



**University of Management and Technology
IIE Student Chapter**

Constitution and Bylaws

Constitution

ARTICLE I - NAME

This organization shall be known as the University of Management and Technology_IIE hereinafter called the “*Chapter*”, which shall have been granted a charter by the Board of Trustees of the Institute of Industrial Engineers (IIE).

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 - MEMBERSHIP

Section 1

Any person who is enrolled as a full-time student in an undergraduate 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.

ARTICLE IV - STUDENT COUNCIL

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 V - OFFICERS

Section 1

The officers of the Chapter shall be President, Vice-President, Secretary and Treasurer. The offices of Secretary and Treasurer can be combined if necessary. All officers must be members of IIE in good standing.

Section 2

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

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.

BYLAWS

ARTICLE I - DUES

Section 1

The regular annual dues for all University Chapter members shall be as set by IIE and shall be remitted to IIE. A portion of the annual dues will be returned to the University Chapter in the form of a rebate.

Section 2

The Chapter shall be authorized to request from its members a voluntary contribution for the Chapter treasury for use by the Chapter. These funds will not be handled through IIE.

Section 3

Student applications for membership are evaluated at IIE Headquarters in Norcross, Georgia. Students will individually receive the grade of membership for which they qualify.

ARTICLE II - NOMINATIONS

Section 1

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

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

At the last meeting before the annual election meeting, the Nominating Committee will make known the ballot. At this meeting, additional nominations will be accepted from the floor and included on the ballot.

ARTICLE III - ELECTIONS

Section 1

Elections shall be held in March.

Section 2

New officers shall take office on April 1 and continue through March 31 of the following year.

Section 3

Special meetings will be called to elect new officers to fill any vacancies which occur. 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

No student shall be elected to office if he or she is expected to graduate before completing at least one-half (1/2) year in office.

Section 5

No officer may hold a given office for more than one (1) year.

Section 6

A majority vote of all members present shall be necessary to elect an officer.

Section 7

All elections shall be by secret ballot.

Section 8

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 IV - MEETINGS

Section 1

The Chapter shall hold regular monthly meetings during the school year with the exact dates determined by the officers.

Section 2

Notice of all meetings shall be posted on the Industrial Engineering Notice Board or mailed to all Chapter members at least ten (10) days prior to the date of the meeting. Meetings may be further publicized in any manner the Publicity Committee deems necessary and proper.

ARTICLE V - PROGRAMS

Section 1

A regular meeting shall be held each month. It shall be devoted primarily to the profession of Industrial Engineering but may be held in connection with refreshments or dinner.

Section 2

At least one (1) field trip of a professional nature shall be scheduled each academic year and must be supervised by the Faculty Advisor. A field trip may be scheduled in lieu of a regular monthly meeting.

Section 3

Social functions may not be scheduled in place of a regular monthly meeting.

ARTICLE VI - DUTIES OF OFFICERS

Section 1

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 Development, and the IIE Region Vice President in all Institute matters.

Section 2

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.

Section 3

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.

Section 4

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.

ARTICLE VII - UNIVERSITY REGION CONFERENCE AND STUDENT AWARDS PROGRAMS

Section 1

The Chapter shall provide an official delegate to a University Region Conference each year following all prescribed procedures for University Region Conference attendance.

Section 2

The Chapter shall host a University Region Conference in appropriate years when selected by the official delegates to the previous University Conference within the Region.

Section 3

The Chapter shall encourage its members to submit papers and/or theses for consideration to both Region and International IIE Awards Programs.

ARTICLE VIII - COMMITTEES

Section 1

There shall be three (3) standing committees: Program & Membership and Chapter Development and, each consisting of two (2) to five (5) members.

Section 2

The President shall appoint the Chairpersons of the standing committees and, with approval of the committee Chairpersons, shall appoint the members of the committees. Vice President shall be the Chairperson of the Chapter Development committee.

Section 3

The President shall appoint any additional committees deemed necessary and proper to fulfill the objectives of the organization.

ARTICLE IX - FACULTY ADVISOR

The Faculty Advisor must be in good standing as a Member, Senior Member or Fellow of the Institute and shall be known as the Honorary Chairperson of the Chapter. He/She shall serve the Chapter and IIE as an intermediary and resource person.

ARTICLE X - AMENDMENTS

These Bylaws may be amended by three-fourths (3/4) vote of the members present at any regular or special meeting, provided written notice of the proposed amendment has been posted on the Industrial Engineering Notice Board or mailed to all members at least ten (10) days prior to the meeting. Upon passage, an amendment becomes effective upon ratification by IIE.