

2018

IEEE Concordia Student Branch

Executive Committee



[CONSOLIDATED BY-LAWS]

This document outlines the administrative policy adopted by the Executive Committee. The present revision of this document was adopted on 2017-02-28.

Article I. Additional Officers

Section 1.01 Officer Positions

- (a) The following officer positions shall exist in addition to those already defined:
 - (i) the Director of Laboratory Services;
 - (ii) the Director of Academics;
 - (iii) the Director of Competitions;
 - (iv) the Director of Marketing;
 - (v) the Director of Social Activities;
 - (vi) the Director of Information Technology;
 - (vii) the Director of Sponsorship;
 - (viii) the Director of WarHacks

Section 1.02 Director of Laboratory Services

- (a) The Director of Laboratory Services shall:
 - (i) Oversee the operations of the Branch office and laboratory facilities and ensure a consistent quality of service is provided to users;
 - (ii) Provide training, feedback, and supervision to laboratory supervisors and other volunteers authorized to access laboratory facilities;
 - (iii) Manage the application and evaluation process for new laboratory supervisors;
 - (iv) Establish policies for the proper and safe operation of Branch office and laboratory equipment and communicate these policies to users;
 - (v) Ensure the general cleanliness and organization of the Branch office and laboratory facilities;
 - (vi) Develop a plan and schedule for the maintenance, upgrade, repair and expansion of Branch office and laboratory equipment as well as supervising and executing the tasks necessary to successfully implement the equipment maintenance and upgrade plans;
 - (vii) Periodically report to the Executive Committee on the status of the laboratory and office facilities, the services provided to users, and any maintenance or upgrade initiatives;
 - (viii) Conduct such other business as the Executive Committee may direct.

Section 1.03 Director of Academics

- (a) The Director of Academics shall:
 - (i) develop proposals for tutorials, seminars, workshops and conferences that will allow the Branch to advance its goals of disseminating knowledge to the community and enhancing the professional development of its members;
 - (ii) investigate any external events (such as conferences or seminars) to which the Branch could facilitate member attendance which would advance these goals;
 - (iii) establish a plan and schedule for such academic events that can be undertaken by the Branch and its members throughout the academic year;
 - (iv) with the advice and consent of the Executive Committee, establish teams and develop materials to implement the activities specified and supervise the execution of the activities;
 - (v) periodically report to the Executive Committee on the status of authorized academic events and the outcome of completed academic events;
 - (vi) conduct such other business as the Executive Committee may direct.

Section 1.04 Director of Competitions

- (a) The Director of Competitions shall:
 - (i) develop proposals for competitions and contests that will improve awareness of the Branch or the IEEE, allow participants to improve relevant engineering skills, or provide a benefit to the community;
 - (ii) establish a plan and schedule for competitive activities, both internally and externally organized, including but not limited to the internal RoboWars and IEEE Xtreme, that can be undertaken by the Branch and its members throughout the academic year;
 - (iii) with the advice and consent of the Executive Committee, establish teams and develop materials to implement the competitions and contests specified;
 - (iv) supervise and execute the tasks needed to implement the competitions and contests;
 - (v) periodically report to the Executive Committee on the status of authorized competitions and contests and the outcome of completed events;
 - (vi) conduct such other business as the Executive Committee may direct.

Section 1.05 Director of Marketing

- (a) The Director of Marketing shall:
- (i) Develop general marketing and branding strategies to improve awareness of the Branch or IEEE and its activities, advance the standing of the Branch, or provide benefits to the community;
 - (ii) develop proposals for marketing materials (including but not limited to posters, banners, written copy and achievement badges) and activities (including but not limited to in-class advertisement) targeting any advertising media in use by the Branch, including print, web, social media, email newsletters, or other media, in pursuit of the goals of Section 1.05(a)(i);
 - (iii) ensure the Branch's logo and branding are used correctly in all marketing materials;
 - (iv) assist in securing sponsorship funding and other endorsements for the Branch from organizations outside the Concordia community;
 - (v) establish a plan and schedule for any marketing activities that can be undertaken by the Branch and its members throughout the academic year;
 - (vi) with the advice and consent of the Executive Committee, establish teams and develop materials to implement the marketing activities specified;
 - (vii) supervise and execute the tasks needed to achieve the marketing objectives;
 - (viii) periodically report to the Executive Committee on the status of authorized marketing activities and the outcome of completed activities;
 - (ix) conduct such other business as the Executive Committee may direct.

Section 1.06 Director of Social Activities

- (a) The Director of Social Activities shall:
- (i) develop proposals for events that will improve awareness of the Branch or the IEEE, further the professional development of members, or allow members and others in the University community to interact in social context;
 - (ii) establish a plan and schedule for such projects that can be undertaken by the Branch and its members throughout the academic year;
 - (iii) with the advice and consent of the Executive Committee, establish teams and processes to implement the events specified;
 - (iv) supervise and execute the tasks necessary to successfully implement the events;
 - (v) periodically report to the Executive Committee on the status of authorized events and the outcome of completed events;
 - (vi) conduct such other business as the Executive Committee may direct.

Section 1.07 Director of Information Technology

- (a) The Director of Information Technology shall:
- (i) develop proposals for website maintenance and development to ensure continued availability of all web services and meet the Branch's marketing goals;
 - (ii) develop proposals for lab IT management to ensure continued availability and maintenance of the lab's networked computers;
 - (iii) develop proposals for the maintenance of other IT services, such as Google Apps services, email services, or other services as the Executive Committee may direct;
 - (iv) develop a plan and schedule for maintenance, upgrade, repair or expansion of branch IT equipment, as well as services specified in Section 1.08(a)(i) to (iii), as well as execute all necessary tasks to implement such plans;
 - (v) periodically report to the Executive Committee on the status of website and IT equipment and the execution of pending work thereof;
- ~~(v)~~ (vi) conduct such other business as the Executive Committee may direct.

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Section 1.08 Director of Sponsorship

- (a) The Director of Sponsorship shall:
- (i) develop a communication plan to reach out to corporate sponsors;
 - (ii) develop internal Concordia funding application;
 - (iii) coordinate with other directors advertising sponsors logos;
 - (iv) recruit members to a sponsorship committee to help with corporate communication;
 - (v) conduct such other business as the Executive Committee may direct;
 - (vi) Chair the sponsorship committee.

Section 1.09 Director of WarHacks

- (a) The Director of WarHacks shall:
- (i) chair the WarHacks committee;
 - (ii) recruit members for the WarHacks committee;
 - (iii) establish a plan and schedule for WarHacks activities and preparation;
 - (iv) supervise and execute the tasks needed to implement WarHacks;
 - (v) periodically report to the Executive Committee on the status of the competitions and the outcome of completed events;
 - (vi) conduct such other business as the Executive Committee may direct.

Article II. Non-Officer Positions

Section 2.01 General Provisions

- (a) All members holding non-Officer positions within the Branch shall be entitled to receive additional communications and participate in policy and activity discussions via the Branch mailing list if they wish to do so.
- (b) The holders of non-Officer positions within the Branch shall be permitted to attend any Executive Committee meeting operating in open session as non-voting observers.
- (c) The holders of non-Officer positions within the Branch may also be granted special consideration for Branch activities and events, at the discretion of the Officer supervising the activity or event.
- (d) All non-officer position appointments shall expire on the next May 31st following the appointment unless otherwise specified.

Section 2.02 Laboratory Supervisors

- (a) The Executive Committee may appoint any number of members, who are not Officers, to the status of Laboratory Supervisor within the Branch.
- (b) Laboratory Supervisors are entitled, subject to their completion of any required training or briefing activities, to appear on the security list for access to the laboratory, to operate the equipment therein, to supervise others in operating the equipment, and to permit others to access the laboratory under their supervision.
- (c) Laboratory Supervisors shall be expected to maintain a certain number of office hours as determined by the Executive Committee and to be present at the laboratory during those hours.
- (d) During their office hours, Laboratory Supervisors shall be expected to assist Branch laboratory users in operating the equipment in the laboratory, answer technical questions from users regarding coursework and projects, and provide guidance to users regarding equipment safety and Branch laboratory usage policies.
- (e) Laboratory Supervisors shall be expected to join and actively participate in at least one current, active committee operating within the Branch. The Laboratory Supervisor may choose any such committee, subject to the committee chair's acceptance of the Lab Supervisor on the committee. This requirement ensures that the Lab Supervisor can be more involved with the Branch's activities and operations.
- (f) The Executive Committee may revoke the Representative status of any member as a result of failure to maintain office hours, failure to adequately contribute to Branch laboratory services, failure to properly observe Branch procedures, or other disciplinary issues.

Section 2.03 Volunteers

- (a) The Executive Committee may appoint any number of members, who are not Officers, to the status of Volunteer within the Branch.
- (b) Volunteers shall be expected to participate in, and assist in preparing, Branch events and activities upon request of the Officers or as specified in the by-laws or the official procedures of the Branch.
- (c) Volunteers may maintain office hours if they wish, but are not required to do so. This line does not permit Volunteers to appear on the security list to the laboratory or access the laboratory unsupervised.
- (d) The Executive Committee may revoke the Volunteer status of any member as a result of failure to adequately contribute to events, failure to properly observe Branch procedures, or other disciplinary issues.

Section 2.04 Senior Advisors

- (a) The Executive Committee may appoint any number of persons, who are not required to be members of the Branch, to the status of Senior Advisor within the Branch.
 - (i) Appointment to Senior Advisor status shall, in general, be limited to persons who have made significant contributions to the Branch or the IEEE, and/or have special expertise that the Executive Committee deems to be necessary or beneficial to the Branch.
- (b) Senior Advisors may, at the discretion of the Executive Committee and subject to their completion of any required training or briefing activities, be authorized to appear on the security list for access to the laboratory, to supervise others in operating the equipment, and to permit others to access the laboratory under their supervision.
 - (i) Laboratory access shall be limited to those Senior Advisors who are students in the Faculty of Engineering at the University.
- (c) Senior Advisors may maintain office hours if they wish, but are not required to do so. This line does not permit Senior Advisors to appear on the security list to the laboratory or access the laboratory unsupervised.
- (d) Senior Advisors shall be expected to provide advice to the Officers upon request and attend certain designated meetings as determined by the Executive Committee.
- (e) The Executive Committee may revoke the Senior Advisor status of any person as a result of failure to provide timely advice, failure to attend designated meetings, failure to properly observe Branch procedures or other disciplinary issues.

Article III. Elections

Section 3.01 Date of Election

- (a) The time and place of Officer elections shall be determined by the Nominating Committee or, if it is not constituted at the time, the Executive Committee, and shall be announced to Branch members no less than fourteen (14) days and no more than thirty (30) days prior to being held.

Section 3.02 Candidate Applications and Notification

- (a) Any member wishing to submit their candidacy for an Officer position must submit to the Branch no later than seven (7) days prior to the date of the election a notice containing:
 - (i) their full name and contact information;
 - (ii) the position for which they intend to stand as a candidate;
 - (iii) a statement of no more than five hundred (500) words explaining why they are running for that position and why they would be a suitable candidate.
- (b) Upon confirmation that a candidate is eligible to stand as a candidate, an announcement shall be made no later than forty-eight (48) hours prior to the election listing all candidates running and including their campaign statements.

Section 3.03 Voting Procedure

- (a) The election shall be conducted as a General Meeting of members with only the election on its agenda and no changes to the agenda permitted. The members present shall appoint a temporary chairperson for the meeting who is neither a current Officer nor a candidate in the election. If no attendee meets these criteria, the Branch Chair shall act as chairperson for the election.
- (b) At the scheduled time, each candidate the first Officer position to be debated shall present a brief speech to the members prior to a vote being taken. If a candidate is unable to attend, their campaign statement shall be read into the record on their behalf instead.
- (c) Following the presentation of each candidate for a position, the meeting will move automatically into closed session and the candidates will be required to leave the room.
- (d) After the candidates have left the room, discussion shall take place under such rules as are normally used for General Meetings. Once debate has concluded, a vote shall be taken of all members present.
 - (i) If a secret ballot vote has been successfully requested, the default voting scheme shall be the instant runoff vote ("alternative vote").
 - (ii) If a secret ballot vote has not been successfully requested, the default voting scheme shall be the simple plurality vote ("first-past-the-post").

- (iii) It may be moved at any time during debate to change the voting scheme for a position to any of the other methods permitted under the Constitution. Such a motion requires a simple majority to pass.
- (e) Candidates for a position are permitted to submit a vote for the position for which they are standing as a candidate. In the case of simple plurality voting, all candidates shall be assumed to have voted for themselves unless otherwise indicated.
- (f) Once the voting process for a position has been completed, the candidates shall be invited to re-enter the room and the results shall be announced. The process shall then be repeated for any remaining positions.

Section 3.04 Voting Eligibility

- (a) All members in attendance at the election shall be entitled to one vote, unless specifically disqualified pursuant to a clause in the Constitution or the Branch by-laws.
- (b) Undergraduate members of the Branch who are not members of the ECA may not vote in Officer elections.

Section 3.05 Ineligible Persons

- (a) No undergraduate member of the Branch who is not a member of the ECA shall be eligible to stand as a candidate for any Officer position.

Article IV. Miscellaneous Administrative Provisions

Section 4.01 Position Title Equivalency

- (a) For the purposes of interaction with the ECA, the Branch Chair shall be the Officer defined by ECA regulations as “president of the society”.
- (b) In the absence of the Branch Chair or if the position is vacant, whichever Officer is presently assuming the duties of the Branch Chair shall be the Officer serving as “president of the society” for ECA regulation purposes.

Section 4.02 Political Activities

- (a) The Branch shall not engage in any activity of a political nature, whether at the student government level or outside the University community.

Article V. Policies

Section 5.01 Enforcement of Policies

- (a) Any document titled a “Policy” and adopted by the Executive Committee shall be considered enforceable by the Branch and its Executive Committee members. Being of an operational, not administrative, nature, they are documented and adopted under the moniker “Policy” rather than “By-law”.
- (b) Such Policies and its amendments thereof may be adopted by the Executive Committee, via a normal motion passed by the Executive Committee.

Article VI. Branch Property

Section 6.01 Equipment to Remain on Premises

- (a) All equipment, components, supplies, tools, fixtures, and other property owned, rented, leased, or borrowed by the Branch or in the Branch’s possession pursuant to an agreement with their legal owner (collectively “Property”) shall remain within the Branch’s premises at all times unless explicitly authorized by a by-law (see Section 6.02).

Section 6.02 Borrowing of Property

- (a) The Executive Committee may authorize certain persons to temporarily remove (“Borrow”) specific items of Property, as defined in Section 6.01, from the Branch’s premises on a case-by-case basis, if and only if the Executive Committee determines that the purpose of Borrowing advances the Branch’s mission and objectives.

- (b) Whereas the Branch may organize an Event in which Branch property is required at a location outside Branch premises:
 - (i) Members of the Executive Committee responsible for the Event are authorized to Borrow any Property required for the Event.
 - (ii) The authorization in (i) is granted if and only if the Event is authorized by the Executive Committee.
 - (iii) The authorization in (i) is granted for the duration of the Event, and a reasonable amount of time immediately prior and subsequent to the Event, for transportation, preparation and/or clean-up.
 - (iv) Persons mentioned in (i) shall be held responsible and liable for the Borrowed Property, unless otherwise decided by the Executive Committee either in advance or *post-hoc*.
 - (v) Indemnification shall be determined by the Executive Committee on a case-by-case basis when loss or damage occurs, and may include judgement that such loss or damage is a normal cost of operation and requires no indemnification.
- (c) An authorization which conforms to the terms of the Lab Policy, Section 7, shall be considered valid per Section 6.01.
- (d) Any legal agreement for which a waiver is issued under this Section, except for item (b), must be executed in writing and a copy of the agreement kept by the Branch, until all provisions therein have been fully settled, and the property has been returned in satisfactory condition to the Branch premises or replaced.
 - (i) Such agreement must define a finite time period after which the property must be returned, and provisions of liability and indemnification in the case that property is not returned within that time period or is returned damaged.

Section 6.03 Disposal of Property

- (a) The Executive Committee may authorize the permanent disposal of Branch property, either by sale, donation, auction, contest, recycling, throwing away as refuse, or other means, and may empower any Member to execute such disposal on behalf of the Branch.
 - (i) Any disposal of property under this section must be executed in such manner as to be compliant with any applicable ECA, IEEE, and University regulations and must be financially sound.
 - (ii) Any disposal of Branch property with a purchase or market value of over twenty dollars (\$20.00) shall be supervised by the Branch Treasurer and fully documented, with such documentation to be kept for a period of not less than three (3) years.

Section 6.04 Conflicts of Interest

- (a) Under no circumstances shall any Branch property be sold, donated, given, leased, rented, or otherwise transferred to any Member who participated in a vote on a measure to authorize its transfer or would otherwise have a clear conflict of interest thereof.

Article VII. Purchasing

Section 7.01 Authorization

- (a) All purchases made on behalf of the Branch must be authorized by the Executive Committee or through these by-laws. Purchases may be authorized for a budget line item on a discretionary basis, subject to certain restrictions, and/or approved on a case-by-case basis.
- (b) The Purchasing Committee shall have authorization to make discretionary purchases on behalf of the Branch, subject to the provisions of Section 11.02 and to any further Executive Committee decisions which may limit or revoke such authorization.

Section 7.02 Vendor Quotes

- (a) Any purchase, lease, rental, contract or other expenditure by the Branch involving a sum of five hundred dollars (\$500.00) or more shall be made only after binding price quotes for the desired product(s) or service(s) have been obtained from a minimum of two different suppliers and submitted to the Branch Treasurer for verification and approval.
- (b) Any purchase, lease, rental, contract or other expenditure by the Branch involving a sum of two thousand dollars (\$2000.00) or more shall be made only after binding price quotes for the desired product(s) or service(s) have been obtained from a minimum of three different suppliers and submitted to the Branch Treasurer for verification and approval.
- (c) The Branch Treasurer may waive the requirement for binding supplier quotes at his or her discretion in the event that only a single supplier is available, vendors for the purchased product(s) or service(s) do not typically provide binding quotes, or some other condition prevents the requirement from being reasonably fulfilled.
- (d) All binding quotes, waivers thereof, and Treasurer approvals must be preserved alongside documentation of purchases, and are subject to the same record and retention requirements.

Section 7.03 Discrepancy Reports

- (a) Any discrepancy between the supplier's quoted price (or, in the case of a transaction not requiring a binding quote from the supplier, the original price approved for the transaction) and the actual cost of an expenditure to the Branch shall be documented in writing and a copy of such documentation shall be retained by the Branch Treasurer for a period of not less than one (1) year.

- (b) The Branch Treasurer shall report to the Executive Committee any significant discrepancies in transaction costs at the committee's next regular meeting.

Section 7.04 Unauthorized Vendors

- (a) Transactions made on behalf of the Branch shall not be made via auctions, reverse auctions, second-hand sales, flea markets, or any other method having an abnormally high risk of fraud or which would facilitate improper use of Branch funds, unless specifically pre-approved by the Branch Treasurer in writing or by a resolution of the Executive Committee.

Section 7.05 Documentation and Retention

- (a) All purchases made on behalf of the Branch shall be fully documented and a copy of all receipts and other supporting documentation kept by the Branch Treasurer for as long as required by government tax authorities, as required by ECA and IEEE regulations, or a period of three (3) years, whichever is longest.

Section 7.06 Purchasing Procedures

- (a) Purchasing procedures and discretionary authorizations may be defined in by-laws.
- (b) Additional procedures for purchases shall be established by the Branch Treasurer, subject to the approval of the Executive Committee. Any purchase made in a manner inconsistent with such procedures shall be considered unauthorized and shall not be honored unless required by law or explicitly approved after the fact by the Executive Committee.

Article VIII. Donations

Section 8.01 Restricted Property Donations

- (a) Branch property received as a donation shall not be transferred or disposed of in a manner inconsistent with any conditions agreed upon with the donor(s) prior to the property's donation to the Branch.
- (b) Any conditions imposed on a donation of property shall be documented in writing and a copy of the conditions kept by both the Branch Secretary and Branch Treasurer until all restrictive conditions have expired or the property is no longer owned by the Branch.
- (c) Notwithstanding section (a), the Branch may, at any time, transfer or dispose of otherwise restricted property in the event that:
 - (i) the property becomes obsolete and is no longer of any use to the Branch;
 - (ii) the property is damaged, defective or its function otherwise seriously impaired;
 - (iii) additional equipment or supplies needed to use the property are no longer available;
 - (iv) the original donor(s) agree to waive the conditions that would prevent the action;

- (v) the property can no longer be physically stored on Branch premises;
- (vi) an obligation to dispose of or transfer the property is imposed on the Branch by law or regulation of the IEEE, the ECA, or the University.

Article IX. Restricted Funds

Section 9.01 Oversight

- (a) Funds received as part of ECA budget allocations, grants, and other sources of funding restricted to a limited scope of possible expenditures shall be overseen by the Branch Treasurer. Any projected expense expected to make use of funds from these sources shall be evaluated by the Branch Treasurer prior to any purchase being made in order to ensure that the expense is compliant with the conditions of the restricted funds.

Article X. Financial Operations

Section 10.01 Bank Accounts

- (a) The Branch shall maintain such bank accounts as may be necessary for the normal operations of the Branch, as determined by the Branch Treasurer and approved by the Executive Committee.
- (b) The IEEE Concentration Banking service shall be the preferred banking solution for the Branch if it is available.

Section 10.02 Internal Accounts

- (a) The Branch Treasurer may, if possible and necessary, establish and maintain one or more internal accounts with the University in order to facilitate the payment of service charges and other obligations to business units of the University.
- (b) The Branch shall comply with any applicable regulations established by the University regarding the operation of any such internal account(s) and shall promptly resolve its obligations thereto.

Section 10.03 Corporate Credit and Debit Cards

- (a) The Branch Treasurer may authorize the issuing of corporate credit or debit cards to Branch Officers, based on expended spending requirements and subject to the approval of the Executive Committee.
- (b) Cards issued pursuant to this section shall be used only for expenses approved by the Executive Committee and shall be subject to regulations on usage as specified in the global IEEE financial regulations, as well as the cardholder agreement from the issuing entity.

- (c) Officers shall be personally responsible for the use of their card(s) in an unauthorized manner, except for fraudulent activity or card theft that is correctly reported pursuant to the cardholder agreement and IEEE financial regulations.

Section 10.04 Financial Signatories

- (a) The Branch Chair and Treasurer shall be the authorized financial signatories of the Branch.
 - (i) In the case of a vacancy in either position, the Executive Committee shall designate a substitute Officer to act as financial signatory in lieu of the vacant position.
- (b) All cheques, contracts and other financial instruments shall require the signatures of both financial signatories of the Branch to become effective.

Article XI. Committees

Section 11.01 Standing Committees

- (a) A Standing Committee shall be constituted to assist in the fulfilment of each Officer's role within the Branch. The Committees so constituted are:
 - (i) Academic Committee, chaired by the Director of Academics;
 - (ii) Competitions Committee, chaired by the Director of Competitions;
 - (iii) Information Technology Committee, chaired by the Director of Information Technology;
 - (iv) Lab Committee, chaired by the Director of Lab Services;
 - (v) Marketing Committee, chaired by the Director of Marketing;
 - (vi) Projects Committee, chaired by the Director of Projects;
 - (vii) Social Committee, chaired by the Director of Social Activities;
- (b) A Purchasing Committee shall be constituted according to Section 11.02.

Section 11.02 Purchasing Committee

- (a) **Constitution.** The Committee shall have the following membership:
 - (i) The Chair of the Committee shall be the Branch Chair.
 - (ii) The Committee must include a minimum of three (3) members, including the Branch Chair, the Treasurer, and any one other member of the Executive Committee.
 - (iii) The Committee may include more than three (3) members, including members outside of the Executive Committee, subject to the Committee Chair's approval of such members.
 - (iv) The Purchasing Committee membership must, at all times, constitute a majority (50% +1 member) of members also in the Executive Committee.

- (v) By nature of their mandate, the Director of Laboratory Services is recommended as a member of the Purchasing Committee. This is not a requirement.
- (b) **Role of the Purchasing Committee.** The Committee shall have as mandate to:
 - (i) Identify material needs within IEEE Concordia, its lab or other offices, or needs related to its operation, in collaboration with the Executive Committee members;
 - (ii) Identify products and services which meet those needs;
 - (iii) Effect research related to purchases which require particular expertise or have technical requirements (for example, lab equipment), including referring to experts when needed;
 - (iv) Identify suppliers, obtain quotes, and evaluate cost effectiveness of proposed solutions;
 - (v) Effect purchases as authorised by the by-laws or by an Executive Committee decision;
 - (vi) Report recommendations, decisions and purchases to the Executive Committee;
 - (vii) Effect any other tasks as the Executive Committee may direct.
- (c) **Meetings**
 - (i) All Purchasing Committee meetings must be announced to the Executive Committee a minimum of 72 hours in advance. Motions passed by the Purchasing Committee at a meeting not so announced shall be considered invalid.
 - (ii) For all motions, quorum is 50% + 1 member, and is subject to the remainder of this section.
 - (iii) Any motion to effect a purchase must be passed unanimously among members present.
 - (iv) Any motion to effect a purchase must include a vote by the Branch Chair and/or Treasurer.
 - (v) If a motion to make a purchase applies to a purchase 1) related to an event or other budget line falling under a Director's mandate (excluding the Director of Laboratory Services); or 2) effected at the request of a Director, then that Director shall be considered a voting member of the Committee for the purpose of this sole motion, and furthermore is **required** to vote on this motion.
 - (vi) A vote on a motion may be cast *in absentia*, subject to the same restrictions as an *in absentia* vote on an Executive Committee motion.
- (d) **Purchasing procedure**
 - (i) The Purchasing Committee may pass motions to effect a purchase and to carry out such a purchase, subject to all requirements of this Section.
 - (ii) All purchases must conform to IEEE Concordia's mission, interests and activities or per decisions rendered by the Executive Committee (e.g. events, lab expansions, etc.);
 - (iii) Payment must be drawn from budgets and accounts that are defined as part of the motion and approved by the Treasurer.

(e) Reporting and oversight

- (i) For all motions to purchase passed by the Purchasing Committee, the Committee must present a report to the Executive Committee, either at an Executive Committee meeting within 2 weeks of the motion, or within 3 days of the purchasing decision by other means of communication.
- (ii) This Report must contain an itemised purchase order or list, with full financial information (i.e. budget lines and accounts), and justification for the purchase as needed (e.g. the event, project or resolution the purchase relates to; justification for items). Further justification, if requested by an Executive Committee member, must be provided and recorded.
- (iii) The Report must be archived along with purchase documentation, subject to the same requirements as for documentation and retention of purchases. (Any additional justifications which are recorded in Meeting Minutes or similar need not be archived in this way, but a reference to the meeting at which the Report was presented must be amended to the Report.)
- (iv) The Treasurer or Chair may, at any time, temporarily suspend the powers of the Purchasing Committee. In this case, a motion to uphold this suspension and launch an investigation must be voted by the Executive Committee at the next Executive Meeting or within 2 weeks of this decision, whichever is earliest. Justification for a suspension and further investigation must be provided to the Executive Committee.
- (v) The Executive Committee may, at any time, move to suspend the powers of the Purchasing Committee and launch an investigation. Justification for the suspension and investigation must be provided to the Committee. This motion shall be conducted per the same procedure as an impeachment vote, and the vote shall exclude all members of the Purchasing Committee who would otherwise have an Executive Committee vote.
- (vi) In the case that, after investigation, the Purchasing Committee is found to have committed fraud or other illegal activities, or to have made purchases which are egregiously inconsistent to its mandate, the Executive Committee may call for the dissolution of the Purchasing Committee. This motion shall be conducted per the same procedure as an impeachment vote, and the vote shall exclude all members of the Purchasing Committee who would otherwise have an Executive Committee vote.
- (vii) Disciplinary procedures (iv)(v)(vi) against the Purchasing Committee may be accompanied by similar procedures against one or more of the Executive Committee members involved, which may lead to a motion to impeach.

2016

IEEE Concordia Student Branch

Executive Committee



IEEE CONCORDIA

**learn today what you'll
need tomorrow**

[CONSTITUTION]

This document is the revised Constitution for IEEE Concordia as approved by a minimum two-thirds majority at a general meeting of the membership on 2016-03-31 and subsequently amended at the annual general meeting on 2015-03-31.

Article I. Defining Principles

Section 1.01 Official Name

- (a) The Branch shall be known officially as the *Concordia University Student Branch of the Institute of Electrical and Electronics Engineers*.
- (b) The organization may be referred to as *IEEE Concordia* or *IEEE Concordia Student Branch* as acceptable alternate short forms.

Section 1.02 Parent Organization

- (a) The parent organization of the Branch shall be the *Institute of Electrical and Electronics Engineers* transnational organization (the IEEE).
 - (i) The affairs of the Branch shall be conducted in accordance with the regulations and principles of the IEEE.
 - (ii) In the event of a discrepancy between these regulations and principles and a Branch policy or by-law, the Executive Committee shall immediately take whatever steps may be necessary to rectify the discrepancy.

Section 1.03 Mission

- (a) The core purpose of the IEEE, and by extension the Branch, is to foster technological innovation and excellence for the benefit of humanity.
 - (i) The Branch shall advance this objective by encouraging and facilitating the dissemination of knowledge regarding the theory and practice of electrical, computer, software and electronics engineering; computer science; and the related arts and sciences.
 - (ii) The Branch shall additionally advance this objective by furthering the professional development of its members and of all Concordia University engineering students.

Article II. Membership

Section 2.01 Requirements

- (a) All members of the Branch must meet all of the following requirements:
 - (i) Be registered for at least one semester of the academic year as an undergraduate or graduate student at Concordia University;
 - (ii) Hold a student, graduate student, or professional membership in the IEEE in good standing and provide their membership number to the Branch upon request;
 - (iii) Have no restrictions on student society membership imposed by the University.
- (b) Additional conditions on membership may be imposed by the by-laws of the Branch.
- (c) Notwithstanding clause (b), no restriction on membership shall be imposed on account of race, national origin, religion, gender, sexual orientation, age, or disability.

Section 2.02 Verification

- (a) The Branch may, pursuant to its by-laws, a decision of the Executive Committee, or a resolution passed at a general meeting, require any member or prospective member to provide proof that they meet all of the applicable requirements for membership.

Section 2.03 Disqualification

- (a) Failure to maintain any of the requirements for membership may result in the termination or suspension of an individual's membership as determined by the by-laws of the Branch or a decision of the Executive Committee.

Article III. Officers

Section 3.01 Purpose

- (a) In order to ensure effective leadership, the Branch shall have a number of Officers who shall ensure the proper functioning of the Branch and oversee its operations.

Section 3.02 Fixed Officers

- (a) At minimum, the society shall have as Officers a Branch Chair, a Branch Vice-Chair, a Branch Secretary, and a Branch Treasurer.
- (b) Additional Officers may be defined in the by-laws of the Branch and shall be subject to the same provisions as those Officers defined in this Constitution.

Section 3.03 Eligibility

- (a) Any member of the Branch shall be eligible to hold a single Officer position, provided that he or she meets all of the following additional requirements:
 - (i) is registered in a program operated by the Faculty of Engineering and Computer Science (ENCS), or one of its departments or institutes;
 - (ii) is registered for one or more classes at the University over the entire expected duration of their term of office (which includes the fall and winter semesters, but excludes the summer semesters);
 - (iii) Participation in a University-organized University-approved internship or research assistantship shall satisfy the registration requirement of (ii) for the semester(s) in which it takes place.
 - (iv) Work that contributes to the member's degree requirements, even if not a course, shall satisfy the registration requirement of (ii) in the semester(s) in which it takes place. Such work may include, but is not limited to, research and thesis-writing contributing to the degree requirements for an MSc, PhD, or other thesis-based degree.
- (b) The Branch may impose, via its by-laws, such additional restrictions on Officer position eligibility as may be necessary to remain in compliance with applicable IEEE regulations.
- (c) The Branch may, pursuant to its by-laws, a decision of the Executive Committee, or a resolution passed at a general meeting, require any Officer or candidate for an Officer position to provide proof that they meet all of the applicable requirements for the position.

Section 3.04 Vacancies

- (a) If a position remains unfilled as of the 1st of June following an election, or becomes vacant at any point after that date and prior to the next regular election, the Executive Committee may vote to appoint a Branch member to fill the position. Such an appointment requires an absolute majority of the Committee in favour and takes effect immediately.
- (b) Unfilled vacant positions shall have their duties temporarily assumed by the Branch Chair. If the Branch Chair position is vacant, its duties shall be assumed by the Branch Vice-Chair. In the absence of a Branch Vice-Chair, its duties shall be assumed by an Officer designated by the Executive Committee.

Section 3.05 Term

- (a) Members elected as part of the regular election process shall hold their office for a term of one year, beginning on June 1st of the year they were elected and ending on May 31st of the following year.
- (b) Members appointed to fill a vacant position shall hold office until the 31st of May following the next regular election of Officers.

Section 3.06 Removal from Office

- (a) An Officer may be removed from office pursuant to a motion approved by a two-thirds absolute majority of the Executive Committee, or a two-thirds regular majority of members in attendance at a General meeting.
- (b) An Officer subject to a motion of impeachment shall not be entitled to vote on that motion, nor shall he or she be included in the number of eligible voters needed to establish the necessary majority.
- (c) Any by-law or amendment to this Constitution that would, if enacted, effectively remove an Officer from their position shall, in addition to any other voting requirements, require the approval of that Officer.
- (d) Any Officer who is shown to no longer meet the applicable requirements for his or her position shall be removed automatically from office seven (7) days after the discovery of such failure, unless the discrepancy is rectified within that period.

Article IV. Duties of Fixed Officers

Section 4.01 Branch Chair

- (a) The Branch Chair shall:
 - (i) preside at all general meetings of the Branch and the Executive Committee or designate another person to do so;
 - (ii) appoint members to all standing committees of the Branch, subject to the approval of the Executive Committee;
 - (iii) prepare such reports as may be requested by IEEE Student Services;
 - (iv) work with and coordinate activities with IEEE Section and Region Officers;
 - (v) assume all executive duties not otherwise delegated;
 - (vi) conduct such other business as the Executive Committee may direct.

Section 4.02 Branch Vice-Chair

- (a) The Branch Vice-Chair shall:
 - (i) assist in organizing the Branch's events and activities;
 - (ii) perform all functions of the Branch Chair in his or her absence or at his or her request;
 - (iii) conduct such other business as the Executive Committee may direct.

Section 4.03 Branch Secretary

- (a) The Branch Secretary shall:
 - (i) keep a record of all activities of the Branch and submit a report of these activities to the IEEE upon request;
 - (ii) report to the IEEE the names and contact information of the Branch's officers;
 - (iii) keep minutes of each meeting of the Executive Committee and each General Meeting, and distribute such minutes to attendees in a timely manner;
 - (iv) keep a record of the names and IEEE membership numbers of all members and submit a report of this information to the IEEE upon request;
 - (v) assist the Branch Chair to ensure that the Branch's activities are conducted under the provisions of this Constitution and the Branch's bylaws;
 - (vi) conduct such other business as the Executive Committee may direct.

Section 4.04 Branch Treasurer

- (a) The Branch Treasurer shall:
 - (i) be responsible for maintaining any bank accounts controlled by the Branch;

- (ii) receive all money and pay all debts of the branch authorized by the Executive Committee;
- (iii) keep all financial records current and in order;
- (iv) provide financial statements and reports to the Executive Committee, periodically or upon explicit request;
- (v) prepare all financial documents required for annual reports to be submitted to the IEEE and the ECA;
- (vi) supervise budgeting and procurement for all activities and events;
- (vii) provide advice and information regarding financial matters, procurement, and budgeting to officers and members upon request;
- (viii) assist in securing sponsorship funding and other endorsements for the Branch;
- (ix) conduct such other business as the Executive Committee may direct.

Article V. Executive Committee

Section 5.01 Purpose

- (a) 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; the authorization of expenditures; the modification of the Branch's by-laws; communication with the IEEE, the Engineering and Computer Science Students Association, and other organizations; and the provision of benefits and services to members.

Section 5.02 Composition

- (a) The Executive Committee shall be comprised of all Officers of the Branch, whether defined in this Constitution or the by-laws of the Branch, and the Student Branch Counselor at his or her discretion.
- (b) Additional persons may be permitted by the by-laws of the Branch to attend meetings of the Executive Committee as participating observers while the Executive Committee is in open session. These persons may speak on any issue but may not vote on either substantive or procedural matters.
- (c) Quorum and majorities for Executive Committee meetings shall be determined using the number of Officers only.

Section 5.03 Delegation

- (a) The Executive Committee may delegate any of its powers to any person or group as it deems necessary, temporarily or permanently, and revoke such delegation at its discretion. This includes deferring any decision to a standing committee, or a General Meeting of members.
 - (i) The decision to delegate any power or decision requiring a supermajority shall require the approval of an identical supermajority to delegate.

Article VI. Student Branch Counselor

Section 6.01 Appointment

- (a) The local Section Chair of the IEEE shall appoint at his or her discretion an individual to serve as Student Branch Counselor upon the recommendation of the Branch.
- (b) At the end of a Counselor's term, the Branch shall nominate a candidate for Student Branch Counselor.
- (c) The Branch may re-nominate a previous Student Branch Counselor, even for consecutive terms.

Section 6.02 Requirements

- (a) The Branch Counselor shall be a member of the faculty of Concordia University and a professional member of the IEEE.

Section 6.03 Term

- (a) The appointment of the Student Branch Counselor is normally for two years and commences on the 1st of July.

Section 6.04 Duties

- (a) The Branch Counselor shall act to:
 - (i) Promote student application and renewal to IEEE;
 - (ii) Encourage relations between the Branch and the local IEEE Section;
 - (iii) Promote student awareness of awards, contests, and benefits of membership;
 - (iv) Establish industrial contacts for Branch programs and activities;
 - (v) Interest other faculty members in the activities of the Branch.

Article VII. Standing Committees

Section 7.01 Establishment

- (a) Standing Committees may be constituted by the Branch Chair on an as-needed basis, with the advice and consent of the Executive Committee.
- (b) A Standing Committee shall be constituted of a Chair of the Committee and one or more members.
 - (i) The Chair of the Committee is responsible for directing and supervising the Committee members, appointing or withdrawing members from the Committee, and reporting on the Committee's activities to the Branch Chair and Executive Committee.
- (c) Any Standing Committee not constituted shall have its responsibilities assumed by the Executive Committee.

Section 7.02 Standard Committees

- (a) An Administrative Committee shall be constituted at the minimum of the Branch Chair, Branch Vice-Chair, Branch Secretary and Branch Treasurer.
 - (i) This Committee shall be responsible for administrative and reporting tasks, such as reports to the IEEE or the local Section.
 - (ii) The Branch Chair is appointed Chair of the Committee.
- (b) A Finance Committee shall be constituted at the minimum of the Branch Treasurer and Branch Chair.
 - (i) This Committee shall be responsible for assisting the Branch Treasurer for any financial or accounting tasks, as directed and supervised by the Treasurer.
 - (ii) The Branch Treasurer is appointed Chair of the Committee.
- (c) This Section in no way limits the creation of further Standing Committees.

Article VIII. Meetings

Section 8.01 Executive Committee

- (a) The Executive Committee shall hold regular and special meetings at such times and places as it determines are appropriate, with a minimum of three meetings per academic year.
- (b) Executive Committee meetings must be announced to Officers no less than three (3) working days prior to the date of the meeting unless the officers unanimously agree to waive this requirement.

- (c) Quorum for Executive Committee meetings shall be one-half the number of filled Officer positions, rounded up.
- (d) Unless otherwise specified in this Constitution, all substantive decisions of the Executive Committee shall require a simple majority of officers in attendance to be adopted.

Section 8.02 General Meetings

- (a) The Branch shall hold regular and special General Meetings of the full membership at such times and places as designated by the Executive Committee, with a minimum of two meetings per academic year.
- (b) General Meetings must be announced to members no less than five (5) working days prior to the date of the meeting.
- (c) Quorum for General Meetings shall be one-tenth of the number of total branch members, rounded up.
- (d) Unless otherwise specified in this Constitution, all substantive decisions taken at a General Meeting shall require a simple majority of members in attendance to be adopted.

Section 8.03 Meeting Procedure

- (a) The default rules of procedure for both the Executive Committee meetings and General Meetings shall be as defined in the Branch by-laws. Any rule or procedure not defined in either this Constitution or the Branch by-laws shall be open to adoption as a standing or temporary rule by simple majority vote.

Section 8.04 Decisions Outside a Meeting

- (a) Urgent substantive decisions of the Executive Committee may be made by email or other traceable communication. Such decisions must respect the same requirements as for an Executive Committee meeting, with the following modifications:
 - (i) "Officers in attendance" shall be considered all filled Officer positions, except any Officer who cannot be contacted within the time that is required for the decision (minimum 24 hours), due to reasons outside of that Officer's control (including but not limited to accidents, hospitalisation, unexpected death, planned travel).
 - (ii) Quorum is unchanged and must still be met.
 - (iii) The discussions and decision shall be documented in the same way as Meeting Minutes, and must include a full record of the email exchange.
- (b) Substantive decisions may not be made by phone, SMS, instant messaging, or other ephemeral or non-traceable communication media.

Article IX. Bylaws and Amendments

Section 9.01 By-Laws

- (a) The Executive Committee may adopt such bylaws as it deems necessary to ensure the proper functioning of the Branch.
- (b) Such bylaws are enforceable to the extent that they comply with IEEE regulations and this Constitution.
- (c) Bylaws may also be proposed at any General Meeting of the Branch, and require a simple majority to be adopted.

Section 9.02 Constitutional Amendments

- (a) This Constitution may be amended with the concurrence of an absolute majority of the Executive Committee and a two-thirds regular majority of Branch members present and voting at a General Meeting.
- (b) Constitutional amendments must be announced to the full membership of the Branch at least seven (7) days prior to their introduction at a General Meeting.

Article X. Elections

Section 10.01 Regular Officer Elections

- (a) Officer elections shall be held between March 1st and May 31st of each year, on such a date and place that a majority of members can be reasonably expected to be able to attend.
- (b) No election shall be scheduled during an examination period held by the University, nor within seven (7) days of the beginning of an examination period.

Section 10.02 Voting Procedures

- (a) Upon request by any two or more members eligible to vote, the election shall take place by secret ballot or an equivalently anonymous process.
- (b) Any voting procedure not explicitly defined in the Branch by-laws shall be determined by the Nominating Committee or, if it is not constituted at the time, the Executive Committee.
- (c) All votes in Officer elections shall be counted according to one of the following schemes:
 - (i) Simple plurality vote (“first-past-the-post”);
 - (ii) Exhaustive ballot plurality vote;
 - (iii) Instant runoff vote (“alternative vote”).
- (d) Members shall be permitted to vote in favour of an unfilled position (“empty seat”) in officer elections, and all candidates, including those running unopposed, must be ranked higher than this option in order to be elected.
- (e) The Branch may, via its by-laws, impose such restrictions on voting eligibility as may be necessary to remain in compliance with the applicable ECA and IEEE regulations.