

UBC Okanagan IEEE Student Branch
BYLAWS

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ARTICLE I: Interpretation and Definitions

A. Words imparting the singular shall include the plural and vice versa, and words imparting the masculine gender shall include the feminine gender, and words imparting person shall include bodies corporate.

B. In these Bylaws, unless otherwise specified:

1. "UBC Okanagan" shall hereafter refer to "the University of British Columbia Okanagan".
2. "UBC Okanagan" shall hereafter refer to "the University of British Columbia Okanagan".
3. "IEEE" shall hereafter refer to "the Institute of Electrical and Electronics Engineers".
4. "Branch" shall hereafter refer to the "UBC Okanagan IEEE Student Branch".
5. "Constitution" shall hereafter refer to the "Constitution of the UBC Okanagan IEEE Student Branch".
6. "Policy Manual" shall hereafter refer to the "Policy Manual of the UBC Okanagan IEEE Student Branch".
7. "Bylaws" shall hereafter refer to the "Bylaws of the UBC Okanagan IEEE Student Branch".
8. "Academic Year" shall hereafter refer to the "Winter Semester when classes are in session at UBC Okanagan".
9. "Subsection" shall refer to the "IEEE Okanagan Subsection".

C. Bylaws of the Branch shall not violate the Constitution. If a discrepancy is found between these two documents, the Constitution shall override the Bylaws.

D. The Policy Manual shall not violate the Bylaws or the Constitution. If a discrepancy is found between these two documents and the Policy Manual, the Constitution and Bylaws shall override the Policy Manual.

ARTICLE II. Name, Purpose and Membership

A. This organization shall be known as the UBC Okanagan IEEE Student Branch, or IEEE UBC Okanagan Student Branch, IEEE UBCO Student Branch, or IEEE UBCO, or IEEE UBC Okanagan, or UBC Okanagan Branch, or UBCO Branch.

B. It is the object of this Branch to further the aims and ideals of the IEEE. This includes promoting the welfare and knowledge of our members through the holding of meetings, field trips, conferences, lectures and social events, with the express goal of developing and expanding the knowledge of theory, applications and professional practice as it relates to all phases of electrical and computer engineering and related fields of endeavor.

C. The Executive Officers shall be:

1. Chair.
2. Vice-Chair.
3. Secretary.
4. Treasurer.
5. Executive Officers elect (ex officio/non-voting member).
6. Branch Counsellor (ex officio/non-voting member).

7. Previous Chair (ex officio/non-voting member).
8. Branch Mentors (ex officio/non-voting member).

D. Membership and participation in Branch activities shall be free from discrimination based on gender, race, religion, handicap, political views, or sexual orientation.

E. Voting members of the IEEE UBC Okanagan Student Branch must be members of the international IEEE, holding a current student membership as provided for in the IEEE membership statement.

ARTICLE III. Affairs, Programs and Activities

The affairs, programs, and activities of the Student Branch shall be carried out by the Student Branch Officers, directed and overseen by the Executive Officers.

A. EXECUTIVE COMMITTEE: The Executive Committee shall consist of following elected Executive Officers with the following duties and responsibilities.

1. CHAIR: The Chair is responsible for the overall management of all Branch affairs and shall learn and use the skillful art of delegating responsibility to their Officers and to certain selected members as required by the size and range of activity of the Branch. The Chair shall:

- i. As Chair Elect, complete and submit a New Officer Report to the IEEE.
- ii. Attend the Executive Committee Meetings.
- iii. Formulate an agenda for each meeting and preside at each meeting.
- iv. If necessary, bring the issue of non performance to the Executive Committee and Committee Chairs for review as defined in Article III.
- v. Represent the Student Branch in relations with other organizations.
- vi. Be authorized to sign checks for expenditures approved by the Executive Officers.
- vii. Submit the Annual Plan in accordance with deadlines set by IEEE.
- viii. Submit the Annual Report in accordance with deadlines set by IEEE.
- ix. Report new Branch Executive Officers as elected annually.
- x. Ensure the financial integrity and viability of the Student Branch.

2. VICE CHAIR: The Vice Chair frequently oversees committee responsibilities and always shares the workload of the Chair. The Vice Chair shall:

- i. Temporarily assume all the duties of the Chair if the Chair is absent from any meeting or event, and permanently assume the duties of Chair should the position become vacated.
- ii. Assist the Chair to accomplish the approved projects, programs, or other activities of the Student Branch.
- iii. Be a member of the Executive Committee and attend its meetings.

3. SECRETARY: The Secretary records all relevant and vital information at official meetings and is chiefly responsible for the reports, publicity, and matters of that nature. The Secretary shall take accurate and concise notes. Specifically, the Secretary shall:

- i. Record accurate minutes of all meetings at which official business is conducted.
- ii. Assist the Chair to complete and submit all required reports.

- iii. Order and maintain a supply of letterhead stationery, envelopes, forms, stamps, membership pins and other supplies.
- iv. Provide a copy of these Bylaws to each Officer-elect at the transition meeting and arrange for an orderly transfer of all Branch records to the incoming Secretary.
- v. Be a member of the Executive Committee and attend its meetings.
- vi. Maintain a collection of official documents and correspondence of the IEEE UBC Okanagan Student Branch, including its Bylaws and Policy Manual.

4. **TREASURER:** The Treasurer is responsible for maintaining the financial accounts of the Branch. The Treasurer shall:

- i. Receive and disburse money belonging to the Branch as approved by the Executive Committee.
- ii. Deposit all money received by the Branch in a timely manner in the appropriate Branch accounts.
- iii. Be authorized to sign checks for expenditures approved by the Executive Committee in accordance with the Policy Manual.
- iv. Submit an accurate and complete financial report indicating all income and expenditures since the previous report to the Executive Committee at each regular meeting.
- v. Maintain the following records in accordance with the Policy Manual:
 - a. Petty Cash Log.
 - b. Financial Transactions Log.
- vi. Verify the integrity of Branch accounts and report any discrepancies between Branch records and bank records to the Executive Committee.
- vii. Make a financial report to the Executive Committee at the beginning of each academic term and when requested to do so by the Chair.
- viii. The Treasurer shall prepare the financial section of the Annual Report to IEEE Headquarters prior to the date set by IEEE.
- ix. Maintain a bank account in the name of the Branch, and ensure the appropriate parties have signing authority as defined in these Bylaws and the Policy Manual.
- ix. Be a member of the Executive Committee and attend its meetings.
- x. Present an annual financial report and budget report at the Annual General Meeting in accordance with the Policy Manual.
- xi. Keep the cash box in a secure location.

B. OTHER STUDENT BRANCH OFFICERS: The Executive Committee shall further the programs and activities of the Branch by appointing Officers to fill some or all of the following positions, and any others deemed necessary from time to time.

1. **PROGRAMS COMMITTEE CHAIR:** The Programs Committee Chair is responsible for planning and running the Branch's program of activities for the year.

2. **PUBLICITY COMMITTEE CHAIR:** The Publicity Committee Chair is responsible for advertising all Branch activities and issuing a newsletter for the Branch. This may also involve public relations with non-engineering faculties and the general public.

3. **MEMBERSHIP COMMITTEE CHAIR:** The Membership Committee Chair is responsible for actively

recruiting new members and renewals, maintaining the membership email lists, keeping an updated copy of the membership list, and resolving members' questions about member benefits.

4. **SOCIAL COMMITTEE CHAIR:** The Social Committee Chair is responsible for fulfilling the social aspect of the Branch activities. This shall be accomplished by running events and activities that encourage the social growth of all members of the Branch.

5. **WEBMASTER:** The Webmaster shall upkeep the Branch website.

6. **STUDENT COMPETITIONS COMMITTEE CHAIR:** The Student Competitions Committee Chair shall organize, promote, and coordinate all aspects of any Branch student competition.

7. **BRANCH MENTORS:** A Branch Mentor shall not be associated with the university, and shall be appointed by the local Subsection, in consultation with the Student Branch members, to serve the Student Branch. They shall provide guidance, serve as a liaison between the Student members and the Subsection, and encourage new graduates from the Branch to maintain their membership and stay involved in IEEE activities.

C. **GURU:** Former executive members may take on the honorary role of "Guru" to provide guidance and advice to the current executives.

D. **BRANCH COUNSELLOR:** The BranchCounsellor shall be a member of the UBC Okanagan School of Engineering faculty, be an active IEEE member, and serve as an advisor to the Branch and its student Officers. The BranchCounsellor shall:

- i. Advise and counsel the Officers and Executive Committee of the Branch.
- ii. Be an honorary member of the Executive Committee and attend its meetings as they see fit.
- iii. Review all annual reports required by the IEEE and the university.
- iv. Be nominated by the Student Branch Executive Committee, and be confirmed by the SOE and Okanagan Subsection.

E. **AFFINITY GROUPS:** The IEEE Student Branch UBC Okanagan may choose to form alliances with groups that fit within the purpose of the IEEE. Such alliances may be recognized formally by including the group in the IEEE Student Branch structure as an "Affinity Group" with the understanding that such an alliance shall be mutually beneficial to the Student Branch and the group in question. The following guidelines govern such an alliance:

1. The executives of the group in question and the Executive Officers of the IEEE Student Branch must both agree that recognition as an Affinity Group of the IEEE UBC Okanagan Student Branch is desirable. This shall require 2/3 majority approval on the part of each respective Executive Committee.
2. To be considered for recognition, the purpose of the Affinity Group must be in alignment with the purpose of the IEEE UBC Okanagan Student Branch.
3. An offer of recognition as an Affinity Group shall be granted in a written letter signed by all members of the Executive Committee and the BranchCounsellor.
4. Acceptance of the offer for recognition as an Affinity Group must be given in writing and signed by the respective group's Executive Committee, at which point the status of "Affinity Group" is assumed.

5. Executive Members of the Affinity group shall have an open invitation to attend Officer meetings when these meetings are related to activities shared by both groups.

ARTICLE IV. Executive Committee, Elections and General Meetings

A. EXECUTIVE COMMITTEE DUTIES: The Executive Committee shall:

1. Meet at the call of the Chair or Branch Counsellor, and as necessary to adequately manage the affairs of the Student Branch.
2. Allow and encourage attendance at regularly scheduled meetings of all appointed Officers.
3. Oversee the successful operation of the Branch, in keeping with its purpose.
4. Establish a consensus regarding Branch activities or put the matter to vote when a consensus cannot be reached.
5. Approve financial expenditures of the Branch.
6. Appoint persons to the non-Executive Officer positions of the Student Branch by a 2/3 majority resolution.
7. Upon the recommendation of the Executive Committee member, approve or disapprove the removal of an Officer, Chair, or representative of the Student Branch from their office by a 2/3 majority resolution. If the Chair is implicated, then the BranchCounsellor will assume the role as meeting Chair during said proceedings. The BranchCounsellor must be present at all such meetings and cast a vote.
8. Hold a joint meeting with the Officers-elect at least two weeks prior to the beginning of their term to turn over official documents of the Branch and facilitate a smooth transition.

B. ANNUAL GENERAL MEETING: An annual general meeting shall be held every March, usually in conjunction with the election meeting. The following actions shall occur at this AGM:

- i. An agenda for the meeting shall be set by the Chair, and shall be made available to the Branch membership at least 48 hours in advance of the meeting.
- ii. Annual Report of Branch accomplishments, presented by the Chair.
- iii. Annual Financial Report, presented by the Treasurer.
- iv. Other presentations given by Executive Officers, as deemed appropriate.
- v. Consider prepared motions as included on the agenda.
- vi. Accept motions from the floor for consideration.
- vii. Only students with a valid IEEE membership shall be eligible to cast votes at the AGM.
- viii. Quorum is set at 10 valid IEEE student members.
- ix. Motions require a 50% majority to pass except in the case of amendments to the Bylaws or Constitution, which requires two-thirds majority to pass.

C. ELECTION MEETING

- i. The Chair shall call a meeting of the Student Branch for the purpose of electing Executive Officers for the next academic year to be held in the month of March.
- ii. Vacant Executive positions may be held by appointment for a period of one month, at which point the appointment must be ratified in a bi-election to remain valid.
- iii. The Chair, or Vice-Chair in their absence, shall call a bi-election at any time throughout the year to fill any vacancy of Executive positions.
- iv. Advertisements for an election meeting must be issued at least one week in advance of the meeting.

- v. The Branch Counsellor shall call a bi-elections meeting to elect a Chair and Vice Chair as soon as it is possible, should both offices simultaneously become vacant.
- vi. Voting in an Election Meeting shall be restricted to members of the Student Branch with valid identification of IEEE membership, except in the event of a tie per Bylaw 2.x.e.
- vii. Nominations may be made by any member of the IEEE Student Branch at UBC Okanagan.
- viii. The Chair shall appoint a nonpartisan Elections Administrator who will be responsible for holding the elections meeting and upholding the Bylaws governing the elections process.
- ix. The agenda for the election meeting, in the order given below, shall be:
 - a. Announcements
 - b. Nominations
 - c. Short presentations by nominees or their authorized representatives
 - d. Voting
- x. The election for each Executive Officer shall proceed as follows:
 - a. The Elections Administrator shall announce the nomination(s) of the Executive Officers and accept valid nominations.
 - b. The Elections Administrator shall distribute and collect the ballots and shall count them.
 - c. The ballots shall be slips of paper with a distinctive design or mark. Ballots on which the distinctive design or mark does not appear shall be invalid and not counted.
 - d. The results of the vote shall be confirmed by the Branch Counsellor.
 - e. In the event of a tie, the Elections Administrator shall inform the BranchCounsellor privately, as part of the results confirmation process, and the BranchCounsellor shall secretly cast a deciding vote.
 - f. The Elections Administrator shall announce the result of the vote immediately, as it becomes known, and the current Executive Officers shall welcome the incoming incumbents.
 - g. All nominees, or their representatives authorized to act in their behalf, must be present at the election meeting otherwise their nomination shall be void. In order to authorize a representative the nominee in question must inform the Elections Administrator of the fact in writing prior to the elections meeting.
 - h. All nominees must be members of the IEEE UBC Okanagan Student Branch at the time they take their position as a Branch Executive Officer.
 - i. All nominees must be in “good standing” and enrolled in classes at UBC Okanagan.
 - j. Nominees for the position of Chair must be able to serve the entire term of office and must be reachable at all times during their tenure.
 - k. All candidates for Executive Officer positions must make full disclosure of their expected tenure should they be elected, and must be able to commit to holding a minimum term of 8 months.
- xiii. A vote of acknowledgement of the Bylaws must occur at this meeting to ensure that all participants of the meeting know they exist. The secretary shall provide copies of the Bylaws at the meeting for this purpose.

ARTICLE V. General

- A. The Chair may call a meeting of the general membership at any time to provide or obtain information or otherwise conduct business incidental to the activities of the Student Branch.
- B. No member of the Executive Committee or any person appointed by the Executive Committee or any

person in a position of authority, control, or representation may be involved with an organization that is in conflict with the stated goals of the IEEE UBC Okanagan or the IEEE in general.

C. No Executive Officer of the IEEE UBC Okanagan may hold more than one Executive office within the IEEE UBC Okanagan.

D. All Officers must obey the following rules of conduct, guidelines, and requirements:

1. Be members of and be in good standing with the IEEE and IEEE UBC Okanagan Student Branch.
2. Follow the IEEE Code of Ethics.
3. Not misrepresent or abuse their position for personal gain.

E. Should the Branch become dissolved, all assets of the Branch shall be turned over to the IEEE Okanagan Subsection.

F. APPROVAL AND AMENDMENTS TO THE BYLAWS: The following guidelines shall be followed in order to adopt or amend Bylaws:

1. Should the Bylaws be 'new', the Bylaws must be enacted by a two-thirds approval at an AGM.
2. Should the Bylaws need to be changed, the steps outlined below are to be followed:
 - i. Prior to a vote to approve or amend the Bylaws (except as noted above), the Bylaws and amendments to the Bylaws must be posted in a place accessible to all Student Branch members for a minimum period of one week and all members shall be notified of such.
 - ii. The Bylaws shall be officially accepted upon the approval by two-thirds of the Student Branch members present and voting at any general meeting of the Student Branch.
 - iii. Should a member choose to propose an amendment to Bylaws, that member shall approach the Chair and ask for an Executive Committee meeting. The member in question shall present their proposed changes to the Committee at least seven days prior to the meeting. Should the Executive Committee agree to the proposed changes, a general meeting shall be called in accordance with the Bylaw amendment procedures.
 - iv. Alternatively, members may propose a motion to amend Bylaws directly from the floor of any general meeting which shall be subject to ratification by a two-thirds vote at said general meeting.