



University of Melbourne IEEE Student Branch

Constitution

Abstract

This document specifies the constitution of the University of Melbourne Student Branch, established in 2002.

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Revision History

Revision	Description	Author
0.1 (2002-09-17)	Initial skeleton	John Papandriopoulos
0.2 (2003-02-15)	Faculty/Staff assoc. m/ship, Election By-Laws added; re-numbered sections and split into articles.	John Papandriopoulos
0.3 (2004-10-04)	Altered quorum in Article VIII for amendments to constitution	Jolyon White

Article I – Name and Purpose

- Sec. 1 This organization shall be known as the University of Melbourne IEEE Student Branch.
- Sec. 2 The purpose shall be the dissemination of knowledge of the theory and practice of all aspects of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, as well as the furtherance of the professional development of the Students.
- Sec. 3 The organization and operation of the Branch shall be in accordance with the Constitution and Bylaws of the IEEE membership.
- Sec. 4 Membership shall be limited to undergraduate and graduate students of the University of Melbourne. Faculty and staff who are members of the IEEE shall be granted Associate Membership.
- Sec. 5 The membership shall consist of Student members of the IEEE.

Article II – Dues

- Sec. 1 The Executive Committee of the Branch shall have the power to levy special assessments upon endorsement by a two-thirds vote of the membership of the Branch.
- Sec. 2 Nonpayment of transnational dues will automatically result in suspension of membership in IEEE and in the local Branch. Nonpayment of local dues may result in suspension of membership in the local Branch, but will not result in suspension of membership in IEEE.
- Sec. 3 The local dues per semester for members are payable at the beginning of the semester.

Article III – Officers

- Sec. 1 The officers of the Branch shall be a Chairman, a Vice-Chairman, a Treasurer, and a Secretary.
- Sec. 2 To be eligible for office, a candidate must be enrolled as a Student member of the IEEE and a member in good standing in the local Branch.
- Sec. 3 The term of office shall ordinarily be one year.
- Sec. 4 Election of officers for the following year shall be held not later than the last meeting of each year.

Article IV – Executive Committee

- Sec. 1 The management of the affairs of the Branch shall be in the hands of the Executive Committee, consisting of the duly elected officers of the Branch and the Counselor appointed by the IEEE. The Chairman of the Branch shall be Chairman of the Executive Committee. The Bylaws of this organization shall provide a democratic procedure for the election of these officers and the determination of their terms of office, requiring that these officers shall be members in good standing of this organization.

Sec. 2 The Executive Committee shall be the governing body of the Branch and shall transact all business it deems advisable, including the filling of vacancies in offices, authorization of expenditures, etc.

Article V – Duties of Officers

Sec. 1 The Chairperson shall preside at all meetings of the Branch. He/she shall appoint all committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated.

Sec. 2 The Vice-Chairman shall perform all functions of the Chairman in the latter's absence or at his/her request.

Sec. 3 The Branch Secretary shall keep a record of all activities of the Branch and shall report same to IEEE Headquarters, together with any special reports required by IEEE Headquarters, within a reasonable time after each meeting. The secretary shall carry on all other communications necessary to the activities of the Branch. The secretary shall keep a record of the names of members in attendance at the meetings.

Sec. 4 The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive Committee, and shall keep an exact account of all receipts and expenditures.

Sec. 5 A complete annual report shall be submitted by the Chairman and the Treasurer at the last regular meeting of the year, and shall be forwarded by the Branch Secretary to the IEEE Manager of Student Services, upon certification by the Counselor.

Article VI – Standing Committees

Sec. 1 The following Standing Committees or their equivalent shall be appointed by the Chairman:

- (1) Program Standing Committee
- (2) Publicity Standing Committee
- (3) Membership Standing Committee

Sec. 2 The Program Committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings.

Sec. 3 The Publicity Committee shall be responsible for proper advisement of each branch meeting.

Sec. 4 The Membership Committee shall bring the advantages of membership in the Branch, and in the IEEE, to the attention of all potential Student members.

Sec. 5 In addition to the above standing committees, the Chairman may appoint other committees which he/she may deem necessary.

Article VII – Meetings

Sec. 1 The Branch shall hold regular and special meetings at such places and time as designated by the Executive Committee, with a minimum of three meetings a year.

Article VIII – Amendments

- Sec. 1 The Branch is empowered to adopt Bylaws which are consistent with this Constitution.
- Sec. 2 The Constitution may be amended by a vote of the membership at a General Meeting. The amendment must have been proposed at least one duly publicized meeting prior to the time of voting. There shall be no quorum requirement for a vote on a constitutional amendment, but reasonable efforts must be made to enable all branch members to place a proxy vote, lodged with the Branch secretary prior to the meeting. The amendment shall be adopted if it gains a two-thirds ($2/3$) majority of all votes submitted at the meeting, either by members present at the meeting, or as proxy votes. Proxy votes submitted by members in attendance at the meeting shall be disregarded. Amendments become effective only upon the approval of the Executive Committee of the IEEE.