



# University of Nairobi

## IEEE Student Branch

### THE IEEE UNIVERSITY OF NAIROBI STUDENT BRANCH CONSTITUTION

#### ARTICLE I - NAME AND PURPOSE

##### **Section 1: Name**

This organization shall be known as Institute of Electrical and Electronics Engineering (IEEE), University of Nairobi (UoN), Student Branch(SB).

When necessary to differentiate this student organisation from the international professional association of the same name, the name IEEE UoN Student Branch (IEEE UoN SB) is used.

##### **Section 2: Purpose**

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 through networking with the entire engineering and science community, including professors, companies and fellow students.

##### **Section 3: Compliance**

The organisation and operation of the Branch shall be in accordance with the Constitution and Bylaws of the IEEE. The organisation will also comply with all the University policies, procedures and practices, as well as all local, county and government laws.

## **ARTICLE II - BYLAWS AND CONSTITUTIONAL AMENDMENTS**

### **Section 4: Bylaws**

The organisation and operation of the Branch shall be in accordance with the Constitution and Bylaws of IEEE and the Branch.

Bylaws are specific rules, restrictions, and duties of the organisation. Individual Executive Committee Members are subject to the bounds of the Constitution.

The Student Branch is empowered to adopt Bylaws which are consistent with this Constitution. Bylaws may be adopted at a member meeting or Executive Committee meeting with a simple majority vote.

### **Section 5: Constitutional Amendments**

The Constitution may be amended if the following clauses for each amendment are satisfied:

- All Executive Committee members must actively participate in the constitutional amendment process.
- Any amendment to the Constitution must be proposed during a public meeting at least 2 weeks prior to a vote being held.
- Each amendment must be voted upon by all Branch members present at the time of the vote. A two-thirds majority vote in favor of the amendment must pass for the amendment to take effect.
- The time, date, and location of must be publicly disclosed to all Branch Members at least 7 days prior to any vote being conducted.

## **ARTICLE III - MEMBERSHIP**

### **Section 6: Eligibility**

Membership shall consist of all undergraduate and graduate students of the University of Nairobi with an interest in Electronics, Computer Science, Mechatronics or any other STEM related field who meet the requirements:

- Have no violations indicated on his or her University Discipline record.
- Complete and abide by all requirements that may be imposed on the Branch Members by the University.

### **Section 7: Non-discrimination**

No discrimination based on sex, colour, race, major, origin, ethnic background, etc, shall occur in any aspect of IEEE. Doing so will result in suspension of privileges (for all members of IEEE) and removal from the Executive Committee (for members).

### **Section 8: Active Membership**

Active membership shall consist of:

- A. Paying Members of IEEE: These are students or student associative members who have *paid* for membership with the National Branch for IEEE. To sign up for IEEE membership, students must contact the National Branch for IEEE directly.
- B. General members of IEEE: These are students or student associative members who have *not paid* for membership with the National Branch for IEEE. They shall be considered IEEE participants and are free to participate in all IEEE events and join IEEE committees, but shall not be considered Paying Members of IEEE.

Active members will have priority over inactive members in events that have limited seating, for example workshops, (online) training, expos, among others. Active members are members that fulfill the following requirements:

- Attend general member meetings (attending via Google Meet or any other prescribed platform). When a general member attends a general member meeting, he or she will be regarded as an active member as long as all other requirements are met (there is no

limit to how many times a member can be removed from and added to the active members' list).

- If a general member misses a general member meeting without informing any member of the Executive Committee, the student will be removed from the active members' list.
- Have a working student email address, as all official communication and interaction, including RSVP to invited events and access to communication platforms, shall be done through the student email address.
- Volunteer to help set up or coordinate at least one IEEE UoN SB event.

All members of the Branch (which includes active paying members and general members) shall be entitled to the same rights in the Branch.

Paying Active members of IEEE shall, in addition to all the rights of General Members, be allowed to petition for Amendment(s) to the Constitution and Bylaws, and receive any and all discounts associated with IEEE events.

### **Section 9: Loss of Membership/Active-membership**

Anyone who does not meet the requirements of Article III, Section 8 will lose active membership and will henceforth become an inactive member.

## **ARTICLE IV - DUES AND FEES**

### **Section 10: Local Dues**

There are no local dues. The only due associated with IEEE is the annual membership fee paid to the International Branch of IEEE.

### **Section 11: Transnational Fees**

Nonpayment of transnational dues will automatically result in demotion from active, paying membership to general membership.

### **Section 12: Sponsorship**

The Executive Committee of the Branch shall have the power, under exceptional circumstances, to sponsor the payment of dues to the International Branch.

## **ARTICLE V - THE EXECUTIVE COMMITTEE**

### **Section 13: Executive Committee**

The management of the affairs of the Branch shall be in the hands of the Executive Committee.

The Executive Committee of the Student Branch shall comprise a Chairperson, a Vice-Chairperson, a Treasurer, a Secretary, an Organising Secretary and Webmasters.

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.

### **Section 14: Eligibility**

Any Branch Member is eligible to hold a single Branch Leadership position, contingent upon his or her agreement to fulfill the duties described under Article VI and in the Bylaws.

In addition, candidates for Branch Leadership must fulfill these requirements:

- Be registered to attend classes at the University for the term in which they intend to hold office.
- Hold a paid IEEE membership, and registered their IEEE membership number and name with the Branch.
- Branch leadership must also have held a general membership position for at least one semester.
- The Counselor must be a faculty member from the School of Engineering in The University of Nairobi.

### **Section 15: Term Length**

The term of office shall ordinarily be one year. Maximum number of terms to serve in the IEEE UoN SB Executive Committee shall be two.

Term of office shall begin once the Executive Committee has been sworn in and shall end at the time of the existing Executive Committee's official succession.

The Counselor may hold the position for as long as the Executive Committee members consider appropriate.

## **Section 16: Executive Committee Succession**

All seats on the Executive Committee shall be declared vacant at the end of each term. The outgoing Executive Committee will appoint its successor, following a call to the active paying members to apply for the vacated seats.

In the event that there is only one applicant for a given seat, the applicant shall forthwith assume their desired seat. However, the outgoing Executive Committee has the power to pass a vote of no-confidence in the applicant if it deems that they are unfit for the position.

In the event that there are multiple applicants for a given seat, a further vetting round shall be conducted, in which the applicants must corroborate their cases before the outgoing Executive Committee. This excludes the Webmaster seat, as there is no limit to the number of concurrent holders of the seat.

In the event that the outgoing Executive Committee arrives at a stalemate in the second round of vetting, the Student Branch Counselor will make the final decision.

## **Section 17: Impeachment of an Executive Committee Member**

Executive Committee members (who will be referred to as the delinquent in this section) can be impeached by the vote of no-confidence by fellow Executive Committee members. In order to initiate a vote, the following requirements must be met (these requirements can be bypassed if the delinquent's actions break university policy, or if the branch advisor deems the delinquent disregarding enough for an immediate vote):

- The delinquent must be given one official reprimand (which will be a singular meeting with the Chairperson and the Vice-Chairperson):
  - This reprimand must consist of specific details of which duties the delinquent is falling short on or what actions need to be amended by the delinquent to align themselves with the organisation's views. Goals need to be set for the delinquent to achieve to avoid vote initiation.
  - If the said delinquent is the Chairperson, then the Vice-Chairperson and the Secretary will be required to give the reprimand. If the delinquent is the Vice-Chairperson then the Chairperson and the Secretary will give the reprimand.
- Two weeks must be given to the delinquent to fix the problems discussed at the official reprimand. If the delinquent has not amended the problems or achieved the goals discussed in the reprimand then a vote will be initiated.

The Branch Executive Committee can impeach the said delinquent if two-thirds of the Branch Executive Committee, through a secret ballot, agrees that the person in question failed to

comply with the rules or regulations of the IEEE UoN Student Branch. The delinquent in question is not included in the vote.

### **Section 18: Vacancy**

In the event of a vacancy in any Executive Committee position, the supervising Executive Committee member will temporarily assume the duties of that position. The Chairperson shall temporarily assume the duties of any vacant Vice-Chairperson position. If the Chairperson position is vacant, the Vice-Chairperson shall be designated acting Chairperson and shall temporarily assume the duties of that position as well as the Vice-Chairperson position.

The Executive Committee members shall decide an appropriate course of action should multiple vacancies occur. A special appointment shall be held with at least one-week notice to fill any vacant Branch Executive Committee position. This shall be in compliance with Article V, Section 16.

A new Counselor will be appointed by the Executive Committee in compliance with Article V, Section 14.



## **ARTICLE VI - BRANCH POSITIONS, DESCRIPTIONS AND DUTIES**

### **Section 19: Branch Executive Committee**

The Branch Executive Committee is responsible for administering Branch operations and traditionally consists of the Chair, Vice-Chair, Secretary, and Treasurer. However, the IEEE UoN Student Branch Executive Committee will also include an Organising Secretary and two Webmasters under the guidance of the Student Branch Counselor.

The Executive Committee shall meet regularly to develop programs plans, review progress, and maintain good communication.

Two requirements of the Committee are to ensure that the Annual Activity Report and Officer Reporting are completed.

### **Section 20: Duties and Responsibilities**

- **Officer Reporting**

Each time a new Chair or Counselor is elected, IEEE Headquarters must be notified. The report can be found at: <https://officers.vtools.ieee.org/>.

- **Reporting Requirements**

To help keep track of yearly activities, the Student Branch is required to **submit the Student Branch Activity Report**. It serves as a valuable historical document to aid future executives in their planning and records financial statements so it is important that the Student Branch Treasurer is involved in the preparation of the report. To encourage the reporting officer to submit this plan and to meet IEEE Bylaw requirements, an incentive allotment of US\$100 shall be given to the Student Branch that has 50 or more members or US\$50 if the Student Branch has fewer than 50 members. The due date for filing this report is on or before 1 February annually. In addition, IEEE shall provide an incentive rebate of US\$2 per Student or Graduate Student member at your Branch (based on membership statistics as of 31 December of the previous year).

- **Student Branch Chair**

The Student Branch Chair is the key to effective student leadership. He/she shall be responsible for the overall management of all Branch affairs. Some specific duties of the Branch Chair include:

- Preside at all meetings of the Student Branch.
- Hold regular meetings of the Branch Executive Committee.
- Appoint Program, Publicity, and Membership committee Chairs promptly.
- Complete the annual Activity Report - **due no later than 1 February** (<https://sbr.vtools.ieee.org/>).
- Arrange for the election of new Executive Committee Members annually and report via vTools Officer Reporting (<https://officers.vtools.ieee.org/>).
- Ensure smooth transition of information and materials to newly elected Executive Committee Members and arrange an orderly transfer of Student Branch records.
- Coordinate activities with local Section and Region volunteers.
- Communicate frequently with local University IEEE Student Branches.

#### ● **Student Branch Vice-Chair**

The Student Branch Vice-Chair is the second-in-command in the Executive Committee. He/she should help the Branch Chair with the workload, oversee some of the subcommittees, and manage some of the activities throughout the semester. Some of the suggested duties include:

- Chair the Program and Membership Committees.
- Organize field trips or special events beyond regular program efforts.
- Assist the Branch Chair in following up on assigned committee responsibilities.
- Perform all functions of the Branch Chair in his/her absence or upon request.

#### ● **Student Branch Secretary**

The Student Branch Secretary serves as the record keeper and historian of the Student Branch. He/she is responsible for maintaining all records.

Some of the specific duties include:

- Keep detailed minutes of each meeting.

- Maintain the membership roster and committee assignments on the Branch website (<http://sites.ieee.org/hosting/>)
- Be responsible for all correspondence.
- Post a calendar of events.
- Ensure that the Branch Constitution and Bylaws are adhered to.
- Arrange for an orderly transfer of all records to the incoming Secretary.
- Meet regular members for suggestions.

### ● **Student Branch Treasurer**

The Student Branch Treasurer is responsible for maintaining the financial accounts. It is imperative that all records be kept current and as accurate as possible.

The specific duties include:

- Maintain the appropriate financial accounts. Your bank account should be interest bearing and require two signatures; the faculty counselor should always be one of those signatures.
- Prepare an annual budget for inclusion in the Annual Activity Report (due 1 November annually - (<https://sbr.vtools.ieee.org/>)).
- Prepare the final Financial Statement for inclusion in the Annual Activity Report.
- Oversee all fundraising efforts.
- Arrange for an orderly transfer of all financial records to the incoming Treasurer.

### ● **Student Branch Organising Secretary**

The Student Branch Organising Secretary is responsible for ensuring physical/virtual meetings logistics are in order.

The specific duties include:

- Organize Distinguished Lecturer and Seminar series in the School of Engineering, UoN.
- Organize volunteer and humanitarian events.
- Organize workshops and networking events.
- Acquaint oneself with virtual tools (IEEE v-tools)
- Maintain an active members list (including students with IEEE membership as well as students with IEEE EDS and/or IEEE EPS society membership(s) as well).
- Organise meetings for the Executive Committee Members.

- **Student Branch Webmaster**

The Student Branch Webmaster takes point on marketing and publicity and shall have the following duties and responsibilities:

- Learn and understand proper usage and management of the virtual tools (IEEE V-tools).
- Administrator on all of the organization's internet platforms i.e. Google Meets, LinkedIn, Instagram, Whatsapp, Twitter & Facebook, etc.
- Keeping all of the content on the IEEE UoN SB Website and social media platforms up-to-date.
- Organise all marketing and publicity campaigns for the Student Branch.

- **Student Branch Counselor**

The Student Branch Counselor is the University of Nairobi or College faculty member, and an active IEEE Member, who serves as an adviser to the Branch. The Counselor lends a sense of continuity and is a key individual whose participation is vital to the success of a Branch.

The Branch Counselor is appointed by the Executive Committee Members, upon the recommendation of the Student Members and the Regional SAC Chair (RSAC), and serves with the approval of the Department Head. **The appointment (or re-appointment) is normally for two years, commencing July 1. Once a new Counselor is elected, report via <https://officers.vtools.ieee.org/>.**

In addition to a vibrant and good working rapport with the student Executive Committee Members, the Counselor should be in frequent contact with the Section SAC Chair. He/she should act as a liaison with the Section, the Region, and IEEE Headquarters, and should be familiar with all aspects of Branch operations.

Some specific duties include:

- Ensure that information (via email generally) from IEEE Headquarters is transmitted to the student Executive Committee Members.
- Attend Executive Committee meetings and assist the committees.
- Participate in Regional Activities Committee meetings.

- Consult with the *Section SAC Chair*, *Regional SAC Chair*, or Region Director about activities or problems.
- Promote IEEE Student Membership ([www.ieee.org/join](http://www.ieee.org/join)).
- Foster good relations with the local Section and encourage students to establish regular liaison with the *Section SAC Chair*.
- Promote student awareness of awards, contests, and benefits of IEEE Membership.
- Establish industrial contacts for programs and activities.
- Assist with promoting activities to other faculty members.

- **Volunteers and Student Branch Regular Members**

The Student Branch volunteers are invited occasionally to help in event organization.

Branch members are those who have full access to all IEEE benefits, branch events, activities and meetings.

## **Article VII — ACTIVITIES**

### **Section 21: Planning**

The Branch Leadership is responsible for creating a tentative schedule of Branch activities for the duration of a semester prior to the start of that semester.

The schedule shall declare meeting times, dates of activities, and the schedule of related events.

This schedule shall be dictated primarily by the Branch Leadership with the review of Branch Advisors.

### **Section 22: Executive Committee Member Meetings**

Executive Committee Member meetings shall be held once a week to oversee scheduled events and coordinate upcoming activities.

The meetings allow the Branch Leadership to plan and decide on upcoming Branch activities. Executive Committee Member meetings allow each Student Branch Leader to share open ideas on branch decisions while the Chair holds jurisdiction. The Executive Committee Member meetings are held exclusively to the Branch Leadership.

### **Section 23: General Meetings**

General meetings will be held every month to promote the Student Branch and share relevant material. General meetings seek to recruit new members of the Branch while offering insight on Branch developments and its related fields.

Exemptions of general meetings may occur during university holidays and breaks. General meetings are open to the public.

### **Section 24: Other Activities**

The Student Branch Executive Committee may offer other Student Branch related activities in compliance with all rules and regulations of the governing bodies.

These activities may include: Branch conferences, regional events, company tours and developments in research/skills of the Branch.

