



VTU Extension Centre, UTL Technologies Ltd

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IEEE Student Branch at VTU Extension Centre, UTL Tech Ltd., Bangalore Bylaws

ARTICLE I

Name and Purpose:

- A. This organization shall be known as the Institute of Electrical and Electronics Engineers Student Branch at VTU Extension Centre, UTL Tech Ltd., Bangalore (IEEE VTU Extension Centre, UTL Tech Ltd., Student Branch), located at No: 19/6, Ashokapuram School Road, Industrial Suburb, Yeshwanthpur, Bangalore- 560022.
- B. It is the object of this branch to further the aims and ideals of the IEEE. To promote the welfare and knowledge of our members through the holding of meetings, field trips, conferences, lectures and social events with the express goal of developing and expanding the knowledge of theory, applications and professional practice as it relates to all phases of electrical and computer engineering and related fields of endeavour. To promote social and professional interaction between members and industry thereby providing the foundation and professional relationships for members to succeed in their chosen areas of practice.
- C. The members of the Executive Committee shall be:
1. Chair
 2. Vice Chair
 3. Secretary
 4. Treasurer
 5. Branch Counsellor (IEEE Faculty Member)
 6. Branch Mentor (IEEE Faculty Member)
- D. Membership and participation in Branch activities shall be free from discrimination based on gender, race, religion, handicap, or sexual orientation.
- E. Members of the IEEE Student Branch at VTU Extension Centre, UTL Tech Ltd., Bangalore, must be members of the international IEEE, holding a current Student Membership as provided for in the IEEE membership statement.
- F. Transactions regarding payment of membership, expenses towards conducting Seminars / Workshops, Invited Lectures, Receipts etc will be carried out through a savings account to be opened at a scheduled Bank and through cash.
- G. All the accounts will be maintained by the Treasurer and approved by the Branch Advisor.
- H. Withdrawn cheques are to be signed by all the three members.
- a. Treasurer
 - b. Chairman
 - c. Branch Advisor

ARTICLE II

The affairs, programs, and activities of the Student Branch shall be carried out by the Student Branch Officers, directed and overseen by the Executive Committee.

A. EXECUTIVE COMMITTEE: The Executive Committee shall consist of elected Officers with the following duties and responsibilities.

Student Branch Officers:

The Officers of your Student Branch are the Chair, Vice-Chair, Treasurer, and Secretary. Each Officer has specific duties, but it is, once again, very important that you work together as a team. While the Student Branch Chair is the Executive Officer of the Branch, he/she is not the “boss” with the others being his/her subordinates.

1. **Chair:** As the executive officer of the Branch, the Chair is the key to effective student leadership. As Chair, you are responsible for the overall management of all Branch affairs and a key motivator. To be effective, you must learn and use the skilful art of delegating responsibility to your officers and to certain selected members as required by the size and range of activity of your branch. This Leadership Training Workbook is a useful resource for developing these skills. Other helpful information is available on the IEEE Student Concourse web site at www.ieee.org/students

Specific Duties:

1. Preside at all meetings of the Branch.
 2. Hold regular meetings of the Branch Executive Committee and serve as chair.
 3. Appoint program, publicity and membership committee chairs promptly.
 4. Prepare the required reports for IEEE Student Services.
 - Annual Plan – 1 November or two months after the academic year begins
 - Annual Report – 1 May or six months after the academic year begins
 5. Arrange for the election of Officers on a calendar year basis and report to IEEE.
 6. Ensure smooth transition of information and materials to newly elected officers and arrange orderly transfer of Branch records.
 7. Work with and coordinate some activities with Section and Region officers.
 8. Communicate frequently with other officers.
2. **Vice-Chair:** The Vice Chair frequently oversees committee responsibilities and always shares the workload of the Chair. Since you are an important member of the Executive Committee, you can do much to motivate Branch Activity.

Specific Duties:

1. Chair the Program and Membership Committees.
 2. Organize field trips or special events beyond regular program efforts.
 3. Arrange for refreshments at Branch meetings.
 4. Assist the Chair in following up on assigned committee responsibilities.
 5. Perform all functions of the chair in his/her absence or upon request.
3. **Secretary:** The Secretary maintains all Branch records and supplies for the Branch.

Specific duties:

1. Submit to IEEE Student Services the Newly Elected Officers Form.

2. Keep detailed records of each Branch meeting.
 3. Maintain stationery and other IEEE forms and supplies as required by the Branch.
 4. Maintain Branch membership roster and committee assignments list.
 5. Be responsible for all Branch correspondence.
 6. Post a calendar of events.
 7. Assist Chair to ensure that Branch activities are conducted under the provisions of the current Branch Constitution and Bylaws.
 8. Arrange for an orderly transfer of all Branch records to the incoming secretary.
4. **Treasurer:** The Treasurer is responsible for maintaining the financial accounts of the Branch. Since final approval of a project may depend on the finances available, it is imperative that all records be kept current and as accurate as possible.

Maintain the following records:

a. **Petty Cash Book:** This book shall be kept in the petty cash box and all receipts and disbursements from petty cash recorded in the book. Entries shall include the date, the amount and the purpose of the transaction, and the name of the person receiving or paying the money. The treasurer shall place directions for making entries in the front of the book. Petty cash book will only be kept if needed.

b. **Financial Transactions Book:** This book shall be maintained by the treasurer. They shall personally pass the book, fully and completely updated, to the treasurer-elect. The book shall include the date, amount, and purpose of all receipts or disbursements, and the name of the person or organization receiving or paying the money. Disbursements or receipts from petty cash will be labelled "petty cash". Disbursements, receipts, and balance will be recorded in separate columns.

c. An itemized and detailed financial record of the expenditures and profits of activities such as large social events, and fund-raisers.

Specific duties:

1. Maintain the appropriate Branch accounts. i.e. Checking bank statements and cancelled cheques against branch records. Any discrepancies must be reported to the Executive Committee.
2. Make a financial report to the Executive Committee at the beginning of each academic term and when requested to do so by the Chair. The report shall include total receipts and disbursements from the date of the last report, the previous and current balance and other pertinent information.
3. The treasurer shall assist the treasurer-elect to prepare the financial section of the Annual Report due at IEEE Headquarters by 1 March (not later than 1 May).
4. Prepare an annual budget and submit the annual plan of activities to IEEE Student Services by 1 November or two months after the academic year begins.
5. Keep an accurate record of all financial allocation decisions at each meeting as well as record such expenditures and be sure the branch does not run into debt.
6. Open a joint bank account, obtain the signatures of the persons who are authorized to sign cheques, and assist the officers-elect who are authorized to sign cheques to become signatories to the account at the annual transition meeting.
7. Work with the Executive Committee and other relevant officer to prepare any and all budget paperwork, requests, information, etc.

8. Be a member of the Executive Committee and attend its meetings.
 9. Prepare the final Financial Statement and submit the annual report of activities to IEEE Student Services by 1 May or six months after the academic year begins.
 10. Oversee all fund-raising efforts, working with Branch Chair and Counsellor.
 11. Arrange for an orderly transfer of all Branch financial records to the incoming Treasurer.
5. **Student Branch Counsellor:** The Branch Counsellor is a University or College faculty member, an active IEEE member, who serves as an advisor to the Branch and its student Officers. As the Officers usually change annually, and sometimes more often, the Counsellor lends a very important sense of continuity to Branch affairs. As such, the Branch Counsellor is a key individual whose participation is vital to the success of a Branch. The Branch Counsellor is appointed by the local Section Chair, upon the recommendation of the Student members of the Branch and the consultation of the Regional Student Activities Chair (RSAC), and serves with the approval of the Department Head.

The appointment (or re-appointment) is normally for two years. In addition to a vibrant and good working rapport with the Student Officers, the Counsellor should be in frequent contact with the Section Student Activities Chair (Section SAC). He or she should act as a liaison with the Section, the Region, and IEEE Headquarters, and should be familiar with all aspects of Branch operations.

Specific duties:

1. Ensure that information from IEEE Headquarters is transmitted to the student officers.
 2. Attend Executive Committee meetings and assist Branch Committees.
 3. Participate in regional Student Activities Committee meetings.
 4. Consult with Section Student Activities Committee (SAC), Regional SAC Chair or Regional Director about Branch Activities or problems.
 5. Promote the online application for all new student applications and the online renewal.
 6. Foster good relations with the local section and encourage students to establish regular liaison with the Section SAC Chair.
 7. Establish industrial contacts for Branch programs and activities in conjunction with the Branch Mentor.
 8. Promote student awareness of awards, contests and benefits of membership.
 9. Interest other faculty members in the activities of the Branch.
6. **Branch Mentor:** To maximize the interaction between IEEE Student Branches and the local Sections. Student Branch Mentors should be appointed. Frequent communication between students and Section members is important to help students become an active part of IEEE while a Student member and, as a result, will maintain their membership after graduation.

A Branch Mentor is a Section member not associated with the university who is appointed by the local Section, in consultation with the Student Branch members, to serve a specific IEEE Student Branch. It is anticipated that each Branch Mentor will be a member of both the Section Student Activities Committee and the Student Branch Executive Committee. He or she will provide guidance, serve as a liaison between the Student members and the Section, and encourage new

graduates from the branch to maintain their membership and stay involved in IEEE activities.

Branch Mentors:

1. Meet with the Student Branch regularly
2. Participate in the Section Student Activities Committee
3. Assist Student Branches in developing programs
4. Provide a bridge between the Student Branch and local Section
5. Work with the Student Branch officers, the Counsellor and the Section Student Activities Committee

Program Benefits:

1. Increase interaction between Student Branches and local Sections
2. Complement the efforts of existing Branch and Section student activities
3. Improve retention of recently graduated members
4. Increase young member participation in Section activities
5. If your Branch would like to participate in this program, and would like some help in finding a Branch Mentor, you should contact your local Section Chair. Branch Mentor appointments should be registered with IEEE Student Services.

B. OTHER STUDENT BRANCH OFFICERS: The Executive Committee shall further the programs and activities of the branch by appointing officers and/or facilitating the election of IEEE members as student branch officers to fill some or all of the following positions, and any others deemed necessary from time to time.

1. **IEEE NEWSLETTER EDITOR:** This is one of our main sources of information dissemination avenues for the IEEE at VTU Extension Centre, UTL technologies Ltd., Bangalore. You should have good written English skills and be able to edit other's work for the purpose of publishing articles, advertisements, and letters.

Specific duties:

1. Recruit other student members to serve on the newsletter staff, assign duties and responsibilities to them, and supervise their work.
2. Collect branch news from other officers and publish a new edition of the IEEE Newsletter on the first Friday (Fun Friday) of each month during the academic year, or by the first week classes, and one or more times during the summer, and a winter break.
3. Have the draft reviewed by the Branch Chair or Counsellor for each edition before distribution.
4. Be responsible for the distribution to the ECE student body and faculty of each IEEE Newsletter issue. And also provide an electronic copy for the Website Chair to publish it on the IEEE website and dissemination via the member list serves.
5. Work to acquire corporate, faculty, and other involvement through ads and articles relevant to IEEE members.
6. Work with the Publicity Chair and Secretary to ensure that relevant information is in the Dish and also interface with any outside publication as necessary.

2. **STUDENT SOCIETIES CHAIR:** You will interface with all of the other IEEE at VTU Extension Centre, UTL technologies Ltd., Bangalore, Student societies and assist them starting/maintaining their organization. You will also serve as the liaison between non ECE/IEEE societies for the betterment of our group. This position will allow you to be exposed to many other groups and experiences.

Specific duties:

1. Be the Chief interface with other societies for the betterment of the IEEE. This person shall organize joint events, calendar issues, and serve as a liaison between the other groups.
 2. Ensure that information from IEEE Headquarters is transmitted to the student officers.
 3. Recruit other student members to serve in this purpose, assign duties and responsibilities to them, and supervise their work.
3. **STUDENT COMPETITIONS COMMITTEE CHAIR:** You are in charge of all the on campus student competitions. You should be able to organize, promote, and coordinate all aspects of any student competition. In this position, you can make the IEEE student branch a fun place be.

Specific duties:

1. Recruit other student members to serve on the Student Competitions Committee, assign duties and responsibilities to them, and supervise their work.
2. Field ideas from the members and hold various on campus competitions not to be less than one per semester (not including the paper contest).
3. Starting early in the Fall Semester, coordinate and organize the Seminars/ Paper Contest process
4. Work with other departments to secure their involvement during cross disciplinary competitions
5. Work with the Fundraising Committee Chair and actively seek corporate sponsorship of on campus events.

ARTICLE III.

The Officers and Executive Committee

A. DUTIES: The Executive Committee shall:

1. Meet at the call of the Chair or Branch Counsellor, or as necessary to adequately manage the affairs of the student branch.
2. Allow and encourage attendance, at meetings of the Executive Committee, may be established by the Executive Committee.
3. Plan and vote on all projects or other activities of the Student Branch as recommended by all of the Executive Committee.
4. Approve or disapprove the expenditure of all funds as recommended by all of the Executive Committee.
5. Receive and act on reports from the officers and committee Chairs of the student branch.
6. Allow and encourage the attendance of Student Branch members to officer meetings except as noted.
7. Upon the recommendation of the Executive Committee member, approve or disapprove the removal of an officer, Chair, or representative of the student branch from their office as provided for below in Article III, Part B. If the Chair is implicated, then the next most senior officer will assume the role as Chair during said proceedings.
8. Call meetings of the Student Branch to consider matters appropriate to all members or as required in these bylaws.
9. Approve or disapprove the formation of additional subcommittees recommended by any member of the Student Branch.
10. Allow all of the officers listed in these bylaws to vote and participate in the executive committee meetings wherever voting rights and participation is not specified or specifically prohibited.
11. Not be allowed to hold closed door meetings or exclude officers from decisions with the exception of dispute management, discipline actions, financial resolution, and other 'delicate' matters. A vote must be held by the members of the Executive Committee to hold a close door meeting and the Branch Counsellor must approve said action provided these bylaws have not already specified for said meeting.

B. NONPERFORMANCE OR UNSATISFACTORY PERFORMANCE:

If a member of the Executive Committee or other branch officer does not perform, or does so unsatisfactorily, and a member suggests the review of performance or behaviour of another officer:

1. A meeting must be held with that officer, the Branch Chair and at least one other member of the Executive Committee. The purpose of this meeting shall be to discuss the officer's duties and behaviour as set forth by these bylaws and the ways in which they are not being satisfactorily performed.
2. The officer in question should be notified of the purpose of the meeting, which is potential removal of the officer. A letter must be given to the officer in question stating clearly any failure of said officer to perform his or her duties or act in a manner that is not becoming an officer of the IEEE. This letter must also clearly state any assignments and behaviour expectations expected of that officer during the next thirty days. These

assignments should include and are exclusive to duties included in the description of that officer's title in these bylaws.

3. The behaviour must be professional in nature and appropriate for a member of the IEEE. The meeting will be announced to the officer in question in a typed letter from the executive committee. If said officer cannot be contacted to be given the letter, an email proofread by the entire executive committee is acceptable. Official documentation taken by a member of this meeting is to be kept in the branch minutes and a copy filed in the branch office. The highest ranking officer not implicated shall preside at the meeting.

4. The next 14 days shall be considered a "probationary period" for the officer in question. During this time the officer may not accept any tasks (apart from any noted in the aforementioned letter) without the consent of the executive council. If any tasks are accepted, they may be used to reflect upon the performance of the officer during their evaluation meeting.

5. No less than fourteen days later, an evaluation meeting may be held among the executive committee, the officer in question, and the branch counsellor. If the officer has failed in any of the tasks or behaviour modifications noted in the letter he or she received fourteen days (or more) prior, a vote must be held to determine removal of the officer. A vote of three or more out of the four voting officers is required to remove the officer. The branch counsellor will be present at the meeting.

i. The outcome of such a meeting may only result in the following items:

1. Letter of Sanction: Said Letter must indicate the reasons for the Sanction. This is a letter of warning and guidelines the officer must follow.

2. Letter of Sanction and minimum 30 day Suspension Said officer may participate in IEEE Branch activities, but shall not be considered an officer, assume any duties, or take lead for any activity.

3. Letter of Sanction and complete removal from office.

ii. Should said officer wish to appeal the decision, the officer may plead their case in front of the executive committee. The meeting may only cover the performance of the officer, the application of the bylaws, and ethical duties of the IEEE. If a volunteer for the position presents him or herself, then the Executive Committee may appoint the volunteer to the vacated position if the position is not in the Executive Council. Otherwise a temporary replacement may be appointed until a branch meeting can be arranged and a vote taken for the new replacement. If the removal has occurred within or so 30 days from an election, a replacement process may not occur.

iii. All disciplinary sessions shall be restricted to the members of the Executive Committee and the officer undergoing these proceedings. Said implicated officer may have an advocate present at the meetings, but the advocate may not interrupt or speak during the proceedings. The advocate may advise the implicated officer during the proceedings, provided such advisements do not needlessly delay the proceedings. Should the advisements excessively delay the proceedings; the implicated officer will not be allowed to further speak with advocate until the proceedings have concluded.

C. MEETINGS OF THE STUDENT BRANCH

1. PROGRAM MEETINGS

i. Program meetings are those involving presentations or other social or professional activities of interest to all student branch members.

- ii. The Programs Chair shall plan and coordinate those tasks required in these bylaws which support program meetings.
- iii. Program meetings will be held at times approved by the Executive Committee.
- iv. The agenda of the program meetings shall be:
 - a. Announcements
 - b. Introduction of speaker (if any)
 - c. Presentation (if any) including a question and answer period (if the speaker agrees) Other social and professional activities
 - d. Other such matters, as appropriate will be discussed.
 - e. Open floor for general members to voice opinions and ideas
- v. Program meetings in which technical or professional matters of interest to all electrical engineering students and faculty are presented shall be open to the public.

2. ELECTION MEETING

- i. The Chair shall call a meeting of the student branch for the purpose of electing officers for the next academic year.
- ii. The Branch Counsellor shall call a meeting to elect a Chair and Vice Chair should both offices simultaneously become vacant as soon as it is possible.
- iii. Attendance at an Election Meeting shall be restricted to members of the student branch with valid identification of IEEE membership and interested members of the faculty.
- iv. Nominations may be made by any member of the Student Branch.
- v. The agenda for the election meeting shall be:
 - a. Announcements
 - b. Nominations, short presentations by nominees or their representatives, and election in the order presented in these bylaws.
 - d. The results of the vote shall be confirmed by the Branch Counsellor.
 - e. The Chair shall announce the result of the vote immediately, as it becomes known.
- vii. Nominee Eligibility:
 - a. All nominees must be members of the IEEE Student Branch at the time of the election.
 - b. All nominees must be in “good standing” and enrolled in classes at VTU Extension Centre, UTL Technologies Ltd., Bangalore.
 - c. Nominees must be able to serve the entire term of office and must be reachable at all times during their tenure.
 - d. May not have been previously sanctioned or undergoing the sanctioning process by the IEEE VTU Extension Centre, UTL Technologies Ltd., Bangalore.
- viii. A vote of acknowledgement of the bylaws must occur at this meeting to ensure that all participants of the meeting know they exist. The secretary shall provide copies of the bylaws at the meeting for this purpose.