

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the SJSU IIE Student Chapter, hereinafter called the "Chapter #806".

ARTICLE II - OBJECTIVES

The objectives of the Chapter shall be to promote the profession of Industrial Engineering through organized effort in study, research and discussion of the fields of Industrial Engineering and the dissemination of knowledge thereby gained. The Chapter shall promote membership in IIE by acquainting the student body with the ideas, purposes and objectives of IIE.

ARTICLE III - AFFILIATION

This organization shall be known as the SJSU IIE Student Chapter, hereinafter called the "Chapter #806", which shall have been granted a charter by the Board of Trustees of the Institute of Industrial Engineers (IIE). The Chapter is classified as a professional organization and is to be registered with the appropriate College and/or University Student Council. The Chapter is to be directly represented in the Student Council and Council decisions shall be binding upon the Chapter as long as they are not in any way conflicting with the IIE Constitution and Bylaws.

ARTICLE IV - MEMBERSHIP

Section 1

Any person who is enrolled as a full-time student in an undergraduate college curriculum in engineering or engineering technology which culminates in a bachelor or associate degree or in any graduate-level degree program which will enhance professional competence, and who is also a member of IIE in good standing, is eligible for membership in the University Chapter. The term "full-time" implies that the principal pursuit of the prospective member is higher education through enrollment in a college or university and includes students following a cooperative education (Co-op) program. This does not include an individual engaged in full-time employment who is incidentally pursuing studies.

Section 2

All members of the University Chapter are subject to the Constitution and Bylaws of the Institute of Industrial Engineers. Voting membership is restricted to matriculated, currently enrolled students at San Jose State University.

Section 3

At least eighty percent (80%) of all members of the organization must be matriculated, currently enrolled students at San Jose State University.

Section 4

Membership in the organization will not be denied to anyone on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on discrimination on the basis of gender does not apply to social fraternities or sororities or to other university living groups. (Title 5, California Code of Regulations, Section 41500).

Section 5

No member of this organization shall engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution (California Education Code, Article 8, Sections 10851-10853).

ARTICLE V - OFFICERS

Section 1

The officers of the Chapter shall be President, Vice-President, Secretary, Treasurer, [Events Coordinator](#), [Publicity Commissioner](#), [Technical Maintenance](#), and [Professional Development](#). All officers must be members of IIE in good standing. Officers reserve the right to appoint council members as necessary.

Section 2

The officers of the Chapter shall be elected in the manner prescribed by the By-Laws of the Chapter. They shall hold office for a period of one (1) year.

Section 3

Special meetings will be called to elect new officers to fill any vacancies. Written notice of the special meeting, its purpose and office to be filled shall be **posted on the Industrial Engineering Notice Board** or mailed to all members at least ten (10) days prior to the day of such a meeting.

Section 4

All officers of this organization must be matriculated, currently enrolled students at San Jose State University. The President and Treasurer of this organization must maintain a minimum overall 2.0 grade point average, must be enrolled in at least 6 units, and must be in good standing with San Jose State University during their term of office.

Section 5

All officers and advisors of this organization are required to complete an Alcohol Education Training offered by Student Involvement.

ARTICLE VI - DUTIES OF OFFICERS

Section 1 – Entire Cabinet

All cabinet members are required to act within the following general guidelines.

- Attend to school responsibilities – no compromising school on account of club activities.
- Schedule changes / reschedule (i.e. unavoidable absences, later, or early departure)
- Present yourself professionally as a representative of the club, such as refraining from inappropriate language in club emails or classroom presentations.
- Communication etiquette:
- Commit to as least one type of communication format (i.e. phone, email, IM, text msg, online post, verbal)
- Project leaders should cc team emails to everyone referenced in the email, other appropriate contacts, President, and Vice President.
- Emails regarding meetings should list any recipients for whom “Attendance is Required” and/or “Attendance is Recommended”
- Email the entire cab about schedule changes
- If you are a project leader, present project updates for each ongoing project at cab meetings

Section 2 - President

The President, as Chief Executive of the organization, shall supervise the activities and affairs of the Chapter. The President is the executive, administrative, presiding and reporting officer. The President shall be responsible for public relations, publicity and promotion of the Chapter and Institute activities. The President will appoint a representative to the Student Council at the University and will work with the Faculty Advisor, the IIE Vice President for Student Involvement, and the IIE Region Vice President in all Institute matters. The President and Treasurer must approve all transactions and provide signed documents of approval.

Primary Duties:

1. Preside over officer and club meeting with Vice President
2. Fulfill duties of other officers as needed
3. Coordinate ISE volunteers for Engineering Open House
4. Maintain personal contact with faculty, students, members & allies, working with Secretary, Professional Development, and Public Relations
5. Secure club standing with Student Involvement on/after August 1st
6. Plan meeting with Vice President
7. Cabinet meetings
8. Club meetings
 - a. Who facilitates what
 - b. Time frame
 - c. Setup or supplies needed
9. Arrange Cabinet “office hours” schedule
10. Coordinate/facilitate all ongoing projects
11. Ensure resources are available
12. Consult project leaders

Section 2 – Vice President

The Vice President shall preside at meetings in the absence of the President and shall supervise membership promotion. The Vice President may be the appointed representative to the Student Council. The primary duties of the Vice President will be program planning and execution.

Primary Duties:

1. Preside over officer and club meeting with President
2. Fulfill President's duties when needed
3. Plan meetings with President
 - a) Cabinet meetings
 - b) Club meetings
 - i. Who facilitates what
 - ii. Time frame
 - iii. Setup or supplies needed
4. Arrange Cabinet "office hours" schedule
5. Coordinate/facilitate all ongoing projects
6. Ensure resources are available
7. Consult project leaders

Section 3 - Secretary

The Secretary shall be responsible for posting and/or mailing notices of all regular or special meetings and shall keep a permanent record (minutes) of such meetings. The Secretary shall be responsible for maintaining a continuous post office box or other permanent address and checking it frequently for correspondence.

Primary Duties:

1. Create meeting Agendas
 - a. Compile Agenda item requests from other officers
 - b. Attend pre-meetings with President & Vice President
 - c. President or Vice President's additional agenda item requests
 - d. Organizing all item requests onto Agenda
 - e. Always include Start, Breaks, End, and Social time at end
2. Record meeting Minutes
 - a. Start time and adjournment time
 - b. Roll call: Present, Absent, Late time
 - c. Scribe & Facilitator of each Agenda item
3. Recap Minutes at each cab meeting
4. Photocopy and distribute Agenda and Minutes at each meeting
5. Check Member Roster
6. Schedule / Coordinate cabinet meeting attendance
7. Send reminders (through most reliable communication formats, cc to Dr. Patel)
8. Contact & collect information from each cab member (through any communication format)

Possible Project Assignments:

9. Maintain group blogs / postings
10. Receive and sort club gmail

Section 4 - Treasurer

The Treasurer shall be responsible for the financial records of the organization and for receipt and disbursement of funds at the direction of the membership (by vote) with the approval of the Faculty Advisor. Income will be received through membership dues rebates and through income-producing functions, including assessments, approved by the membership and the Faculty Advisor. The Treasurer should prepare a balance report to every officer meeting.

Primary Duties:

1. Prepare taxes yearly
2. Apply for A.S. funding with President

3. Balance club budget
 - a. Monthly report
 - b. Incoming cash flow with every update
 - c. Outgoing cash flow with every expenditure
 - d. Breakdown of items of both incoming and outgoing funds
 - e. Comparison of actual to estimated budget by category
4. Weekly budget update
5. Run Minnie Mart
6. Consult project leads on planning project budgets
7. Maintain inventory of clubroom consumable resources, working with Technical Maintenance
8. Run other fundraising projects
9. Write funding grant letters with President

Section 5 – Events Coordinator

The Events Coordinator is responsible for coordinating and handling logistics for club events, working with the Publicity Commissioner.

Primary Duties:

1. Setting dates and times
2. Making place reservations
3. Managing set-up and clean-up teams
4. Obtaining supplies with treasurer
5. Schedule / Coordinate club special activities attendance
6. Send reminders (cc to all faculty)
7. Contact attendees and collect RSVP's as appropriate

Section 6 – Publicity Commissioner

Primary Duties:

1. Maintain good relations with donors and faculty
2. Flyer and poster club events
3. Create or deliver personal invitations to Dr. Patel and other faculty for club events
4. Coordinate classroom announcements for recruiting
5. Receive and sort club mail regularly from Student Involvement and ISE Office
6. Maintain clubroom calendar, including:
 - a. ISE classes, tests, and finals
 - b. Club meetings
 - c. Holidays and birthdays
 - d. Campus events

Section 7 - Technical Maintenance

Primary Duties:

1. Maintain good relations and work with the University and College of Engineering System Administrators.
2. Apply good desktop support skills
3. Keep inventory of technical consumables and report to Treasurer

Section 4 – Professional Development

The Professional Development officer is responsible for disseminating information about career building and campus resources.

Primary Duties:

1. Promote and facilitate activities offered through Career Center and IIE National
2. Be familiar with Career Center resources, services, and staff in the engineering Career Center office

3. Keep SJSU IIE updated with IIE National programs (conferences, online programs, division memberships)
4. Prepare a meaningful career info blurb / tip for every club meeting (examples: how to access resources, recommend a specific Career Center activity, benefits of IIE National membership, list companies that employ recent alumni, etc)
5. Set-up Special Speakers from the industry
6. Schedule / Coordinate club attendance at career-focused activities
7. Contact attendees and confirm RSVP's to Career Center as appropriate
8. Send reminders
9. Publicize professors' announcements of job opportunities
10. Keep database of student resumes

Possible Project Assignments:

1. Work with professors and Career Center on ISE job fair
2. Work with faculty and other students on starting alumni relationship program

ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1 – Nominations

At least two (2) meetings or ten (10) weeks prior to the scheduled election meeting, the President shall appoint three (3) seniors to the Nominating Committee.

Section 2 – Prepared Ballot

The Nominating Committee shall prepare a ballot consisting of at least one (1) member for each office. Permission of the candidates to have their names on the ballot must be obtained.

Section 3 – Public Ballot

At the last meeting before the annual election meeting, the presiding officers will make known the ballot. At this meeting, additional nominations will be accepted from the floor and included on the ballot. IIE Officers reserve the right to nominate a new officer position

Section 2

Elections shall be held in the 2nd week of April. New officers shall take office on May 1 and continue through April 30 of the following year.

Section 3

All elections shall be by secret ballot. A majority vote, more than half (50% + 1), of all members present shall be necessary to elect an officer. No student shall be elected to office if he or she is expected not to return as a student to San Jose State University for either of the two following semesters. A student must be a member for at least one semester in order to be eligible to hold a position as an officer. No officer may hold a given office for more than one (1) year.

Section 4

Removal of any officer may be accomplished only upon presentation of just and reasonable cause for such action to the Faculty Advisor of the Chapter and, upon the Faculty Advisor's

approval, with a two-thirds (2/3) vote of all enrolled members of the Chapter, subject to review by the Senior Vice President - Chapter Operations of IIE.

ARTICLE VI - QUORUM

In order to transact business at a meeting, at least one-fourth (1/4) of the chapter membership shall be in attendance.

ARTICLE VII - AMENDMENTS

This Constitution may be amended by a three-fourths ($\frac{3}{4}$) vote of the members present at any regular or special meeting, provided that written notice of the amendment has been posted on the Industrial Engineering Notice Board, or mailed to all members at least ten (10) days prior to the date of the meeting. Upon passage, an amendment becomes effective upon approval by IIE.

ARTICLE VIII - ADVISORS

Section 1

The organization must have University advisor. This person must hold at least a bachelors degree and be employed as a faculty or staff member by San Jose State University. A Graduate Assistant / Intern may assume the advisor role if approved by the Student Involvement staff.

Section 2

The advisor shall be a non-voting member of the organization.

Section 3

The duties and responsibilities of the advisor are the following.

1. Assist the organization in fulfilling their mission and purpose
2. Be knowledgeable of the organization's constitution and bylaws and assist the organization's members in interpreting them
3. Be knowledgeable of University policies and procedures regarding student organizations and ensure organization compliance to the best of their ability
4. Be knowledgeable of affiliate organization policies and procedures regarding student organizations and ensure organization compliance to the best of their ability
5. Be aware of the organization's activities
6. Be aware of the organization's financial standing and all financial transactions using the organization's funds
7. Attend organization meetings
8. Encourage other faculty to be aware and supportive of organization activities