



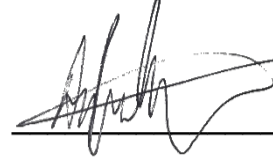
Constitution

University of Canterbury IEEE Student Branch

We hereby agree to uphold and follow the rules and values outlined in this constitution.



Emma Lloyd
University of Canterbury
Student Branch Chairperson
20 / 01 / 2021



Dr. Andrew Lapthorn
IEEE NZ IEEE South Section
Student Activities Coordinator
7/1/2021

Amendment Log

Adjustment Summary	Date
Addition of Signatures and formatting in new document	17/7/2013
Addition of the role of Sponsorship Manager to list of officers, removal of gendered role names and removal of the need to have previously served on the executive to become an officer	16/12/19

1 Name

Electrical and Computer Engineering, University of Canterbury, Private Bag 4800 • +64 3 364 2264 • www.ucieee.org

1.1 The organisation is to be known as the “University of Canterbury IEEE Student Branch”, hereinafter referred to as the “Branch”.

2 Affiliation

2.1 The Branch is a Student Branch of the Institute of Electrical and Electronics Engineers (hereinafter the “IEEE”). The organization and operation of the Branch shall be in accordance with the Constitution and Bylaws of the IEEE.

2.2 The Branch shall be affiliated with the University of Canterbury Students’ Association (hereinafter the “UCSA”). The Branch shall apply for affiliation to the UCSA on an annual basis, and will abide by the decisions and rulings of its Executive. The conduct of the affairs of the Branch shall be in accordance with the Constitution of the UCSA.

3 Purpose and Objectives

3.1 To encourage and facilitate membership of the IEEE and participation in IEEE activities for students of The University of Canterbury (hereinafter “UC”).

3.2 To liaise between the IEEE, the New Zealand South Section of the IEEE, the Electrical and Electronic Engineering, Computer Engineering, Mechatronics Engineering and Computer Science student bodies at UC, and members of the wider university community.

3.3 To act as a portal for members to network with each other and students from other universities, both locally and internationally, in professional and social contexts.

3.4 To further the professional and technical development, and career prospects, of members.

3.5 To establish links with industry in IEEE-designated fields.

3.6 To disseminate knowledge concerning the theory and practice of all aspects of electrical, electronic, radio and allied branches of engineering or the related arts and sciences.

3.7 To conduct such activities as the Branch determines desirable, providing such activities are in accordance with this Constitution, the UCSA Constitution, and the IEEE Constitution and Bylaws.

4 Membership and Membership Fee

4.1 Membership of the Branch shall be open to individuals who both qualify for UCSA membership and are student members of the IEEE.

4.2 There shall be no Branch membership fee for members of the IEEE.

4.3 Associate membership of the Branch shall be open to individuals who qualify for UCSA membership but are not Student Members of the IEEE. Upon paying any associate membership fee and submitting any and all due membership forms, an individual shall become an associate member until 31st December of the current year.

4.4 The fee for associate membership shall be determined by the Executive Committee.

5 Officers and their Duties

5.1 There shall be a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer and a Sponsorship Manager, who shall collectively be known as the Officers of the Branch. All Officers shall be members of the Branch, and go out of office upon the cessation of their membership.

6 Chairperson

6.1 The duties of the Chairperson shall include, but by no means be limited to, the following:

- To lead the Branch and Executive Committee, and preside at all meetings of the Branch and all meetings of the Executive Committee.
- To coordinate Executive Committee activities and oversee all matters concerning Branch operations and development.
- To act on behalf of the Branch between Executive Committee meetings providing such actions are reported to the Committee, which may confirm, reverse or vary the validity of such actions.
- To prepare and distribute meeting agendas prior to Executive Committee meetings. To maintain relations between the Branch and related parties.
- The accomplishment of other duties to the fulfilment of Branch objectives.
- To appoint all sub-committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated.

7 Vice-Chairperson

7.1 The duties of the Vice-Chairperson shall include, but by no means be limited to, the following:

- To assist the Chairperson in his or her duties. To perform all functions of the Chairperson in the Chairperson's absence or request.
- Accomplishment of other duties to the fulfilment of Branch objectives.

8 Treasurer

8.1 The duties of the Treasurer shall include, but by no means be limited to, the following:

- To manage the finances of the Branch and ensure Branch operations are financially sound. To inform the Executive Committee of the status of the Branch finances at each to Executive Committee meeting
- To receive all money and pay all debts of the Branch authorized by the Executive Committee, and keep an exact account of all receipts and expenditures.
- Maintenance of the Branch's bank account(s), and ensure their operations are in accordance to all relevant regulations.

- Reporting to the IEEE NZ South Section at meetings, when required, concerning the operation and use of Branch funds.
- The preparation and submission of annual financial statements as required by the IEEE.
- The presentation of annual financial performance at the AGM as required
- To keep a record of equipment or property purchased, the cost, the receipt, and where such equipment is stored. S/he shall arrange insurance as necessary
- Accomplishment of other duties to the fulfilment of Branch objectives.

9 Secretary

9.1 The duties of the Secretary shall include, but by no means be limited to, the following:

- To record and distribute the minutes of Executive Committee meetings. The preparation and, subject to the approval of the Executive Committee, the submission of all reports as required by the IEEE and UCSA.
- To store all documents produced and distributed by the Branch.
- To keep a register of members, identifying both UC student members and others, as well as identifying associate members.
- To prepare and deliver Branch newsletters as directed by the Executive Committee.
- Accomplishment of other duties to the fulfilment of Branch objectives.

10 Sponsorship Manager

10.1 The duties of the Secretary shall include, but by no means be limited to, the following:

- To organise the creation of content used to market the branch to industry professionals
- To recruit industry sponsors to fund the branch for the upcoming academic year
- To assist the treasurer in ensuring funding is received from confirmed industry sponsors
- To maintain relationships with industry sponsors throughout the year
- To work with sponsors to market events to associate members

11 Executive Committee

11.1 There shall be an Executive Committee of the Branch, consisting of the Officers of the Branch, the Branch Counsellor appointed by the IEEE NZ South Section, and any other Branch members elected at the AGM or co-opted in a manner as outlined in section 11.

11.2 The maximum number of Executive Committee members is recommended at fifteen (15).

11.3 The Executive Committee shall be the governing body of the Branch, shall be responsible for administering all operations of the Branch and shall transact all business it deems advisable.

11.4 Decisions of the Executive Committee shall be by substantive motion. A two-thirds majority vote is required to pass a motion.

11.5 All Executive Committee members, other than the Counsellor, shall be members of the Branch, and go out of office upon the cessation of their membership.

11.6 Associate members of the Branch are not permitted to serve on the Branch Executive Committee.

11.7 The Chairperson, or in their absence the Vice-Chairperson, shall call meetings of the Executive and notify all Executive Committee members at least seven days prior to the meeting.

11.8 Upon receiving a written petition of three voting Executive Committee members, the Chairperson, or in their absence the Vice-Chairperson, shall call a meeting of the Executive within fourteen days.

11.9 The quorum for an Executive Committee meeting is one more than half the total number of executive Committee members, and must include at least two Officers. Any business transacted at an inquorate meeting shall be null and void.

11.10 Minutes shall be kept as a true and correct record of the proceedings of all Executive Committee meetings, and shall include the names of the persons that attended that meeting.

11.11 A member of the Executive Committee shall cease to be a member of the Committee if:

- a) The Chairperson or the Vice-Chairperson receives a letter of resignation from that member;
- b) The member is absent, without leave of absence being granted by resolution of the Executive Committee, for three consecutive meetings of the Executive of which the member was notified; or
- c) A resolution of a Special General Meeting called for the purpose, is supported by a two thirds majority of Branch members present, expresses No-Confidence in that Executive member.

12 Accession

12.1 All positions shall be elected at the annual general meeting held each year.

12.2 Nominations for such positions shall be forwarded to the exiting Chairperson and Secretary of the Committee, who shall supervise the election.

12.3 All Branch members shall be invited to and eligible to vote at this meeting

12.4 Voting shall occur by secret paper ballot to be counted by an Executive Committee nominated by the existing chairperson.

12.5 At the same meeting there shall be elected 6 branch members who, with the newly elected Officers and Branch Counselor, shall form the new Executive Committee of the Branch. They shall hold office until the next Annual General Meeting, or until their membership is terminated as in clause 11.11.

12.6 Following the recruitment drive at the beginning of each

academic year the Executive Committee shall request volunteers from the Branch membership who are in their first professional year of study. A maximum of four of these volunteers shall be selected and co-opted into the Executive Committee in a manner as determined by the Executive Committee.

12.7 If, following the AGM, it is determined by the Executive Committee that the number of Committee members is sub optimal, and allowing for clause 12.6, the Committee may take action such as to co-opt branch members into the Executive Committee in a manner as determined by the Committee.

13 Annual general meeting and special general meeting

13.1 An Annual General Meeting of the Branch shall be held each year, at a date determined by the Executive Committee. The regular business of the meeting shall be:

- a) To receive the Annual Report (President).
- b) To receive the Financial Report, and the Statement of Assets and Liabilities for the preceding year. (Treasurer)
- c) To elect Officers and Executive Committee members for the forthcoming year.
- d) To transact any other general business of the Branch.

13.2 A special General meeting of the Branch shall be called by the secretary on receiving a written request by the Chairperson, or by the committee on its motion, or by at least twenty (20) members or one-fifth of all members of the Branch, whichever is the lesser.

13.3 The Executive Committee shall arrange to hold a General Meeting not earlier than fourteen (14) days and not later than sixty (60) days from such a resolution or receipt of such a petition.

13.4 Notice must be given to the Executive Committee of all intended substantive motions at a General Meeting at least ten (10) days prior to the Meeting. Any resolution arising from a motion for which notice has not been given in accordance with this article shall be null and void. To avoid doubt, this requirement does not apply to amendments to motions.

13.5 The Executive Committee shall give reasonable notice of a General Meeting at least fourteen (14) days prior to the meeting and of notices of motion at least seven (7) days prior to the meeting, to all members of the Branch.

13.6 The mode of voting at all meetings shall be by show of hands or secret ballot.

13.7 All Branch members may vote at a General Meeting, the quorum for which is at least twenty (20) members or one-fifth of all members of the Branch, whichever is the lesser. Any business transacted while a General Meeting is inquorate shall be null and void.

13.8 Minutes shall be kept as a true and correct record of the proceedings of all General Meetings of the Branch by the Secretary.

14 Finances

14.1 The Treasurer shall be responsible for the keeping of the financial records of the Branch which shall be maintained in a current and accurate form and shall present a report of the current state of Branch finances to each Executive and General Meeting.

14.2 The Branch shall keep a bank account for the purpose of holding the funds of the Branch. The Signatories of the Branch's bank account shall be the President, Vice President, Secretary, Treasurer and Sponsorship Manager of which two of the five shall have the authority to draw on the account.

14.3 The Treasurer shall present a financial statement to the AGM, which shall detail each financial transaction made on behalf of the Branch from the time of the previous AGM.

14.4 A payment shall not be made on behalf of the Branch without the Executive or a General Meeting passing a resolution expressly approving the payment and the reason for the payment.

14.5 The income, property and funds of the Branch shall be used solely for the promotion of the Objects of the Branch and in accordance with the Constitution.

14.6 The Branch is solely responsible for all debts incurred in its name. No responsibility or financial liability will be taken by the University of Canterbury Students' Association Inc or the IEEE.

15 Interpretation and Enactment

15.1 A question of interpretation of the Constitution shall be determined by a General Meeting.

15.2 This Constitution shall take effect and be deemed enacted as from the time of adoption by the Executive Committee.

15.3 If any UCSA requirements are found to be in conflict with any IEEE requirements, then the IEEE requirements take precedence.

16 Constitutional Amendments

16.1 This Constitution shall be amended by resolution supported by at least two thirds of members present at a Special General Meeting or AGM providing, at least fourteen days before the meeting, all members of the Branch have received a copy of the proposed constitutional amendments.

17 Winding Up

17.1 The Branch shall be wound up if a motion to that effect is passed by a two-thirds majority at a General Meeting.

17.2 In the event that the Branch is wound up the assets remaining, after the paying of debts and liabilities, and return of any surplus funding to the relevant benefactor(s), shall be equally divided. One half shall be transferred to the UCSA, and

those assets shall be used by the UCSA in accordance with the UCSA Constitution. The other half shall be transferred to the IEEE NZ South Section.