



**The Constitution of the
Rowan University
Institute for Electrical and Electronics Engineers
(IEEE)**

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Article I – Name

The name of this organization shall be the Rowan University Institute of Electrical and Electronics Engineers (IEEE).

Article II – Mission

The mission of this club shall be (1) to promote the professional development of its members by its programs and by its relations with the local IEEE chapters, the national IEEE professional society, and international IEEE partners, and (2) to contribute to the development of Electrical and Computer Engineering at Rowan University through activities involving the faculty and student members.

Article III – Membership

Section 1 – Eligibility

An individual is eligible to be a member if he or she is eligible to participate in a student organization as detailed in the policies of Rowan University. We do not discourage anyone from attending our meetings, and welcome anyone who is interested to attend.

Section 2 – Dues

No dues are collected by this club, and it is free to become a member. However, members are encouraged, but not required, to become a national IEEE member so that they can be involved in national, regional, and/or sectional IEEE events, such as conferences, competitions, and scholarships.

Section 3 – Active Membership Requirements

Any student enrolled at Rowan University shall be considered an active member through the attendance of a total of two meeting, events, or service projects during the academic year.

Section 4 – Active Membership Rights

Any student who is considered an active member of Rowan IEEE will be able to take part in Rowan IEEE sanctioned events, voting of the new executive board, as well as have the opportunity to be nominated for an executive board position in the upcoming election cycle.

Section 5 – Revoking Active Membership

A student who is considered an active member can have their membership revoked if he or she fails to attend the required meetings, events, or service projects as specified in *Section 3*; if he or she does not meet the responsibilities that they volunteered for or were appointed to; or if he or she does not adhere to the Rowan University Student Code of Conduct.

Article IV – Executive Board

To direct the activities of the club, the following executive board members shall serve for an entire calendar year: President, Vice President, Treasurer, Secretary, Fundraising Chair, Activities Chair, Tournament Chair, Public Relations Chair, Webmaster, and Student Government Association (SGA) Representative.

Article V – Election of Executive Board Members

1. Nominations for the following calendar year of the officers listed in Article IV shall take place during the final meeting of the fall semester no earlier than November. Election of officers shall take place no later than the December meeting of the year.
2. Nominations for each officer shall be communicated to the current President or Secretary.
3. Election of each officer shall be conducted by ballot at the final meeting of the semester. In the event of a tie for the President, Vice President, Secretary, or Treasurer, a revote shall be cast between the two tied candidates to determine the elected officer. For the remaining positions listed in Article IV, a revote may be cast, or the two tied candidates may agree to share the responsibilities of the position.
4. Candidates are eligible for election if they have attended any two general meetings, events, or service projects in the past calendar year prior to final meeting. Students who are in their first semester at Rowan University during the election process are only required to have attended one general meeting, event, or service project in the past calendar year prior to the final meeting.
5. Elected Officers will begin a shadowing period of the previous officers beginning immediately after being voted in. This shadowing period will last for half of the spring semester, in which the elected officers will assume the positions they have been voted into. This transition period will not exceed 3 months from the election date, or March 30th, whichever comes first.
6. Elected Officers will then hold their position from the end of their shadowing period (no later than March 30th) until the end of the next shadowing period.

Article VI – Committees

Section 1: Committee Formation

1. Committees can be formed, by the president's discretion, in assisting the duties of the executive board.
2. Committees will have a leader, who will be appointed by the president.
3. Committees can have appointed and non-appointed, volunteer members.
4. Committees can also be formed by the Treasurer, Fundraising Chair, Activities Chair, and Tournament Chair at their discretion. These committees must have volunteer members.

Section 2: Committee Procedures

1. Committees shall meet at least once a month.
2. Each committee leader must give monthly updates about the committee's progress to the vice chair and chair.
3. Committees shall last until they are no longer required for the club.
4. Only the president shall have the authority to dissolve a committee.

Section 3: Standing Committees

The committees listed below are hereby established on a more permanent basis due to recurring annual events/needs:

1. **Sumo Committee** - The sumo robotics committee is in charge of planning both the sumo robotics kit and scratch competitions. The committee consists of four students and is led by the current activities chair.



2. **ProfHacks Committee** - The ProfHacks committee is in charge of running and managing Rowan's annual hackathon, ProfHacks. This committee consists of one or two managing chairs as well as five main supporting positions (Logistics, Hacker Experience, Marketing, Design, and Webmaster). Various other temporary positions may arise depending on the year's theme.
3. **Public Relations (PR) Committee** - The PR committee works to develop PR strategies, build relationships with the media, write press releases to generate publicity, and manage social media outlets (Facebook, Instagram, etc.). The PR committee shall be led by the elected Public Relations Chair.
4. **Mentorship Committee** - The purpose of this committee is to further develop the IEEE mentorship program that has been established. The committee will help the current Vice Chair, who will be charged with heading the committee, plan and execute the mentorship program for their year. Primary responsibilities will include promotion of the mentorship program to incoming freshmen and transfer students, the generation and execution of event ideas, promotion of these events, etc.

Article VII – Finances

Section 1: Oversight

The treasurer will be in charge of keeping oversight of the funds of the organizations

Section 2: Source of Funding

Funding shall come from the budget given by SGA, supplemental to the budget from SGA, fundraising activities, as well as sponsorship for companies. Students are not permitted to ask companies for sponsorship without consulting the Corporate Outreach committee.

Section 3: Maintenance of Funds

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization by the Student Government Association.

Section 4: Disbursement of Funds

All funds that are needed from the SGA account, whether through check or purchase order, will have to be approved by the President of the organization before moving on to SGA. Then, the request be by submitted to the SGA Chief Financial Officer, whereas the request must be approved by him or her. A receipt and/or invoice will be required for approval.

Section 5: Daily Activities

The organization will fundraise to help build the budget needed for daily operations. These fundraisers include food sales at the engineering building, toolbox fundraiser done every fall semester, restaurant fundraisers, along with any other fundraising opportunities created by the fundraising chair that has been approved by the SGA.

Article VIII – Meeting Procedures



Section 1: Meetings

Meetings shall only occur on the first and/or third Fridays in a month, or they shall occur on the second and/or fourth Fridays of the month, as specified by the College of Engineering. At least 1 meeting will occur each month to give the status of the club to its members, conduct votes, or to meet about upcoming events within the chapter.

Section 2: Attendance

Members are expected to show to every meeting that they possibly can make. Excuses are allowed if circumstances such as work, sickness, etc. conflict with the meeting times and the member remains active as described in Article 3, Section 3 of the Constitution.

Section 3: Quorum

A quorum is met if at least 10% of the members are present.

Section 4: Minutes

Meeting minutes must be taken for each meeting by the secretary. These minutes must be submitted to SGA for each Quarterly Progress Report.

Article IX – Amendments to the Constitution

Amendments to the Constitution may be proposed by any active member of the club and shall be enacted at the discretion of the Executive Board and members shall be notified of any changes within four weeks by email notification or as a verbal announcement at the next possible general meeting, whichever is earlier. Upon verbal announcement, a notification must come no later than one week following the conclusion of the meeting. If substantial objection arises, at least 20% of the club petitions for removal of amendments, the amendments in question will be reverted to its previous state and brought before the club where a two-thirds majority is needed to reenact the amendment.

Article X – Custody of the Constitution and By-laws

1. One copy of the Constitution and By-laws shall be in the possession of the President of the club.
2. One copy of the Constitution and By-laws shall be in the possession of the Advisor of the club.
3. One copy of the Constitution and By-laws shall be in the possession of the SGA Executive Vice President.
4. An electronic copy of the Constitution and By-laws shall be available on the Rowan University IEEE Webpage.
5. Each of the aforementioned officers shall promptly deliver his/her copy to his/her successor.



By-laws

Article I – Procedure

The conduct of each meeting shall conform to a generally recognized Rules of Order procedure, the following being hereby adopted:

Article II – Duties of the Executive Board Members

The *President* shall be the chief executive officer of the club, shall preside at all meetings, and shall serve as an ex-officio member of all committees.

The *Vice President* shall assist the President in the performance of his or her duties and shall preside at the meetings of all other committees. He or she shall be in charge of organizing any tutoring help or sessions for members of IEEE. He or she shall also be in charge of following up on any action items given to members or other executive board members given to them by the president.

The *Treasurer* shall keep adequate financial records and permit their inspection by any other officer of the club or by the Advisor upon request. Upon request of the President, he or she shall present an oral financial report at any meeting of the club. The Treasurer shall submit a Student Financial Control Board budget request form to the President no later than February 1st. He or she shall present a complete and final written report at the last meeting of each calendar year, and at that time he or she shall deliver to his or her successor all club records and funds in his or her possession. He or she shall preside at all the meetings of the club in the absence of the President and Vice President.

The *Secretary* shall keep a record of all meetings in a parliamentary form. He or she shall preserve all papers relating to the affairs of the club and deliver the same promptly to his or her elected successor. The Secretary shall prepare, obtain the written approval of the President for, and promptly submit all formal or informal reports requested by the Club Advisor or the officers of the Student Chapters Committee. He or she will also complete the SGA Quarterly Progress Reports and Service Project Reports by their respective due dates.

The *Fundraising Chair* shall organize and prepare any fundraising activities for the club. The Chair must work with the Treasurer to ensure the proper record and deposit of raised funds. He or she shall also email the club when a fundraiser will be occurring. This person shall also have the authority to have a committee to support them in organizing and running fundraising events.

The *Activities Chair* shall act as the lead organizer of club activities. The Activities Chair will have the authority to ask for money for club activities. This person will also actively look for tours of businesses, technical buildings, and other areas of industry and technology for the members of IEEE. He or she will also have the authority to have a committee to support them in organizing and running events.

The *Tournament Chair* shall act as the lead organizer of any tournaments the club will be having. This person will work closely with the activities chair in organizing the tournament event, and will be in charge of acquiring the necessary materials needed for the event. He or she shall also have the authority to have a committee to support them with organization and running of events, and can ask the officers for funds for the events.



The *Public Relations Chair* shall be charged with the responsibilities of managing the public relations committee in all matters dealing with press or social outreach. This duty shall be conducted through print and online media contacts, online social media, and any other platform deemed appropriate by the chair.

The *SGA Representative(s)* shall attend biweekly Student Government meetings and report information from these meetings promptly to the President and Secretary. The Representative(s) is/are also responsible for fulfilling any other meeting attendance requirements deemed necessary by the Student Government Association.

The *Webmaster* is responsible for keeping the IEEE website updated with the club's latest information and calendar. This person will ensure that the club's constitution and by-laws are available on the webpage. He or she will continue to improve the design of the website as the club evolves over the years, while maintaining University guidelines.

Article III – Vacancy in Executive Board Position

Section 1 – Call for Nominees

1. Call for nominees will last for 2 weeks, allowing sufficient time for applicants to respond.
2. After the close of the 2 weeks, the nominees will give a speech on why they should be chosen during a general meeting.
 - a. If a current E-board member chooses to pursue this nomination, they must have a suitable replacement, approved by the chair, to assume their position if they are voted into the position up for vote.
3. After conclusion of the speeches, the general membership will vote from the nominees, on who will assume the position.
4. Once voted in, the person will assume the position immediately, in order to fill the vacancy.

Section 2 – Vacancy Procedures of the Executive Board Positions

1. Vacancy in Chair Position: In the case of a vacancy in the chair position, the vice-chair will assume the powers of chair. Then, a call for nominees will be issued to fill in the vacancy of the vice-chair. Once this is complete, the Rowan SGA will be contacted in regards to the change of positions.
2. Vacancy in Vice-Chair Position: In the case of a vacancy in the vice-chair position, a call for nominees will be issued to fill in the vacancy. Once this is complete, the Rowan SGA will be contacted in regards to the change of positions.
3. Vacancy in Treasurer: In the case of a vacancy in the treasurer position, a call for nominees will be issued to fill in the vacancy. Once this is complete, the Rowan SGA will be contacted in regards to the change of positions.
4. Vacancy in Secretary: In the case of a vacancy in the secretary position, a call for nominees will be issued to fill in the vacancy. Once this is complete, the Rowan SGA will be contacted in regards to the change of positions.
5. Vacancy in Fundraising, Activities, Public Relations, or Tournament Chair: In the case of vacancy in any of these positions, the chair has the power to nominate someone immediately into the position. A call for nominees can be held if deemed necessary.



6. Vacancy in SGA Representative: In the case of a vacancy of an SGA Representative, one of the current E-board members MUST attend the SGA meetings until this position is filled. This position can be filled by someone nominated by the chair.

Article IV – Removal of Executive Board Members

If an Executive Board (E-board) member is not performing the duties required of his/her respective position, the other E-board members must conduct an E-board meeting to discuss the actions of the delinquent E-board member. The delinquent E-board member will be given a warning to perform their respective duties. If the delinquent E-board member continues to not perform his/her duties after being issued a warning, the E-board members may hold a vote of no confidence regarding the delinquent E-board member. This position will then be filled via the actions defined in Article IV of the by-laws of this constitution.

Article V – Amendments to the By-laws

Amendments to the Bylaws shall be proposed and adopted by the procedure specified in Article IX of the Constitution.



This document has been approved by the current membership of the Rowan University Institute for Electrical and Electronics Engineers (IEEE) Organization. By signing this, the president and advisor approve this constitution and will run the organization according to the guidelines in this constitution.

President Name (Printed) President Signature Date

Advisor Name (Printed) Advisor Signature Date