

**CONSTITUTION OF
“THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS,
UNIVERSITI TEKNOLOGI MALAYSIA, STUDENT BRANCH
(IEEE-UTM STUDENT BRANCH)”**

1.0 NAME

1.1 The society must be named: “THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, UNIVERSITI TEKNOLOGI MALAYSIA, STUDENT BRANCH” or in short: IEEE-UTM SB

1.2 The address of the society is:

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS
ENGINEERS, STUDENT BRANCH (IEEE- UTM SB)

Fakulti Kejuruteraan Elektrik,
Universiti Teknologi Malaysia,
81310 Johor Bahru,
Johor Darul Ta’zim,
Malaysia.

1.3 Logo:



1.4 Slogan: Networking The World

1.5 The organization and operations of the branch are held under the Constitution of the IEEE.

2.0 OBJECTIVES

2.1 To combine student forces of various engineering, science and technology courses related to electrical and electronics field under one society.

2.2 Enable students to widen their knowledge theoretically and practically in electrical and electronics field or related science fields.

2.3 Provide opportunities for students to interact with experienced engineers of various industries.

2.4 To glorify the name of University of Technology, Malaysia internationally.

2.5 To spread the latest news regarding technological developments in electric and electronics.

2.6 To improve the students' English communication skills since English is the main speaking and writing language of IEEE.

2.7 To train the students so they will become leaders with good qualities in the future.

3.0 ACTIVITIES

- 3.1 Member Recruitment.
- 3.2 Field trip to National University of Singapore.
- 3.3 Relocation of the Operations Room.
- 3.4 Printing of monthly newsletter.
- 3.5 MATLAB tutorial.
- 3.6 Forums.
- 3.7 Launch of IEEE-UTM mini library.
- 3.8 International DSP (Digital Signal Processing) Workshop.
- 3.9 IEEE Career Talk.
- 3.10 Industrial Visits.

4.0 MEMBERSHIP

- 4.1 Becoming a member (International and IEEE UTM SB Membership):
 - 4.1.1 Every student who wishes to be a member must submit a complete application form to the Member Recruitment Committee of the SB.
 - 4.1.2 The Member Recruitment Committee must then get the application forms certified by the Vice Chancellor of the university or his representative for approval by the university.
 - 4.1.3 Approved applications should be submitted with an annual membership fee payment in the form of Bank Draft/Cheque/Money Order valued at US\$25 (subject to changes).
 - 4.1.4 Application forms must be sent to the IEEE Headquarters at:
IEEE OPERATIONS CENTRE
Admission and Advancement Department
445 Hoes Lane, PO Box 459,
Piscataway, NJ 08855-0459 USA
by the the Member Recruitment Committee. Applications are subjected to the approval of the IEEE Member Admission Committee at the headquarters.
- 4.2 Terms of membership:
 - 4.2.1 An applicant must be a full-time or part-time student of University of Technology, Malaysia and undertaking a course that meets the following requirements:
 - 4.2.2 Bachelor Degree course in engineering, the sciences or any other field related to the field of electric and electronics.
 - 4.2.3 Integrated course in engineering, the sciences or any other field related to the field of electric and electronics.
- 4.3 Responsibilities of a Student Member of IEEE UTM-SB
 - 4.3.1 Every student member should pay an annual SB token fee of RM1.00. Failure to do so would result in the cessation of membership.
 - 4.3.2 The token fee should be paid to the IEEE UTM-SB Treasurer.
- 4.4 Membership renewal:

- 4.4.1 Every member who wishes to renew their membership must submit a complete application form to the Member Recruitment Committee of the SB.
- 4.4.2 The Member Recruitment Committee must then get the application forms certified by the Vice Chancellor of the university or his representative for approval by the university.
- 4.4.3 Approved applications should be submitted with an annual membership fee payment in the form of Bank Draft/Cheque/Money Order valued at US\$25 (subject to changes).
- 4.4.4 Application forms must be sent to the IEEE Headquarters at:
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by the Member Recruitment Committee. Applications are subjected to the approval of the IEEE Member Admission Committee at the headquarters.
- 4.4.5 Membership of members who do not renew their membership when it is due will automatically be ceased from this Student Branch.
- 4.5 Cessation of one's membership
 - 4.5.1 Members who wish to prematurely cease their membership must give a written notice to the SB Secretary and the Secretary must in turn inform the university Vice Chancellor.
 - 4.5.2 Membership of members who do not renew their membership when it is due will automatically be ceased from this Student Branch.
- 4.6 Rights of members
 - 4.6.1 Having the right to recommend, support and vote in all Annual General Meetings of the Student Branch.
 - 4.6.2 Having the right to be chosen to hold Student Branch posts subjected to the following terms:
 - 4.6.2.1 Prospective members must not have any pending case or has been convicted of any disciplinary wrongdoing by the university unless having written permission from the Vice-Chancellor.
 - 4.6.2.2 Students who have not sat their first examination by the university by the time they are nominated will be disqualified.
 - 4.6.2.3 Request in written form to go through the Student Branch accounts and records with the condition the request is being made to the Secretary a week in advance.
- 4.7 Member responsibilities
 - 4.7.1 Respect and abide by the rules and regulations of the Student Branch.

- 4.7.2 Abide by all decisions made in the Annual General Meeting unless the said member has ceased from being a Student Branch committee member earlier.
- 4.7.3 Complete all tasks entrusted upon him by the Student Branch.
- 4.7.4 Members who wish to prematurely cease their membership must give a written notice to the SB Secretary and the Secretary must in turn inform the university Vice Chancellor.

5.0 FINANCE

5.1 Annual basic payment:

- 5.1.1 The IEEE Headquarters will pay an unspecified amount of money (in terms of rebates) annually based on the number of present members in the Student Branch as the annual basic payment.
- 5.1.2 The Student Branch will receive rebates amounting to US\$xxx (to be determined later) for every student member registered with the Student Branch annually.
- 5.1.3 All money directed to the Student Branch must be held by the Treasury of University of Technology, Malaysia. Any necessary expenditure to carry out activities with the approval of the university authorities may be done by the Student Branch Activity Committee.

6.0 FACULTY COUNSELLOR

6.1 The Student Branch must have at least one Faculty Advisor. The Student Branch Activity Committee must suggest at least one university lecturer whom is also an IEEE member to take up the post as Student Branch Counselor. Election will only take place with the approval of the university. The Faculty Counselor will hold this post for two terms.

6.2 Responsibilities of the counselor:

- 6.2.1 Assist the Student Branch Activity Committee in planning programmes and annual activities.
- 6.2.2 Being responsible to check and certify applications and renewals of membership.
- 6.2.3 Checking all meeting minutes and reports of the Student Branch Activity Committee.

7.0 STUDENT BRANCH ACTIVITY COMMITTEE

7.1 All members in the Student Branch Activity Committee are to be chosen in the Student Branch election by IEEE members. These committee members must themselves be IEEE members (with proof of membership number). The duration of the post held is for a year. Election of new committee members must be held in the Annual General Meeting the following year. The three top posts that is the President, Vice President 1 and Vice President

2 should be preferably be distributed among the three main races in Malaysia, that is Malay, Chinese and Indian.

7.2 PRESIDENT

- 7.2.1 Chair every meeting of the Activity Committee and certify every meeting minutes.
- 7.2.2 Have the right to call an Activity Committee meeting.
- 7.2.3 Issue statements to members concerning Student Branch plans.
- 7.2.4 Work with the Secretary in planning and deciding for the Student Branch on matters concerning administration and activities that require immediate action.
- 7.2.5 Work with the Treasurer in certifying receipts and vouchers for all expenditure claims for approval by the Vice Chancellor.
- 7.2.6 Coordinate all units in and activities by the Student Branch.
- 7.2.7 The President has the right to observe all unit meetings or programmes by informing the person in-charged beforehand.
- 7.2.8 The President has the right to grant permission to the Supreme Council to observe all unit meetings or programmes.
- 7.2.9 The President has the right to direct or amend the task of any committee member in the interest of the Student Branch according to his discretion.
- 7.2.10 The President has the right to create a new committee according to his discretion in the interest of the Student Branch.

7.3 VICE PRESIDENT 1

Among the tasks and responsibilities of the Vice President 1 are:

- 7.3.1 Shoulder the tasks of the President in his absence.
- 7.3.2 Being responsible as observe all committee members concerning administrative matters.
- 7.3.3 Coordinate work between the administrative and programme department.
- 7.3.4 Ensure all administrative work goes well and smoothly.
- 7.3.5 Being advisor to all administrative matters undertaken by the committee members.
- 7.3.6 Execute tasks as ordered by the President from time to time.
- 7.3.7 Assume the post of President in the event of the presidential post being vacated during that particular term.

7.4 VICE PRESIDENT 2

- 7.4.1 Shoulder the tasks of the President 1 in his absence.
- 7.4.2 Shoulder the tasks of the President in the absence of the President and Vice President 1.
- 7.4.3 Being responsible as observe all committee members concerning administrative matters.
- 7.4.4 Coordinate work between the administrative and programme department.
- 7.4.5 Ensure all administrative work goes well and smoothly.
- 7.4.6 Ensure all programme documentation, programme accounts and information received are sent to the respective units to be kept.

- 7.4.7 Being advisor to all administrative matters undertaken by the committee members.
- 7.4.8 Execute tasks as ordered by the President from time to time.
- 7.4.9 Assume the post of Vice President 1 in the event of the presidential post being vacated during that particular term.
- 7.4.10 Assume the post of President in the event of the presidential post being vacated during that particular term.

7.5 SECRETARY

- 7.5.1 Being the Chief of the Student Branch Secretariat.
- 7.5.2 Being responsible on the student branch correspondence and meeting minutes.
- 7.5.3 Keeps the records and minutes of meetings.
- 7.5.4 Complete the Student Branch annual report.
- 7.5.5 Execute tasks as decided by the Activity Committee Meeting.
- 7.5.6 Be responsible in preparing and sending reports to the headquarters according to orders by the headquarters.

7.6 TREASURER

- 7.6.1 File the Student Branch account records as required by the University Treasury.
- 7.6.2 The Treasurer should file the account records appropriately and no later than three months after every financial year that is one financial year as determined by the Vice Chancellor. A copy of the accounts must be audited by someone elected by the council for certification.
- 7.6.3 Together with the President certifying receipts and vouchers and making appropriate expenditure claims with proof of receipts and vouchers for approval from the Vice Chancellor to be paid by the university.
- 7.6.4 Be fully responsible on financial matters concerning the Student Branch.
- 7.6.5 Be responsible to prepare and submit a complete financial report to the Secretary/Treasurer of the headquarters according to orders by the headquarters.
- 7.6.6 Financial files and records must be checked by auditors chosen in the Annual General Meeting and Faculty Counselor at the end of the Treasurer's term.

7.7 PROGRAMME COMMITTEE

- 7.7.1 Be responsible in planning and suggesting annual activities of the Student Branch.
- 7.7.2 Plans and suggestions must be approved by the Activity Committee before they can be implemented.
- 7.7.3 Permitted to have an ad hoc committee to assist in its operations.
- 7.7.4 Be responsible in executing all annual activities that have been approved.
- 7.7.5 Be responsible in preparing and planning the programme of all meetings.

7.8 PUBLICITY COMMITTEE

7.8.1 Be responsible to provide appropriate advice during every meeting.

7.9 MEMBER RECRUITMENT AND RETAINMENT COMMITTEE

7.9.1 Be actively involved in programmes to encourage students to be members as well as retaining the membership of current members.

7.9.2 Encourage Student Branch growth by encouraging new intakes of qualified applicants.

7.9.3 Be responsible in all tasks concerning new member registrations and renewals.

7.9.4 Constantly update member records.

7.10 PROJECT COMMITTEE

7.10.1 Have a “special interest group” with the purpose of bringing together members who have interest in a particular field.

7.10.2 Start projects that will be beneficial to student studying electrical and computer engineering.

8.0 GENERAL MEETING

8.1 The General Meetings that are to be called by the Secretary are:

8.1.1 Annual General Meeting

8.1.2 Extraordinary General Meeting

8.2 The Annual General Meeting should be held in the first month of the first semester of every academic session. The date, time and place should be determined by the Activity Committee.

8.3 The agenda of the Annual General Meeting should contain:

8.3.1 President’s speech

8.3.2 Honorary guest’s speech

8.3.3 Acceptance and certification of annual report

8.3.4 Tabling of audited Student Branch financial records

8.3.5 Discussion on matters relayed earlier to the Secretary

8.3.6 Election of a new Activity Committee

8.3.7 Election of new auditors

8.3.8 A brief speech by the newly-elected President

8.4 Meeting notice and quorum

8.4.1 Notice on the Annual General Meeting stating the date, time and place must be sent to all members at least a week before the intended event. All minutes, reports, audited accounts and other meeting documents must also be included with the notice.

8.4.2 Notices on the coming Annual General Meeting must be posted on notice boards around campus at least 7 days prior to the meeting.

8.4.3 The quorum for the Annual General Meeting is one-fourth (1/4) of the total number of members.

8.4.4 If the requirements of Provision 8.4.3 is still not met after a half an hour wait, the General Meeting should be postponed to a later date not more than 30 days later to be decided by the Activity Committee. The postponed meeting may be proceeded without

quorum but the meeting cannot make decisions concerning amendments to the rules and regulations and member rights

8.5 Extraordinary General Meeting

8.5.1 The Extraordinary General Meeting must be held when there are 10 or more requests from members submitting an official letter.

8.5.2 The Extraordinary General Meeting is also held upon request by the Activity Committee on the term that it gets prior approval from the Vice Chancellor.

8.5.3 Notice on the meeting and the agenda must be posted on notice boards three days before it takes place.

8.6 Outcome of the Annual General Meeting

8.6.1 The outcome of the Annual General Meeting is valid according to the votes cast by not less than two-thirds (2/3) of the members present.

9.0 AMENDMENTS AND REVISIONS TO THE RULES AND REGULATIONS

9.1 Amendments and revisions to the rules and regulations can only be made in the Annual General Meeting with condition the details of amendments is presented to the members at least ten day prior to the meeting and the amended subject only valid if two-thirds (2/3) of those present voted for it.

9.2 The Secretary is responsible in reporting to the university council and the Board of Directors of the IEEE headquarters on the amendments.

9.3 The revised and amended articles/provisions are only valid after being reviewed and approved by the university council and the Board of Directors of the IEEE headquarters.

10.0 INTERPRETATION OF THE RULES AND REGULATIONS

10.1 If there happens to be dispute over the contents of the rules and regulations, the final accepted version would be the one decided by the Activity Committee after consulting the Vice Chancellor.

11.0 DISSOLVING THE STUDENT BRANCH

11.1 Being thought and proven by the university council that activities done by the Student Branch were counter-productive or were against the University Act or laws under it, thus the university council has the right to suspend or dissolve the Student Branch.

11.2 If the council finds that:

11.2.1 The activities carried out were victimizing members.

11.2.2 The Student Branch has failed to maintain a minimum number of members as a condition of its set-up.

11.2.3 The Student Branch has failed to advance its cause and uphold its importance.

- 11.2.4 The Student Branch has diverted from its aims and importance as laid down during its inception; went against the Colleges and Universities Act 1971 (revised 1975), University Constitution, Universiti Teknologi Malaysia Student Conduct Rules, or any other rules deemed breached.
- 11.3 The council may order an immediate dissolution of the Student Branch or commencing from a set date, and the Student Branch would have to comply obediently.
- 11.4 If the council orders dissolution under Provision 11.2 it may issue any arising matters which are necessary.
- 11.5 Not less than one-third (1/3) of members should inform the Deputy Vice Chancellor (Student Affairs) in written form (with a copy of the letter addressed to the Secretary) their reasons for wanting to dissolve the Student Branch.
- 11.6 After receiving a notice as stated in Provision 11.4, the Deputy Vice Chancellor (Student Affairs) may, after conducting an investigation, call for a General Meeting by issuing a notice not less than 10 days prior. The meeting would decide whether the Student Branch should be dissolved. If it is decided that the Student Branch would be dissolved, a date would be fixed in the meeting.
- 11.7 The Deputy Vice Chancellor (Student Affairs) must be present to observe the proceedings which was called under Provision 11.5.
- 11.8 If a Student Branch is dissolved under Provision 11.5, the Deputy Vice Chancellor (Student Affairs) would inform the council.