



**IEEE**  
uOttawa

**IEEE uOttawa Student Branch  
Constitution**

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## SECTION 1 – GENERAL

### 1.1 Definitions

- a. “Branch” means The University of Ottawa IEEE Student Branch
  - b. “Resolution” shall mean a motion approved by a majority vote;
  - c. “Signing Officer” shall mean a person who has the right to authorize financial transactions on behalf of the Branch;
  - d. “Eligible votes” refers to branch officers, members of the executive committee and commissioners. General election voting is open to all University of Ottawa students.
  - e. “special resolution” means a resolution passed by a majority of not less than two-thirds (2/3) of the eligible votes cast on that resolution;
  - f. “faculty” means the Faculty of Engineering at the University of Ottawa;
  - g. “university” shall mean the University of Ottawa; and
  - h. “Executive” shall mean the Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Academic Affairs, Vice President of Social Affairs, Vice President of Equity, Vice President of Merchandise, Vice President of Communications, Webmaster, all Academic Commissioners, all Officers, and the Chairperson/Vice-Chairperson of all affinity groups.
  - i. “Academic Commissioner” shall mean the Commissioner of ELG, Commissioner of CEG, and Commissioner of SEG.
- 1.1.1 All other words shall carry their dictionary definitions.
  - 1.1.2 In the event of any ambiguity in a by-law or policy, its interpretation shall be ruled upon by the Officers with final call by the Branch Counselor.

### 1.2 Purpose

- 1.2.1 The purpose of the Branch shall be the dissemination of knowledge of the theory and practice of all aspects of electrical engineering, electronics, radio, allied branches of engineering or related arts and sciences, as well as the furtherance of the professional development of students.

### 1.3 Locality

- 1.3.1 The Branch is located in Region 7 and is associated with the Ottawa Section.
- 1.3.2 The Branch is also an official sub-association of the uOttawa Engineering Students’ Society (ESS) representing undergraduate computer, electrical and software engineering students per the sub-association agreement.

### 1.4 Fiscal Year End

- 1.4.1 The fiscal year of the Branch shall conclude on 30 April of each year.

## **SECTION 2 – MEMBERSHIP**

### **2.1 Qualification of Members**

- 2.1.1 Membership shall be limited to undergraduate and graduate students of the University of Ottawa.

### **2.2 General Member Status**

- 2.2.1 Members include all students officially represented by the IEEE uOttawa student branch in any capacity.

### **2.3 IEEE Member Status**

- 2.3.1 IEEE Members must hold the status of Student Member or Graduate Student Member and be in good standing with the IEEE.

## **SECTION 3 – BRANCH OFFICERS, EXECUTIVE COMMITTEE, ADVISORS AND COMMISSIONERS**

### **3.1 Branch Officers**

- 3.1.1 The officers of the Branch shall include a Chairperson, a Vice-Chairperson, a Treasurer, and a Secretary.

### **3.2 Executive Committee**

- 3.2.1 Each executive, at the start of their term, shall develop, with the consultation from the Chair and Vice-Chair, a suggestion of tasks to accomplish and/or address within their time as part of the executive committee.
- 3.2.2 All members of the Executive Committee shall hold at least two hours of availability in the office per week in both the fall and winter terms, unless otherwise agreed upon by resolution.
  - a. Members may not miss more than two consecutive office hour periods without legitimate reason or alibi.
  - b.. Failing to achieve the previous, the executive member will be on probation and the Executive Committee (through a super-majority vote of 2/3) may request that the particular individual shall resign.
- 3.2.3 The Term of Office shall begin May 1st and ends April 30th of the following year.

### **3.3 Advisors**

- 3.3.1 The Branch Counselor(s) shall be a member of the faculty, active in the IEEE, who serves as an advisor to the Branch and its Executive Committee.
- 3.3.2 The Counselor is appointed by the local Section Chair, upon recommendation of the student members of the Branch and the Regional SAC Chair and serves for a period of two years (renewable) according to IEEE SAC guidelines.
- 3.3.3 The Student Advisor is a student member appointed by the Chair who has previously served as a Branch Officer and acts as an advisor to the Branch and its Executive Committee. Normally the Student Advisor is a past Chairperson.
- 3.3.4 The Ottawa Section Student Representative is a student member appointed by the Ottawa Section who is a student member at a section school. The student representative votes on behalf of the student interest and serves as the voice of the section to the student branch. The student branch can locally nominate a branch representative to run for this position per section policy.

### **3.4 Commissioners**

- 3.4.1 Commissioners shall be appointed by the executive committee to assist with student engagement. A list of responsibilities of the commissioners shall be indicated, including to whom they report.
- 3.4.2 Commissioners shall be required to actively attend branch meetings. Failure to do so may result in probation or removal from the position per vote of a special resolution of the committee.

## **SECTION 4 – DUTIES OF THE BRANCH OFFICERS, EXECUTIVE AND COMMISSIONERS**

### **4.1 Chairperson**

- 4.1.1 The Chairperson shall preside at all meetings of the Branch.
- 4.1.2 They shall appoint all committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated.
- 4.1.3 They shall serve as the Branch's official representative at the Section level.
- 4.1.4 They shall coordinate the organization of regular executive committee meetings.
- 4.1.5 They shall perform as liaison between the Branch and the Ottawa Section.
- 4.1.6 They shall oversee activities performed by executive committee members.
- 4.1.7 They shall report to the Branch Supervisor periodically to update them on Branch activities.
- 4.1.8 They shall Complete the annual Activity Report.
- 4.1.9 They shall ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Student Branch records.
- 4.1.10 They shall communicate frequently with local University IEEE Student Branches.

### **4.2 Vice-Chairperson**

- 4.2.1 The Vice-Chairperson shall perform all functions of the Chairperson in the latter's absence.
- 4.2.2 They shall also keep a record of all activities of the Branch and shall report some to IEEE Headquarters, together with any special reports required by IEEE Headquarters, within a reasonable time after each meeting.
- 4.2.3 They shall carry out all other communications necessary to the activities of the Branch.
- 4.2.4 They shall keep a record of the names of members in attendance at the meetings.
- 4.2.5 They shall see the completion and submission of all awards nominations and grant applications.
- 4.2.6 They shall provide support to the Chairperson, when required.

### **4.3 Treasurer**

- 4.3.1 The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive Committee.
- 4.3.2 They shall keep an exact account of all receipts and expenditures.
- 4.3.4 Completion and submission of account audit to the Engineering Students' Society.
- 4.3.4 Completion of a projected budget at the beginning of the term and final budget at the end of the term.
- 4.3.5 Prepare an annual budget for inclusion in the Annual Activity Report.

### **4.4 McNaughton Centre Director**

- 4.4.1 The McNaughton Centre Director shall maintain and work to improve the state of the lab equipment and the workspace of the McNaughton Centre.
  - a. The McNaughton Centre Director shall be responsible for applying for any IEEE Canada McNaughton Centre grants if applicable.
- 4.4.2 They shall ensure that the lab rules are enforced and that equal opportunity access to the equipment is provided to all students.
- 4.4.3 They shall encourage the frequent use of the lab as well as looking to add more equipment to the lab.

### **4.5 Secretary**

- 4.5.1 The Secretary shall keep a record of all activities of the Student Branch. The Secretary shall carry on all other communications necessary to the activities of the Branch. The Secretary shall keep a record of the names of members in attendance at the meetings.
- 4.5.2 Ensuring that office hours are posted in a timely manner at the beginning of each semester.
- 4.5.3 Ensure that transition documents are completed by old executives and accessible to the new executives in a timely manner.
- 4.5.4 Ensuring inbound communication to the Branch is directed to the correct executive.
- 4.5.5 Document the executive meeting's activities and decisions.

#### **4.6 Vice President of Internal Affairs**

- 4.6.1 The VP Internal shall be responsible for internal affairs.
- 4.6.2 They shall work to create communication between the Branch and Competition groups related to Engineering and/or Computer Science (including but not limited to JMTS teams and Programming Competitions)
- 4.6.3 They shall organize an annual competition or challenge event around the scope of IEEE.
- 4.6.4 They shall do an Annual Review of the Branch Constitution.
- 4.6.5 They shall organize end-of-term elections and by-elections.
- 4.6.6 They shall work to create communication between the Branch and other Engineering and/or Computer Science related organizations
- 4.6.7 They shall act as the first point of contact for volunteers to the Branch and otherwise be responsible for managing said volunteers including maintaining a database of active volunteers and volunteer opportunities.

#### **4.7 Vice President of External Affairs**

- 4.7.1 The VP External shall maintain a good network between the students of the School of EECS (Electrical Engineering and Computer Science) and the industry.
- 4.7.1 The role of VP External shall be the bridge between EECS students and the industry.
- 4.7.1 Organizing at least one(1) industry-related event (i.e. tours and networking events) to enhance the involvement of students within the industry.
- 4.7.1 Maintain a record of industry connections and assist with potential sponsorships related to branch events.
- 4.7.1 Must assist in organization and operations in an IEEE event with another IEEE student branch (including but not limited to Battle Royale or SPAC).
- 4.7.1 Must sit on the IEEE Ottawa Section Student Activities Committee, if active.



#### **4.8 Vice President of Academic Affairs**

- 4.8.1 The VP Academic shall be the link between the Branch and the Faculty.
- 4.8.2 They shall also oversee acquiring academic resources from the faculty and make them available to EECS students at the McNaughton Centre.
- 4.8.3 Organize at least one(1) academic-related event (i.e. Seminars, workshops and presentations by professors and help centers) per semester to assist students with their academic achievements.
- 4.8.4 Organize a studying or tutoring style session (e.g. Cookies n Cram) at the end of each semester to help students prepare for final exams.
- 4.8.5 Responsible for organizing an annual ELG specialization panel for 3rd year ELG students.

#### **4.9 Vice President of Social Affairs**

- 4.9.1 The VP Social shall be responsible for organizing fun events that will help raise awareness of IEEE to EECS students and allow them to become more involved with the organization.
- 4.9.2 Ensure IEEE representation in overall engineering events (may include 101 Week and Clubs Fair).
- 4.9.3 Organize a minimum of one IEEE-specific event per semester for members to interact on a casual basis.
- 4.9.4 Promote team-building exercises between executive committee members.

#### **4.10 Vice President of Equity**

- 4.10.1 The VP Equity shall write an equity report of events and services provided by the Branch and present it each semester.
- 4.10.2 Organize anti-oppression training sessions for all Executive Committee members.
- 4.10.3 Advocate for equitable rights within the Branch and broader EECS community in its activities as specified in the Inclusivity Policy.
- 4.10.3 Work with the rest of the Executive Committee to ensure that all events are accessible by overseeing the accessibility request form.

#### **4.11 Vice President of Merchandising**

- 4.11.1 The VP Merchandise shall be in charge of obtaining EECS-themed merchandise to be sold by the branch.
- 4.11.2 Establish prices for items on the McNaughton Centre sales unit section, in conjunction with the Treasurer.
- 4.11.3 They shall also be in charge of maintaining the merchandise section in the McNaughton Resource Centre.
- 4.11.4 Maintain an active catalogue of available merchandise on the branch's website.

#### **4.12 Vice President of Communications**

- 4.12.1 The VP Communications shall work to ensure the benefits of IEEE memberships are clearly delivered to the students of EECS.
- 4.12.2 They shall also promote memberships, scholarships, awards or contests being organized by IEEE.
- 4.12.3 They may also appoint a Marketing Committee in charge of assisting the VP Communications in their respective duties.
  - a. Appointed members of the Marketing Committee shall be students registered in the Faculty of Engineering or Faculty of Science at the University of Ottawa.
  - b. The VP Communications shall be responsible for managing said committee members.
- 4.12.3 Eligible candidates for the position of VP Communications must be fully English-French bilingual and must be capable of producing adequate translations between both languages.
  - a. In the event that no qualified candidates express interest in the position of VP Communications, a non-bilingual candidate may be elected during Branch by-elections but remains responsible for producing translations.

#### **4.13 Webmaster**

- 4.13.1 The Webmaster shall maintain the Branch's official website, posting information such as upcoming events, executive office hours etc.

#### **4.14 Academic Commissioner of Electrical Engineering**

- 4.14.2 Ensure all information regarding the branch's activities are well advertised to students of all years in Electrical Engineering.
- 4.14.2 Work with the VP Academic to support end-of-semester study sessions pertaining to Electrical Engineering and Computer Engineering courses.
- 4.14.3 Work with the Executive Committee to organize an event specific to their program.
- 4.14.4 Perform an informal annual presentation on the challenges and concerns of Electrical Engineering students relevant to IEEE.

#### **4.15 Academic Commissioner of Computer Engineering**

- 4.15.1 Ensure all information regarding the branch's activities are well advertised to students of all years in Computer Engineering.
- 4.15.2 Work with the VP Academic to support end-of-semester study sessions pertaining to Computer Engineering, Electrical Engineering, Software Engineering, and Computer Science courses.
- 4.15.3 Work with the Executive Committee to organize an event specific to their program.
- 4.15.4 Perform an informal annual presentation on the challenges and concerns of Computer Engineering students relevant to IEEE.

#### **4.16 Academic Commissioner of Software Engineering**

- 4.16.1 Ensure all information regarding the branch's activities are well advertised to students of all years in Software Engineering.
- 4.16.2 Work with the VP Academic to support end-of-semester study sessions pertaining to Software Engineering and Computer Science courses.
- 4.16.3 Work with the Executive Committee to organize an event specific to their program.
- 4.16.3 Perform an informal annual presentation on the challenges and concerns of Software Engineering students relevant to IEEE.

#### **4.17 First Year Commissioner, Electrical Engineering Representative**

- 4.17.1 Report to the VP Academic.
- 4.17.2 Ensure all information regarding the branch's activities are well advertised to first-year students in Electrical Engineering.
- 4.17.3 Support the VP Academic and the Academic Commissioner of Electrical Engineering to host end-of-semester study sessions pertaining to first-year Electrical Engineering students.
- 4.17.2 Assist the Academic Commissioner of Electrical Engineering in hosting an informal annual presentation on the challenges and concerns of first-year Electrical Engineering students relevant to IEEE.

#### **4.18 First Year Commissioner, Computer Engineering Representative**

- 4.18.1 Report to the VP Academic.
- 4.18.2 Ensure all information regarding the branch's activities are well advertised to first-year students in Computer Engineering.
- 4.18.3 Support the VP Academic and the Academic Commissioner of Computer Engineering in hosting end-of-semester study sessions pertaining to first-year Computer Engineering students.
- 4.18.2 Assist the Academic Commissioner of Computer Engineering in hosting an informal annual presentation on the challenges and concerns of first-year Electrical Computer students relevant to IEEE.

#### **4.19 First Year Commissioner, Software Engineering Representative**

- 4.19.1 Report to the VP Academic.
- 4.19.2 Ensure all information regarding the branch's activities are well advertised to first-year students in Software Engineering.
- 4.19.3 Support the VP Academic and the Academic Commissioner of Software Engineering in hosting end-of-semester study sessions pertaining to first-year Electrical Engineering students.
- 4.19.2 Assist the Academic Commissioner of Software Engineering in hosting an informal annual presentation on the challenges and concerns of first-year Software Engineering students relevant to IEEE.

#### **4.20 Commissioner of Design**

- 4.20.1 Report to the Vice President of Communications
- 4.20.2 Create promotional material for activities of the branch
- 4.20.3 Help design merchandise for the branch

#### **4.21 Commissioner of WIE Design**

- 4.21.1 Report to the Women in Engineering Executive Committee
- 4.21.2 Create promotional material for activities of the Women in Engineering Affinity Group

#### **4.22 Commissioner of Translations**

- 4.22.1 Shall report to the Vice President of Communications
- 4.22.2 Aid in the translation of all media pertaining to the branch

## SECTION 5 – AFFINITY GROUPS AND SUB-CHAPTERS

### 5.1 Structure

- 5.1.1 Each affinity group and student chapter's Chairperson shall dictate the organization of their respective group.
- 5.1.2 There must be at least one member, who shall act as Chairperson, for the group to be active.
- 5.1.3 The groups are subject to the same regulations as the executive committee.
- 5.1.4 Each affinity group shall elect their Chairperson and Vice-Chair according to the same process as other executives.
- 5.1.5 The affinity group and/or student chapter Chairperson and Vice Chairperson shall be a member of the executive committee unless decided by the current executive committee under special resolution.

### 5.2 Current Affinity Groups and Student Chapters

- 5.2.1 *Women in Engineering Affinity Group:* The mission of the IEEE uOttawa Women In Engineering is to inspire, engage, encourage, and empower women to pursue the engineering field.
- 5.2.2 *Photonics Student Chapter:* The mission of the IEEE uOttawa Photonics Student Chapter is to introduce the latest progress in photonics, disseminate photonics research and introduce a professional photonics path to students.

### 5.3 Application for Chapter Status

- 5.3.1 Any association whose specific interest is to represent the students in one or more programs of study of an IEEE Chapter can apply for chapter status. An application must be submitted to the chairperson of the IEEE uOttawa and distributed to all officers and executives at a minimum of seven (7) days before the next executive meeting in which a vote for chapter status shall occur. Chapter status shall be passed by resolution at the soonest possible executive meeting. Each application must align in accordance to IEEE Canada.

## SECTION 6 – GENERAL REGULATIONS

### 6.1. Meetings

- 6.1.1. The Branch shall hold regular and special meetings at such places and times as designated by the Executive Committee.
- 6.1.2. Meetings shall be scheduled at a mutually convenient time for all members of the Executive Committee
- 6.1.3. If such a time cannot be found, certain members of the committee may be exempt from the conditions outlined in Section 6.1.2.
- 6.1.4. Each member of the Executive Committee is required to attend a predefined number of meetings per semester
- 6.1.5. Members may not miss more than two consecutive meetings without legitimate reason or alibi
- 6.1.6. Failing to achieve the previous, the executive member will be on probation and the Executive Committee (through majority vote of 2/3) may request that particular individual to resign if needed.

### 6.2. Financial Ethics and Responsibility

#### Financial Ethics

- 6.2.1. All funding received directly from IEEE must comply with the goals of IEEE and comply with the IEEE Finance Operations or any IEEE policy relating to finances of a student branch including
  - 6.2.1.1 Funding cannot be spent on prizes, IEEE memberships or charitable contributions
- 6.2.2. All funding received directly through Sub-association agreement with ESS\AEG must comply with any restrictions dictated in the agreement
  - 6.2.2.1 Funding from Sub association levy must, directly or indirectly, benefit the students which contribute to the levy and who are represented by IEEE in the sub association agreement
- 6.2.3. Finances of the branch cannot be spent on items that are illegal or unfitting to the image of the branch including but not limited to: drugs, weapons, plagiarized or stolen material, pirated software or alcohol (with the exception of when served by a legal bartender in a branch event)

- 6.2.4. No transaction of the branch may be used directly for one's personal benefit. If a financial decision may be considered to involve a conflict of interest, the party(s) included must declare the conflict of interest before funding can be approved or spent.
- 6.2.4.1 Funding for items that may be seen as personal items such as executive perks can only be purchased if the use of said item is in direct benefit to the branch's operations and goals
- 6.2.5. Items purchased using funding from the branch are property of the IEEE University of Ottawa student branch unless noted in the budget and approved by the branch with special resolution.
- 6.2.5.1 In the case of purchasing items such as subscriptions, rentals, services, contracts, etc. the license can only be used for purposes of IEEE operations or benefit
- 6.2.5.2 Technology funded by IEEE branch funds which are not Open Source or Creative Commons must be Intellectual Property of the Student Branch or must be done so through a contract or service agreement between the branch and the technologies owner
- 6.2.6. Any actions that may be considered against financial ethics policy may result in consequences including removal from the branch executive team determined by a motion of special resolution unless decided by the branch counselor.

### **Financial Responsibility**

- 6.2.7. The branch must maintain the following documents available for audit and review upon request:
- a budget approved by vote of the branch and approval from at least 2 signing authorities
  - a cash flow statement for any branch funding that has specific restrictions
  - an accurate financial history of previous years funds (minimum 2 years)
  - a breakdown of all current financial balances of the branch (e.g an annual balance sheet)
  - a record of all checks written by the branch within the last 3 years with a short description of reason



- 6.2.8. All funding of the branch must be approved by at least 2 signing authorities not involved in the transaction before funds can be released
- 6.2.9. The treasurer may approve reimbursements up to \$100 or 10% over the budgeted amount, whichever is lower, without a vote of the branch. Items which go over this amount must be first approved by the branch
- 6.2.10. A signing authority of the branch must approve budgets from any event operating through the branch bank accounts that is not run directly by the executive committee (e.g Wine and Cheese, Battle Royale)

### **6.3. IEEE By-Laws and Code of Ethics**

- 6.3.1. The organization and operation of the Branch shall be in accordance with the Constitution, By-laws, and Code-of-Ethics of the Institute of Electrical and Electronics Engineers, Inc.

### **6.4. Disbursements**

- 6.4.1. *Signing Authority:* The signing authority of the Branch shall be the Chairperson, Vice-Chairperson the Treasurer, and the McNaughton Centre Director.
- 6.4.2. *Authorization:* The Treasurer shall only disburse funds for events/activities approved by the Branch Executive and authorized by the Chairperson and/or Vice-Chairperson.

### **6.5. Elections**

- 6.5.1. Elections for positions on the Executive Committee shall be held annually during the winter term
- 6.5.2. The electoral process must be complete before final exams in April, and duly elected members shall take office no later than the 1st of May.
- 6.5.3. In the event that a member of the Executive Committee resigns, the Student Advisor (or an individual appointed by the Chairperson) shall organize and coordinate a by-election for the vacant position.
- 6.5.4. Candidates running for the positions of Chairperson and Vice-Chairperson must have at least one (1) year experience as a member of the Executive Committee.
- 6.5.5. All Branch Officers hold office for a term of one (1) year with no exception.
  - a. Except of the case of dismissal

- 6.5.6. *Requirements for Candidacy for Executive Committee:*
- a. The candidate must hold a CGPA of 4.5 or above as well as be a registered student under the Faculty of Engineering or Faculty of Science for a minimum of one term during the academic year, either fall, winter, or summer.
  - b. Executive Committee members must register as an IEEE Student Member within one (1) month of the beginning of their term.
  - c. All Executive Committee positions have a term of one (1) year with exceptions dictated by the Chairperson and/or Vice-Chairperson under certain conditions.

## **6.6. Executive Committee Transition**

- 6.6.1. The outgoing executive committee must provide transition documents at the end of their term to the Chairperson, regardless if they are assuming the same position for a second term.
- 6.6.2. *Recommended Transition Activities*
- a. Reassignment of ieeeuottawa.ca email addresses
  - b. Reassignment of registered accounts (i.e. web accounts, bank account, etc.)
  - c. Return of office keys to EECS administration

## **6.7. Student Representative Nomination**

- 6.7.1 The current executive committee may nominate one(1) individual to run for the position of the Ottawa Section student representative.
- 6.7.2 Nominee must be a current student member and active in the branch activities.
- 6.7.3 Voting shall be done by the current executive committee prior to the Election period of the student branch at a regular executive committee meeting.

## **6.8. Accountability and Probation**

- 6.8.1 Probation period is at the discretion of the branch chairperson(s) and branch counselor inducing duration of probation.
- 6.8.2 The branch counselor is given the responsibility to mandate any individual to be put on probation pending discussion with chairperson(s) on the matter
- 6.8.3 If the duties of anyone on the IEEE branch team are not performed within a reasonable amount of time or done to a standard not befitting of IEEE, an executive can motion a vote of resignation for said individual under the discretion of the Chair and/or Vice-Chair through special resolution.

## SECTION 7 – AMENDMENTS

### 7.1. By-Laws

- 7.1.1. The Branch is empowered to adopt Bylaws that are consistent with this Constitution.

### 7.2. Requirements

- 7.2.1. The Constitution may be amended by a special resolution of the Executive Committee provided that the Branch membership has had an opportunity to review and provide feedback for the proposed changes
- 7.2.2. The outgoing Executive Committee proposes and votes upon amendments.
- 7.2.3. These amendments are ratified by the IEEE Student membership at the AGM. In practice, the AGM is attended only by incoming & outgoing execs although all student members are welcome.
- 7.2.4. The Branch counselor approves or disapproves each amendment as it has been voted on according to the following criteria:
  - a. the amendment is in the interest of the Student membership
  - b. the amendment does not violate any IEEE guidelines/regulations