

Charter Provisions

Circuits and Systems Club (IEEE/ECET)

California State Polytechnic University, Pomona

Revision Date: 12/13/99

ARTICLE I PREAMBLE

Section 1

PURPOSE: General

The Circuits and Systems Club (IEEE/ECET) (the club) exists for the betterment of the California State Polytechnic University, Pomona Associated Students, Inc., as a whole.

Section 2

PURPOSE: Specific

The specific purposes of this club are to:

1. To inform the public and engineering community of the capabilities of Electrical and Computer Engineering Technologists (technologists).
2. To present speakers from the engineering community to inform members of specific career opportunities available to technologists.
3. To organize field trips in an attempt to familiarize technologists with actual working/research environments.
4. To establish interpersonal contact between student technologists and members of industry.
5. To expand the interest of technologists within their field, as well as within other engineering disciplines.
6. To create an atmosphere of active interaction among student technologists.
7. To enhance the relationship between students and faculty members through this interaction.
8. To coordinate with other engineering organizations on projects and goals of mutual interest.

Section 3

NONDISCRIMINATION

The club shall not be discriminatory in terms of race, religion, color, age, sexual orientation, national origin, sex, physical or mental ability, marital status, financial or social status.

Section 4

OFF-CAMPUS ISSUES

This organization and/or its members, when taking stands on issues, recognizes and will fulfill the obligation to make clear that it/they in no way represent(s) the official position of the California State Polytechnic University, Pomona.

ARTICLE II NAME

The official name of the organization shall be the Circuits and Systems club, California State Polytechnic University, Pomona. The organization and operation of the Circuits and Systems club shall be in accordance with the constitution and by-laws of the Institute of Electrical and Electronic Engineers (IEEE).

ARTICLE III AGENCY ACCOUNT

Section 1 MAINTENANCE

This organization, pursuant of its charter obligation, shall maintain an agency account with ASI Business Office or the Cal Poly Foundation. The club may elect to maintain an account in an off-campus banking facility with prior approval by the university.

Section 2 USAGE

All monies of this organization shall be deposited in, and disbursed from, this account following procedures outlined by the ASI Business Office, the Cal Poly Foundation, or the off-campus banking facility. Should an off-campus account be opened by the officers of this organization, all required paperwork/documents must be submitted to the Office of Student Life.

Section 3 DISBURSAL OF FUNDS

Should this organization become inactive by failing to apply for charter renewal, the trust account will be held as an inactive account for two (2) academic years. In the event this organization does not become active during the two (2) year period any funds remaining in said account are to be used to pay any outstanding accounts due to the University, University Union, or the Cal Poly Foundation. If there are no outstanding accounts, it is hereby declared that any funds remaining in said accounts are to be transmitted to United Way, 22 W. Live Oak Ave., Arcadia, California, an educational, charitable organization. If said organization is no longer functioning at that time then the funds of this organization shall be transferred to the Associated Students, Inc., California State Polytechnic University, Pomona.

ARTICLE IV MEMBERSHIP

Section 1 CATEGORIES OF MEMBERSHIP

Active membership shall be defined as students who have paid the IEEE student membership fee, the IEEE Circuits and System's Society fee, and the club's membership fee.

Section 2 ELIGIBILITY REQUIREMENTS

Active members must be members of the Associated Students, Inc. at California State Polytechnic University, Pomona. Further, members shall maintain a minimum overall GPA of 2.0 for the duration of their active membership.

Section 3 SUSPENSION

Officers shall determine the provisions for suspension. A member may then be suspended or removed following a hearing by the membership of the club. A 2/3 majority vote of the club will be required to suspend a member.

ARTICLE V OFFICERS

Section 1 CATEGORIES OF OFFICERS

The following constitutes the categories of elected officers for this organization: President, Vice President, Secretary, Treasurer, and Engineering Council Representative.

Section 2 DUTIES

The President shall oversee all club functions and activities. He or she shall be the spokesperson and figurehead in matters requiring representation of the club.

The Vice-President shall assist the President in the execution of his or her duties. If for any reason the President is unable to perform the duties of his or her office, the Vice-President shall be responsible for managing information and communications within the organization.

The Secretary shall be responsible for managing information and communications within the organization.

The Treasurer shall be responsible for monitoring and managing the organization's funds, and collections and disbursements made on behalf of the organization.

The Engineering Council Representative shall be responsible to represent the organization to the Engineering Council, California State Polytechnic University, Pomona. He or she shall represent the organization as determined by the membership, and shall report to said membership on such matters.

Section 3

ELIGIBILITY

At the time of assuming office and during tenure in office, an elected officer must meet all of the eligibility requirements as stated by the University. He or she will sign a Statement of Eligibility when assuming office.

Thereafter, he or she will accept the responsibility of monitoring his or her own grades and unit load to meet these requirements each quarter.

ARTICLE VI ELECTIONS

Section 1

NOMINATIONS

Nominations of officers shall be made from the floor, under the direction of the acting President, with no more than five nominees per position. The first five nominations made shall constitute the nominees.

Section 2

TIME OF ELECTION

Elections shall take place annually any time during the last month of the Spring quarter.

Section 3

PROCEDURE

Officers shall be elected by plurality vote through secret ballot. Votes shall be tallied by the faculty advisor or an independent unbiased third party.

Section 4

ASSUMPTION OF OFFICE

New officers shall assume positions and duties at the beginning of the quarter following the Spring quarter.

Section 5

VACANCIES

In the event of a vacancy, the current officers shall decide which officers shall assume the duties of the vacated position. The assumption of these duties shall be valid until the following election.

ARTICLE VII MEETINGS

Section 1 FREQUENCY

The officers shall decide on the day and frequency of the meetings. There should be a minimum of three meetings per quarter.

Section 2 TIME

Meetings shall be held during the university hour at the discretion of the officers.

Section 3 SPECIAL MEETINGS

Special meetings may be called by the officers, the faculty advisor, or by a majority vote of the membership. Special meetings need not be attended by the faculty sponsor, providing a brief of meeting activities is provided by the secretary.

Section 4 NOTIFICATION

Notification of meetings shall be posted no later than four days prior to scheduled meetings, and one day prior to special meetings. Notifications shall be posted on the Engineering Technology bulletin board and other bulletin boards as appropriate.

ARTICLE VIII QUORUM OF MEMBERSHIP

A quorum consisting of $\frac{2}{3}$ of the attendees shall be required to approve general club activities.

ARTICLE IX COMMITTEES

Section 1 ELIGIBILITY

At the time of assuming responsibility for a committee and during tenure in office, a committee chair must meet all the eligibility requirements as stated by the University.

Section 2 ORGANIZATION

Committees shall be formed for the purpose of planning, organizing, and executing activities or projects based on the needs and interests of the memberships. Leadership for each committee shall consist of at least two persons, one of which shall serve as chair, and the other co-chair.

Section 3

DUTIES

Duties of each committee shall be planning, organizing, and executing a given activity on behalf of the organization. The committee chair and co-chair are responsible for the successful delegation of these duties within the committee. Further, the chair shall be responsible to report committee activity and progress to the officers and faculty advisor.

Section 4

COMMITTEE MEMBERS

Committee membership shall be on a voluntary basis. Chair positions shall be determined in a similar manner. A chair will be elected by the committee members. Specific duties within committees shall be voluntary with the committee chair as the final arbitrator.

ARTICLE X DUES

Payment of dues shall include current IEEE student membership dues, the IEEE Circuits and Systems Society dues, and a \$3/year club fee. Dues will be paid yearly, and each member will receive a membership card.

ARTICLE XI SPONSOR

Section 1

ELIGIBILITY

The club shall have an advisor over twenty-one years of age who shall be a full-time member of the faculty, administration, or staff of the California State Polytechnic University, Pomona. The advisor may not be on leave of absent at any time during his/her term of appointment.

Section 2

SELECTION AND APPOINTMENT

After an advisor has been nominated by the organization and approved by his/her Department Head, final approval and actual appointment will be made by the Director, Office of Student Life. If the advisor is the Department Head, then the immediate supervisor would also need to approve before final appointment is made by the Director of Office of Student Life.

Section 3

DUTIES

The advisor's responsibilities include attendance and participation in as many organizational meetings and activities as is practical, signing all forms related to the scheduling of activities and the disbursements of funds, and the other duties out lined in Office of Student Life's Advisor's Guide.

ARTICLE XII AMENDMENTS

Section 1 MEANS OF AMENDMENT

Changes to the by-Laws can be proposed by any member at an organized meeting. A copy of the proposed change must be submitted to the Secretary. Open discussion of the issue shall follow under the direction of the President. A 2/3 majority vote of the current membership will be required to ratify any amendments to the bylaws.

Section 2 APPROVAL

All amendments to the by-laws shall be filed with Office of Student life, submitted with the Change of Amendment Form, indicating the date and method of adoption. Revisions shall be incorporated into a fully revised copy of the by-laws. Any amendment(s) which change(s) the purpose or intent of the organization or substantively modify the by-law's provisions shall be approved by the University before taking effect.

Section 3 COMPLIANCE

This charter shall not conflict with the by-Laws of the Associated Students, Inc., i.e. voting by proxy, or with the policies and regulations of the California State Polytechnic University, Pomona the Trustees of the California State University and Colleges, or the State of California. Any stipulations applying to all chartered organizations made by the University shall be considered to be immediately enforced, whether contained in these by-laws or not.