

UNIVERSITY OF COLORADO BOULDER IEEE BYLAWS



Article I - Name

The name of this Organization/Club shall be the University of Colorado Boulder Institute of Electrical and Electronics Engineers (CU Boulder IEEE)

Article II - Objectives

Institute of Electrical and Electronics Engineers, serving the University of Colorado Boulder, is committed to focusing on three important pillars; personal value, technical value, and building a network. The organization accomplishes its mission by a certain criterion; to bridge the gap between students and professional industry/research. This involves informing students of professional standards and providing an environment to encourage learning and leverage opportunities for personal growth. Through this organization, students are given the ability to hone and develop technical skills to increase hire-ability as well as opportunities for students to learn practical skills.

Article III - Membership

A. General Member:

1. General membership is granted to any student who follows part a of the good standing member qualifications.

B. Good Standing Members:

1. Qualifications:
 - a. Participation: Attend or participate in 2 IEEE events (general meetings, speaker events, workshops, volunteering, etc) a semester
 - b. Official IEEE Membership: Hold an official IEEE Membership and provide IEEE member number to branch <https://www.ieee.org/membership/join/index.html>
2. Privileges:
 - a. Voting: Members are entitled to one vote when deciding on activities or elections
 - b. Privileges: Members are eligible for funding in related projects and priority for event limited in capacity

C. Disciplinary Actions

1. Any member displaying unprofessional, inappropriate, or dangerous behavior or engaging in illegal activities while representing IEEE or CU Boulder may be subject to disciplinary actions. These may include (but are not limited to) removal or expulsion from the club, or having their actions disclosed to the Office of Institutional Equity and Compliance or other relevant on-campus authorities.

Article IV - Officers/Advisors

A. Titles:

IEEE CU Boulder shall have the following officers elected from the current membership:

1. President/Chair
2. Vice-President
3. Treasurer
4. Secretary
5. Directors
6. Advisors/Counselors

B. Qualifications:

1. Officers:

- a. In compliance with IEEE Student Branch guidelines, the IEEE Student Branch shall have a committee of at least a Chair, Vice Chair, Treasurer, and Secretary
- b. CU Boulder IEEE shall also appoint directors who support specific goals of the organization's objectives at their discretion
- c. Officers shall be undergraduate or graduate students at the University of Colorado Boulder, undergraduate students shall occupy a majority of the roles
- d. Officers shall have been a good standing member (See Article III Section B) of CU Boulder IEEE for at least a semester
- e. No officer shall retain the same administrative role for over 2 consecutive years
- f. Officers must attend at least 75% of all Board meetings

2. Advisors:

- a. In compliance with IEEE Student Branch guidelines, the IEEE Student Branch shall have a branch counselor and two branch advisors
- b. A branch counselor shall be a faculty of University of Colorado Boulder who holds active membership and are active in the student branch
- c. A branch counselor shall retain the same administrative role for no longer than 2 consecutive years
- d. Two branch advisors shall be either faculty or graduate students of the University of Colorado Boulder who hold active membership who support the student branch

C. Nomination and Election:

1. The President/Chairperson/Captain shall have been (elected/appointed/self-selected) to the organization and serve for the length of the IEEE CU Boulder.
2. The other officers must be current members of the organization.
3. In the event of hiatus, all necessary information will be made public to the current student body of IEEE. The information and details will be posted on a public platform with a short guide on how to operate IEEE.

D. Duties of Officers:

1. The President/Chairperson/Captain shall preside at all meetings and be responsible for appointing all standing, special, and ad-hoc committees and shall perform such other duties as usually required of this office. The President/Chairperson/Captain of the organization shall be an ex-officio member of all committees.
2. The Vice-President shall act in the absence of the President/Chairperson/Captain in all capacities as listed above and shall assist in conducting the business of the organization.

3. The Treasurer shall seek funding for the IEEE CU Boulder organization and keep track of the finances and expenditures of the club.
4. The Secretary shall provide and maintain communication with the organization and related parties
5. The Directors shall provide a high level support for the team in their selected category.
 - a. Events and Learning
 - b. Engagement and Experience
 - c. Projects and Outreach

E. Terms of Office:

1. Officers shall be elected annually (fall or spring) by the members at one of the regular meetings. Elections shall be by ballot and a majority of the votes cast shall elect.
2. Each officer shall serve a one-year term and may be re-elected consecutively to the same office for an additional one-year term.

E. Vacancies and Removal:

1. A vacancy in the office of the President/Chairperson/Captain shall be filled by the Vice-President unless they are unable to serve, at which time the vacancy shall be filled by election of the members by a majority of votes cast. A vacancy in the office of the Vice-President shall be left vacant with the President/Chairperson/Captain delegating the duties of that position.
 - a. Vacancies in the other officer positions will be delegated to the current executive board until the end of the current semester when the board will reopen applications for the vacancy that happened during the current semester.
2. Any officer, including the President/Chairperson/Captain, may be removed from office or suspended from office by a vote of two-thirds of the members at a regular meeting. Removal or suspension may be with or without cause. The person under consideration shall be given an opportunity to be heard at the meeting with sufficient notice of the proposed removal or suspension, the person under consideration shall not be counted in determining the presence of a quorum, not whether the required two-thirds vote has been obtained. Upon a vote of removal or suspension of the President/Chairperson/Captain, the Vice-President shall preside at the meeting.

Article V - Meetings

A. General Meetings

1. General meetings shall be held at a minimum of once a month. These meetings are to inform members on what is going on in the community and to provide a space to socialize with other members.

B. Board Meetings

1. The business meetings of the membership will be held twice a month from start till the end of the current semester Notification of this meeting shall be made 3-7 days prior to said meeting.
2. The President/Chairperson/Captain of the organization may call other meetings.
3. All-hands meetings are monthly and all members invited.
4. Quorum: At all meetings of the organization, a quorum shall consist of the members. (quorum = one half + 1)

Article VI - Executive Board

If there is to be a board entrusted with administrative authority and responsibility, then 1) specify the board's composition; 2) delineate the powers of the board; and 3) set forth any special rules for the board to conduct its business.

- A. The President/Chairperson/Captain, subject to the approval of the organization, shall appoint such standing, special, or ad hoc committees as may be required by the bylaws, as they find necessary. Committee Chairpersons shall be appointed by and responsible to the President/Chairperson/Captain.
- B. A vacancy in a Committee Chairperson position shall be filled by appointment of the President/Chairperson/Captain of the organization with input from the outgoing Committee Chairperson.

Article VIII - Handling of Funds

This organization shall abide by all applicable policies instituted by the University of Colorado Boulder. Funds will be handled appropriately and genuinely by the current appointed treasurer. Club-related funds will not be used for personal gain, inappropriate purchases, or other expenditures that do not benefit the club or its members. Speedtype and other financial balances must be kept and updated by the current treasurer. Entries may be made by any board member with approval of the current treasurer. Purchases made on behalf of the club by any current member are entitled to reimbursement, subject to the discretion of the board.

Article IX - Amendments

These bylaws may be amended by a vote of two-thirds of the members of the organization present at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.