IEEE Student Branch at Virginia Tech
Bylaws

ARTICLE I.
Name and Purpose

A. This organization shall be known as the Institute of Electrical and Electronics
Engineers Student Branch at Virginia Tech, or (IEEE VT, or IEEE VT, or IEEE
Virginia Tech Student Branch)

B. It is the object of this branch to further the aims and ideals of the IEEE. To promote
the welfare and knowledge of our members through the holding of meetings, field
trips, conferences, lectures and social events with the express goal of developing and
expanding the knowledge of theory, applications and professional practice as it relates
to all phases of electrical and computer engineering and related fields of endeavor. To
promote social and professional interaction between members and industry thereby
providing the foundation and professional relationships for members to succeed in
their chosen areas of practice.

C. The members of the Executive Committee shall be:
   1. Chair
   2. Vice Chair
   3. Secretary
   4. Treasurer
   5. Executive Officers elect (ex-oficio/non-voting member)
   6. Branch Counselor (ex-oficio/non-voting member)
   7. Previous Chair (ex-oficio/non-voting member)
   8. Branch Mentors (ex-oficio/non-voting member)

D. Membership and participation in Branch activities shall be free from discrimination
based on gender, race, religion, handicap, or sexual orientation.

E. Members of the IEEE student branch at Virginia Tech must be members of the
international IEEE, holding a current student membership as provided for in the IEEE
membership statement.
ARTICLE II.
The affairs, programs, and activities of the Student Branch shall be carried out by the Student Branch Officers, directed and overseen by the Executive Committee.

A. EXECUTIVE COMMITTEE: The Executive Committee shall consist of elected officers with the following duties and responsibilities.

1. CHAIR: As the executive officer of the Branch, the Chair is the key to effective student leadership. As Chair, you are responsible for the overall management of all Branch affairs and a key motivator. To be effective, you must learn and use the skillful art of delegating responsibility to your officers and to certain selected members as required by the size and range of activity of your branch. The Chair shall:

i. As Chair Elect, complete and submit a New Officer Report to the IEEE and VT and represent the Student Branch at SoutheastCon.

ii. Attend the Executive Committee and Officer Meetings.

iii. Formulate an agenda for each meeting, distribute at least 2 days prior to the meeting, preside at each meeting, and incorporate changes to the agenda as appropriate.

iv. Observe the performance of other officers and provide leadership and feedback as necessary.

v. If necessary, bring the issue of non performance to the Executive Committee and committee Chairs for review as defined in Article III.

vi. Represent the Student Branch in relations with other organizations.

vii. Be authorized to sign checks for expenditures approved by the Officers.

viii. Assist the Secretary and ensure that all paperwork is:

a. Submitted to the Branch Counselor

b. Filed in the Branch Office.

c. Paperwork to be filed:

i. Annual Plan – due 1 November

ii. Annual Report – due 1 March (not Later than 1 May)

iii. Report new Branch officers as elected annually


ix. Oversee the Vice Chair in the monitoring of responsibilities/open action items associated with all officers and assist the Vice Chair in this task should it become necessary.
2. VICE CHAIR The Vice Chair frequently oversees committee responsibilities and always shares the workload of the Chair. Since you are an important member of the Executive Committee, you can do much to motivate Branch Activity. The Vice Chair shall:

   i. Temporarily assume all the duties of the Chair if the Chair is absent from any meeting or event. Permanently assume the duties of Chair should the position become vacated for a period of no less than three weeks.

   ii. Assist the Chair to accomplish the approved projects, programs, or other activities of the Student Branch.

   iii. Be a member of the Executive Committee and attend its meetings.

   iv. Coordinate preliminary planning for SoutheastCon and, when the committee is formed, assist the Chair of the SoutheastCon and Hardware Team Committees.

   v. Assist the Treasurer in monitoring and supervising the petty cash (as defined in Article II, Part A, Section 4) belonging to the Branch.

   vi. Observe the performance of other officers and provide leadership and feedback as necessary.

   vii. Be a member of the Executive Committee and attend its meetings.

   viii. Record and ensure the completion of Officers’ responsibilities and duties which are required for the completion of the approved programs, projects, or other activities of the Student Branch. The Vice Chair will also keep an updated record of open action items and the party responsible for its completion. (This will require a definition of said “action item” at each meeting.)

3. SECRETARY: The Secretary is the lifeblood of the organization as official information and correspondence flows through this person. As Secretary, you are to record all relevant and vital information at the meetings and are chiefly responsible for the reports, publicity, and matters of that nature. You should be able to take quick accurate and concise notes as your position is almost as important as the Chair’s. The Secretary shall:

   i. Take roll and record accurate minutes of all meetings at which official business is conducted and distribute them to all officers within two days of the meeting for approval and the Branch Counselor at the next meeting, post them for viewing by the student body, and place a copy in the appropriate file in the branch office.

   ii. Assist the Chair to complete and submit all required reports.

   iii. Produce for the Officers all correspondence, memoranda, and other administrative documents and ensure that correspondence, memoranda, and documents are properly transmitted to the appropriate organization or person and a copy is placed in the files
in the Branch Office.

iv. Assist the other officers in preparing required reports, forms, or other correspondence and ensure that these items are properly transmitted and a copy filed in the Branch Office.

v. Obtain information from other officers as appropriate, complete, and submit the Annual Plan and Annual Report to the IEEE and other appropriate persons or organizations.

vi. Order and maintain a supply of letterhead stationary, envelopes, forms, stamps, membership pins and other supplies.

vii. Maintain a record of all current members and place the record in a file in the Branch Office and work with the Membership Committee Chair to be sure that the email listservs are accurate and updated.

viii. Serve as the acting IEEE VT Newsletter Editor should the Publicity Chair be vacant.

ix. Provide a copy of these bylaws to each officer-elect at the transition meeting and arrange for an orderly transfer of all Branch records to the incoming secretary.

x. Be a member of the Executive Committee and attend its meetings.

4. TREASURER: The Treasurer is responsible for maintaining the financial accounts of the Branch. Since final approval of a project may depend on the finances available, it is imperative that all records be kept current and as accurate as possible. The treasurer shall:

i. Receive and disburse money belonging to the Student Branch as approved by the Executive Committee.

ii. Be sure all money received by the Branch is deposited no later than two business days from the date it is received.

iii. Be authorized to sign checks for expenditures approved by the Executive Committee.

iv. Submit an accurate and complete financial report indicating all income and expenditures since the previous report to the Executive Committee and Branch Counselor at each regular meeting, and place a copy of the report in the branch office.

v. Maintain the following records:
   a. Petty Cash Book. This book shall be kept in the petty cash box and all receipts and disbursements from petty cash recorded in the book. Entries shall include the date, the amount and the purpose of the transaction, and the name of the person receiving or paying the money. The treasurer shall place directions for making
entries in the front of the book. Petty cash book will only be kept if needed.

b. **Financial Transactions Book.** This book shall be maintained by the treasurer. They shall personally pass the book, fully and completely updated, to the treasurer-elect. The book shall include the date, amount, and purpose of all receipts or disbursements, and the name of the person or organization receiving or paying the money. Disbursements or receipts from petty cash will be labeled “petty cash”. Disbursements, receipts, and balance will be recorded in separate columns.

c. An itemized and detailed financial record of the expenditures and profits of activities such as large social events, and fund-raisers.

vi. Check bank statements and cancelled checks against branch records. Any discrepancies must be reported to the Executive Committee.

vii. Make a financial report to the Executive Committee at the beginning of each academic term and when requested to do so by the Chair. The report shall include total receipts and disbursements from the date of the last report, the previous and current balance and other pertinent information.

viii. The treasurer shall assist the treasurer-elect to prepare the financial section of the Annual Report due at IEEE Headquarters by 1 March (not later than 1 May).

ix. Keep an accurate record of all financial allocation decisions at each meeting as well as record such expenditures and be sure the branch does not run into debt.

x. Open a joint bank account, obtain the signatures of the persons who are authorized to sign checks, and assist the officers-elect who are authorized to sign checks to become signatories to the account at the annual transition meeting.

xi. Work with the Executive Committee and other relevant officer to prepare any and all budget paperwork, requests, information, etc.

xii. Be a member of the Executive Committee and attend its meetings.
B. OTHER STUDENT BRANCH OFFICERS: The Executive Committee shall further the programs and activities of the branch by appointing officers and/or facilitating the election of IEEE members as student branch officers to fill some or all of the following positions, and any others deemed necessary from time to time.

5. PROGRAMS COMMITTEE CHAIR: As Programs Committee Chair you are responsible for planning and running your Branch's program of activities for the year. A program of meaningful technical and academic activities can help increase your membership and participation. The Programs Committee Chair shall:

   i. Recruit other student members to serve on the Programs Committee, assign duties and responsibilities to them, and supervise their work.

   ii. Obtain speakers and otherwise plan the technical and academic activities of the program meetings of the student branch.

   iii. Actively seek out corporate, faculty, and staff interaction with the IEEE members for the purposes of speaking, interaction, and other such activities.

   iv. Work with the Fundraising Committee Chair to acquire corporate contacts and donations.

   v. Inform the Publicity Chair of all such events planned and ensure accurate and timely notices are posted.

   vi. Obtain and prepare facilities required at approved events or activities of the student branch including tables, chairs, grills, projectors, and amplifiers.

6. PUBLICITY COMMITTEE CHAIR: As Publicity Committee Chair, you are responsible for advertising all Branch activities. This may also involve public relations with non-engineering faculties and the general public. The Publicity Committee Chair shall:

   i. Recruit other student members to serve on the Publicity Committee, ensure all duties and responsibilities required to achieve the branch publicity program and support the activities program are carried out.

   ii. Inform the appropriate collective about student branch activities to which they are invited. This shall include:

       a. Producing and placing posters in locations appropriate for informing the EE students and faculty about student branch activities and removing the posters the day after the activity has occurred.

       b. Articles or announcements in the IEEE Dish Newsletter or other appropriate publications.

       c. Emails and articles for the various listservs and the newsletter as appropriate.
iii. Perform other duties, which publicize and inform about the plans, events, and activities of the student branch as directed by the Executive Committee.

iv. Act as the interim IEEE Dish Newsletter Editor when a vacancy exists.

7. MEMBERSHIP COMMITTEE CHAIR: As Membership Committee Chair, you are responsible for actively recruiting new members and renewals, maintaining the membership email listserv, keeping an updated copy of the membership list, and resolve members’ questions about member benefits, questions, and problem resolution. The Membership Committee Chair shall:

i. Recruit other student members to serve on the Membership Committee, assign duties and responsibilities to them, and supervise their work.

ii. Plan and coordinate a week-long membership drive to take place within the first two months of the fall term and another within the first two months of the spring term.

iii. Membership drive should include:
   a. Staffed information tables around campus during classes.
   b. Visits to undergrad classes during the week.
   c. Fliers and Posters around campus; table-cards in the dining halls.

iv. Advocate online membership applications. When necessary, receive paper application forms, obtain the Branch Counselor’s signature, and forward the application and dues to the IEEE.

v. Maintain the membership listserv with the correct email addresses.

vi. In conjunction with the Secretary, keep an updated copy of the official membership.

vii. Resolve questions and problems with memberships.

viii. Work with the publicity chairperson in ensuring proper publicity about membership drives and benefits of being an IEEE member.

ix. Work with the IEEE University Partnership Program to be sure we meet their membership goals and library discount requirements.
8. SOCIAL COMMITTEE CHAIR – As Social Committee Chair, you are responsible for fulfilling one of the three main categories of the focus of the IEEE Student Chapter at Virginia Tech, the social aspect. This will be completed by planning events and activities that encourage the social growth of all members of the ECE department. To complete these tasks, the Social Committee Chair shall:

i. Recruit other student members to serve on the Social Committee, assign duties and responsibilities to them, and supervise their work.

ii. Plan and coordinate all social events. This includes general meetings, local social gatherings, and any other events approved by the Executive Committee.

iii. Inform the Publicity Chair of all events planned and ensure that accurate and timely notices are posted for these events.

iv. Coordinate “Fun Friday” for the ECE department on the first Friday of each month. In the case of school not being in session due to vacation or any other reason, or if a first Friday occurs not during the Fall or Spring semesters, Fun Friday will be postponed the subsequent Friday where none of these rules have been broken. Jobs include gaining appropriate funding from the ECE department, gathering all needed food, beverages, and supplies, and setting up and cleaning up the ECE student lounge. Membership applications and a donation jar should be included in the supplies. If the social committee chair cannot be present during the entirety of Fun Friday, someone from the social committee or another officer must be present to man the donation jar and collect membership applications.

v. Organize the annual ECE department Spring Picnic during April of every spring semester. This includes reserving grounds for eating and activities which could hold the entire ECE department, and ensuring that all supplies and reservations are made in a timely manner before the date of the picnic.

vi. Along with the Outreach Chair, aid the Undergraduate Advising Office in the participation of the ECE department in the annual Engineering Open House which occurs close to Easter. This includes attending meetings of the Engineering Open House if their committee decides to have them, ensuring both the ECE department and IEEE have booths at the event and that they are setup properly, creating lab tours for interested visitors of the open house, and gathering IEEE members and officers to participate during the event.

vii. Coordinate social activities for the ECE faculty/staff and the students. This may include things such as a periodic gathering at a local food establishment.

viii. Along with the Outreach Chair, act as a student liaison between the Undergraduate Advising Office and current and potential ECE students. Expect to organize and participate in activities such as ECE department presentations for Engineering
Fundamentals students, answering questions during Freshmen Orientation if you are present and available during the summer, and giving tours to prospective students.

9. IEEE NEWSLETTER EDITOR: This is one of our main sources of information dissemination avenues for the IEEE at Virginia Tech. You should be have good written English skills and be able to edit other’s work for the purpose of publishing articles, advertisements, and letters. IEEE Newsletter Editor shall:

i. Recruit other student members to serve on the newsletter staff, assign duties and responsibilities to them, and supervise their work.

ii. Collect branch news from other officers and publish a new edition of the IEEE Newsletter on the first Friday (Fun Friday) of each month during the academic year, or by the first week classes, and one or more times during the summer, and a winter break.

iii. Have the draft reviewed by the Branch Chair or Counselor for each edition before distribution.

iv. Be responsible for the distribution to the ECE student body and faculty of each IEEE Newsletter issue. And also provide an electronic copy for the Website Chair to publish it on the IEEE VT website and dissemination via the member listservs.

v. Work to acquire corporate, faculty, and other involvement through ads and articles relevant to IEEE VT members.

vi. Work with the Publicity Chair and Secretary to ensure that relevant information is in the Dish and also interface with any outside publication as necessary.

10. STUDENT SOCIETIES CHAIR: You will interface with all of the other IEEE VT student societies and assist them starting/maintaining their organization. You will also serve as the liaison between non ECE/IEEE societies for the betterment of our group. This position will allow you to be exposed to many other groups and experiences. The Student Societies Chair shall:

i. Be the Chief interface with other societies for the betterment of the IEEEE. This person shall organize joint events, calendar issues, and serve as a liaison between the other groups.

ii. Inform the Executive Committee of other societies’ events and activities.

iii. Recruit other student members to serve in this purpose, assign duties and responsibilities to them, and supervise their work.

iv. Work directly with other ECE and IEEE at Virginia Tech organizations to get them up and running effectively.
11. STUDENT GOVERNMENT ASSOCIATION REPRESENTATIVE. You will represent the IEEE Student Branch at Virginia Tech during SGA meetings. Representing includes voicing the opinion of the IEEE and voting for the ideals of the IEEE. The Student Government Association Representative shall:

i. Shall not exceed two in number.

ii. Be the representative to the Student Government Association on behalf of the IEEE VT and serve as the liaison between the IEEE VT and Student Government Association.

iii. Inform the Executive Committee of all Student Government Association activities and provide some written minutes/notes of the meetings

iv. Perform any budgetary request on behalf of the IEEE VT and serve as the representative in any official SGA/IEEE matters.

v. May recruit other student members to attend the meeting in their place provided that above is accomplished. However, they may not appoint someone in their place except with the permission of the Executive Committee with regards to budgetary matters or events that directly pertain to the IEEE VT.

12. OUTREACH COMMITTEE CHAIR. As the Outreach Committee Chair, your main goal will be to act as a liaison between the IEEE Student Branch at Virginia Tech and the community. You will in essence be the philanthropic arm of the student branch. To fulfill these duties, the Outreach Committee Chair shall:

i. Recruit other student members to serve on the Outreach Committee, assign duties and responsibilities to them, and supervise their work.

ii. Be the interface with other educational institutions, outside groups, and individuals.

iii. Along with the Social Chair, aid the Undergraduate Advising Office in the participation of the ECE department in the annual Engineering Open House which occurs close to Easter. This includes attending meetings of the Engineering Open House if their committee decides to have them, ensuring both the ECE department and IEEE have booths at the event and that they are setup properly, creating lab tours for interested visitors of the open house, and gathering IEEE members and officers to participate during the event.

iv. Along with the Outreach Chair, act as a student liaison between the Undergraduate Advising Office and current and potential ECE students. Expect to organize and participate in activities such as ECE department presentations for
Engineering Fundamentals students, answering questions during Freshmen Orientation if you are present and available during the summer, and giving tours to prospective students.

v. Act in a philanthropic role, organize service activities, and contact local charity organizations.

13. Member(s) At Large: You are the people the officers will turn to when they need help. You will most likely be the ones first considered for a vacancy. As a Member At Large, you get to vote at all the officer meetings, participate in all the major events, and actively be involved without specific duties. The member(s) at large shall:

i. Shall not exceed 3 persons in number.

ii. Assist any officer in tasks with which the officer requires assistance.

iii. Administer tasks & work with non-officer members who wish to volunteer time.

iv. Regularly attend as non-voting members Executive Committee meetings for the purpose knowing what is going on should they need to replace an officer, not as an active or participating member.

v. Replace any officer, temporarily, should their office become vacant for a period of two weeks or more. Permanence can be had at the discretion of the Officers.

14. STUDENT ENGINEERS’ COUNCIL (SEC) REPRESENTATIVES. As the SEC Representatives, you will represent the IEEE Student Branch at Virginia Tech during SEC meetings. Representing includes voicing the opinion of the IEEE VT and voting for the ideals of the IEEE VT. The SEC Representatives shall:

i. Shall be two in number

ii. Be the representative to the Student Engineers’ Council and attend the SEC’s all General Assembly Meetings.

iii. Inform the IEEE VT officers of SEC activities and provide some written minutes/notes of the meetings.

iv. Coordinate activities that include IEEE VT participation in SEC events.

v. Vote on SEC matters on behalf of the IEEE VT.
15. WEBSITE COMMITTEE CHAIR: The Website Committee Chair will upkeep the IEEE Student Branch at Virginia Tech website. This includes keeping news and information about the IEEE current and up to date, as well as creating tools to make the jobs of the other officers more efficient. The Website Committee Chair shall:

i. Update and maintain the IEEE VT website.

ii. Post all relevant information at the request of the IEEE VT officers.

iii. Recruit other student members to serve on the Website Committee, assign duties and responsibilities to them, and supervise their work.

iv. Work with the Secretary to post the minutes, appropriate official documents, and work closely with the officers to ensure the membership and public are availed the opportunity to read out our activities.

v. Work with other officer to post the Dish, advertisements, etc on the website.

16. STUDENT COMPETITIONS COMMITTEE CHAIR: You are in charge of all the on campus student competitions except for the SouthEastCon Hardware team. You should be able to organize, promote, and coordinate all aspects of any student competition. In this position, you can make the IEEE at VT a fun place be. The Student Competitions Committee Chair shall:

i. Recruit other student members to serve on the Student Competitions Committee, assign duties and responsibilities to them, and supervise their work.

ii. Field ideas from the members and hold various on campus competitions not to be less than one per semester (not including the paper contest)

iii. Starting early in the Fall Semester, coordinate and organize the VMS and SouthEastCon Paper Contest process

iv. Work with other departments to secure their involvement during cross-disciplinary competitions

v. Work with the Fundraising Committee Chair and actively seek corporate sponsorship of on campus events.
17. SOUTHEASTCON HARDWARE COMPETITION TEAM CAPTAIN. The team captain should have technical expertise and be capable of leading a group design process from start to finish. They will organize the team at the start of fall semester and take a lead in motivating them. The hardware team captain shall:

i. Lead the hardware competition team in the design, construction, and execution of all aspects of the IEEE SoutheastCon hardware competition, as specified by the SoutheastCon host.

ii. Schedule and preside over all meetings of the hardware competition team.

iii. Be elected at one of the first 3 hardware team meetings. The IEEE VT Chair shall preside of over the meetings until such time a Captain is elected.

iv. The first meetings shall serve as informational sessions and membership shall be closed not later than November 15th. New members may be appointed at the discretion of the Team Captain and a vote shall be taken of the other team members.

v. Represent the hardware team.

vi. Appoint or plan the election of other hardware competition team officers including, but not limited to:

   A. Vice-Captain – responsible for all of the duties of the captain in their absence.
   B. Secretary – responsible for minutes, organization of documentation, and all paperwork not handled by other officers.
   C. Treasurer – responsible for all finances of the hardware competition team and fundraising which is exclusive to the team.

vii. Attend meetings of the IEEE VT officers to give brief progress reports and to discuss any funds shared between the hardware competition team and the IEEE VT branch.

viii. Maintain the hardware competition team as an independent group organized under and reporting to the IEEE VT branch and require that all team officers and members be IEEE members in good standing.

ix. Lead the team through fall and spring semesters.
18. GRADUATE STUDENT ASSOCIATION REPRESENTATIVE. You will represent the IEEE Student Branch at Virginia Tech during GSA meetings. Representing includes voicing the opinion of the IEEE and voting for the ideals of the IEEE. The Graduate Student Association Representative shall:

vi. Shall not exceed two in number.

vii. Be the representative to the Graduate Student Association on behalf of the IEEE VT and serve as the liaison between the IEEE VT and Graduate Student Association.

viii. Inform the Executive Committee of all Student Government Association activities and provide some written minutes/notes of the meetings.

ix. Perform any budgetary request on behalf of the IEEE VT and serve as the representative in any official GSA/IEEE matters.

x. May recruit other student members to attend the meeting in their place provided that above is accomplished. However, they may not appoint someone in their place except with the permission of the Executive Committee with regards to budgetary matters or events that directly pertain to the IEEE VT.

19. BRANCH MENTOR: A Branch Mentor is a Section member not associated with the university who is appointed by the local Section, in consultation with the Student Branch members, to serve a specific IEEE Student Branch. It is anticipated that each Branch Mentor will be a member of both the Section Student Activities Committee and the Student Branch Executive Committee. He or she will provide guidance, serve as a liaison between the Student members and the Section, and encourage new graduates from the branch to maintain their membership and stay involved in IEEE activities. Branch Mentors Shall:

i. Shall not exceed two or less than one in number.

ii. Meet with the Student Branch regularly.

iii. Participate in the Section Student Activities Committee.

iv. Assist Student Branches in developing programs.

v. Provide a bridge between the Student Branch and local Section.

vi. Work with the Student Branch officers, the Counselor and the Section Student Activities Committee.
18. **BRANCH COUNSELOR:** The Branch Counselor is a University or College faculty member, an active IEEE member, who serves as an advisor to the Branch and its student Officers. As the Officers usually change annually, and sometimes more often, the Counselor lends a very important sense of continuity to Branch affairs. As such, the Branch Counselor is a key individual whose participation is vital to the success of a Branch. The Branch Counselor shall:

i. Be a member in good standing of the IEEE and a member of the faculty of the ECE department.

ii. Advise and counsel the officers and Executive Committee of the student branch.

iii. Ensure that all activities of the student branch contribute to the objectives of membership in a professional society.

iv. Be a member of the Executive Committee and attend its meetings.

v. Review and approve all activities of the student branch requiring approval or sanction by the university and assure that such activities conform with university and ECE departmental policies and regulations and appropriate standards of professional conduct.

vi. Review and approve all annual reports required by the IEEE and the university, and the treasurer’s report to the Executive Committee required each academic term.

vii. Review all files and records required by these bylaws at the transition meeting at the end of each academic year.

viii. Communicate to the faculty of the electrical engineering department of VT the activities of the student branch.

ix. Be nominated by the Student Branch, approved by the Department, local Section,

x. Ensure that information from IEEE Headquarters is transmitted to the student officers.

xi. Attend Executive Committee meetings and assist Branch Committees.

xii. Participate in regional meetings and conferences.

xiii. Consult with Section Student Activities Committee (SAC), Regional SAC Chair or Regional Director about Branch Activities or problems.

xiv. Endorse all new student applications and participate in the online application service.
xv. Foster good relations with the local section and encourage students to establish regular liaison with the Section SAC Chair. Student members need to understand that IEEE membership starts as a student and continues after graduation.

xvi. Establish industrial contacts for Branch programs and activities in conjunction with the Branch Mentor, GOLD members in the Section and GOLD Affinity Groups.

xvii. Promote student awareness of awards, contests and benefits of membership. Interest other faculty members in the activities of the Branch.
ARTICLE III.
The Officers and Executive Committee

A. DUTIES: The Executive Committee shall:

1. Meet at the call of the Chair or Branch Counselor, or as necessary to adequately manage the affairs of the student branch.

2. Allow and encourage attendance, at meetings of the Executive Committee, by Chairs (or representative) of all subcommittees that may be established by the Executive Committee.

3. Plan and vote on all projects or other activities of the Student Branch as recommended by all of the IEEE VT Officers.

4. Approve or disapprove the expenditure of all funds as recommended by all of the IEEE VT Officers.

5. Receive and act on reports from the officers and committee Chairs of the student branch.

6. Allow and encourage the attendance of Student Branch members to officer meetings except as noted.

7. Appoint volunteers to non-Executive positions in the case of a vacancy.

8. Appoint persons to the various offices of the student branch during the election meeting by holding an election for those various positions.

9. Upon the recommendation of the Executive Committee member, approve or disapprove the removal of an officer, Chair, or representative of the student branch from their office as provided for below in Article III, Part B. If the Chair is implicated, then the next most senior officer will assume the role as Chair during said proceedings.

10. Hold a joint meeting with the officers-elect at least two weeks prior to the last day of class of the spring term for the purpose of advising, training, or otherwise assisting the officers elect to:

   i. Learn standard procedures and the duties of their office,

   ii. Learn the location of files, records, and supplies,

   iii. Become signatories to the joint bank account, and
iv. Obtain access to the student branch office. At this meeting, each officer responsible for maintaining records or files as required in these bylaws shall ensure that such files and records are complete and current, submit them to the Branch Counselor for review and approval and shall carefully review them with his successor.

11. Call meetings of the Student Branch to consider matters appropriate to all members or as required in these bylaws.

12. Approve or disapprove the formation of additional subcommittees recommended by any member of the Student Branch.

13. Allow all of the officers listed in these bylaws to vote and participate in the executive committee meetings wherever voting rights and participation is not specified or specifically prohibited.

14. Not be allowed to hold closed door meetings or exclude officers from decisions with the exception of dispute management, discipline actions, financial resolution, and other ‘delicate’ matters. A vote must be held by the members of the Executive Committee to hold a close door meeting and the Branch Counselor must approve said action provided these bylaws have not already specified for said meeting.
B. NONPERFORMANCE OR UNSATISFACTORY PERFORMANCE: If a member of the Executive Committee or other branch officer does not perform, or does so unsatisfactorily, and a member suggests the review of performance or behavior of another officer:

1. A meeting must be held with that officer, the Branch Chair and at least one other member of the Executive Committee. The purpose of this meeting shall be to discuss the officer’s duties and behavior as set forth by these bylaws and the ways in which they are not being satisfactorily performed. The officer in question should be notified of the purpose of the meeting, which is potential removal of the officer. A letter must be given to the officer in question stating clearly any failure of said officer to perform his or her duties or act in a manner that is not becoming an officer of the IEEE. This letter must also clearly state any assignments and behavior expectations expected of that officer during the next thirty days. These assignments should include and are exclusive to duties included in the description of that officer’s title in these bylaws. The behavior must be professional in nature and appropriate for a member of the IEEE. The meeting will be announced to the officer in question in a typed letter from the executive committee. If said officer cannot be contacted to be given the letter, an email proofread by the entire executive committee is acceptable. Official documentation taken by a member of this meeting is to be kept in the branch minutes and a copy filed in the branch office. The highest ranking officer not implicated shall preside at the meeting.

The next 14 days shall be considered a “probationary period” for the officer in question. During this time the officer may not accept any tasks (apart from any noted in the aforementioned letter) without the consent of the executive council. If any tasks are accepted, they may be used to reflect upon the performance of the officer during their evaluation meeting.

2. No less than fourteen days later, an evaluation meeting may be held among the executive committee, the officer in question, and the branch counselor. If the officer has failed in any of the tasks or behavior modifications noted in the letter he or she received fourteen days (or more) prior, a vote must be held to determine removal of the officer. A vote of three or more out of the four voting officers is required to remove the officer. The branch counselor will be present at the meeting.

   i. The outcome of such a meeting may only result in the following three items:

   1. Letter of Sanction
   Said Letter must indicate the reasons for the Sanction. This is a letter of warning and guidelines the officer must follow.

   2. Letter of Sanction and minimum 30 day Suspension
   Said officer may participate in IEEE VT activities, but shall not be considered an officer, assume any duties, or take lead for any activity.

   3. Letter of Sanction and complete removal from office.

   ii. Should said officer wish to appeal the decision, the officer may plead their case in front of the executive committee. The meeting may only cover the
performance of the officer, the application of the bylaws, and ethical duties of the
IEEE VT.

3. If a volunteer for the position presents him or herself, then the Executive Committee
can appoint the volunteer to the vacated position if the position is not in the Executive
Council. Otherwise a temporary replacement may be appointed until a branch meeting
be arranged and a vote taken for the new replacement. Members At Large shall be
the first persons considered for the newly vacated position. The officer which was
removed may not be considered as a nominee for the replacement. If the removal has
occurred within or so 30 days from an election, a replacement process may not occur.

4. Any officer which is sanctioned with the procedure described above may not hold any
IEEE VT officer position for a period of one year following their sanction.

   i. Should the officer run for a IEEE VT office and win (whether it is their
      officer or another), said action does not excuse, pardon, or remove them
      from the purview of any disciplinary action.

5. Any officer that has been sanctioned or is undergoing the sanctioning process and the
executive committee determines the problems with said officer continue to exist, the
officer will be removed from office. The officer may not appeal and the decision by the
executive committee is final.

6. Officers must step down if they are not able to serve for their entire term. If it is
known that an officer will not be able to fulfill their duties because of co-ops, internships,
lack of good standing, etc, and the officer does not notify the Executive Committee, then
said officer will be immediately removed from office.

7. Should the Chair be implicated for non-performance or ethical issues, the next most
senior officer will act as Chair fulfilling the duties described above during said
proceedings.

8. Should a member of the executive committee be implicated as described above, an ex-
oficio member may be selected at the discretion of the voting members of the executive
community and temporarily assumes voting rights for the purpose of this meeting. Said
implicated executive officer may not vote during said proceedings. The Branch
Counselor may not be this replacement person.

9. All disciplinary sessions shall be restricted to the members of the Executive
Committee and the officer undergoing these proceedings. Said implicated officer may
have an advocate present at the meetings, but the advocate may not interrupt or speak
during the proceedings. The advocate may advise the implicated officer during the
proceedings, provided such advisements do not needlessly delay the proceedings. Should
the advisements excessively delay the proceedings; the implicated officer will not be
allowed to further speak with advocate until the proceedings have concluded.
C. MEETINGS OF THE STUDENT BRANCH

1. PROGRAM MEETINGS
   i. Program meetings are those involving presentations or other social or professional activities of interest to all student branch members.

   i. The Programs Chair shall plan and coordinate those tasks required in these bylaws which support program meetings.

   ii. Program meetings will be held at times approved by the Executive Committee.

   iii. The agenda of the program meetings shall be:
         a. Announcements
         b. Introduction of speaker (if any)
         c. Presentation (if any) including a question and answer period (if the speaker agrees) Other social and professional activities
         d. Other such matters, as appropriate will be discussed.
         e. Open floor for general members to voice opinions and ideas

   iv. Program meetings in which technical or professional matters of interest to all electrical engineering students and faculty are presented shall be open to the public.

2. ELECTION MEETING
   i. The Chair shall call a meeting of the student branch for the purpose of electing officers for the next academic year (or semester if an officer resigns or graduates) at least three weeks prior to SoutheastCon. However, elections may only be held at the beginning of the Fall, the beginning of the Spring, or at the end of the Spring Semester. Normal elections are to be held no less than two weeks prior to SouthEastCon.

   ii. The Branch Counselor shall call a meeting to elect a Chair and Vice Chair should both offices simultaneously become vacant as soon as it is possible.

   iii. Attendance at an Election Meeting shall be restricted to members of the student branch with valid identification of IEEE membership and interested members of the faculty. Only valid members of the Virginia Tech student chapter IEEE may vote.

   iv. Nominations may be made by any member of the Student Branch at Virginia Tech.

   v. The agenda for the election meeting shall be:
      a. Announcements
b. Nominations, short presentations by nominees or their representatives, and election in the order presented in these bylaws.

vi. The election for each officer shall proceed as follows:
   a. The Chair will announce the nomination(s) of the Officers and take valid nominations from the floor.
   b. An officer appointed by the Chair, usually the Vice Chair, shall distribute and collect the ballots and shall assist the Chair to count them.
   c. The ballots shall be slips of paper with a distinctive design or mark. Ballots on which the distinctive design or mark does not appear shall be invalid and not counted.
   d. The results of the vote shall be confirmed by the Branch Counselor.
   e. The Chair shall announce the result of the vote immediately, as it becomes known.

vii. Nominee Eligibility:
   a. All nominees, or their representatives authorized to act in their behalf, must be present at the meeting.
   b. All nominees must be members of the IEEE VT Student Branch at the time of the election.
   c. All nominees must be in “good standing” and enrolled in classes at Virginia Tech.
   d. Nominees must be able to serve the entire term of office and must be reachable at all times during their tenure. The nomination becomes void if the nominee cannot serve the fall-spring semester term.
   e. May not have been previously sanctioned or undergoing the sanctioning process by the IEEE VT.

viii. All officer positions must be voted on for which nominees or representatives are present.
   a. If the election meeting leaves an Executive position vacant, and a volunteer for the position is found at a later time, the volunteer may assume (at the discretion of the Executive Committee) the position until the next branch meeting, when a vote can be held to officially vote the volunteer into the position.
b. If the election meeting leaves a non-Executive position vacant, and a volunteer for the position is found at a later time, the Executive committee may appoint the volunteer to the vacant position without a vote by the branch.

ix. A vote of acknowledgement of the bylaws must occur at this meeting to ensure that all participants of the meeting know they exist. The secretary shall provide copies of the bylaws at the meeting for this purpose.
ARTICLE IV
General

A. The Chair may call a meeting of the general membership at any time to provide or obtain information or otherwise conduct business incidental to the activities of the student branch.

B. No member of the Executive Committee or any person appointed by the Executive Committee or any person in a position of authority, control, or representation may be involved with an organization that is in conflict with the stated goals of the IEEE VT or the IEEE in general.

C. No Officer of the IEEE VT may hold more than one office within the IEEE VT (with exception of Members at Large, as stated in Article II).

D. The succession procedure of the Executive Committee is a recommendation and should be taken on a case by case basis. However, no Executive Committee member may assume another position without first finding a replacement for their current position.
   i. This does not apply to the Chair and Vice Chair positions. The Vice Chair will replace the Chair should they not be able to fulfill their obligations as outlined. Members At Large shall be considered before any other officers for succession activities.

E. Robert Rules of Order will be observed at every executive meeting of the IEEE VT unless specifically voted against at the beginning of the meeting. At general meetings, Robert Rules of Order will be observed at the discretion of the Executive Committee.

F. Appointing other positions:
   i. No more than two weeks after the Officers have been voted upon, the new Officers must appoint officers to any vacant positions.
   ii. The IEEE VT Branch members will be notified of open positions via email and any other advertisements.
   iii. A general meeting will be called by the chair to meet with the members wishing to become officers.
   iv. The meeting will proceed as follows with all the Officers present:
   v. All available positions shall be described.
   vi. Members will nominate themselves to a position or someone else to a position.
   vii. Members may attempt to fill any and all positions available.
   viii. Members will be given a maximum of 2 minutes to speak on why they should be an officer.
   ix. Any other necessary business will be addressed.
   x. Conduct an election if necessary.
   xi. Should a tie occur, the other officers will be asked to participate and cast the deciding votes.
G. Rules of Conduct, Guidelines, and Requirements
All officers, executive committee members must:
  i. Be members of and in good standing with the IEEE and Virginia Tech.
  ii. Attend all officer meetings and events unless specifically noted.
  iii. Conduct themselves in a professional manner and act with the dignity associated with being a member of the IEEE.
  iv. Follow the IEEE Code of Ethics
  v. Respect and execute decisions made by the group
  vi. Not misrepresent or abuse their position for personal gain.
  vii. Be able to serve out their full term of office

H. THE SOUTHEASTERN REGIONAL CONFERENCE OF THE IEEE (SoutheastCon)

  i. SoutheastCon shall be the primary means by which the student branch participates in the social, technical and professional activities of the IEEE at the regional level.
  
  ii. The SoutheastCon Chair shall be responsible for the planning of student branch activities associated with SoutheastCon and shall (The Vice Chair is responsible if the SoutheastCon Committee Chair is not found or filled or unable to fulfill their duties):

  iii. Coordinate the activities of persons involved in the various competitions (hardware, software, and paper) normally held at SoutheastCon.
  
  iv. Recruit other student members to serve on the SoutheastCon Committee, ensure all duties and responsibilities required to support Branch participation at SoutheastCon are carried out.
  
  v. Keep members fully informed on SoutheastCon activities, schedules, and financial, registration, transportation, and lodging arrangements.
  
  vi. Plan and sponsor a Virginia Tech IEEE Student Paper Competition in the late fall semester to identify papers for submission.
  
  vii. Assist with arrangements for registration, transportation, and lodging for students who wish to attend.
  
  viii. Plan and Coordinate fundraising for SoutheastCon.
  
  ix. Directly report to the Branch Counselor and Branch Chair.
I. APPROVAL AND AMENDMENTS TO THE BYLAWS

1. Should the branch become inactive at any time, or should the branch not operate without bylaws for any amount of time, or should the bylaws be ‘new’, a simple majority vote at an officer’s or a general meeting will be sufficient to enact said bylaws. This will allow the branch to work and act in an official matter. Should the bylaws need to be changed or ratified radically, the steps outline below are to be followed.

i. Prior to a vote to approve or amend the bylaws (except as noted above), the bylaws and amendments to the bylaws must be posted in a place accessible during VT working hours to all student branch members for a minimum period of one week. Branch members shall be notified of such activity.

ii. The bylaws shall be approved upon the approval by two-thirds of the student branch members present and voting at any general meeting of the student branch.

iii. The bylaws shall be reviewed at the officer transition meeting. They will be sent out to the officers via email. Seven days after they have been sent out, all corrections must have been submitted to the Executive Committee. The next officer meeting, the points in question will be discussed. Any changes will be made by a majority vote. If there are major corrections, an additional officer meeting may be called to make corrections to the bylaws. After completed the corrections have been completed, the bylaws will be sent to the IEEE Branch members. The bylaws will then be ratified at the proceeding general meeting. If there are no changes, the bylaws will not have to be re-ratified.

iv. Should a member have an amendment, that member should approach the chair and ask for an Officer meeting. That member shall present their changes to the group at least seven days prior to the Officer meeting. Should the Officers decide the change is valid, a general meeting will be called and the amendment procedures are to be followed.