

# Constitution of The University of Manitoba Student Branch of the Institute of Electrical and Electronic Engineers

## I. Definitions

**The Executive** - refers to the positions of Branch Chair, Vice-Chair, Secretary, Treasurer and UMES Representative

**IEEE** - The Institute of Electrical and Electronic Engineers

**UMES** - The University of Manitoba Engineering Society

**UM IEEE** - The University of Manitoba Student Branch of the Institute of Electrical and Electronic Engineers

## II. Name and Purpose

1. This Organization shall be known as the University of Manitoba Student Branch of the Institute of Electrical and Electronic Engineers (IEEE).
2. The purpose of UM IEEE shall be to provide services, resources and representation to students of the University of Manitoba who have an interest in the fields of electrical and computer engineering, electronics and computer science.
3. The organization and operation of the Branch shall be in accordance with the Constitution and Bylaws of the IEEE.
4. The mascot of UM IEEE should be Righty the Mighty, as depicted in Appendix A.

## III. Membership

1. The membership of UM IEEE shall consist of all students registered at the University of Manitoba who are also registered members of IEEE.
2. All members in good standing have the right, except as otherwise limited by this constitution, to
  1. Vote at meetings of UM IEEE
  2. Speak and make presentation at meetings of UM IEEE
  3. Serve on a task force
  4. Serve as a manager or other position
  5. Run for an executive position
  6. Vote in a UM IEEE election or referendum
  7. Make use of UM IEEE resources or facilities

3. Special membership types may be created by a motion of the UM IEEE to provide limited access for non-members to UM IEEE resources (eg Lounge membership). The cost and criteria for acquiring said membership shall be decided at the same meeting.
4. No dues above regular IEEE dues shall be collected from full members without a 2/3rds majority vote at a UM IEEE meeting.
5. If a membership due is levied by the UM IEEE, registered members of IEEE shall not be considered members in good standing of UM IEEE or obtain the rights listed Article III, Section 2 with the exception of the right to speak or make representation at meetings until the due is paid in full.

## **IV. Positions and Officers**

1. The executive shall consist of the following positions in descending order of authority: Chair, Vice-chair, Secretary, Treasurer and UMES Representative. Each position must be elected during the previous year under the guidelines of Article VI. If an executive position becomes vacant for whatever reason, a by-election must be held as soon as possible, and no later than one month after the position becomes vacant.
  1. The term in office of an executive shall be one year, beginning and ending on May 1st, unless appointed in a by-election, in which case the term ends on May 1st.
  2. An executive can hold consecutive terms in office, provided that they remain full members in good standing and that a proper election is held between terms.
2. The position of UMES Representative exists at the pleasure of UMES Council.
3. The executive shall maintain a register of non-elected positions. Appropriate examples of non-elected positions include, but are not limited to: lab manager, lounge manager, canteen manager, sponsorship director, etc.
4. A full member may hold multiple non-elected positions and/or an elected position, but only one elected position. All positions must be held by full members only. At the discretion of the executive, a non-elected position may be held by more than one person.
5. Non-elected positions are filled by a simple nomination and majority vote at a meeting of UM IEEE. Serving in any position is strictly voluntary.

## **V. Meetings**

1. Meetings shall be held in accordance with Robert's Rules of Order (when necessary).
2. Meetings shall be chaired by the Chair of UM IEEE. If the Chair is unavailable, the meeting shall be chaired by the next-in-line executive member who is available.

3. Minutes of all meetings shall be maintained by the secretary of the UM IEEE. If the secretary cannot attend a meeting, it is his or her responsibility to have the minutes taken by someone else.
4. Meetings shall be open to the public, and minutes of all meetings shall be made available to the public except for portions of the minutes from when a meeting goes into closed session.
5. Quorum shall be 5 members, of which at least two are executive members, and at least two are non-executive members who are eligible to vote as described in Article III.
6. Each member present at a meeting gets one vote. All votes are to be given equal value. No votes may be cast in absentia.
7. Prior to each meeting, the secretary or Chair shall prepare an agenda. The agenda shall be distributed to interested members prior to the meeting.

## **VI. Elections**

1. A general election must be conducted each year.
2. The outgoing chair of UM IEEE shall act as the CRO for next election. If the chair is running for another position, is unavailable to act as CRO, or feels that he or she may have a conflict of interest, elections shall be conducted by an appointed election official who can not be running for a position in the incoming executive.
3. Full election results must be made available to members of IEEE and reported to IEEE Student Services at the earliest possible convenience and no later than one week after the end of voting.
4. The CRO must provide one week notice before the opening of nominations.
5. Nominations shall be open for one week. After nominations close, there shall be two days of voting.
6. A candidate may be nominated by obtaining the signature of at least two full members in good standing of UM IEEE.
7. The CRO shall provide sufficient ballots for each position, ensure the security of the ballots and after the close of voting, shall count the ballots and announce the results.
8. Elections shall be conducted by secret ballot.

## **VII. Finances**

1. The Financial situation of UM IEEE shall be kept up-to-date by the treasurer.

1. The treasurer should be able to prepare a detailed report on the income, expenditures and balances of UM IEEE upon the request of anyone external or internal to UM IEEE within 5 working days.
2. General funds are to be kept in an interest-generating bank account.
3. The treasurer and the current Chair shall have signing authority to the bank account.
4. All expenditures must be approved beforehand by a majority vote at a meeting of UM IEEE.
5. UM IEEE shall not go into debt or maintain financial assets other than those outlined by this constitution or are necessary for the day-to-day operations of UM IEEE.

## **VIII. Adoption and Amendments**

1. This constitution shall be immediately adopted upon a 2/3 majority vote of a meeting of UM IEEE.
2. Amendments to this constitution may only be made with a 2/3 majority vote of a meeting of UM IEEE.
3. Any proposed amendments must be made publicly available at least one week in advance of adoption. In addition, any meeting at which there are proposed changes to the constitution must be well-advertised as such at least one week prior to the meeting.
4. This constitution, and all amendments shall be made publicly available in both electronic or physical format.

## **IX. Task Forces**

1. When necessary, a meeting of UM IEEE can form task forces to perform specific functions or organize specific events. When a task force is struck, it shall be given
  1. A mandate
  2. A name
  3. A date of enactment
  4. A date of dissolution
  5. A Chair
  6. Membership
2. UM IEEE may not form committees; only task forces.
3. Membership on a task force is strictly voluntary.

**Appendix A: Righty the Mighty**

