



STUDENT BRANCH BYLAWS

University of Michigan – Dearborn

INSTITUTE OF ELECTRICAL
AND ELECTRONICS ENGINEERS, INC.

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Institute of Electrical and Electronics Engineers, Inc.

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1.0 PREFACE

These Bylaws shall govern the activities of the University of Michigan – Dearborn Student Branch of the Institute of Electrical and Electronics Engineers. In the event that the Student Branch Bylaws should contradict the IEEE bylaws, the Region 4 Bylaws, and/or, the Southeastern Michigan Section bylaws, the latter three shall take the precedence.

2.0 NAME

This Organization shall be known as the University of Michigan – Dearborn Student branch (hereinafter referred to as UMD student branch) of the Institute of Electrical and Electronics Engineers (hereinafter referred to as IEEE).

3.0 MISSION

The Mission of the UMD Student Branch shall be to promote the IEEE membership at the University of Michigan – Dearborn while highlighting the importance and benefits of being an IEEE member.

4.0 FISCAL AND OPERATING YEAR

The fiscal year of UMD Student Branch shall begin on the first day of January and end at the close of business on the thirty-first day of December of the given year, for each year.

The operating year of UMD Student Branch shall begin on the first day of the Spring/Summer semester of the school year, and end at the last day of the winter semester for the given school year, every school year.

5.0 MEMBERSHIP REQUIREMENTS

The branch membership shall only be granted to paid IEEE Members with student grade. The members shall be enrolled at the University of Michigan – Dearborn for at least half-time and should have paid the IEEE International dues for the current fiscal year.

6.0 MANAGEMENT

The affairs of UMD Student Branch shall be managed in accordance with the IEEE Bylaws, Region 4 Bylaws, and the Southeastern Michigan

Section Bylaws by the UMD Student Branch Executive Committee, UMD Student Branch Subcommittee, and the UMD Student Branch Advisor.

6.1 **Student Branch Executive Committee**

The organization of the events and the management of the student branch shall be entrusted to the Student Branch Executive Committee. The Student branch Executive Committee, with all voting members, shall be the following:

6.1.1 Student Branch Chairperson (Representative to the Section, Region, and the IEEE International)

6.1.1.1 Preside at all meetings of the Branch.

6.1.1.2 Hold regular meetings of the Branch Executive Committee and serve as Chair.

6.1.1.3 Appoint Publicity and Membership committee chairs if necessary.

6.1.1.4 Prepare the necessary reports for IEEE Student Services:

6.1.1.4.1 *Annual Plan - 1 November.*

6.1.1.4.2 *Annual Report - 1 May.*

6.1.1.5 Arrange for the election of new Officers annually.

6.1.1.6 Ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Branch records.

6.1.1.7 Work with and coordinate some activities with Section and Region Officers.

6.1.1.8 Communicate frequently with other Branch Officers, particularly during the summer months when you are not at school.

6.1.2 Student Branch Vice Chairperson

6.1.2.1 Chair the Publicity Program and Membership Committees.

6.1.2.2 Arrange for refreshments at Branch meetings.

6.1.2.3 Assist the Chair in following up on assigned committee responsibilities.

6.1.2.4 Perform all functions of Chair in the latter's absence or upon request.

6.1.3 Student Branch Secretary

6.1.3.1 Submit the *Newly Elected Student Officer Reporting Form* to IEEE Student Services.

6.1.3.2 Keep detailed records of each Branch meeting.

6.1.3.3 Maintain the Branch membership roster and committee assignments list.

6.1.3.4 Be responsible for all Branch correspondence.

6.1.3.5 Post a calendar of events.

6.1.3.6 Assist the Chair to ensure that Branch activities are conducted under the provisions of the current Branch Constitution and Bylaws.

6.1.3.7 Arrange for an orderly transfer of all Branch records to the incoming Secretary.

6.1.4 Student Branch Treasurer

6.1.4.1 Maintain the appropriate Branch accounts.

6.1.4.2 Prepare an annual budget for inclusion in the *Annual Plan of Activities* report.

6.1.4.3 Prepare the final Financial Statement for inclusion in the *Annual Report of Activities*.

6.1.4.4 Oversee all fundraising efforts.

6.1.4.5 Arrange for an orderly transfer of all Branch financial records to the incoming Treasurer.

6.1.5 Student Branch Activities Coordinator

6.1.5.1 Organize field trips or special events beyond regular program efforts.

6.1.5.2 Create and organize the advertisement of activities and programs.

6.1.5.3 Compose email announcements for the secretary or the chair to send to the branch members.

6.1.5.4 Arrange for refreshments at Branch meetings when the vice chair is not able to attend.

6.1.6 Student Branch Webmaster

6.1.6.1 To preside over the webpage committee.

6.1.6.2 To design layouts for the UMD branch webpage.

6.1.6.3 Update the information on the webpage in a timely manner.

6.1.7 Student Branch Past Chair

6.1.7.1 Advise the present executive committee when required.

6.1.7.2 Help arrange the orderly transfer between executive committee members from school year.

6.2 **Student Branch Subcommittees**

The student branch subcommittees should be developed as they are needed. The committees could consist of all voting members.

6.2.1 Webpage Committee

6.2.1.1 In charge of developing the UMD branch webpage, and updating the webpage in a timely fashion.

6.2.1.2 The student branch webmaster is responsible for all final decisions involving the website.

6.2.1.3 Take pictures at all events and programs

6.2.2 Student Professional Awareness Conference (S-PAC) Committee

6.2.2.1 In charge of holding and organizing at least one S-PAC per school year.

6.2.2.2 Formed at the beginning of each school year and dismembered after the completion of the conference.

6.3 Student Branch Advisor

- 6.3.1 Ensure that information from IEEE Headquarters is transmitted to the student Officers.
- 6.3.2 Attend Executive Committee meetings and assist Branch Committees.
- 6.3.3 Participate in Regional Activities Committee meetings.
- 6.3.4 Consult with the *Section SAC Chair*, *Regional SAC Chair* or Region Director about Branch activities or problems.
- 6.3.5 Promote online student [application](#) and [renewal](#).
- 6.3.6 Foster good relations with the local Section and encourage students to establish regular liaison with the *Section SAC Chair*.
- 6.3.7 Promote student awareness of awards, contests and benefits of membership.
- 6.3.8 Establish industrial contacts for Branch programs and activities.
- 6.3.9 Interest other faculty members in the activities of the Branch.

6.4 Meetings

- 6.4.1 All management committees of the student branch must hold meetings once a month and/or more than one if necessary.

7.0 ELECTIONS AND VOTING

7.1 Voting Eligibility

- 7.1.1. Student members should be paid members of IEEE, and have attended at least 2 monthly meetings and 1 event/program.

7.2 Timing

- 7.2.1. The student branch elections should be held every year at least 2 weeks before the school year ends.

7.3 Candidates

- 7.3.1. All members running in the elections should have at least one year of active membership in the UMD student branch prior to appointment, unless all the positions cannot be filled with active members.
- 7.3.2. Candidates may also vote in the elections and do active campaigning.