

Skoltech IEEE SB Bylaws

The following bylaws shall serve as an addendum to the official IEEE Skoltech student branch constitution.

Purpose of Organisation

- Among other things, the organisation is committed to the academic, professional, and career development of all its members.

Membership

- Membership shall be open to all Skoltech students who are IEEE student members.
- Honorary membership shall be arranged for students based either on their profound management and organisation skills recognised by the IEEE Skoltech student branch or contribution to science and technology-based projects which are in line with IEEE SB and Skoltech missions.
- Any IEEE student member at Skoltech is eligible to be a member of Skoltech IEEE SB regardless of their race, color, religion, sex, age, or national origin.
- All positions are volunteer-based, there are no paid staff excluding faculty members or Skoltech staff in advisory or counselor positions.

Honorary Membership Guidelines

This section shall be updated in the next election cycle after trials of proposed plans.

Selection/Election of Executives and Officers

- All positions to be filled are detailed in [Duties of Executives and Officers](#)
- To be appointed as an executive member or committee officer, the student needs to be:
 - Be a fully registered Skoltech student
 - Be an IEEE member
 - Not be on academic probation
 - Understand IEEE's vision and mission
 - Be an active IEEE Skoltech SB member
- For all positions, nominees must submit descriptions of their motivation for joining IEEE, qualifications and why they are applying for the position in IEEE student body.



- All nominees should note that a commitment of one year is required for all positions
- Current executives and officers can run for re-election.
- Self nomination for positions is allowed.
- These positions shall be eligible for general elections every year:
 - Chairman
 - Vice-Chairman
 - Secretary
 - Treasurer
 - Program officer
 - Membership Committee officer
 - Technical chapter officer
 - Publication officer
 - Nomination committee officer
 - Publicity committee officer
- Officers shall be elected at the beginning of every calendar year i.e. in November. This coincides with the Annual General Assembly described fully under the “Meetings” section to be read later.
- No elected executive or officer can hold more than one position.
- The new elected executive members and officers will become active at the beginning of term 3. This will allow for a seamless hand-over of all necessary details by the outgoing executives.
- Only Skoltech IEEE SB members are eligible to vote during any elections
- This bylaws shall be acknowledged after each year's election so that all members and new officers can be aware of their existence

Meetings

The venue, time, and frequency of meetings shall be decided by the executive committee and officers. Subject to any other change:

- The location of meetings shall be in a physical location at 30, Bolshoi Boulevard; It might change in accordance with the regulations of Skoltech in specific cases such as a pandemic or other unpredictable circumstances.
- Meetings shall be at least once in a month so as to ensure sustainability of the student body though this could be set as often as required. Meetings will include updates on activities and other programs to be determined by executives and committee officers;
- A representative of the executive committee or committee officers shall report to the Counselor at least once a month unless faster communication is required in case of arranging an event or other necessary occasions.



- All student body members and officers are expected to attend more than half of all meetings to be considered as active members
- There will be a compulsory Annual General Assembly intended for every member of the IEEE Skoltech SB. The meeting exists to give updates about the previous year, prepare for the new year, read the constitution and bylaws and make amendments as required. This assembly, which will take place in November, will coincide with the IEEE SB election day and avenues will be given to nominees to present themselves and their plans.

Duties of Executives and Officers

Outlined below are the main activities to be performed by executives and officers. These activities are not binding and synergy is especially important in carrying out all duties.

Chairman

- 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 Student Branch Annual Plan due no later than 1 February;
- Arrange for the election of new Officers annually and report via Tools Officer Reporting;
- Student Branch Meeting/Event Reporting (4 per year);
- Ensure smooth transition of information and materials to newly elected Officers 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.

Vice Chairman

- 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.

Secretary

- Keep detailed minutes of each meeting;
- Maintain the membership roster and committee assignments on the Branch website;
- Be responsible for all correspondence;



- Post a calendar of events;
- Meetings and Events should also be reported for all IEEE members to view;
- Ensure that the Branch Constitution and Bylaws are adhered to;
- Arrange for an orderly transfer of all records to the incoming Secretary.

Treasurer

- Maintain the appropriate financial accounts;
- Prepare an annual budget for inclusion in the Student Branch Annual Plan (due 1 February annually);
- Prepare the final Financial Statement for inclusion in the Student Branch Annual Plan;
- Oversee all fundraising efforts;
- Arrange for an orderly transfer of all financial records to the incoming Treasurer.

Technical Chapter Officer

- Regularly makes calls to receive proposals for technical chapters formation;
- Guides the proposed chapters in their formation process;
- Helps with the formation of the approved technical chapters;
- Works with Counselor to point chapters officers towards available lab facilities or receive budget (if applicable), and support in their first steps;
- Works with chapter chairs to coordinate branch level and new members recruitment events;
- Checks the activeness of the technical chapters and motivates them if they lag in their efforts.

Publication Officer

- Is the chief editor of the Branch's periodical publication.
- Coordinates the technical material published by the Branch.
- Provides support to the Events coordinator in the organization of training sessions related to technical writing.
- Provides mentoring to junior members in the academic publication process.

Branch Counselor

The duties of the Counselor:

As a Skoltech IEEE SB Counselor, you have a valuable position in the IEEE as the faculty person with direct contact with students. Many IEEE members appreciate the efforts you provide toward the young generation, bright and energetic professionals around the world. It is



you, who can help develop the enthusiasm and professional awareness of thousands of students by proper giddiness and sponsoring their ideas. Skoltech IEEE SB is more than just a club on our campus, but rather a professional organization which puts the young on their right professional track.

The major responsibilities of the Student Branch Counselor include:

- Assisting the branch executive committee in facilitating the events.
- Attending meetings that are called by the Section Student Activities Coordinator or by the Section Chair.
- Participating in Student Branch Counselor events, region or section meetings, webinars, mutual events, etc.
- Consult with the Section SSAC/SSR (Section Student Activities Chair/Section Students Representative), Regional SAC Chair, or Region Director about activities or problems.
- Involving your faculty colleagues and establishing industry contacts for Skoltech IEEE SB programs and activities.
- Promoting student awareness of awards, contests, conferences, IEEE membership to nonmembers (www.ieee.org/students).
- Ensuring the successful transition of graduating students to IEEE Higher Grade membership.
- Assist students with the development of their Annual Plan.
- Ensure that information (via email generally) from the IEEE Operations Center is transmitted to the student Officers.

Operating Committees

- *Program Committee*: responsible for planning activities for the year.
- *Publicity Committee*: responsible for advertising activities.
- *Membership Committee*: responsible for recruiting members and activities.
- *Finance Committee*: responsible for helping the Treasurer plan fundraising activities.
- *Nominating Committee*: responsible for all elections, setting election guidelines and dates. This committee must ensure that all candidates are active IEEE Student Members in good standing at the time of their declaration.

Voting and Decisions

When voting is conducted during general meetings, each member of the IEEE student body is entitled to one vote. For the decision making process, a simple majority will be adequate for adopting the issue being voted on.



In the case of executive members meetings, a simple majority is also sufficient for decision making. In the case of a gridlock, the chairman's vote will decide the course of action.

Removal of an executive member: two-thirds majority vote during a general SB meeting is required for this and the Branch counselor/mentor is required for this to pass

Removal of a committee officer: this is at the discretion of the executive board members and is subjected to a simple majority of executive members votes.

Revisions to bylaws

These bylaws are subject to change as deemed necessary by members of the student body and confirmed by a two-thirds majority of the executive and committee officers. Revision can happen once per calendar year unless an urgent amendment is required.