budgeting to officers and members upon request;
- (viii) assist in securing sponsorship funding and other endorsements for the Branch;
- (ix) conduct such other business as the Executive Committee may direct.

Article V. Executive Committee

Section 5.01 Purpose

- (a) 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; the authorization of expenditures; the modification of the Branch's by-laws; communication with the IEEE, the Engineering and Computer Science Students Association, and other organizations; and the provision of benefits and services to members.

Section 5.02 Composition

- (a) The Executive Committee shall be comprised of all Officers of the Branch, whether defined in this Constitution or the by-laws of the Branch, and the Student Branch Counselor at his or her discretion.
- (b) Additional persons may be permitted by the by-laws of the Branch to attend meetings of the Executive Committee as participating observers while the Executive Committee is in open session. These persons may speak on any issue but may not vote on either substantive or procedural matters.
- (c) Quorum and majorities for Executive Committee meetings shall be determined using the number of Officers only.

Section 5.03 Delegation

- (a) The Executive Committee may delegate any of its powers to any person or group as it deems necessary, temporarily or permanently, and revoke such delegation at its discretion. This includes deferring any decision to a standing committee, or a General Meeting of members.
 - (i) The decision to delegate any power or decision requiring a supermajority shall require the approval of an identical supermajority to delegate.

Article VI. Student Branch Counselor

Section 6.01 Appointment

- (a) The local Section Chair of the IEEE shall appoint at his or her discretion an individual to serve as Student Branch Counselor upon the recommendation of the Branch.
- (b) At the end of a Counselor's term, the Branch shall nominate a candidate for Student Branch Counselor.
- (c) The Branch may re-nominate a previous Student Branch Counselor, even for consecutive terms.

Section 6.02 Requirements

- (a) The Branch Counselor shall be a member of the faculty of Concordia University and a professional member of the IEEE.

Section 6.03 Term

- (a) The appointment of the Student Branch Counselor is normally for two years and commences on the 1st of July.

Section 6.04 Duties

- (a) The Branch Counselor shall act to:
 - (i) Promote student application and renewal to IEEE;
 - (ii) Encourage relations between the Branch and the local IEEE Section;
 - (iii) Promote student awareness of awards, contests, and benefits of membership;
 - (iv) Establish industrial contacts for Branch programs and activities;
 - (v) Interest other faculty members in the activities of the Branch.

Article VII. Standing Committees

Section 7.01 Establishment

- (a) Standing Committees may be constituted by the Branch Chair on an as-needed basis, with the advice and consent of the Executive Committee.
- (b) A Standing Committee shall be constituted of a Chair of the Committee and one or more members.
 - (i) The Chair of the Committee is responsible for directing and supervising the Committee members, appointing or withdrawing members from the Committee, and reporting on the Committee's activities to the Branch Chair and Executive Committee.
- (c) Any Standing Committee not constituted shall have its responsibilities assumed by the Executive Committee.

Section 7.02 Standard Committees

- (a) An Administrative Committee shall be constituted at the minimum of the Branch Chair, Branch Vice-Chair, Branch Secretary and Branch Treasurer.
 - (i) This Committee shall be responsible for administrative and reporting tasks, such as reports to the IEEE or the local Section.
 - (ii) The Branch Chair is appointed Chair of the Committee.
- (b) A Finance Committee shall be constituted at the minimum of the Branch Treasurer and Branch Chair.
 - (i) This Committee shall be responsible for assisting the Branch Treasurer for any financial or accounting tasks, as directed and supervised by the Treasurer.
 - (ii) The Branch Treasurer is appointed Chair of the Committee.
- (c) This Section in no way limits the creation of further Standing Committees.

Article VIII. Meetings

Section 8.01 Executive Committee

- (a) The Executive Committee shall hold regular and special meetings at such times and places as it determines are appropriate, with a minimum of three meetings per academic year.
- (b) Executive Committee meetings must be announced to Officers no less than three (3) working days prior to the date of the meeting unless the officers unanimously agree to waive this requirement.

- (c) Quorum for Executive Committee meetings shall be one-half the number of filled Officer positions, rounded up.
- (d) Unless otherwise specified in this Constitution, all substantive decisions of the Executive Committee shall require a simple majority of officers in attendance to be adopted.

Section 8.02 General Meetings

- (a) The Branch shall hold regular and special General Meetings of the full membership at such times and places as designated by the Executive Committee, with a minimum of two meetings per academic year.
- (b) General Meetings must be announced to members no less than five (5) working days prior to the date of the meeting.
- (c) Quorum for General Meetings shall be one-tenth of the number of total branch members, rounded up.
- (d) Unless otherwise specified in this Constitution, all substantive decisions taken at a General Meeting shall require a simple majority of members in attendance to be adopted.

Section 8.03 Meeting Procedure

- (a) The default rules of procedure for both the Executive Committee meetings and General Meetings shall be as defined in the Branch by-laws. Any rule or procedure not defined in either this Constitution or the Branch by-laws shall be open to adoption as a standing or temporary rule by simple majority vote.

Section 8.04 Decisions Outside a Meeting

- (a) Urgent substantive decisions of the Executive Committee may be made by email or other traceable communication. Such decisions must respect the same requirements as for an Executive Committee meeting, with the following modifications:
 - (i) "Officers in attendance" shall be considered all filled Officer positions, except any Officer who cannot be contacted within the time that is required for the decision (minimum 24 hours), due to reasons outside of that Officer's control (including but not limited to accidents, hospitalisation, unexpected death, planned travel).
 - (ii) Quorum is unchanged and must still be met.
 - (iii) The discussions and decision shall be documented in the same way as Meeting Minutes, and must include a full record of the email exchange.
- (b) Substantive decisions may not be made by phone, SMS, instant messaging, or other ephemeral or non-traceable communication media.

Article IX. Bylaws and Amendments

Section 9.01 By-Laws

- (a) The Executive Committee may adopt such bylaws as it deems necessary to ensure the proper functioning of the Branch.
- (b) Such bylaws are enforceable to the extent that they comply with IEEE regulations and this Constitution.
- (c) Bylaws may also be proposed at any General Meeting of the Branch, and require a simple majority to be adopted.

Section 9.02 Constitutional Amendments

- (a) This Constitution may be amended with the concurrence of an absolute majority of the Executive Committee and a two-thirds regular majority of Branch members present and voting at a General Meeting.
- (b) Constitutional amendments must be announced to the full membership of the Branch at least seven (7) days prior to their introduction at a General Meeting.

Article X. Elections

Section 10.01 Regular Officer Elections

- (a) Officer elections shall be held between March 1st and May 31st of each year, on such a date and place that a majority of members can be reasonably expected to be able to attend.
- (b) No election shall be scheduled during an examination period held by the University, nor within seven (7) days of the beginning of an examination period.

Section 10.02 Voting Procedures

- (a) Upon request by any two or more members eligible to vote, the election shall take place by secret ballot or an equivalently anonymous process.
- (b) Any voting procedure not explicitly defined in the Branch by-laws shall be determined by the Nominating Committee or, if it is not constituted at the time, the Executive Committee.
- (c) All votes in Officer elections shall be counted according to one of the following schemes:
 - (i) Simple plurality vote (“first-past-the-post”);
 - (ii) Exhaustive ballot plurality vote;
 - (iii) Instant runoff vote (“alternative vote”).
- (d) Members shall be permitted to vote in favour of an unfilled position (“empty seat”) in officer elections, and all candidates, including those running unopposed, must be ranked higher than this option in order to be elected.
- (e) The Branch may, via its by-laws, impose such restrictions on voting eligibility as may be necessary to remain in compliance with the applicable ECA and IEEE regulations.