



## **IEEE Student Branch**

School Code – 41375814

University School of Information Technology  
GGSIPU, Kashmere Gate, Delhi-110403

### **Rules of IEEE student Branch USIT**

#### **1. Procedure for bill reimbursement and submission of funds for student activities.**

1.1 Any claim for reimbursement of bills for any student activity should be directly submitted to branch treasurer and in case the bill is not submitted to the treasurer, no claim for reimbursement will be entertained.

1.2 The credibility and authenticity of the bill can be questioned by any member of executive committee of IEEE Student branch USIT. The person responsible for the particular bill is answerable to the Executive committee. Any ambiguous bill will not be reimbursed.

1.3 The priority for reimbursement of bills will be as follows:

1. Bills claimed by Non IEEE student volunteers.
2. Bills claimed by IEEE Student members who are not members of Executive committee.
3. Bills claimed by Executive committee members of IEEE student branch USIT.

1.4 Any personal delay in submitting the bills will not be accepted.

1.5 Any expenditure will be accepted only if it was made in agreement with Executive Committee members.

1.6 If any student member holds funds of IEEE student Branch, he/she has to return the amount to the treasurer within 10 working days from the date of acquisition of funds. (Working days: as per the university academic calendar of GGSIPU).

1.7 In case of non submission of funds within time limit of 10 working days following action will be taken:

S.No.	Time Period for holding the branch Funds.	Surcharge to be paid.
1.	0 – 10 Working Days.	No surcharge
2.	11 – 20 Working Days	10% of the original amount
3.	21 -30 Working Days	20 % of the original amount
4.	After 30 working Days	The student will still be an IEEE member but expelled from all the activities of IEEE student branch USIT.

## **2. Rules for submission of IEEE membership fees.**

2.1 Membership fees has to be submitted to only present branch treasurer and student should obtain proper receipt of payment from treasurer.

2.2 In case the deadline for submission of membership fees decided by the treasurer is exceeded, no membership fees will be accepted later.

## **3. Rules for elections of executive committee for IEEE Student Branch, USIT**

3.1 The students opting for post in executive committee of IEEE student branch USIT are required to email their nominations to present General Secretary of IEEE student branch, USIT before the deadline specified.

3.2 Only those students who are present registered IEEE members will be eligible for nomination.

3.3 Posts on the basis of nomination received will be decided by present branch Chairperson and Branch Mentor.

3.4 Judgment will take place on the basis of:

1. Membership experience in the branch.
2. Attendance in Branch Meetings
3. Sincerity and contribution towards the branch activities decided by immediate seniors.
4. Nomination form submitted
5. Personal Interviews.

3.5 Any IEEE member submitting nomination for a particular post will be considered only for that post and cannot be considered for interviews and voting for any other post.

#### **4. Rules for branch meetings and attendance of members in the meetings**

4.1 Attendance in Branch meetings will be calculated by the General Secretary on the basis of In-time and Out-time of the member.

4.2 Minutes of the meeting for both Executive Committee Meeting and General body Meeting will be prepared by present General Secretary and will be emailed to all members of IEEE student branch.

4.3 Information about funds and other confidential data\* will not be disclosed to any other student member except for Executive Committee of IEEE student branch, USIT.

4.4 Executive Committee Meetings are open to Executive Committee members but no non Executive Committee IEEE student member can attend the meeting. A non Executive Committee member can attend the Executive Committee Meeting if permission is granted by an Executive Committee member in agreement with other Executive Committee members.

\* other confidential data refers to :

1. Balance in the account of IEEE student branch USIT
2. Sponsorship Amount received.
3. Registration amount collected for student activities.
4. Any other information decided by the Executive Committee