

1 **IEEE Student Branch BY-LAWS**
2 **Louisiana State University, Baton Rouge, Fall 2013**
3

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14 **ARTICLE I**
15 **NAME AND PURPOSE**
16

17 **Section 1:**

18 The name of this organization shall be the Institute of Electrical and Electronics Engineers (IEEE)
19 Student Branch at Louisiana State University.

20 **Section 2:**

21 The purpose of this organization shall be the spread of knowledge of all aspects of electrical
22 engineering and to further the professional and personal development of the students by
23 promoting the engineering process of creating, developing, integrating, sharing, and applying
24 knowledge.

25 **Section 3:**

26 The branch organization and its operations shall be in accordance with the Constitution and
27 Bylaws of the IEEE.

28 **ARTICLE II**
29 **IEEE LSU STUDENT BRANCH OFFICER DUTIES**

30 The officers of the IEEE student organization shall consist of Student Branch President, Student
31 Branch Vice-President, Student Branch Secretary, Student Branch Treasurer, Student Branch
32 Activities Coordinator, Student Branch Webmaster, Student Branch Immediate Past President,
33 and Student Branch Advisor.

34 **Student Branch President**

35 As the executive officer of the branch, the Student Branch President is the key to promote
36 effective student leadership. The President is responsible for the overall management of all
37 branch affairs.

38 ○ **Specific Duties:**

- 39 ○ Preside at all meetings of the branch;

- 1 ○ Hold regular meetings of the branch Executive Committee (Once-a-week board
- 2 meeting or as necessary);
- 3 ○ Communicate with all officers;
- 4 ○ Report to Student Branch advisor as requested;
- 5 ○ Nominate chairpersons for subcommittees as deemed necessary by the Executive
- 6 Committee;
- 7 ○ Represent the Student Branch at events and activities with on campus organizations;
- 8 ○ Prepare and submit the necessary and required reports to IEEE Student Services:
- 9 - Annual Plan - **1 November**
- 10 - Annual Report - **1 May**
- 11 - As elections are held, new officers should be reported online at
- 12 <http://officers.vtools.ieee.org>
- 13 ○ Promote the benefits of IEEE membership;
- 14 ○ Shall be one of three signers on bank account(s);
- 15 ○ Work with the Student Branch Vice President to establish and create the agenda for
- 16 board and general meetings;
- 17 ○ Maintain a procedure book with bylaws, minutes, financial reports, roster of officers,
- 18 and membership rolls to be transferred to the newly elected Student Branch
- 19 President;
- 20 ○ Ensure all IEEE LSU Chapter activities are conducted under the provisions of the
- 21 current Constitution and Bylaws;
- 22 ○ The President shall have one vote in all IEEE LSU Chapter business.

23

24 ***Student Branch Vice-President***

25 As an executive officer of the Student Branch, the Student Branch Vice President is a key to

26 promoting effective student leadership. The Student Branch Vice President is responsible for

27 assisting the Student Branch President with overall management of branch affairs.

- 28 ○ ***Specific Duties:***
- 29 ○ Perform all functions of the Student Branch President in his/her absence of the or
- 30 upon request;
- 31 ○ Appoint, create, and chair the Program and Membership Committees no later than
- 32 the end of the Summer Inner-Session;
- 33 ○ As Chair of the Program Committee, organize field trips, guest speakers, and other
- 34 events as voted upon field trips or special events;
- 35 ○ Assist the Student Branch President as requested;
- 36 ○ Work with the Student Branch President to establish and create the agendas for
- 37 board and general meetings;
- 38 ○ Maintain a procedure book with bylaws, minutes, roster of officers, and
- 39 membership rolls to be transferred to the newly elected Student Branch Vice
- 40 President;
- 41 ○ Promote the benefits of IEEE membership to fellow students
- 42 ○ Assist the Student Branch President to ensure all IEEE LSU Chapter activities are
- 43 conducted under the provisions of the current branch Constitution and Bylaws;

- 1 ○ Attend all IEEE LSU Student Branch activities, meetings, and events; and assist fellow
- 2 Student Branch board members as necessary;
- 3 ○ The Student Branch Vice President shall have one vote in all IEEE LSU Chapter
- 4 business.

5 ***Student Branch Secretary***

6 The Student Branch Secretary shall maintain all branch records for the IEEE LSU Chapter.

7 ○ ***Specifies Duties:***

- 8 ○ Record and transcribe detailed minutes of all IEEE LSU Chapter board and general
- 9 meetings;
- 10 ○ Maintain IEEE LSU Chapter membership rosters and committee assignment lists
- 11 ○ Be responsible for all branch correspondence as directed by Student Branch
- 12 President;
- 13 ○ Shall be one of three check signers on bank account(s);
- 14 ○ Maintain a procedure book with official minutes, bylaws, financial reports, roster of
- 15 officers, and membership rolls to be transferred to the newly elected Student
- 16 Branch Secretary;
- 17 ○ Promote the benefits of IEEE membership to fellow students;
- 18 ○ Assist the Student Branch President to ensure all IEEE LSU Chapter activities are
- 19 conducted under the provisions of the current branch Constitution and Bylaws;
- 20 ○ Submit necessary reports and forms to the Student Development Center;
- 21 ○ Receive all Student Branch mail and distribute to the appropriate Student Branch
- 22 Officers;
- 23 ○ Attend all IEEE LSU Student Branch activities, meetings, and events and assist fellow
- 24 Student Branch board members as necessary;
- 25 ○ The Secretary shall have one vote in all IEEE LSU Student Branch business.

26 ***Student Branch Treasurer***

27 The Student Branch Treasurer is shall maintain the financial accounts of IEEE LSU Student

28 Branch. Since final approval of a project may depend on the finances available, it is imperative

29 that all records be current and as accurate. All expenditures must be approved by simple

30 majority of the board.

31 ○ ***Specific Duties:***

- 32 ○ Keep custody of the funds of IEEE LSU Student Branch;
- 33 ○ Keep a full and accurate account of receipts and expenditures in the books
- 34 belonging to IEEE LSU Student Branch;
- 35 ○ Make disbursements as authorized and approved by a simple majority of the IEEE
- 36 LSU Student Branch;
- 37 ○ Have checks signed by two officers of the IEEE LSU Student Branch: the Student
- 38 Branch Treasurer, the Student Branch President or the Student Branch Secretary;
- 39 ○ Prepare and present a financial statement at every IEEE LSU Student Branch board
- 40 and general meeting and at other times when requested by the board;
- 41 ○ Prepare an annual budget and submit with the Annual Plan of Activities
- 42 ○ Report to be prepared and filed by the Student Branch President no later than
- 43 November 1

- 1 ○ Prepare the Financial Statement and submit with the Annual Report of Activities to
- 2 IEEE Student Services
- 3 ○ Annual Report of Activities to be prepared and filed by the Student Branch
- 4 President no later than May 1
- 5 ○ Oversee all fundraising efforts;
- 6 ○ Maintain a procedure book with copies of the signed official minutes, bylaws,
- 7 financial reports, roster of officers, and membership rolls to be transferred to the
- 8 newly elected Student Branch Treasurer;
- 9 ○ These records will be necessary for the annual financial review
- 10 ○ Complete and submit all necessary paperwork for funding request(s) (IEEE,
- 11 Department);
- 12 ○ Promote the benefits of IEEE membership to fellow students;
- 13 ○ Assist the Student Branch President to ensure all IEEE LSU Chapter activities are
- 14 conducted under the provisions of the current branch Constitution and Bylaws;
- 15 ○ Attend all IEEE LSU Student Branch activities, meetings, and events and assist fellow
- 16 Student Branch board members as necessary;
- 17 ○ The Student Branch Treasurer shall have one vote in all IEEE LSU Student Branch
- 18 business.

19 ***Student Branch Activities Coordinator***

20 The Student Branch Activities Coordinator is responsible for locating and reserving space for all

21 general meetings, board meetings, and other organization activities. This officer shall inform

22 fellow board members of activities related to the organization.

23 ○ ***Specific Duties:***

- 24 ○ Assist the Student Branch President and Student Branch Vice President to organize
- 25 activities throughout the academic year;
- 26 ○ Work in partnership with the Student Branch Vice President to schedule and develop
- 27 activities and programs for the organization’s membership;
- 28 ○ Submit a written report to the Student Branch President on a quarterly basis of
- 29 activities to assist Student Branch President complete Annual Report of Activities to
- 30 IEEE Student Services;
- 31 ○ Promote the benefits of IEEE membership to fellow students;
- 32 ○ Maintain a procedure book with minutes, bylaws, roster of officers, and
- 33 membership rolls to be transferred to the newly elected Student Branch Activities
- 34 Coordinator;
- 35 ○ Assist the Student Branch President to ensure all IEEE LSU Chapter activities are
- 36 conducted under the provisions of the current branch Constitution and Bylaws;
- 37 ○ Attend all IEEE LSU Student Branch activities, meetings, and events and assist fellow
- 38 Student Branch board members as necessary;
- 39 ○ The Student Branch Activities Coordinator shall have one vote in all IEEE LSU Student
- 40 Branch business.

41 ***Student Branch Webmaster***

42 The Student Branch Webmaster is responsible for maintaining IEEE LSU Student Branch

43 website. The Student Branch Webmaster shall work closely with officers of the board to update

1 and maintain website regularly. All IEEE LSU Student Branch activities and events shall be
2 posted on the website.

3 ○ **Specific Duties:**

- 4 ○ Keep the website updated and current with information provided by officers of IEEE
5 LSU Student Branch board;
- 6 ○ Correct and repair Fix any problem(s) that occurs with the website;
- 7 ○ Provide a copy of passwords to website to Student Branch President for backup
8 purposes;
- 9 ○ Arrange for transfer of website ownership as needed;
- 10 ○ Work along with the board with improvements to the branch’s website;
- 11 ○ Promote the benefits of IEEE membership to fellow students;
- 12 ○ Maintain a procedure book with passwords, contact information of domain server,
13 minutes, bylaws, roster of officers, and membership rolls to be transferred to the
14 newly elected Student Branch Webmaster;
- 15 ○ Assist the Student Branch President to ensure all IEEE LSU Chapter activities are
16 conducted under the provisions of the current branch Constitution and Bylaws;
- 17 ○ Attend all IEEE LSU Student Branch activities, meetings, and events and assist fellow
18 Student Branch board members as necessary;
- 19 ○ The Student Branch Webmaster shall have one vote in all IEEE LSU Student Branch
20 business.

21 **Student Branch Immediate Past President**

22 ○ **Specific Duties:**

- 23 ○ Shall serve in an advisory capacity to the IEEE LSU Student Branch Executive Board;
- 24 ○ Shall assist the Student Branch President when necessary to further achieve
25 successful results from organized events and activities;
- 26 ○ The Immediate Past President shall have one vote in all IEEE LSU Student Branch
27 business.

28 **Student Branch Faculty Advisor**

29 The IEEE LSU Student Branch Advisor performs an important role to advise and consult with the
30 student organization on any project or activity organized by the IEEE LSU Student Branch. The
31 Student Branch Faculty Advisor shall be a professor of the department of Electrical Engineering.

32 The Student Branch Faculty Advisor is responsible for organizing and overseeing the election
33 process including collecting the ballots and making the official announcement of the new IEEE
34 LSU Student Branch Officers.

35 **ARTICLE III**

36 **MEMBERSHIP**

37 Membership shall be limited to the undergraduate and graduate students of Electrical and
38 Computer Engineering majors at LSU. All members of this organization must pay their dues as
39 stated in the Dues Section of this Constitution.

40 **ARTICLE IV**

41 **DUES**

1 IEEE LSU Student Branch membership is open to undergraduates and graduates who are
2 enrolled at least 50% as full-time students in courses of electrical, electronics, computer
3 engineering or computer sciences, or in all allied branch of engineering technology or related
4 sciences. The full year IEEE membership fee covers membership from January 1st through
5 December 31st. This fee is charged when the application is submitted between August 16th of
6 the prior year and February 28th of the current year. If an application is submitted between
7 March 1st and August 15th, it will automatically be processed for half of the annual
8 membership fee of \$10.00, which covers membership through December 31st. Full year dues
9 are \$20.00.

10 **ARTICLE V**
11 **ELECTIONS OF OFFICERS**

12 The qualifications and the process by which the officers of this branch are nominated and
13 elected shall be as follows:

14 **Section 1:**

- 15 ○ The officers shall consist of Student Branch President, Student Branch Vice-President,
16 Student Branch Secretary, Student Branch Treasurer, Student Branch Activities
17 Coordinator, Student Branch Webmaster, and Student Branch Immediate Past
18 President.

19 **Section 2:**

- 20 ○ Election takes place at the end of the Spring Semester and elected board takes office
21 effective the beginning of the Summer Semester.

22 **Section 3:**

- 23 ○ No person shall serve on the IEEE LSU Student Branch in more than one capacity.

24 **Section 4:**

- 25 ○ No officer may be eligible to serve more than two (2) consecutive terms in the same
26 office.

27 **Section 5:**

- 28 ○ Candidate must be a current IEEE LSU Student Branch member;
- 29 ○ Candidate must be a current LSU student;
- 30 ○ Candidate shall be in good standing with the university;
- 31 ○ Self-nominations for positions are allowed and encouraged;
- 32 ○ Current officers can run for re-election;
- 33 ○ Candidates can be nominated for more than one position;
- 34 ○ All nominated candidates shall submit a statement stating their qualifications and
35 platforms by a d deadline determined by the Student Branch Advisor;
- 36 ○ Elected officers shall hold only one position.

37 **Section 6:**

- 38 ○ The term of the officers will consist of 1 full academic year, from the beginning of a
39 summer quarter to the end of the spring quarter;

- Only students who will be attending Louisiana State University – Baton Rouge at least until the end of spring semester of the following educational year may be eligible to serve as officers.

Section 7:

- The vote shall be conducted by ballot. When there is but one candidate for a position, the ballot for that office may be dispensed with and election held by voice vote;
- A simple majority (50% + 1) of the members voting shall elect the officers of IEEE LSU Student Branch;
- Major elections shall be held once a year during the Spring Semester;
- A vacancy occurring in the office of the Student Branch President shall be filled for the remainder of the unexpired term by the Student Branch Vice President;
- A vacancy occurring in the remaining offices shall be filled by nominations from the IEEE Student Branch President and elected by the board of officers;
- A copy of the minutes of the meeting that documents the election results by actual count shall be placed on file with Center for Student Development and Programs.

Section 8:

- A vacancy occurring in the office of the Student Branch President shall be filled for the remainder of the unexpired term by the Student Branch Vice President;
- A vacancy occurring in the remaining offices shall be filled by nominations from the IEEE Student Branch President and elected by the board of officers.

Section 9:

- The following provisions shall govern the qualifications and eligibility of individuals of this organization:
 - In order to ensure the success of the organization, the Student Branch President shall have served on the current or a past board of IEEE LSU Student Branch;
 - In the event no one from the IEEE LSU Student Board will consider the nomination, then the position shall be open to all candidates who meet the previously stated requirements in Section 5;
 - The Student Branch Immediate Past President position shall only be filled the most current Student Branch President who completes his/her term.

Section 10:

- If any member of the IEEE LSU Student Branch board shall at any time cease to meet the qualifications or to fulfill the duties of the position as described in previous sections of these Bylaws, that person may be removed from the board in the following manner:
 - A motion made to remove said board member by a fellow board member;
 - A ten (10) day notice issued to the board member in question;
 - An opportunity for the member in question to address the board at the next board meeting; and
 - Two-thirds (2/3) vote of the IEEE LSU Student Branch board for removal.

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**ARTICLE VI
STANDING COMMITTEES**

1 The following Standing Committees, or their equivalent, shall be created annually and chaired
2 by the following Student Branch Officers... Each student branch officer is responsible for
3 locating volunteers and conducting the business outlined in these bylaws or as directed by the
4 IEEE LSU Student Branch Board.

- 5 ○ **Student Branch Vice President** shall chair the **Student Branch Membership Committee**
- 6 ○ The **IEEE LSU Student Branch Membership Committee** shall promote the
7 advantages of membership in the Student Branch and in the IEEE, to potential
8 student members.
- 9 ○ **Student Branch Activities Coordinator** shall chair **Student Activities Committee**
- 10 ○ **The IEEE LSU Student Branch Student Activities Committee** shall organize programs,
11 events, and activities that directly involve IEEE LSU Student Branch members as well
12 other students and individuals on campus or within the surrounding community as
13 well.
- 14 ○ **Student Branch Webmaster** shall chair the **Student Branch Communications**
15 **Committee**
- 16 ○ **The IEEE LSU Student Branch Communications Committee** shall be responsible for
17 proper advertisement of all meetings, events, meetings, and other activities of the
18 organization.
- 19 ○ Communications with the membership shall consist of emails, social media postings,
20 text messages, updated website, and flyers posted in College of Engineering
21 buildings, student housing (on and off campus), campus media, etc.

22 In addition to the above standing committees, the Student Branch President may appoint other
23 committees, as deemed necessary by the board.

24 **ARTICLE VII**
25 **MEETINGS**

26 **Section 1:**

27 The IEEE LSU Student Branch shall hold regular and special meetings at such place and time as
28 designated by the Executive Board of Officers, with the minimum of four meetings per
29 semester with the exception of the summer semester.

30 Special board meetings may be called by the Student Branch President or when requested by a
31 majority of the board upon three (3) days' notice to each member of the board.

32 Special meetings of the membership may be called by the Student Branch President or by a
33 majority of the board upon five (5) days' notice having been given by IEEE LSU Student Branch
34 Communications Committee.

35 **Section 2:**

36 The IEEE LSU Student Branch board shall meet and establish a plan of action for the upcoming
37 Fall and Spring Semesters during the summer semester.

38 **Section 3:**

39 A calendar of IEEE LSU Student Branch board meetings and general meetings will be presented
40 by the Student Branch President to the officers for their approval at the summer semester

1 planning meeting. A minimum of seven (7) days' notice is required when scheduling summer
2 semester planning meeting.

3 **Section 4:**

4 A quorum of the IEEE LSU Student Branch board shall be 50% + 1.

5 A quorum of the IEEE LSU Student Branch general meetings shall be ten (10) members of which
6 the Student Branch board will consist of eight (8) of those members.

7 **ARTICLE VIII**
8 **PARLIAMENTARY AUTHORITY**

9 **The rules contained in the current edition of the *Robert's Rules of Order, Newly Revised* shall**
10 **govern IEEE LSU Student Branch and in cases in which they are applicable and in which they**
11 **are not in conflict with these bylaws or IEEE bylaws, or the articles of incorporation. ARTICLE**
12

13 **ARTICLE IX**
14 **AMENDMENTS**

15 **Section 1:**

16 These bylaws may be amended at any regular general membership meeting of IEEE LSU Student
17 Branch by two-thirds (2/3) vote of the members present and voting; provided that notice of the
18 proposed amendments have been given to the membership and each member of the board at
19 least thirty (30) days prior to the date of the meeting at which action is taken.

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23 An organization or its membership may not discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender,
24 gender identification, ancestry, marital status, citizenship, political affiliation, sexual orientation, physical or mental disability,
25 medical condition, pregnancy, genetic information, covered veteran status, or any other classification that precludes a person
26 from consideration as an individual, except in cases of fraternity and sorority organizations which are exempt by federal law from
27 Title IX Regulations concerning discrimination on the basis of sex.

28 THE ACTIONS AND OPINIONS OF THIS ORGANIZATION DO NOT NECESSARILY REFLECT THOSE OF THE STUDENTS,
29 FACULTY, OR ADMINISTRATION OF LOUISIANA STATE UNIVERSITY, BATON ROUGE.