

Constitution of the NUI Galway IEEE Student Branch

NUI Galway IEEE Student Branch

Adopted on the:

1 Name and Purpose

1.1 Name The organization shall be known as the NUI Galway IEEE Student Branch.

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

2 Membership

2.1 All students of NUI Galway shall be eligible to become members of the Student Branch.

2.2 Any eligible person shall become a member of the Student Branch on signing their name to the official membership list of the Student Branch.

2.3 All members who are also active Student or Graduate Student members of the IEEE are eligible to participate in IEEE events, competitions and resources.

3 Officers

3.1 The Officers of the Student Branch must include, but not limited to, the Chair, Vice-Chair, Treasurer and Secretary.

3.2 The Student Branch Officers must be Student or Graduate Student members of the IEEE in good standing in the local Student Branch.

3.3 Officers should be elected at the Annual General Meeting, or if necessary, at an Extraordinary General meeting. The Officers will be reported to the membership, NUIG and the IEEE.

3.4 The term of office for each Officer shall be one year.

3.5 Duties of Officers

3.5.1 Chair

The Chair shall preside at all meetings of the Student Branch, except where otherwise provided for in this Constitution. The Chair shall appoint all committees subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated in this Constitution.

3.5.2 Vice-Chair

The Vice-Chair shall perform all functions of the Chair in the absence of the Chair or at the Chair's request. The Vice-Chair shall assist the the Chair and the other Officers of the Student Branch as required.

3.5.3 Treasurer

The Treasurer shall manage the financial affairs of the Student Branch. The Treasurer is responsible for the financial records of the Student Branch and will present an annual report to the Executive Committee of the Student Branch, NUI Galway and the IEEE.

3.5.4 Secretary

The Secretary shall record all activities of the Student Branch. The Secretary keeps minutes of all Student Branch meetings. The Secretary will present an annual report to the Executive Committee of the Student Branch, NUI Galway and the IEEE.

4 The Executive Committee

4.1 The Student Branch shall be managed by the Executive Committee, which consists of the elected Officers of the Student Branch, and the Student Branch Counselor appointed by the IEEE.

4.2 The Executive Committee shall be chaired by the Chair of the Student Branch.

4.3 The Executive Committee shall be the governing body of the Student Branch and shall transact all business it deems advisable, including filling Officer vacancies, authorization of expenditures, etc.

4.4 The quorum for a meeting shall be four members.

4.5 Minutes of meetings of the Executive Committee will be available to the membership of the Student Branch.

5 Standing Committees

5.1 The following Standing Committees or their equivalent shall be appointed by the Chairman:

1. Program Committee
2. Publicity Committee
3. Membership Committee

In addition to the standing committees listed in this Constitution, the Chair may appoint other committees as necessary.

5.2 The Program Committee The Program Committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings.

5.3 The Publicity Committee The Publicity Committee shall be responsible for proper advisement of each meeting.

5.4 The Membership Committee The Membership Committee shall bring the advantages of membership in the Student Branch, and in the IEEE, to the attention of all potential Student and Graduate Student Members.

6 Amendments

6.1 Amendments to the Constitution of the Student Branch may be made at an Annual General Meeting or an Extraordinary General Meeting of the Student Branch.

6.2 The Student Branch is empowered to adopt By-Laws which are consistent with this Constitution. This Constitution and any By-Laws will be available to the membership.