

# IEEE STUDENT BRANCH CONSTITUTION

## \*Name and Purpose

- \*Sec. 1 This organization shall be known as the **Onaizah Colleges** Student Branch of IEEE.
- \*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 Student Branch shall be in accordance with the Constitution and Bylaws of IEEE.

## \*Membership

- \*Sec. 4 Membership shall be limited to undergraduate and graduate students of **Onaizah Colleges**.
- \*Sec. 5 The membership shall consist of Student and Graduate Student Members of IEEE.

## \*Dues

- \*Sec. 6 The Executive Committee of the Student Branch shall have the power to levy special assessments upon endorsement by a two-thirds vote of the active Student Membership of the Student Branch.
- \*Sec. 7 Nonpayment of transnational dues will automatically result in suspension of membership in IEEE and in the local Student Branch. Nonpayment of local dues may result in suspension of membership in the local Student Branch, but will not result in suspension of membership in IEEE.
- \*Sec. 8 The local dues per semester for members are payable at the beginning of the semester.

## \*Officers

- \*Sec. 9 The officers of the Student Branch shall be a Chairman, a Vice-Chairman, a Treasurer, and a Secretary.
- \*Sec. 10 To be eligible for office, a candidate must be enrolled as a Student or Graduate Student Member of IEEE and a member in good standing in the local Student Branch.
- \*Sec. 11 The term of office shall ordinarily be one year. The Branch Counselor term shall ordinarily be for two years.
- \*Sec. 12 Election of officers for the following year shall be held not later than the last meeting of each year and must be reported at: <https://officers.vtools.ieee.org/>.

## \*Executive Committee

- \*Sec. 13 The management of the affairs of the Student 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.
- \*Sec. 14 The Executive Committee shall be the governing body of the Student Branch and shall transact all business it deems advisable, including the filling of vacancies in offices, authorization of expenditures, etc.

### \*Duties of Officers

- \*Sec. 15 The Chairperson shall preside at all meetings of the Student 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. 16 The Vice-Chairman shall perform all functions of the Chairman in his/her absence at his/her request.
- \*Sec. 17 The Secretary shall keep a record of all activities of the Student Branch and shall report Branch activities to IEEE Headquarters before 1 February annually via: <https://sbr.vtools.ieee.org/>, together with any special reports required by IEEE Headquarters. 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. 18 The Treasurer shall receive all money and pay all debts of the Student Branch authorized by the Executive Committee, and shall keep an exact account of all receipts and expenditures.
- \*Sec. 19 A complete annual report shall be submitted before 1 February annually via <https://sbr.vtools.ieee.org/> by the Chairman and the Treasurer upon certification by the Branch Counselor.

### \*Standing Committees

- \*Sec. 20 The following Standing Committees or their equivalent shall be appointed by the Chairman:
  - a) Program Committee
  - b) Publicity Committee
  - c) Membership Committee
- \*Sec. 21 The Program Committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings.
- \*Sec. 22 The Publicity Committee shall be responsible for proper advisement of each meeting.
- \*Sec. 23 The Membership Committee shall bring the advantages of membership in the Student Branch, and in the IEEE, to the attention of all potential Student and Graduate Student Members.
- \*Sec. 24 In addition to the above standing committees, the Chairman may appoint other committees which he/she may deem necessary.

### \*Meetings

- \*Sec. 25 The Student 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.

### \*Amendments

- \*Sec. 26 The Student Branch is empowered to adopt Bylaws which are consistent with this Constitution. Both the Constitution and Bylaws should be made available on your IEEE Student Branch web page.
- \*Sec. 27 The Constitution may be amended by two-thirds of the active Student or Graduate Student Members of the Student Branch present and voting provided the amendment shall have been proposed at least one duly publicized meeting previous to the time of voting. Such amendments become effective only upon the approval of the Executive Committee of IEEE.