



IEEE uOttawa Student Branch Constitution

IEEE uOttawa Student Branch is not an agent of the University of Ottawa Students' Union (UOSU), and its views are not representative of those of the UOSU, unless stated otherwise by the UOSU.

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PREAMBLE

We, the student members of the Institute of Electrical and Electronics Engineers at the University of Ottawa, in order to promote the development and exchange of technical knowledge and expertise, to advance innovation and research in the fields of electrical and electronics engineering, and to enhance the professional and personal growth of our members, do hereby establish this Constitution for the IEEE uOttawa Student Branch. We pledge to uphold the principles of integrity, honesty, and respect in all our activities, and to foster a collaborative and inclusive community that embraces diversity and welcomes all who share our passion for technology.

SECTION 1 – GENERAL

1.1 Disambiguations

- a. “Student Branch” or “Branch” shall refer to the Institute of Electrical and Electronics Engineers Student Branch at the University of Ottawa;
- b. The “Ottawa Section” or “Section” shall refer to the regional division of the Institute of Electrical and Electronics Engineers in the City of Ottawa;
- c. The “University” shall refer to the University of Ottawa;
- d. The “Faculty” shall refer to the Faculty of Engineering at the University of Ottawa;
- e. “Branch Officers” or “Officers” shall refer to the leadership positions of the Branch, these include: The Chairperson, the Vice-Chairperson, the Treasurer, and the Secretary;
- f. “EECS”, “EECS Department” or “Department” shall refer to the Electrical Engineering and Computer Science department of the Faculty of Engineering at the University of Ottawa;
- g. “Engineering Students’ Society” or “ESS” shall refer to the Recognized Student Government outlined in Schedule B of the University of Ottawa Students’ Union (UOSU) Constitution;
- h. A “Technical Chapter” or “Sub-Chapter” or “Chapter” shall refer to a technical subunit of the Branch as established by the international IEEE parent organization to represent students with related interests;
- i. “Affinity Group” shall refer to a non-technical subunit of the Branch as established by the international IEEE parent organization;
- j. “Signing Officer” or “Signing Authority” shall refer to a person authorized to perform financial transactions on behalf of the Branch, these include all Branch Officers in addition to the McNaughton Centre Director;
- k. “Executive Committee” or “Executives” or “Execs” shall refer to the Officers, all Vice-Presidents, McNaughton Centre Director, Webmaster, Affinity Group Chairpeople, Affinity Group Vice-Chairpeople, Sub-Chapter Chairpeople, and Sub-Chapter Vice-Chairpeople;
- l. “Student Advisors” or “Advisors” shall refer to former Officers appointed by the Chairperson/Vice-Chairperson to help with maintaining institutional knowledge;
- m. “Branch Counsellor” or “Counsellor” shall refer to a member of the Faculty, active in the IEEE, who serves as a non-student advisor to the Branch;

- n. “Non-Executive” or “Non-Exec” shall refer to non-voting appointed members of the Branch that are not considered part of the Executive Committee. These positions shall be established under the Constitution and consist of Managers, Commissioners, Coordinators, and Representatives;
- o. “McNaughton Resource Centre” or “McNaughton Centre” or “Office” shall refer to the physical space where the IEEE uOttawa Student Branch is headquartered on the University campus;
- p. “IEEE Website” or “Branch Website” or “Website” shall refer to the Student Branch’s official website where all information about the Branch is publicly available. The current domain of the Website is ieeeuottawa.ca;
- q. “Constitution” shall refer to this document;
- r. “By-Law” shall refer to the written document(s) containing auxiliary policies consistent with this Constitution as defined by a Resolution of the Executive Committee;
- s. “Resolution” shall refer to a motion set forth by the Executive Committee that requires a simple majority to be enacted;
- t. “Special Resolution” shall refer to a motion set forth by the Executive Committee that requires a two-thirds ($\frac{2}{3}$) super majority to be enacted;
- u. “Academic Year” or “Fiscal Year” or “Year” shall end on the last day of April;
- v. “Term of Office” or “Term” shall begin on May 1st and end on April 30th of the following Year;
- w. “General Meeting” shall refer to a public meeting where the General Membership has speaking and voting rights, which may include a meeting conducted at the end of the mandate for the Year.

- 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 Counsellor.

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 Official Languages

- 1.4.1 The official languages of the IEEE uOttawa Student Branch shall be English and French.
- 1.4.2 This written Constitution, the By-Laws; and the Website shall be available in both official languages. Upon request, other official documents produced by the Branch may be translated.
- 1.4.3 All advertisements and promotions made by, or in conjunction with, the Branch shall be in both official languages.

SECTION 2 – MEMBERSHIP

2.1 Qualification of Members

2.1.1 Membership shall consist of two types of statuses:

2.1.1.1 The General Member status shall be open to all students enrolled in an undergraduate or graduate program at the University of Ottawa

2.1.1.1.1 The general membership shall have the right to participate in the activities of the Student Branch, including technical and professional development activities, seminars, workshops, social events, and other initiatives organized by the Branch.

2.1.1.1.2 The general membership shall have the right to access the McNaughton Resource Centre during office hours, provided that a member of the executive committee is present.

2.1.1.1.3 The general membership shall have the right to vote in General Elections.

2.1.1.2 The IEEE Member status shall be open to all students with a purchased IEEE membership who hold the status of Student Member or Graduate Student Member.

2.1.1.2.1 The IEEE membership shall be provided with special perks and benefits relating to Branch activities and available amenities at the McNaughton Resource Centre, subject to the regulations specified in the By-Laws.

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 eligible 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 may be removed from the position.
- c. Academic Commissioners shall agree upon a designated two-hour period to hold office hours together. If a common time cannot be found, they may choose an alternative time, ideally aligning closely with the office hours of the VP Academic.
- d. Office key access shall be granted only to select Executive Committee members, provided that the Supervisor (Chairperson) approves and verifies the SITE key form. Commissioners are not eligible for office key access.
- e. Office keys shall be collected by the Chairperson at the end of term and handed over to SITE Reception promptly after.

- 3.2.3 The Executive Committee is empowered to appoint Committees in charge of assisting them with their respective duties.
- a. Appointed members of the Committee shall be students registered in the Faculty of Engineering or Faculty of Science at the University of Ottawa.
 - b. They shall be responsible for managing said committee members.

3.3 Counsellor(s) and Student Advisors

- 3.3.1 The Branch Counsellor(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 Counsellor 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.

3.5 Coordinators

- 3.5.1 Coordinators shall have speaking rights in Executive Committee meetings but shall not possess voting rights.
- 3.5.2 Coordinators may have their status revoked by the Executive Committee by a Special Resolution for failure to adequately contribute, failure to observe Branch procedures, or other disciplinary issues.
- 3.5.3 Coordinators shall have specific roles and responsibilities based on the type of director they are, and shall report to a specified Executive
- 3.5.4 There may be multiple Coordinators for a specific mandate

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

4.1 Chairperson

- 4.1.1 The Chairperson shall preside over all meetings of the Branch, solely chairing these meetings to ensure adherence to procedural standards and maintaining impartiality.
- 4.1.2 They shall serve as the authority on the interpretation of the Constitution.
- 4.1.3 They shall assume all other executive duties not otherwise delegated.
- 4.1.4 They shall serve as the Branch's official representative at the Section level.
- 4.1.5 They shall coordinate the organization of regular Executive Committee meetings.
- 4.1.6 They shall act as the liaison between the Branch and the Ottawa Section.
- 4.1.7 They shall oversee activities performed by Executive Committee members.

- 4.1.8 They shall report to the Branch Counsellor periodically to provide updates on Branch activities.
- 4.1.9 They shall complete the IEEE Annual Activity Report and any subsequent documentation required by the IEEE Ottawa Section and IEEE Canada.
- 4.1.10 Must sit on the IEEE Ottawa Section Student Activities Committee, if active.
- 4.1.11 They shall oversee the completion and submission of all awards nominations and grant applications.
- 4.1.12 They shall ensure a smooth transition of information and materials to newly elected officers and arrange for an orderly transfer of Student Branch records.
- 4.1.13 They shall maintain frequent communication with other local IEEE Student Branches.
- 4.1.14 They shall ensure that the Constitution, By-Laws, and other governing documents are updated and reviewed periodically.

4.2 Vice-Chairperson

- 4.2.1 The Vice-chairperson shall assume all functions of the Chairperson in the latter's absence.
- 4.2.2 The Vice-chairperson shall provide support to the Chairperson, as required
- 4.2.3 They shall conduct bi-semesterly progress reviews for each executive's mandate during meetings at the start and midpoint of the fall and winter semesters.
- 4.2.4 They shall form a Constitution Reform Committee to conduct a review of the Constitution, proposing amendments to be voted upon at the last executive meeting of the Term.
- 4.2.5 They shall organize end-of-term elections and by-elections.

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.
- 4.3.6 They shall be responsible for keeping the budget and financial records up-to-date and publicly available, within reason.
- 4.3.7 They shall provide reimbursements for approved expenses within one week of receipt of the appropriate documentation and signing officer approval, within reason.

4.4 McNaughton Centre Director

- 4.4.1 The McNaughton Centre Director shall maintain and work to improve the state of the lab equipment (including the IEEE uOttawa Sensor Suite), office space 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.
- 4.4.4 They shall be responsible for maintaining and enforcing a written document containing office rules as part of the By-laws.

4.5 Secretary

- 4.5.1 The Secretary shall keep a record of all activities of the Student Branch.
- 4.5.2 The Secretary shall document activities and decisions at executive and general meetings.
- 4.5.3 The Secretary shall keep a record of the names of members in attendance at meetings.
- 4.5.4 The Secretary shall coordinate the organization of regular executive committee meetings and general meetings.
- 4.5.4 Ensuring that office hours are scheduled in a timely manner at the beginning of each semester.
- 4.5.5 Ensure that transition documents are completed by old executives and accessible to the new executives in a timely manner.

4.6 Vice President of External Affairs

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

4.7 Vice President of Academic Affairs

- 4.7.1 The VP Academic shall be the liaison between the Branch, Faculty, and the uOttawa administration.
- 4.7.2 They shall also oversee acquiring academic resources from the faculty and make them available to EECS students at the McNaughton Centre.
- 4.7.3 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.
- 4.7.4 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.

- 4.7.5 They shall collaborate with the Academic Commissioners to organize at least one (1) experiential learning opportunity, such as technical workshops or competitions, each academic term.
- 4.7.6 The VP Academic shall collaborate on advocacy initiatives with other organizations that affect EECS students.

4.8 Vice President of Social Affairs

- 4.8.1 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.
- 4.8.2 Ensure IEEE representation in overall engineering events (may include 101 Week and Clubs Fair).
- 4.8.3 Organize a minimum of one IEEE-specific event per semester for members to interact on a casual basis.
- 4.8.4 Promote team-building exercises between executive committee members and organize at least one (1) executive team bonding event per semester.
- 4.8.5 They shall serve as the primary contact for volunteers, overseeing volunteer management, including maintaining a database of volunteer opportunities and active volunteers.

4.9 Vice President of Equity

- 4.9.1 The VP Equity shall write and present a semesterly equity report on the inclusivity and accessibility of Branch events and services.
- 4.9.2 Organize annual anti-oppression training for all Executive Committee members.
- 4.9.3 Advocate for equitable practices within the Branch and handle incident reports.
- 4.9.4 Manage and implement accessibility measures and accommodations for Branch events.
- 4.9.5 Organize at least one (1) philanthropic event per semester, keeping records of community partnerships.

4.10 Vice President of Merchandising

- 4.10.1 The VP Merchandise shall be in charge of designing and procuring EECS-themed merchandise to be sold by the branch.
- 4.10.2 Establish prices for items on the McNaughton Centre sales unit section, in conjunction with the Treasurer.
- 4.10.3 They shall also be in charge of maintaining the merchandise section in the McNaughton Resource Centre.
- 4.10.4 Maintain an active catalog and inventory of available merchandise.

4.11 Vice President of Communications

- 4.11.1 The VP Communications shall ensure the benefits of IEEE memberships and other relevant opportunities are clearly communicated to EECS students.
- 4.11.2 The VP Communications shall carry on all other communications necessary to the activities and events of the Branch.
- 4.11.3 The VP Communications shall create and maintain communication channels between the Branch and other related organizations.
- 4.11.4 The VP Communications shall manage the Branch's social media accounts, newsletters, and other digital communications to promote Branch activities and events.
- 4.11.5 The VP Communications shall oversee the Commissioners of Translations and Design.

4.12 Webmaster

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

4.13 Academic Commissioner of Electrical Engineering

- 4.13.2 Work with the VP Academic to support end-of-semester study sessions pertaining to Electrical Engineering students
- 4.13.2 Work with the VP Academic to support end-of-semester study sessions pertaining to Electrical Engineering courses.
- 4.13.3 Work with the Executive Committee to organize an event specific to their program.
- 4.13.4 Perform an informal annual presentation on the challenges and concerns of Electrical Engineering students relevant to IEEE.

4.13.5 Must be enrolled in the Electrical Engineering program

4.14 Academic Commissioner of Computer Engineering

- 4.14.1 Ensure all information regarding the branch's activities are well advertised to students of all years in Computer Engineering.
- 4.14.2 Work with the VP Academic to support end-of-semester study sessions pertaining to Computer Engineering students
- 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 Computer Engineering students relevant to IEEE.
- 4.14.5 Must be enrolled in the Computer Engineering program

4.15 Academic Commissioner of Software Engineering

- 4.15.1 Ensure all information regarding the branch's activities are well advertised to students of all years in Software Engineering.
- 4.15.2 Work with the VP Academic to support end-of-semester study sessions pertaining to 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 Software Engineering students relevant to IEEE.
- 4.15.5 Must be enrolled in the Software Engineering program

4.16 Academic Commissioner of Multidisciplinary Design

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

4.16.5 Must be enrolled in the Multidisciplinary Design program

4.17 Commissioner of Design

- 4.17.1 Report to the Vice President of Communications
- 4.17.2 Create promotional material for activities of the branch
- 4.17.3 Help design merchandise for the branch
- 4.17.4 There may be more than one Commissioner of Design, appointed as needed, to adequately support the promotional and creative needs of the Branch.

4.18 Commissioner of Translations

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

4.19 First-Year Coordinators

- 4.19.1 Shall be responsible for representing the interests and perspectives of first-year students within the Branch.
- 4.19.2 Assist in outreach to first-year students, promoting IEEE events, and encouraging participation in Branch activities.
- 4.19.3 Collaborate with the Vice President of Social Affairs on social and engagement initiatives targeting first-year students.
- 4.19.4 Must hold at least one event aimed at First-Year students
- 4.19.5 Report to the Vice President of Social Affairs
- 4.19.6 Must be a full time first-year undergraduate student in the faculty of engineering

4.20 Media & Content Coordinator

- 4.20.1 Shall be responsible for capturing photos and videos at Branch events.
- 4.20.2 Produce recap content and highlight reels for promotional purposes.
- 4.20.3 Collaborate with the Vice President of Communications and the Design & Translation Commissioner to develop advertisements, promotional materials, and mailouts.

4.20.4 Support the Vice President of Communications in maintaining consistent branding across all Branch platforms.

4.20.5 Shall report to the Vice President of Communications

4.21 Industry Coordinator

4.21.1 Shall support the Vice President of External Affairs in the planning, coordination, and execution of industry-related events, including but not limited to SPAC.

4.21.2 Shall assist the Vice President of External Affairs in securing sponsorships and fostering partnerships that benefit the Branch and its members.

4.21.3 Shall report directly to the Vice President of External Affairs.

4.22 Technical Coordinator

4.22.1 Shall be responsible for organizing and hosting at least one (1) technical event per semester to promote hands-on learning and skill development.

4.22.2 Shall maintain the ability to operate all equipment in the lab and must complete all required safety and technical training.

4.22.3 Shall collaborate with the McNaughton Center Director to support the office equipment, IOSS program or any other hardware-related initiatives of the Branch.

4.22.4 Shall report directly to the McNaughton Center Director.

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.

5.3 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.
 - 6.1.1.1 General meetings shall be held at least once in both fall and winter semesters.
- 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 expected to attend at least 75% of the 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 may be removed from the position
- 6.1.7. The Executive Committee may enter an in-camera session by resolution.
 - 6.1.7.1. Only members of the Executive Committee may attend, unless additional individuals are permitted by resolution.
 - 6.1.7.2. The Secretary shall take confidential minutes of discussions and public minutes of any decisions

6.2 General Meetings

- 6.2.1. The Branch shall hold at least one General Meeting each Fall and Winter semester.
- 6.2.2. Notice of a General Meeting shall be given to all Members at least seven (7) days prior to the meeting.
- 6.2.3. Any Member may submit proposals which shall be included in the agenda to the Secretary.

6.3. Financial Ethics and Responsibility

Financial Ethics

- 6.3.1. 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
 - 6.3.1.1 Funding can be spent on prizes and charitable contributions, provided it is for a specific, approved event, such as Battle Royale
- 6.3.2. All funding received directly through Sub-association agreement with ESS\AEG must comply with any restrictions dictated in the agreement
 - 6.3.2.1 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
- 6.3.3. 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)
- 6.3.4. No transaction of the branch may be used directly for one's personal benefit (including IEEE memberships). 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.
 - 6.3.4.1 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
- 6.3.5. 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.
 - 6.3.5.1 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
 - 6.3.5.2 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

- 6.3.6. 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 Counsellor.

Financial Responsibility

- 6.3.7. 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
- 6.3.8. All funding of the branch must be approved by at least 2 signing authorities not involved in the transaction before funds can be released
- 6.3.9. 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
- 6.3.10. 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)

6.4. IEEE By-Laws and Code of Ethics

- 6.4.1. 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.

6.5. Disbursements

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

6.6. Elections

- 6.6.1. Elections for positions on the Executive Committee shall be held annually during the winter term
- 6.6.2. 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.
- 6.6.3. In the event that a member of the Executive Committee resigns, a by-election shall be organized for the vacant position.
- 6.6.4. Candidates running for the positions of Chairperson and Vice-Chairperson must have at least one (1) Term of office experience as a member of the Executive Committee.
- 6.6.5. All Branch Officers hold office for a term of one (1) year with no exception.
 - a. Except of the case of dismissal
- 6.6.6. *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.

6.7. Executive Committee Transition

- 6.7.1. 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.
- 6.7.2. 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

6.8. Student Representative Nomination

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

6.9 Accountability

- 6.9.1 A member of the Committee may only be removed from their position if one or more of the following conditions are met: abuse of executive authority; violation of Section 6.3; involvement in harassment; failure to fulfill executive responsibilities; engagement in conduct that is detrimental to the Branch, its members, or its reputation, as determined by the Executive Committee; violation of any provision of the Branch Constitution; or commission of an indictable criminal offense.
 - 6.9.1.1 The Chairperson must notify the Branch Counsellor of the motion, and the Branch Counsellor shall be invited to attend the meeting in which the motion will be considered.
- 6.9.2 Any motion to impeach a member of the Executive Committee must be submitted at least five (5) days prior to the meeting, whether a scheduled Executive Meeting, or an emergency one at which it will be considered, and the member subject to the motion must be notified of its submission.
- 6.9.3 The Executive member subject to impeachment shall be allotted an uninterrupted thirty (30) minutes to present evidence in support of retaining their position.
- 6.9.4 The members from both sides shall be invited to the meeting and may speak in person, online, be represented at the meeting by a person of their choosing, or submit a written statement.
- 6.9.5 After both sides have presented their evidence, the chair of the meeting shall call for a vote, requiring a simple majority vote from the executives for a successful impeachment.
 - 6.9.5.1 The meeting must have at least seventy percent (70%) of the Executive members in attendance. If that requirement is not met, the meeting shall be rescheduled. If, after rescheduling, the requirement

its still not met, the motion shall proceed regardless of attendance percentage.

6.9.5.2 A standardized form shall be made available to all members for submitting complaints regarding Branch members, including the option to recommend removal of membership. Completed forms shall be reviewed by the Vice President of Equity, the Chairperson, and the Vice-Chairperson. If the complaint is deemed valid, a motion shall be brought forward, with the Vice President of Equity serving as the mover provided they are not directly involved in the incident.

6.9.6 After the impeachment process ends, suggestions must be made by the Executive on how to improve the process and prevent the incident leading to impeachment from occurring again

6.9.7 The removed executive will no longer be a member, unless otherwise voted by Special Resolution by the executive committee. They will not be able to attend, speak or vote in an Executive meeting, General Meeting, or event held by the Branch. They will no longer be allowed to hold any position in the branch.

6.9.7.1 The removed executive can submit an appeal six (6) months after the impeachment.

6.10 Removal of Members

6.10.1 The Executive Committee shall have authority to suspend or expel any Member from the Branch for any one or more of the following grounds:

- a. violating any provision of the Constitution of the Branch;
- b. engaging in conduct that may be detrimental to the Branch, its members, or its reputation, as determined by the Executive Committee;
- c. for any other reason that the Executive Committee, acting reasonably and having regard to the purpose of the Branch, considers sufficient.

6.10.2 A motion to remove a Member must be passed by the Executive Committee through Special Resolution.

6.10.3 Upon the passing of such a motion, the Chairperson, or such other Executive as may be designated by the Executive Committee, shall provide written notice to the Member.

6.10.4 The Member shall have fourteen (14) calendar days from the date of notice to submit a written appeal to the Chairperson, or such designated Executive.

6.10.6 If an appeal is received within the fourteen (14) day period, the Executive Committee shall review the submission at its next scheduled meeting, or at a

special meeting if required. Following consideration, the Executive Committee shall vote to either uphold or revoke the removal of the member.

6.10.7 The final decision of the Executive Committee shall be binding and without further right of appeal.

6.10.8 The removed member will no longer be able to attend, speak or vote in an Executive meeting, General Meeting, or event held by the Branch. They will no longer be allowed to hold any position in the branch.

SECTION 7 – AMENDMENTS

7.1. By-Laws

- 7.1 The Branch is empowered to adopt Bylaws consisting of rules and regulations intended to expand on the established policy under this Constitution.
 - 7.1.1 Executive Committee members may set forth By-Laws during executive meetings only.
 - 7.1.2 By-Laws shall not override, contradict, or cancel already-established policy under this written Constitution;
 - 7.1.3 All Branch Officers and at least one Student Advisor shall evaluate the constitutionality of the suggested By-Law.
 - 7.1.3.1 The By-Law shall fail if a majority of that group deems it unconstitutional.
 - 7.1.4. By-Laws shall be ratified by Special Resolution

7.2. Constitution

- 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 After review by the Branch Counsellor, these amendments are ratified by the General Membership at the next meeting.
- 7.2.4. The Branch Counsellor 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