

Constitution

Updated March, 2018

ARTICLE I. NAME OF STUDENT ORGANIZATION

The name of this organization is IEEE FAU. Also referred to as “IEEE.” IEEE FAU is affiliated with the international organization, Institute of Electrical and Electronic Engineers (IEEE). Their website is: <https://www.ieee.org/index.html>.

ARTICLE II. PURPOSE OF THE STUDENT ORGANIZATION

The purpose of this organization is to connect the engineering student body through the use of workshops, conferences, and competitions. This organization also promotes continuing education, and strives to bridge the gap between school and career. It is the ongoing mission of IEEE FAU to reach out to the local community and strive to improve through the use of technology.

ARTICLE III. MEMBERSHIP OF THE STUDENT ORGANIZATION

Section A.

Membership in IEEE FAU is open to all enrolled students at FAU only. One is considered a member of this organization in any given academic term if s/he has attended at least one club activity and one meeting in the preceding or current term and has paid their annual membership dues. All members are free to leave and disassociate without fear of retribution, retaliation or harassment.

Section B.

Associate Members: faculty, staff, alumni of FAU or non-enrolled students of FAU cannot vote or hold office.

Section C.

IEEE FAU shall be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations. IEEE FAU shall not discriminate against a Student Officer, member or prospective member on any basis identified in FAU Regulation 5.010, except if specifically exempted by law. IEEE FAU shall be open to all currently enrolled FAU Students, except if specifically exempted by law.

ARTICLE IV. UNIVERSITY REGULATIONS

Section A.

IEEE FAU will abide by all Federal, State and local laws and FAU Regulations and policies, including but not limited to the Student Code of Conduct, Code of Academic Integrity, Regulation 4.006, Alcohol and Drug Policy, and all requirements as outlined in the Student Organization Manual.

Section B.

IEEE FAU agrees to abide by the Florida Anti-Hazing Law in the Student Code of Conduct and the Student Organization Manual.

ARTICLE V. OFFICERS

Section A.

The officers of this organization shall be President, Vice President, Secretary, Treasurer, Marketing Chair, Fundraising Chair, and Educational Workshop Chair. As well as any additional positions that are deemed necessary by the Executive Board.

Section B.

In order to be eligible for an officer position, candidate must meet requirements as specified by Regulation 4.006. All officers must be registered, degree-seeking FAU students who meet the university's minimum qualifications for student officers which is at least a 2.5 cumulative GPA, be registered for at least 6 credit hours for undergraduate students, as well as have a 3.0 cumulative GPA and graduate students must have 3 credit hours. Officers must be in good academic standing and maintain it throughout their term. They cannot be on academic probation. Candidates must have been in good standing with the club for one full semester prior to running for office. Students serving as President must have earned at least 12 college credits. A student may serve in the same position or office for a maximum of two terms during his/her academic career at FAU. A student's academic career includes his/her undergraduate, graduate, and professional course work.

Section C.

The duties of the officers are as follows:

1. President:

Shall coordinate monthly club meetings and create the meeting agenda. Maintain Bylaws, Club Rules, Safety Procedures, and all other club regulations or standards. Will be responsible for all audits of club accounts. Oversee all duties performed by the other officers. Organize and prepare as needed with other officers for all events. Additionally, the President is the point-person responsible for ascertaining that all documentation for all club-related events are properly kept in the club's Google Drive account. Will be responsible for overseeing one team captain as necessary.

2. Vice President:

Shall be responsible for club meeting facilities and special needs for the meeting. Responsible for reviewing and maintaining all safety forms, materials, conference and/or competition travel forms and other pertinent documents. Will represent or designate a representative to SGA related to meetings/functions. Will be responsible for overseeing one team captain as necessary.

3. Secretary:

Shall record and maintain agendas and minutes of meetings. Will be responsible for all organization emailing duties not otherwise assigned to another officer. Maintain an active roster with club member's status. Maintain an up-to-date list of all club assets and materials. Report all email updates and changes to the President and Vice President. Will be responsible for overseeing one team captain as necessary.

4. Treasurer:

Shall maintain all financial records. Keep a running account of all open accounts with vendors. Be in charge of all money received as donation, payment, or gift to the club. Maintain club budget reports, current standings, and give updates at club meetings. Report all updates to the President. Will also serve as a backup to the secretary in the event of the secretary's absence in general body meetings and/or officer meetings. Will be responsible for overseeing one team captain as necessary.

5. Education Workshop Chair ("EWC"):

Shall be responsible for coordinating monthly workshops for members and non-members. Obtain all parts needed for each workshop. Make communications with any third parties to participate in any given workshop (includes, but isn't limited to industry professionals, graduate students, etc.). Report all updates and/or changes to the President and Vice President.

6. Marketing Chair:

Shall promote IEEE FAU through the use of social media and will maintain all social media accounts on behalf of the club, advertise and recruit through the creation and use of flyers, as well as be responsible for generating functional ways of showcasing IEEE FAU to the student body. Will also be responsible for maintaining a history of the club that can be passed on to the incoming Board of Officers.

7. Fundraising Chair:

Responsible for coordinating fundraising events based on specific funding goals. Be the main person leading all fundraising events, unless otherwise designated to another party. Responsible for assigning members to assist with any fundraising events. Will be responsible for communicating with any third parties needed to organize a fundraising event.

Section D.

Responsibilities of the Team Captains:

Captains are designated for teams generated by the need to compete in Southeast Con, and other competitions the club participates in. All captains will be responsible for coordinating and leading weekly meetings with participating members in preparation for any competitions, as well as general skill building. Are responsible for maintaining constant communication with their supervising officer regarding any needs their team may have and/or issues that may arise. Will be responsible for making sure their teams are prepared for any competitions. This includes timely registration documentation and sufficient practice for their team's competing discipline. Captains are expected to foster a judgement free and creative environment. They will be the default competitor for the competition they are preparing for in addition to any team members that are required to make up the team that will represent IEEE FAU.

The Captain positions include:

1. Hardware Team Captain

Responsible for communicating needs for parts/hardware for any and all competitions to team supervisor. Helping members understand the concept of the model to be built for Southeast Conference.

2. Software Team Captain

Responsible for preparing the software team for all programming competitions throughout the academic year, including, but not limited to IEEEExtreme Programming Competition and Southeast Conference.

3. Ethics Team Captain

Responsible for preparing the ethics team for Southeast Conference. S/He will distribute and learn the NSPE (National Society of Professional Engineers) code of ethics, and the IEEE code of ethics as currently stated on the IEEE website and the NSPE website.

4. T-Shirt Team Captain

Responsible for leading the team in the designing of a t-shirt or lab coat adhering to the Southeast Conference competition rules as given by the IEEE organization.

5. Website Team Captain

Responsible for the design and maintenance of the IEEE FAU website according to the rules for Southeast Conference as given by the IEEE organization.

ARTICLE VI. ELECTIONS

Section A.

Officer candidates shall be nominated by at least two current members. The members must be in good standing with the club and FAU, and must not be the nominated party. All nominated parties must give a short speech to the members stating why they are running for that office. All nominations are subject to a member vote. Team captains will be designated by the Executive Board.

Section B.

In the event of a tie during officer elections, all candidates will be allotted a two minute speech given in blind drawn order. A re-vote will then be taken. In the event of a second tie the current sitting officer board will be polled individually and publicly with the President having two votes. If the tie is for the office of President the sitting Vice President will be given two votes.

Section C.

The officers shall be elected in the spring semester and take office at the start of the following fall semester. The current sitting Executive Board will sit with the incoming board at least once to assist in the transition of office throughout the summer semester as the former board is available.

Section D.

Term of office is one academic year, beginning in the fall semester.

Section E.

An officer cannot hold more than one position. An officer cannot be a team captain. However, in the event that a team does not have a captain for some reason, an officer may stand in as captain until one is assigned.

Section F.

Officers may be re-elected for a second term in their current position, but must undergo the same election process as any other candidate for that position.

ARTICLE VII. OFFICER VACANCIES:

Section A.

In the case of an unscheduled vacancy of office, the President may appoint an interim officer who meets all FAU and club standards for holding the position. The interim officer shall hold the office until the end of the current term of office or until a member vote is held and a new member is voted into that office. In the event the President's office is vacated, the Vice President will assume the duties in the interim. S/he will appoint a club member who meets FAU and club standards to hold the office of Vice President until the end of the term or until a new President is elected, whichever comes first. At which time the Vice President will reassume their office.

An officer can be elected to a different officer position provided they follow all proper club procedures to run for office.

Section B.

The newly elected officer will hold office until the end of the current term and it will not count against the officer's number of terms.

Section C.

An officer may only be impeached if they are found by a two thirds vote of all present members to be removed from office. The vote will take place at a special meeting and will require a quorum. The officer will be presented with the evidence for the impeachment, then will be given opportunity to defend their position for no longer than 30 minutes. At the conclusion of the process a secret ballot will be taken and tallied by the advisor. The officer in question and the Executive Board will be notified of the result.

ARTICLE VIII. ADVISOR:

Section A.

Duties of the faculty advisor: Meet regularly with the officers of the group to discuss goals, needs, and programs, be familiar with university policies and regulations, and with the Constitution of the group, attend as many meetings and special events as possible, must attend alcohol and ticketing workshops with the officers, attend all late night events concerning ticketing and alcohol, act as budgetary advisor and signature authority of the on campus account, provide continuity for the group and keep a safe environment for all members including at activities.

Section B.

Method of faculty advisor selection.

Faculty advisor change must be ratified by a two thirds vote to be held during a special meeting. All candidates will participate in a round robin question and answer session. Questions will be submitted and approved by officer board by majority vote and ranked in importance. The session will continue until the designated time is reached, minimum one hour. The club will then vote by secret ballot taken and tallied by the club secretary.

Section C.

At least one advisor MUST be a full-time faculty, AMP or SP staff member at FAU.

ARTICLE IX. MEETINGS

Section A.

Regular member meetings shall be held once a month on the last Monday of the month at 5pm, unless otherwise noted. Executive Board meetings will be held every other Friday at 4pm, unless otherwise scheduled. Team Captains will be responsible for scheduling their respective team meetings, but meetings must be held by each team at least once a week.

Section B.

Special meetings may be called by the advisor, President, Vice President, or a majority vote of the club at a regular meeting. Special meetings will be held for elections, impeachment, office appointments, or any reason deemed necessary by a member of the officer board.

Section C.

A quorum for any regular or special meeting shall consist of a majority of the members (50% + 1).

ARTICLE X. AMENDMENTS

The constitution may be amended by a two-thirds vote at any appointed meeting.

BYLAWS

To be ratified by the club and amended to the constitution.