

Constitution of “The Institute of Electrical and Electronics Engineers University of Toronto Student Chapter”

1. Name

The official name of this recognized student group is “The Institute of Electrical and Electronics Engineers (IEEE) University of Toronto Student Chapter”

The acronym or abbreviation of this group is: IEEE UofT

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

The purpose shall be the dissemination of knowledge of the theory and practice of all aspects of electrical engineering, computers, electronics, radio, allied chapters of engineering or the related areas and sciences, as well as the furtherance of the professional development of members.

3. Membership

General membership is open to undergraduate and graduate students, faculty members and staff, as well as alumni at University of Toronto who are involved with the chapter. Involvement with the chapter shall be defined as the participation in at least 2 events and/or meetings hosted by the chapter in one school year.

Membership and participation in chapter activities shall be free from discrimination based on gender, race, religion, handicap, or sexual orientation.

The membership fee will be \$0 per year, though it is highly recommended that all members apply to be a member of the IEEE parent organization. Being affiliated with the parent organization provides benefits such as IEEE Spectrum Magazine, IEEE Potential Magazine, newsletters and discounts at various personal and professional development events hosted by the parent organization.

Executive members with voting privileges shall be currently registered students of the University of Toronto. These positions are available to students in any year, including PEY (professional experience year).

4. Executive List and Duties

The executive committee shall be comprised of at least eight (8) elected officers. These include a Chair, Vice-Chair, and the Board of Directors: Director(s) of Marketing, Director(s) of Business Development, Director(s) of Technology, Director(s) of Logistics, and Webmaster(s). Previous executive members shall have the opportunity to become an Advisor should they choose to remain in the group in the future. Directors may have a team of associates for their specific subteam.

The Chair is responsible for defining the overall vision and direction of the team and is the highest level of authority within IEEE UofT. Responsibilities include:

- Act as the point of contact between the group and other organizations or groups
- Defining overall vision and direction of the team
- Organizing regular meetings with leadership team (Managing Directors and Vice Chair) and club-wide meetings/socials
- Ensuring the success of every event that IEEE UofT hosts
 - Even though this person is not directly responsible for completing individual tasks, the overall success of the student chapter falls on the Chair's shoulders
- Responsible for maintaining external relations to IEEE Toronto, IEEE Canada, and UofT
- Responsible for resolving personnel-related problems
- Co-signer of the IEEE UofT bank account alongside Vice Chair

The Vice Chair shall support the Chair in leading IEEE UofT and is responsible for:

- Keeping a record of activities of the chapter
- Recording the members present at each meeting or activity
- Filing the Annual Plan of Activities and the Annual Report of Activities to the IEEE Student Services, in a timely manner.
- He/She shall keep minutes of all Executive Committee meetings and make them available to members of the chapter.
- Carrying on all other communications necessary to the activity of the chapter and ensure that all activities of the chapter are in accordance with the Constitution and the Bylaws of the IEEE.
- Creation of event budgets and tracking spending for each event
 - Handling of reimbursements to individual executives for event-related spending
- Keeping track of incoming sponsorship payments from companies
- Writing applications for various sources of funding (CPSIF, SIF, ICF, UTSU, IEEE Toronto)

- The Vice Chair will also have direct control of the IEEE UofT bank account and will be a co-signer along with the Chair

The Director of Logistics will oversee all Logistics Associates and is responsible for:

- Responsible for defining the vision and direction of 2 major hackathons: NewHacks (1st semester) and MakeUofT (2nd semester)
 - NewHacks is a beginner-friendly hackathon designed to help introduce individuals from all walks of life to the world of fast-paced, high tech development. With 24 hours for participants to learn new technologies and create their project from scratch, ample mentorship and workshops, and prizes for the best projects, NewHacks is a great way to induct 170+ new hackers chosen from a pool of 400+ applicants into the world of hackathons.
 - MakeUofT is the largest MLH-affiliated makeathon (hardware and physical projects-focused hackathon) in Canada, attracting 1200+ applicants and 250+ participants from across Canada and beyond to come to UofT and compete in teams to prototype a physical design from scratch over the course of a weekend with ample hardware and prototyping tools, to showcase their design to a panel of industry judges, and to win a variety of prizes.
- Responsible for defining the vision and direction of smaller events throughout the school year, including industry networking events, industry/academic talks/panels, and technical workshops
- Responsible for planning more events throughout the year, but all are at a smaller scale than the hackathons

The Director of Marketing will oversee all Marketing Associates and is responsible for:

- Defining branding for the entire club and for major events (e.g., MakeUofT, NewHacks require logos)
- Production of graphics and marketing blurbs for each event as well as Facebook and Eventbrite event pages
- Distribution of marketing material for each event to:
 - Facebook (event page and Skule/Engineering/CS groups)
 - ECF screens
 - Departmental newsletters
 - Digital signage in engineering buildings (e.g., Myhal)
 - Physical posters
 - Monthly IEEE UofT newsletters
- Running all IEEE UofT social media platforms (Facebook, Instagram, Twitter) and event-specific social media
 - Making sure photos/videos are taken at all events and for posting these photos on our social media
- Working with the Webmaster Team to design overall IEEE and event-specific websites

The Director of External Relations shall directly oversee all External Relations Associates and is responsible for:

- Creation of a sponsorship package for all planned events
- Outreach to companies to sponsor and attend our events throughout the year
- Securing funding to finance all of our events through corporate sponsorship

The Directors of Technology will oversee all Tech Team Associates and is responsible for:

- Learning how to use IEEE UofT's hardware and equipment - basic proficiency required to help mentor students at our technical events (workshops, hackathons)
 - Attending work sessions during the summer/school year (projects to gain hands-on experience with hardware)
- Development of workshop curricula to be delivered at various technical workshops throughout the year and workshops at our hackathons
 - Creation of documentation for beginner hackathon participants
- Organizing and keeping track of hardware inventory for event usage
- Working with Webmaster Team on the creation of a hardware inventory/distribution platform for hardware signout at our hackathons

The Webmasters will oversee all webmaster associates and are responsible for:

- Maintaining the main IEEE UofT website at ieee.utoronto.ca
 - Consistently updating the website with new events, new logos, and event photos
- Creating and maintaining event-specific websites (MakeUofT, NewHacks)
 - Application and RSVP portal for hackathons
- Working directly with Marketing Team for website design
- Generation of hardware inventory/distribution platform for internal hackathon/workshop use

Advisor positions are limited to previous Chairs/Directors/Vice Chairs and serve as a source of knowledge and experience for incoming leadership to facilitate improved transitioning between years. While the Advisor role is more hands-off in that there is no direct responsibility in performing specific tasks, Advisors are responsible for keeping up with the progress of IEEE UofT by attending meetings and events and by keeping up-to-date with Slack communications, event-planning progress, etc.

Termination of Executives or General Members:

An officer who is not fulfilling their duties or behaves inappropriately leading to a misrepresentation of the goals and values of the chapter, may be removed from his/her position of office by unanimous vote of the remaining officers on the Executive Committee.

Should an officer be impeached, he/she shall have the right to appeal to all members where the decision is made through majority rule. Such ruling can take place provided that the appeal has been proposed at least one duly publicized meeting prior to the time of voting and provided the quorum is met.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same impeachment process and may lose their executive position along with their group membership.

5. Elections

All Primary Officers (Chair and Vice-chair) and Directors shall be filled through an annual election. The Board of Directors are established to bridge the gap between Primary Officers and Associate members, and shall be fulfilled according to the needs of the chapter. Primary Officers and Director titles are collectively called executives.

All executives must be unanimously elected by the team, where every student must have the ability to run in the election of officers. The term of office shall ordinarily be one year and shall begin in April, following the Joint Executive Meeting, the last meeting of the outgoing Executive council. In this process, non-voting group members shall not be eligible to cast a ballot for any elected position.

It is highly recommended that the chapter have no more than 50 percent of all directors on Professional Experience Year (PEY). This is to ensure that hosted events will have enough officer presence on campus.

Elections of officers shall be held no later than the second last meeting of the year. All elected officers must fulfill their duties found in Article 5. All rejected candidates shall be notified in writing by the Chair.

Associate positions shall consist of Marketing Associate, Logistics/Business Development Associate, Technology Associate, and Webmaster Associate. The number of Associate positions may vary from year to year and is determined at the discretion of the overseeing Director with approval from both the Chair and Vice-Chair.

The selection of the incoming chair must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

6. Finances

The Vice Chair shall keep records of all income and expenses, as well as plan the budget for each year. This information will be presented by the Vice Chair at regular Executive meetings with the Primary Officers and Board of Directors. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at these meetings.

The group's executive members or associate members may not engage in activities that are commercial in nature. Excluding covering the expenses of the group, charges for activities, programs, or events. The group is not to have any major financial activity for commercial benefit, and will not provide any events, goods, or services for profit. None of the members of the group will be paid salary, but if personal finances are spent on making a purchase for group purposes, they will be eligible for reimbursement.

7. Meetings

a) Monthly general meetings

Monthly chapter-wide meetings will be held with all executives and associate members on the first Sunday of every month. At these meetings, the directors of each respective subteam will give updates, and a chapter-wide town-hall will be held.

b) Executive meetings

Weekly executive meetings will be held provided that a quorum of two thirds of the full Executive Committee is present at a time best suited for all executive members, excluding the days when a general meeting is happening. These meetings will go over updates from each subteam, financial health, and propose or vote on constitutional amendments or new initiative ideas.

Weekly meetings will be held provided that a quorum of two thirds of the full Executive Committee is present at a time best suited for all executive members.

Appeals to impeachment can be made under Article V of this constitution, provided that a quorum of half of the Executive Committee is present.

c) Subteam meetings

Subteam meetings within the teams each Director manages will be organized and held at the discretion of the Director. All associates within that subteam must attend or let the Director know ahead of time any reasons which prevent them from doing so. These meetings are recommended to be either weekly or bi-weekly.

8. Amendments

Any registered UofT students who are members of IEEE UofT may propose and vote on amendments to this constitution. The Executive Committee will administer the process of amendment discussion.

Constitutional amendments shall require a 2/3 majority to be passed at Monthly General Meetings by registered U of T members.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices within two (2) weeks of its approval by general members.