I. PURPOSE

The purpose of the Penn State IEEE is to professionally promote the different engineering disciplines at Penn State including, but not limited to, Electrical Engineering, Computer Engineering, and Computer Science; provide networking opportunities with the Alumni and companies for the membership; and encourage members to join the professional IEEE.

For the remainder of this document, the Penn State Student Chapter of the Institute of Electrical and Electronic Engineers shall be referred to as “the organization,” PSU IEEE, and/or Penn State IEEE.

II. MEMBERSHIP

At all times, the majority of all active members shall be full-time, officially registered undergraduate students at University Park.

The membership shall be divided into active, inactive, and associate members where only currently registered students are eligible for active membership. To maintain active membership, an individual has two options. The individual may elect to attend 30%+1 of all club events and attend one event per month. If an individual attends no events for a given month, then they must obtain 40%+1 of all club events for the next month to make up for the former.

An individual may also be considered active in the organization if they are active on an executive board approved committee. The officer in charge of the given committee will determine active membership on a given committee.

The secretary shall track the membership’s attendance and manage any claims or discrepancies in an individual’s standing. Should an issue of membership status go unresolved, the executive board shall determine the individual’s membership status. All others interested in furthering the purpose of the Penn State IEEE, including but not limited to faculty, staff, and community members, shall be associate members.

Only active members may hold office, vote, preside, officiate, or solicit funds on behalf of the organization. Furthermore, only active members are eligible to receive funding of any sort from the organization. Any members wishing to receive funding from the organization, such as but not limited to scholarship funds, research funds, and/or internship support funds, must also be a member of the College of Engineering.

Any person expressing a desire to join the organization shall be added to the club’s roster without reservations.

Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of a New Membership Brochure, a list of responsibilities, and a copy of the University Hazing Policy as prescribed by Policies and Rules for Student Organizations (these documents will be available upon request by the Office of Student Activities).

All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.

Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.

Removal from the organization can be requested at any time and will be promptly granted by request of an officer.

The club reserves the right to expel any member for not following the policies of the organization with a supermajority vote of the Executive Board and Adviser approval.

III. OFFICERS

Only full-time, officially registered active undergraduate or graduate student members shall be eligible to serve
as appointed chairs or elected Executive Board members.

The **Officer Team** shall consist of the President, Vice President, Corporate Liaison, Secretary, Treasurer, Field Operations Officer, Web Team Coordinator, Public Relations Chairperson, Outreach Chairperson, Activities Chairperson, Social Chairperson, and Projects Chairperson.

The Officer Team shall be divided into two parts, the Executive Board and the Chairpersons. The Executive Board shall consist of active members elected to office by the general membership. The Chairpersons shall consist of active members who have been appointed by the Executive Board. No one person may hold more than one officer position at any given time. Should any vacancies arise among the Officer Team, the Vacancies procedures shall take effect (Article XI).

Officers shall be granted access to PSU IEEE accounts and assets as described by Article XIV, Account Access. (Article XIV).

**IV. Executive Board**

The **Executive Board** shall consist of active members elected to office via the vote of the active general membership. Elections for Executive Board members will be held annually, and Executive Board members are eligible for multiple terms. More information on elections can be found in Article IX, Elections.

The Executive Board shall consist of the President, Vice President, Corporate Liaison, Secretary, Treasurer, and Field Operations Officer. No member of the Executive Board may serve as an executive officer in Eta Kappa Nu, the Electrical Engineering and Computer Engineering Honor Society, the Association for Computing Machinery, the Association for Women in Computing, or any organizations that may succeed the aforementioned. The Executive Board may override any decision made by the President with a supermajority vote called by the Vice President.

All stipulations discussing elections and procedure shall be expanded upon in Articles X (Elections) and XI (Voting). Such procedures include, but are not limited to, term lengths, selection processes, etc.

The President shall oversee all club operations, organize the officer meetings, be the primary contact for anyone wishing to contact the club, and maintain relationships and representation for the organization with the Department of Electrical Engineering, the College of Engineering, and the University. The President shall serve as the representative of the IEEE to all departmental and college-level events, meetings, and councils. With the aid of the chairperson of the Undergraduate Student Advisory Committee Chairperson (typically the head of the department of electrical engineering or the undergraduate program coordinator for the department of electrical engineering) the president shall, also alongside the president of Eta Kappa Nu, ensure the regular meeting of Undergraduate Student Advisory Committee for the Department of Electrical Engineering. Such coordination shall occur via regular contact with department staff and leadership. The President will maintain access to all electronic accounts maintained by the IEEE. The President must also maintain a vision and direction for the club and submit to the Officer Team an annual report outlining the goals for the academic year. This report shall be submitted at the first officer meeting of the fall semester. The President shall, with the approval of the head of the Department of Electrical Engineering, authorize the use and expenditure of departmental resources allocated to the organization by the department and college. The President, along with the Field Operations Officer, shall interview candidates for chairperson positions. The President shall, with the aid of the Vice President, plan and organize all meetings of the General Membership. Further, the President shall maintain the IEEE’s active status with the international, national, and regional chapters of the IEEE. The President may motion to place an officer on probation for any reason with 50% of the Executive Board and Adviser approval. For further discussion, see section IX, Oversight. The President is required to communicate any probations to the officer team within 24 hours. Failure to report such events may serve as grounds for removal of the President by the sitting Officer Team.
Any active member who is a member of the EE or CSE department, who has been approved by the Adviser and the Executive Board may run for the office of President.

The Vice President shall aid the President in overseeing all events, finances, and other club operations and fill in for the President when the President is incapable of performing duties. The Vice President shall also maintain relations and represent the Penn State IEEE with all external student organizations. The Vice President will also aid the Social Chairperson in planning all events between external organizations. The Vice President shall also be in charge of planning the annual IEEE-HKN Picnic. The Vice President shall review the budget with the Treasurer. The Vice President shall maintain relations with the general membership. Further, the Vice President shall aid the President in managing the Executive Board by ensuring all board members are performing assigned duties. Under extreme circumstances, the Vice President may call a vote of the Officer Team to relieve the President from their duties. Such a vote must be a supermajority. Such motion to relieve the President will require Adviser approval. The Vice President shall also retain access to all electronic accounts and assets identical to the President. Any active member may run for the office of Vice President, subject to Adviser and Executive Board approval.

The Corporate Liaison shall maintain the organization’s relations with all corporate entities. The Corporate Liaison shall represent the organization at all career and networking events, organize all new corporate sponsorship, and organize all internal networking sessions (e.g. information sessions). Furthermore, the Corporate Liaison shall maintain the organization’s Corporate Relations Packet. On a semesterly basis, the Corporate Liaison shall submit an updated corporate packet to Executive Board subject to board approval. This packet shall be submitted no later than the second week of the academic semester. The Corporate Liaison shall maintain the engineering email (ieee@engr.psu.edu). Any active member may run for the office of Corporate Liaison subject to Executive Board and Adviser approval.

The Secretary shall keep accurate minutes of all meetings and send weekly newsletters to the membership about club happenings. The Secretary shall also maintain the organization’s public calendar and distribute public officer meeting minutes to the general membership. The secretary shall also maintain record of the club’s active and inactive membership. The Secretary shall also maintain the organization’s public calendar. Finally, the Secretary shall maintain a list of all active committees. Any active member may run for the office of Secretary subject to Executive Board and Adviser approval.

The Treasurer shall keep accurate records of all club finances. Furthermore, the Treasurer shall manage all internal and external club allotments and submit a weekly budget report at the weekly officer’s meeting. Such reports must include the amounts within the account(s), the funds received, and the funds expended for the past week. The Treasurer shall maintain the club’s written (non-digital) financial record dating seven (7) years into the past. The Treasurer must manage all reimbursements and ensure all club bills and dues are paid in a timely manner. Finally, the treasurer shall maintain positive financial relations with the Department of Electrical Engineering; specifically, the treasurer shall ensure all department-to-organization loans are paid within a timely manner. Any active member may run for the office of Treasurer, subject to Executive Board and Adviser approval.

The Field Operations Officer shall be responsible for overseeing all chairpersons, as well as their committees, and ensure the chairpersons are executing their assigned duties. They shall also represent the interest of the chairs to the executive board. The Field Officer must maintain the master chairs’ budget and maintain communications between the chairpersons and the Executive Board. Should a chairperson become unable to serve, the Field Operations Officer shall accept the duties of the chairperson until the current chairperson is able to serve once more or until a new chairperson is selected. The Field Operations Officer shall aid in the interview of all new chairpersons along with the President. Any active member may run for the office of Field Operations Officer, subject to Executive Board and Adviser approval.
V. CHAIRPERSONS

The following positions shall be defined as Chairpersons: Webmaster, Social Chairperson, Outreach Chairperson, Activities Chairperson, Projects Chairperson and Public Relations Chairperson. The Chairpersons shall be appointed by an interview with the Field Operations Officer and the President, subject to Executive Board approval. Any active member of the IEEE may interview for a chairperson position. The chairpersons shall serve annual terms subject to approval. See XII, Appointments for more information regarding Chairperson Selection.

The Webmaster (also known as Web Team Coordinator) shall maintain the club website and ensure that it is updated regularly. The Web Team Coordinator must have a working knowledge of the coding languages used to program the website. The Web Team Coordinator will have access to the website administrator accounts to maintain the organization’s website. The Webmaster shall manage all aspects of all organization-owned listservs.

The Public Relations Chairperson shall research and preserve the history of the organization and keep a photographic record of club events. Furthermore, the Public Relations Chairperson shall manage all advertising campaigns for the organization. The Public Relations Chairperson shall maintain any and all merchandise campaigns run by the organization. The Public Relations Chairperson will have access to all of the organization’s social media accounts. In the absence of the Secretary at any organizational event, the Public Relations Chairperson will perform the duties of the Secretary.

The Activities Chairperson shall plan major club events, specifically any Penn State involvement with IEEE Region 2 Student Activities Conference, organize the Rube Goldberg Competition committee, organize distinguished speaker events, and organize any other large-scale IEEE events.

The Outreach Chairperson shall organize any and all community outreach events, such as potential elementary school workshops or THON outreach events. Furthermore, the Outreach Chairperson shall head the annual K-12 Robotics Competition and manage the related Robotics Competition Committee. The Outreach Chairperson will have access to the robotics competition email account.

The Social Chairperson shall organize any and all club-related social events, such as coffee socials, broomball competitions, etc. Furthermore, the Social Chairperson shall organize, with the aid of the Vice President, all events between the IEEE and external organizations. Finally, the Social Chairperson will oversee any official intramural teams affiliated with the IEEE.

The Projects Chairperson shall organize and maintain all IEEE managed facilities, including, but not limited to, 222 Electrical Engineering East. Furthermore, the Projects Chairperson shall also organize the bi-annual Department of Electrical Engineering Research Fair and manage any IEEE sponsored student projects, including their associated budgets. Finally, the Projects Chairperson shall organize all organization-sponsored and organization-affiliated recreational hardware related events, such as but not limited to HackPSU and workshops.

VI. ADVISER

The club Adviser will assist the Officer Team manage club operations as needed.

The Adviser will be a full-time, tenured, EE or CSE faculty member selected by the organization. The Adviser must also be a member of the professional IEEE. The Adviser position must be retained at all times. The faculty adviser will maintain the integrity of all IEEE accounts; that is the Adviser shall maintain access to all organization accounts.

The Officer Team is responsible for selecting the Adviser via election.

In the event of a tie in an Executive Board election, where none of the officers are able to break the tie, the Adviser shall break the tie.
VII. COMMITTEES

Any chairperson is allowed to, as they see fit, establish a committee of IEEE members to perform a given task. Committees shall be formed and reviewed on a semester-to-semester basis. To form a committee, the chair requesting the committee must define the committee’s purpose in writing and request the permission of the Executive Board. The Executive Board may deny the chairperson’s request.

The Robotics Competition Committee and the Rube Goldberg Competition Committee are and shall remain permanent committees. The Executive Board may choose to, with a majority vote, promote a committee to a permanent committee.

The chairperson in charge of a given committee defines the active membership on a given committee. The chairperson must report to the secretary the committee’s active membership to track the committee member’s status in the PSU IEEE.

Chairpersons may manage up to two non-permanent committees. Should a chairperson require more than two committees, they may appoint a third committee with a supermajority vote of the sitting Officer Team approving the third committee. A chairperson will perform all administrative duties for a given committee, including budget management, membership tracking, and committee meeting minutes. The Field Operations Officer reserves the right to disband a committee with a supermajority vote of the Executive Board.

VIII. MEETINGS AND EVENTS

Officer Meetings will be meetings involving the Executive Board and the Chairpersons to discuss the function of the club; the Adviser is encouraged to attend.

Officer Meetings shall occur once a week, unless otherwise specified by the Executive Board.

General Meetings will be meetings with the entire membership to discuss issues pertaining to the entire club.

The recommended frequency of General Meetings is twice a month with a minimum of once a month.

Special Meetings will be meetings called for any reason (i.e. robotics competition coordination, Rube Goldberg planning, etc.) and may be called by any officer of the IEEE subject to the approval of the President or Vice President. All members are welcome to attend special meetings.

Information Sessions serve to invite corporate entities and sponsors to campus to speak with the IEEE student body about various opportunities outside of the university, provide career advice, and networking.

Events should be more casual events designed to foster networking amongst undergraduates, graduates, corporate entities, and faculty at The Pennsylvania State University.

Events should be held regularly as per the discretion of the Officer Team.

The process to change the frequency of meetings, information sessions, and events will be up to the discretion of the President and subject to approval by the officers.

Members will be given adequate advanced notice of all club events pertaining to them via carrier pigeon. If this proves to be too difficult, members will be notified instead by email. Carrier pigeons will be stored on the roof of Electrical Engineering East without the permission of the University.

IX. OVERSIGHT

To provide for the integrity of the club, the following policies have been implemented to protect the organization’s integrity.

Any officer may be removed by a motion of the President, subject to Adviser approval, and a supermajority vote of the Executive Board.

The President may be removed by a motion of the Vice President, a supermajority vote of the entire Officer Team, and Adviser approval.
The President may choose to put any officer on probation for any reason he or she may see fit until the next officer meeting subject to 50% executive board and Adviser approval.

Probation shall result in removing all officer privileges, account accesses, and officer communications. The Adviser must be contacted immediately and may reject the probation. Such probation may only last until the next officer meeting where the probation shall result in the removal of the officer undergoing probation or replacement of all officer privileges.

The President may be placed on probation by a motion of the Vice President following the same aforementioned probation procedures.

If an officer is removed, the removed officer shall be notified within 24 hours. The general body shall be notified of a vacancy on the Officer Team within 48 hours.

Probations will not be advertised publically. Officer Team removals shall be communicated to the general body using the aforementioned policies.

The Adviser may remove any officer for any given reason.

The organization shall maintain itself as a “dry” organization. Under no circumstances shall the officers nor the group members organize any IEEE-sanctioned events involving alcoholic or illegal substances. The President and Vice President reserve the right to shut down any such event without notice. Any officer or member violating this term shall be placed on immediate probation. Should the offending person be found guilty of organizing such an event, they shall be expelled from the organization. If the organizer is an officer, they shall also lose all officer privileges and the vacant position will be filled following the procedure outlined in Vacancies (Article XII).

All officers are required to attend all scheduled administrative meetings as planned at the beginning of the semester. Each semester, the officers are allowed two unexcused absences and a reasonable number of excused absences as per the discretion of the President, the Vice President, and Field Operations Officer. Should an officer exceed two unexcused absences, they shall be placed on probation and all probationary procedures shall be followed as defined in Article IX, Oversight.

X. Elections

Nominations and election procedures must be handled during an officer meeting during the month of February. Every Executive Board position shall open for election each spring. Nominations shall occur during the first week of March. Elections shall occur during the second or third week of March.

Candidates cannot be involved in conducting elections for the position(s) they are seeking.

Any member meeting the requirements outlined in Article III, Executive Board, who will remain a student at the University Park Campus for the entire duration of the proposed term, is eligible to be nominated by an officer or to nominate his or herself for election. All nominations are subject to Adviser approval following the recommendations of the Executive Board. The Advisor shall inform the General Body of approved candidates within 48 hours of the conclusion of the nominations process. Candidates seeking to run for the office of president must submit their intent to run for office in writing to the sitting Executive Board and Adviser. The Adviser will, within a timely manner, schedule individual interviews with potential candidates.

Elected candidates shall be required to undergo a minimum one month (four weeks) period of shadowing with the current Executive Board. The shadowing period shall begin immediately following the election and must conclude prior to the closure of the spring semester.

The term of any position filled by an interim election shall be defined as the duration from the end of the interim election until the annual election as mentioned in paragraph I of this article.

If an election decision is in dispute, a vote of the Officer Team, minus the President, will determine the winner; in the event of a tie, the President shall break the tie. Should the election involve the President, or the President is otherwise unavailable, the Adviser shall break the tie.

If a candidate runs unopposed and this candidate has received approval to run for office, this candidate shall assume the position without the need for a vote of the general membership.
XI. Voting

The following section defines voting procedures for officer meetings and general elections.

All votes require a majority to pass unless specified otherwise by the Parliamentary Authority (Article XV).

A quorum at all officer meetings will be defined as a majority of the officers.

A majority and a supermajority will be defined as outlined by the Parliamentary Authority (Article XV).

Only the active general membership is eligible to vote in the Executive Board elections.

The election type for Executive Board members shall be the runoff vote.

Approval recommendations by the Executive Board for potential candidates shall require a supermajority. In the event of an unbreakable tie, the Adviser shall break the tie.

XII. Appointments

Any person wishing to serve as a chairperson in the IEEE shall undergo the appointment process. Any active member may submit their name to an open appointed position. Appointed positions shall serve until April of the spring semester. The sitting Field Operations Officer shall organize the appointment processes and communicate these procedures to the general body.

The President and Field Operations Officer shall interview all candidates for appointed positions. During the annual appointments interview process, the sitting president and incoming Field Operations Officer shall conduct interviews for the new chairpersons.

Sitting chairpersons wishing to retain their position do not need to undergo the interview process; current chairpersons only need to submit, in writing, their request to retain their position to the sitting President and Field Operations Officer.

Should the President or Field Operations Officer be unable or one of the aforementioned positions be currently vacant, the sitting Vice President for an absent President or the incoming Vice President for an incoming Field Operations Officer shall sit in place of the vacant Executive Board member. The organization shall not appoint any chairpersons while both the President and Field Officer positions remain vacant.

Anyone selected by the interviewers for approval must meet the criteria outlined in the chairperson’s description (Article V).

Once all chairpersons have been interviewed, the interviewers shall present their findings to the Executive Board. The Executive Board shall discuss and then vote on the appointment. Such a vote shall require a supermajority.

In the event it is deemed necessary by the Executive Board, a temporary position may be created to serve the organization. This temporary position will serve as a chairperson but may not necessarily report directly to the Field Operations Officer.

The Executive Board wishing to institute this position will be required to write a document defining the position’s duties, privileges, officer requirements (i.e. attend officer meetings, etc.) selection processes, removal procedures, and the duration of this position’s term. Before filling this position, the aforementioned document must be approved by a supermajority vote of the executive board and the adviser. The Executive Board will be required to, within 48 hours, to inform the general body of this temporary appointment.

No more than three temporary appointments may exist at any given time. No temporary appointment may exist for more than one year. All temporary appointment definition documents shall, for the duration of the position’s existence, be considered part of this constitution as an amendment and therefore publically available to the general body.

Finally, for posterity, all temporary appointments existing for more than three months shall exist on the organization website as an officer.

XIII. Vacancies

Should any officer position become vacant, the IEEE shall work to fill the position as soon as possible utilizing the following procedures and policies.
Any vacancies shall be communicated to the general membership within 48 hours of the vacancy arising. No officer position may remain vacant for more than one month (30 days) of the Fall/Spring semesters. Vacancies may remain for the summer semesters.

The Executive Board, with unanimous approval, may appoint a temporary President or Treasurer in the event of their vacancies. Such appointments may only last 30 Fall-Spring semester calendar days (excluding all breaks) or for the duration of the summer semester. Such appointments are temporary and may only occur in extreme circumstances.

Should a vacancy arise on the Executive Board, a recall election shall be held at the next general membership meeting. If the vacancy is communicated to the general body less than eight (8) days before the next meeting, the election will be postponed until the next general membership meeting. The Executive Board is required to expedite the nominations process for a recall election. See Article X, Elections for a further discussion on the nominations process.

Should a vacancy arise among the chairpersons, the Field Operations Officer is responsible for organizing the interviews required to fill the position following the procedures outlined in Appointments (Article XII).

XIV. FINANCES

All funds are to be handled through the Treasurer and the Associated Student Activities Office.

The club will not have an off-campus account with any banking institution.

Because of the minimal role of members, officers can spend an unlimited amount of club funds for expenses directly related to the operation of the organization.

No active member who is not a member of the College of Engineering shall be eligible to receive any monetary award exceeding $1000.00.

The Treasurer will maintain a financial record dating seven (7) years into the past. The Treasurer will also ensure that the organization remains in accordance with the Associated Student Activities Office’s procedures and rules.

Further discussion on club spending, investments, and potential endowment fund usage is outlined in the document “Financial Policies for The Pennsylvania State University Student Chapter of the IEEE,” located on the officer BOX account and organization website. This document will be maintained by the Treasurer and President. Modifications to this document will require a majority vote of the Executive Board subject to adviser approval. At any time, any university official with provided reason may request a copy of this document.

XV. ACCOUNT ACCESS

Due to the numerous accounts, facilities, and assets managed by the officers of the Penn State IEEE, a system for organizing accessibility by the officers to these resources has been designed. With the exception of the accesses discussed in this document, officer access to given assets will be outlined in a separate document entitled “Account Access for the Officers of the Penn State Chapter of the IEEE.”

A simple majority vote of the executive board is required to approve modifications of this document. The initial definition outlined in this document shall arise from the April 15, 2014 revision of the constitution.

This document shall be kept on the Penn State IEEE’s BOX account. At any time, any officer or university official can request a copy of this document with provided reason.

The President shall maintain an encrypted list of all of the passwords, access codes, and account recovery information in a secure, digital location. The Vice President and Adviser shall maintain access to this list as well. The location of these access abilities shall be maintained by the Adviser.

XVI. AMENDMENTS TO THE CONSTITUTION

All amendments to this document must be submitted in writing to the Officer Team and Adviser.
Any active member is eligible to propose an amendment.

A supermajority of the Executive Board and adviser approval is required to ratify an amendment.

On an annual basis, the Officer Team shall review the constitution and, if necessary, propose amendments to this document to ensure for the organization’s health and well-being.

All amendments are subject to the approval of the Office of Student Activities.

Amendments take effect immediately.

XVII. PARLIAMENTARY AUTHORITY

All parliamentary matters will be handled in accordance to the most recent version of Robert’s Rules of Order, Newly Revised, by Sarah Corbin Robert unless otherwise noted in this constitution.

For simplicity:

A majority is defined as 50% of the voting entity + 1 member of the entity.

A supermajority is defined as 2/3 of the voting entity.

XVIII. ACCESSIBILITY OF THE CONSTITUTION

The Constitution will be available for anyone to see online on the club website and available upon request via email.

*Originally Rewritten by Christopher X. Miller, Penn State IEEE President (PSU EE ’16)*

April 2014

*Revised by Penn State IEEE Executive Board (2014-2015)*

March 1, 2015

*Constitution Re-Ratified and Approved by the Penn State IEEE Executive Board*

March 3, 2015