



*Florida Institute of Technology
IEEE Student Chapter*

**Constitution of the Florida Institute of
Technology IEEE Student Chapter**

Amended: August 17, 2015

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Article I: Name and Purpose

Section 1: Name

The name of the organization shall be known as the Florida Institute of Technology Student Branch of the Institute of Electrical and Electronics Engineers, hereafter called FIT-IEEE. For all official documentation and transactions, the name "FIT-IEEE Student Branch" or "FIT-IEEE" shall be used.

Section 2: Purpose

The purpose of the FIT-IEEE Student Branch shall be to promote the theory, as well as the practice, of all aspects of electrical, electronics, communications and computer engineering, as well as computer science, the allied branches of engineering and the related arts and sciences. We will accomplish this by holding General Meetings and Technical Sessions, participating in conferences and competitions, and promoting network opportunities with professionals for student members.

Article II: Membership

Section 1: Regular Members

In order to hold a regular membership with FIT-IEEE, a student must:

1. Be a registered member on OrgSync.
2. Attend at least two IEEE or IEEE societies (societies defined in Article VI) meetings a month or have an official excuse approved by the Chair.
3. Complete and abide by all requirements that may be imposed on members by Florida Tech.
4. Must be classified as an undergraduate or graduate (Masters or Doctoral) student at Florida Tech.

Section 2: Full Members

In order to hold a full membership with FIT-IEEE, a student must:

1. Hold a paid IEEE membership in good standing and have their IEEE membership name and number registered with FIT-IEEE and documented with the Secretary.
2. Complete and abide by all requirements that may be imposed on members by Florida Tech and FIT-IEEE.
3. Must be classified as an undergraduate or graduate (Masters or Doctoral) student at Florida Tech.
4. A contribution must be made during the school year to the organization as defined by Article VII.

Section 3: Loss of Membership

Any Regular or Full Member who, at any time, does not comply with the above eligibility requirements shall be removed from FIT-IEEE.

1. If any Regular or Full member does not attend the required meetings they will be subjective to removal from the org sync roster.

Section 4: Project Manager(s)

The Project Manager(s) oversees a FIT-IEEE affiliated project that he or she is responsible for. He or she will be required to give weekly reports to one of the officers, including: current progress, activities pending approval, and funding requests. The Project Manager is appointed by the Chair and Vice Chair. The Project Manager must be a Full Member.

Section 5: Team Leaders

Team Leaders are appointed by the Project Manager and are responsible for the general management of their respective teams (e.g. meetings, requesting funds, etc.). All Team Leaders will report to their respective Project Manager. Team Leaders must take any approvals or funding requests to the Project Manager. The chair must approve any funding request made by the team leaders through the project manager. Team Leaders must be at least a Regular Member.

Section 6: Mentor

The Mentor is a registered IEEE member who is a professional and whom the Chair and the Vice Chair recognize for their contributions to FIT-IEEE, currently or from previous years. Any Mentors have the option of becoming an OrgSync advisor, though it is not required.

Section 7: Advisor

Any Florida Tech faculty member that is a member in good standing with IEEE can serve as an Advisor to FIT-IEEE. He or she must adhere to the rules and guidelines for Student Organization Advisors drafted by Florida Tech.

Article III: Chapter Leadership

Section 1: Eligibility

Eligibility for an officer position in FIT-IEEE is stated as the following:

1. Must be a Full Member of FIT-IEEE.
2. Must attend at least 75 percent of General Meetings.

Section 2: Officers

Sub Section 2.1: Terms

All officers shall be elected by the second week in April of the spring semester for a term of one school year. For FIT-IEEE purposes, a school year begins on the first class day of the summer semester and ends on the last class day of the subsequent spring semester.

Clause 2.1.1: Term Limits

All officers are limited to holding office for two school years. The Chair is limited to holding that specific office for only one school year.

Clause 2.1.2: Term Extensions

All officers may have their term extended beyond the permitted length if and only if no one is available or qualified to replace them and a vote is conducted to allow that to candidate to run for the office in question again. The candidate for extension has the right to deny reappointment to the position. Regulations regarding Article III, Section 3 still apply.

Sub Section 2.2: Chair (President)

The Chair is the face of the organization. He or she is responsible for drafting a budget, inviting speakers, and organizing events. He or she has the final approval on all decisions, including the budget.

Sub Section 2.3: Vice Chair (Vice President)

The Vice Chair is essentially the “right-hand man” of the Chair. He or she helps with whatever the Chair needs. It is recommended that the Vice Chair is next in-line to become the Chair, however it is not required.

Sub Section 2.4: Secretary

The Secretary records all meeting minutes. He or she should archive an electronic copy of all General Meeting minutes. He or she is also required to e-mail reminders about events and meetings to the organization’s members. He or she is also responsible for keeping track of FIT-IEEE assets. The Secretary is responsible for maintaining the FIT-IEEE OrgSync page.

Sub Section 2.5: Treasurer

The Treasurer is in charge of all spending activities. He or she is required to keep records of FIT-IEEE's spending habits, which includes: copies of receipts and a spending log. All funding requests must first be approved by the Chair or Vice Chair before the Treasurer can disburse the requested funds. He or she must keep a record of all donations made to FIT-IEEE. The Treasurer should be prepared to give a financial statement at any given time. The Treasurer should follow the school's requirements to handle all reimbursement requests.

Sub Section 2.6: Membership Chair

The Membership Chair oversees all recruitment activities. He or she should prepare for the beginning of the fall semester to recruit incoming freshman and other class standings. He or she should attend the Organization Fair during Orientation Week and setup a table with information on FIT-IEEE, its activities, and its past projects. The Membership Chair is required to hold at least two recruitment events during the fall semester.

Sub Section 2.7: Activities Chair

The Activities Chair oversees and plans all events, excluding recruitment. Events include, but are not limited to: guest speakers, social mixers, workshops, SPAXs, and S-PACs. He or she should prepare for events by advertising. The Activities Chair is required to present any advertisements to the Chair to have them approved. The Activities Chair is also required to draft a budget for the event and have it approved by the Chair and Treasurer.

Sub Section 2.8: Past Chair

The Past Chair is a position held by the previous year's Chair. It can also be a body of the previous year's officers. The Past Chair can provide additional insight into many aspects of the Chair's and other officer's weekly encounters. The officers can turn to the Past Chair for advice when they need help with a situation.

Sub Section 2.9: Societies Chair

The Societies Chair is a position that maintains communication between the student branch and the societies. Maintain lines of communication between SGA, IEEE society Chairs, and FIT-IEEE student branch. The Societies Chair must go to all mandatory SGA meetings as defined by SGA. He or she must also compile minutes of all societies meetings into a folder on FIT-IEEE student branch OrgSync page.

Section 3: Elections

Sub Section 3.1: Nominations

Nominations must be held prior to elections in order to find those potential candidates who are interested in running for an officer position. Nominations should be held at least one week prior to elections. The floor will be opened and any member can nominate another full member who meets the eligibility requirements as defined above. Full members can nominate themselves and are limited to running for a maximum of three offices.

Sub Section 3.2: Preliminary Elections

Should there be more than three candidates running for an office, Preliminary Elections shall be held to narrow the choices down to three candidates. The three candidates who receive the most votes will run in the General Elections. Any member, Regular or Full, who is good standing with FIT-IEEE, can vote for their top three choices for the office. Preliminary Elections should take place at least one week before the General Elections.

Sub Section 3.3: General Elections

Any member, Regular or Full, who is good standing with FIT-IEEE, has one vote in the General Elections. Elections shall be held individually in the following order: Chair, Vice Chair, Treasurer, Secretary, Membership Chair, Activities Chair, and Societies Chair. If a candidate is running for Chair, Vice Chair, Treasurer, Secretary, Membership Chair, Activities Chair, and Societies Chair respectively and wins, he or she is removed from the ballot of any other position he or she is running for. Whichever candidate receives the most votes on the ballot wins the election.

Sub Section 3.4: Ballot Counting

The ballots should be counted by a small committee of three to five Full Members who are not currently running for an office. The committee will consist of the Past Chair(s), Mentor(s), faculty advisor/counselor. Should a tie arise between two or more candidates, the committee shall decide who wins on the basis of each candidates' contributions to FIT-IEEE. Contributions include but are not limited to: attendance, project participation, event planning, and administrative tasks.

Sub Section 3.5: Vacancy

In the event of a vacancy in any singular officer position, the Vice Chair will temporarily assume the duties of that position. In the case where there are less than half of the chairs and more than one chair unable to serve, the Vice Chair will assume the responsibilities of those positions. In the previously mentioned case, an election may be held at the discretion of the Chair to replace the positions the Vice Chair has assumed. In the case that half or more of the

chairs are unable to serve, the Chair, Vice Chair, and Past Chair (if available) shall appoint a suitable temporary replacement until a general election can be convened to fill the vacancies. In the event that both the Chair and Vice Chair's positions become vacant simultaneously, new general elections will be held immediately. Those elected shall remain in those positions for the remainder of that school year, as defined above.

Sub Section 3.6: Removal of Officers via Vote

The officers can remove another officer if two-thirds of the remaining officers, according to a vote taken using a secret ballot, agree that the person in question failed to comply with the rules and regulations of FIT-IEEE, Florida Tech, IEEE, or other Governing Bodies. A vote can only occur after the person has had the opportunity to defend him/herself and/or resign. The person in question is not included in the vote. The Advisor must be consulted prior to the vote, though consent from the Advisor is not required.

Article IV: Activities

Section 1: Meetings

Sub Section 1.1: General Meetings

General Meetings shall be held once a week for both the fall and spring semesters. The time and location of the General Meetings will be decided on a yearly basis by the officers. An e-mail reminder will be sent out to the organization three days prior to the meeting, reiterating the time and location. At least two officers must have the agenda for the next meeting by the day before that meeting. Priority for the agenda will be in the following order: Chair, Vice Chair, and Secretary. If the aforementioned three officers are unable to attend, the General Meeting must be rescheduled or cancelled.

Sub Section 1.2: Technical Sessions

Technical Sessions will be called when needed. Technical Sessions can consist of anything FIT-IEEE project or practice related. The time and location of the Technical Sessions will be announced during the General Meeting of that week. An e-mail reminder will be sent out to the organization three days prior to the Technical Session.

Sub Section 1.3: Workshops

Workshops are defined as any event hosted by FIT-IEEE student branch or FIT-IEEE societies that is not defined above and are for the benefit of the campus community and includes but not limited seminars, class reviews, and professional development. FIT-IEEE and its societies are responsible for hosting a cumulative minimum of two workshops per Fall and Spring semester.

Sub Section 1.4: Non-Technical Events

Non-Technical Events are defined as any event hosted by FIT-IEEE student branch or FIT-IEEE societies that is not defined above and the event contributes to the campus community or campus culture.

Section 2: Order of Business

General Meetings will consist of the following events, in order:

1. Call to Order
2. Reports of Officers
3. Report of Project Manager
4. Old Business
5. New Business

6. Announcements
7. Networking Period*

* The networking period is determined by the chair prior to the meeting

Section 3: Minutes

The minutes of the organization are the permanent record of the group's actions. The minutes will contain a record of facts. They cannot include the thoughts or feelings of members or officers. The Secretary is responsible for recording and keeping the minutes of all General Meetings. When reading the minutes there should be no room for misinterpreting the actions taken by the assembly. They should be written clearly and explicitly; so, an absent member can read the minutes and understand the business transacted at the meeting. All names should be clearly recorded.

Section 4: Attendance

In order for regular members to meet their attendance requirements as stated above, they must attend a FIT-IEEE or FIT-IEEE society sanctioned meeting. A sanctioned meeting is any meeting that has been organized by an officer, Project Manager, or Team Leader. Meeting activities must be recorded and given to the Secretary and Societies Chair (as defined by Article II, Section 2.9) for compilation.

Section 5: Sanctioned Projects

As a student chapter, FIT-IEEE will participate in, but is not limited to, the IEEE Region 3 Southeastern Conference (SECON) Student Competitions.

FIT-IEEE or FIT-IEEE society members may suggest a secondary project for FIT-IEEE to sponsor to an officer, in addition to the SECON project, which fits the purpose of FIT-IEEE as stated above. Three Regular Members of FIT-IEEE must be participating on the proposed project. The SECON project must have a total of at least four participating members.

Any Regular Member who participates in any sanctioned project will receive the contribution requirement for he or she needs to be eligible for Full Membership.

Sub Section 5.1: Eligibility for Sponsorship

1. The FIT-IEEE Chair, Vice Chair, and Past Chair (if available) together have the right to deny sponsorship to a project, with or without reason.
2. The Full Member who requests sponsorship from FIT-IEEE must be willing to accept all roles and responsibilities of the Project Manager, as stated above.
3. The project must contribute back to the FIT-IEEE Student Branch knowledge base by technical training, experience, or theoretical knowledge.

4. FIT-IEEE must be acknowledged anywhere that acknowledgements are given.
5. Project must have an outline, including: objectives, success criteria, core members and estimated cost.
6. Project must be presented to the FIT-IEEE Student Branch after completion or competition at the following General Meeting.

Article V: Society Interaction

Section 1: HKN

HKN is defined to be an FIT-IEEE Society and is entitled to all of the benefits and responsibilities of being a technical society.

Section 2: Name Definition

FIT-IEEE Student Branch refers specifically to the members of FIT-IEEE (Student Branch) and the societies. The “Student Branch” is defined as the base organization with a core purpose of fostering technological innovation and excellence for the benefit of humanity.

Section 3: Definition of Society

The “FIT-IEEE Society” or “FIT-IEEE Technical Council” is defined as a technical FIT-IEEE club including the Student Branch recognized by IEEE Melbourne section. The “FIT-IEEE Society” or “FIT-IEEE Technical Council” shall be considered equal and interchangeable for purposes of this constitution.

Section 4: Definition of Affinity Group

An “FIT-IEEE Affinity Group” is a non-technical club under the direction the Student Branch constituted by a minimum of ten (10) Student Members or Graduate Student Members established by petition to the parent Student Branch. An Affinity Group may send a representative who carries no vote to the Student Branch Executive Committee. The representative of any Affinity Group to the Student Branch Executive Committee has the option to request funding at the discretion of the Student Branch Executive Committee.

Section 5: Provisional Budgeting

Funds procured by the Student Branch may be allocated for use by a Society or Affinity Group at the discretion of the Student Branch Executive Committee.

Article VII: Contributions

Section 1: Definition

A contribution can be any time volunteered for the betterment of the Student Branch, or its Societies. A contribution may also include attendance, project participation, event planning, and administrative tasks.

Contributions do not include time volunteered for Affinity Groups or any paid involvement in any part of FIT-IEEE.

Any capital or monetary donations must be made according to Florida Tech Organization policies. Capital or monetary donations do not count towards the required contribution for full membership.

Article VIII: Executive Committee

Section 1: Purpose

The purpose of Executive Committee is the leadership representation for all “FIT-IEEE” clubs. It consists of all officers in the Student Branch and any officer of FIT-IEEE societies who has to be chosen by their club as representative.

Section 2: Membership and Voting

Sub Section 2.1: Voting Members

Voting members on the Executive Committee are defined as follows:

The Student Branch officers, all of who have one vote, comprise the Student Branch votes. The Past Chair (if available) vote is collectively one vote or two votes (whichever results in a total number of votes being an odd number total).

Each Society is individually responsible for determining representatives and the number of representatives on the Executive Committee. The total number of votes for all Societies is defined to be one vote per society.

Note: Article III, Section 2, Sub-Section 2.2 supersedes all decisions.

Clause 2.1.1: Voting Member Obligations

Societies reserve the right to abstain their vote at any meeting. Student Branch Officers never reserve the right to abstain their vote.

Sub Section 2.2: Other Members

An Affinity Organization reserves the right to have a single representative on the Executive Committee who carries no vote. This representative is allowed to participate in discussion, but not vote on issues.

Any FIT-IEEE Mentor may serve as a non-voting member of the Executive Committee.

Any FIT-IEEE Advisor may attend any Executive Committee meeting and has one vote when present.

Sub Section 2.3: Proceedings

All Executive Committee meetings will be convened and presided over by the Chair of the Student Branch. In his or her absence, the Vice-Chair will assume this responsibility. All Executive Committee meetings will be governed by Robert's Rule of Order.

Notice for an Executive Committee meeting must be given at least 1 week in advance and at least 2/3 should be present for a vote or no vote can be held.

Section 3: Responsibilities

Sub Section 3.1: Administrative Responsibilities

The Executive Committee's first responsibility is defined as follows:

Coordination of all FIT-IEEE clubs, societies, affiliates and other subsidiaries and their activities. The Executive Committee is the regulatory committee of the Student Branch and is therefore responsible for developing an Annual Plan of Operations.

Clause 3.1.1: Annual Plan of Operations

The Annual Plan of Operations entails a general set of goals the Student Branch will accomplish for that year (year defined above).

Sub Section 3.2: Budgeting

The Executive Committee oversees all budgetary funds. This includes any money allocated by the IEEE Melbourne Section, Florida Tech, and IEEE to the Student Branch (not inclusive to the Societies or Affiliates) for the purposes defined by the Annual Plan of Operations.

Sub Section 3.3: Mediation

The Executive Committee will mediate conflicts between members, Societies, Affinity Groups, external organizations, the student body, and Florida Tech.

Clause 3.3.1: Disputes

In the case of a dispute between Society or Affinity Group and Student Branch constitutions, the Student Branch constitution will supersede the Society or Affinity Group in all cases.

Article IX: Amendments

Section 1: Amendment Process

Proposed amendments to this Constitution shall be brought to the attention of the Executive Committee. The Executive Committee will then vote on whether to accept the amendment proposal. If the amendment is supported by the Executive Committee, the FIT-IEEE Student Branch, at the next general meeting, will vote on the proposed amendment(s) with respect to Robert's Rule of Order. If two-thirds of the voting attendees vote yes, it will become part of this Constitution.