The Constitution of the
West Virginia University Student Branch of the
Institute of Electrical and Electronics Engineers (IEEE)

Article I. Name
The name of this student organization shall be the West Virginia University IEEE Student Branch.

Article II. Purpose
The purpose of the WVU IEEE Student Branch parallels that of its parent organization the IEEE, with the Student Branch seeking to fulfill this purpose in the context of the professional life of its student members. The following are the purposes of IEEE

1. scientific and educational, directed toward the advancement of the theory and practice of electrical and computer engineering and the related sciences; and
2. professional, directed towards advancement of the standing of the members of the professions it serves. The IEEE strives to enhance the quality of life for all people throughout the world through the constructive application of technology in its fields.

The WVU IEEE Student Branch fulfills these purposes through working on behalf of all students for the continuous improvement of the educational, professional, and collegial opportunities and culture within the Department of Electrical and Computer Engineering at West Virginia University.

Article III. Membership

Section 1. Division of Membership
Student Membership will be divided into two classifications:

1. Active Student Members will be recognized as students enrolled in the Statler College who have volunteered for two (2) hours of IEEE-related service per semester. These hours can be completed in any way which furthers development of the club and its mission, including but not limited to project planning/testing/activity, outreach events, attending conferences, and general management/organization for club information. Preference to attend conferences will first be given to Active Student Members.
2. Inactive Student Members will be students enrolled in the Statler College interested in keeping up-to-date with IEEE through the Google Group. Students who join the Google Group will automatically become Inactive Student Members. Students can also become Inactive Student Members by expressing interest in-person at meetings, in classes to officers, etc. They will have no voting rights but will still be considered members of WVU’s Chapter of IEEE.

Section 2. Voting Privileges
The voting membership of this organization shall be limited to WVU students who are Active Student Members of IEEE.

Section 3. Inclusivity
All students are welcome to attend and participate in Student Branch meetings irrespective of membership. This organization will not deny membership on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin.

Article IV. Officers

Section 1. Titles of Officers
The offices of this organization shall be Chairperson, Vice Chairperson, Secretary, Treasurer, Webmaster, Professional Outreach Coordinator, and Social Coordinator.

Section 2. Officer Duties
These officers shall, in addition to any others deemed necessary, perform the following duties:

Chair
1. Preside over meetings
2. Represent the IEEE Student Branch in its relations with the student body, university administration, and the community.
3. Enforce the organization constitution and By-Laws as they pertain to student branches.

Vice-Chair
1. Assume the duties of the Chair in their absence.
2. Be in charge of all activities of the IEEE Student Branch.
3. Register the Student Branch with WVU Student Organizations each fall.

Secretary
1. Keep and preserve the Student Branch Reports.
2. Carry out the correspondence of the organization.
3. Keep attendance records of all meetings.

Treasurer
1. Collect, record, and deposit all legal tender received by the Student Branch.
2. Keep a financial record of the Student Branch.
3. Pay all bills as properly authorized by the membership.

Webmaster
1. Edit and keep up-to-date the organization’s website.
2. Register the website with University Office of Student Engagement and Leadership.
Professional Outreach Coordinator

1. Contact companies, guest speakers and professionals.
2. Coordinate campus visits for the professionals.

Social Coordinator

1. Organize social events to engage all members.
2. Manage all social media accounts for WVU IEEE.
3. Direct and organize all tasks which WVU IEEE conducts at WVU outreach events.
4. Shall print and distribute flyers pertaining to all IEEE-WVU related activities.

Section 3. Branch Executive Committee

Officers and Standing Committee Chairs comprise the Branch Executive Committee. Standing committee chairs serve as ex-officio members of the Branch Executive Committee.

Section 4. Officer Qualifications

To hold an elected or appointed office, a member must have at least a 2.5 GPA at the time of election or appointment and must be a full-time student during the entire term of their office. Furthermore, the member may not be on academic or disciplinary probation. All officers of the organization should be active IEEE student members by the academic year in which they serve.

Section 5. Election of Officers

Officers of the Student Branch for the next academic year are filled at the second meeting of the preceding academic semester. Election is by simple majority vote of those members present. Term of Office is one academic year beginning in May at the end of the semester.

Section 6. Removal of Officers

Officers who for any reason do not perform their duties may be removed from office by a majority vote of the Executive Committee and their position filled through a special election.

Article V. Special WVU Requirements

This organization will adhere to the West Virginia University Code of Student Rights and Responsibilities.

Article VI. Meetings

Section 1. Regular Meetings

Regular meetings shall be held on a monthly basis, with a minimum of three meetings a semester required.

Section 2. Inclusivity

All students are welcome to attend and participate in Student Branch Meetings.
Section 3. Special Meetings
Special meetings may be called by the Chair or Vice Chair.

Section 4. Quorum and Superior Quorum
A quorum shall be constituted by greater than fifty percent of the active student membership. A superior quorum shall be constituted by seventy-five percent of the active student membership.

Article VII. Elections
Elections will be held during the second meeting of the spring semester. New officers will take effect and go into power after the last meeting of the spring semester. The period between elections and effective dates will serve as a shadowing period during which newly elected officers can learn more about their roles, what is expected, and how to complete roles by watching and assisting officers who held the role for the previous semester.

Article VIII. Standing Committees
Section 1. Definition
All WVU Student Branch Chapters sponsored by an IEEE Society are standing committees of the IEEE Student Branch. (IEEE By-Laws 408-1). Each Chapter Chair shall serve as an ex-officio member of the Branch Executive Committee.

Section 2. SAC and Project Committees
The Student Advisory Committee and project committees would be examples of Standing Committees of the IEEE Student Branch.

Section 2.1: The SAC of the IEEE Student Branch provides representation of the entire Lane Department of Computer Science and Electrical Engineering (LCSEE) student body and serves as the advisory body to the IEEE Student Branch and LCSEE Department.

Section 2.2: The SAC Chair shall serve as an ex-officio member of the Branch Executive Committee.

Section 2.3: The SAC shall be comprised of students representative of the LCSEE student body in the following way:
1. Two Sophomores
2. Two Juniors
3. Two Seniors
4. One Masters
5. One Ph.D.
6. One from each department student organization

Section 2.4: SAC members will be elected exclusively by their fellow peers in their respective academic classes. (See attached SAC By-Laws.)

Section 2.5: SAC members who for any reason do not perform their duties may be removed from office by a majority vote of the SAC and their position filled through a
special election.

Section 2.6 SAC members need not be IEEE student members but are by their election, voting members of the Student Branch. SAC members must have at least a "C" (2.0) average at the time of election or appointment and must be a full time student during the entire term of their office. Furthermore, the member may not be on academic or disciplinary probation.

Section 2.7: A Chairperson of the SAC will be elected from the SAC membership.

Article VIII. Parliamentary Authority


Article IV. Amendments

Amendments to the constitution must be ratified by a superior quorum of the current organization membership.

Article V. Bylaws (attached)

IEEE Bylaws - Student Branches
Detailed rules and requirements from the IEEE governing operation of IEEE Student Branches.

SAC ByLaws
Detailed articles regarding election of SAC members.