

## **Article I. Name**

**Section 1.** The organization shall be called the Institute of Electrical and Electronics Engineers (IEEE) at UC San Diego. Due to the fact that we are a student branch of an international organization, off-campus we may refer to our organization as the IEEE Student Branch at UC San Diego. For brevity, we will hereinafter refer to IEEE at UC San Diego as the “Branch”.

## **Article II. Statement of Purpose**

**Section 1.** The purpose of the organization is to provide engineering students with the resources and extracurricular experiences to help them achieve their true potential as they develop into professional engineers. The Branch promotes IEEE membership for the parent branch ([www.ieee.org](http://www.ieee.org)). Members register online through [www.ieee.org](http://www.ieee.org) and have access to its benefits as well as student branch services such as: national competition projects, community outreach programs, and IEEE student branch events. IEEE at UC San Diego is a non-profit student organization.

**Section 2.** The organization and operation of the Branch shall be in accordance with the Constitution and Bylaws of the IEEE.

## **Article III. Nonprofit Statement**

**Section 1.** IEEE at UC San Diego is a non-profit student organization

## **Article IV. Membership**

**Section 1.** Membership in IEEE at UC San Diego, hereinafter referred to as the University, shall be open to any and all students at the University. Active membership shall be determined by the completion of online registration through the IEEE, [www.ieee.org](http://www.ieee.org) which includes a \$32 student membership fee. Once a student graduates or ceases to be a student at the University, their membership may continue as long as they are registered online at [www.ieee.org](http://www.ieee.org).

**Section 2.** Any member may be removed from membership for violation of the code of ethics of the IEEE as well as any breach of the code of ethics in the Jacobs School of Engineering, UC San Diego. Written charges by a member are to be presented to the Officer Committee who

will notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership.

**Section 3.** It shall be stated as part of the policy of the Branch that there shall be no form or type of discrimination in the group, including but not limited to one's race, religion, sex, sexual orientation, gender expression/gender identity, national origin, ancestry, age, differently-abled, veteran status, marital status, citizenship, medical condition, or disability.

#### **Article IV. Officers**

**Section 1.** The officers shall consist of a President, Vice Chair Internal, Vice Chair Events, Vice Chair Projects, Vice Chair Finance, Co-Event Coordinators, Vice Chair External, Project Space Chair, Robocup Soccer Co-Chairs, Signal Processing Cup Chair, Supercomputing Chair, Quarterly Projects Co-Chairs, Professional Development Co-Chairs, Technical Co-Chairs, K-12 Outreach Co-Chairs, Webmasters, Social Co-Chairs, Marketing Co-Chairs, and Design Co-Chairs. The officers shall be responsible for all administrative duties of the organization.

**Section 2.** The President (sometimes also referred to as the Chair), shall have the power to establish and maintain operation procedures of the Branch, call meetings, and answer for all actions of other officers. The President shall be able to vote in all decisions affecting the Branch.

**Section 3.** The Executive Board (Vice Chair Internal, Vice Chair Events, Vice Chair Projects, Vice Chair Finance, Co-Event Coordinators, Vice Chair External) shall assist the President with all administrative duties in the absence of the President and assist with the acquisition of funding for the school year. They can also issue strikes to officers within their subteams. The President can issue strikes to the Executive Board members.

**Section 4.** The Vice Chair Internal will be responsible for maintaining and building all internal relations for the Branch. They will be responsible specifically for the Webmasters, Marketing Co-Chairs, and Design Co-Chairs. They will also be involved in co-planning the Reverse Career Fair with Vice Chair External and Vice Chair Events, and H.A.R.D. Hack in collaboration with Vice Chair Projects and other engineering orgs.

**Section 5.** The Vice Chair Events will be responsible for maintaining and building all external relations for the Branch. They will be responsible specifically for both of the Outreach Chairs, Professional Development Chair, both of the Technical Chairs, and Social Chair. They will also be responsible for collaborating with the Vice Chair External and Vice Chair Internal to manage the Reverse Career Fair. Additionally, they will be the IEEE representative for planning ECE Day in collaboration with other ECE orgs and the Events Chairs. They will also ensure the reporting of technical, professional, and outreach events on vTools with the support of Vice Chair Finance and Event Coordinators.

**Section 6.** The Vice Chair Finance shall receive and distribute Branch funds upon the authorization of the Chair. All receiving and distributing of funds **must** be in accordance with the financial rules and regulations of the University and the laws of the State of California. They will also be responsible for appealing Associated Students Funding for events hosted and competitions attended by the Branch. Additionally, they will be the liaison between the Branch and the IEEE to secure funding from the IEEE.

**Section 7.** The Co-Event Coordinators (2) shall complete TAP forms, attend mandatory event planning meetings with University Center Personnel, submit funding requests to AS/TCF/UCAB/TESC/etc., and submit and report reimbursements from these requests. The Event Coordinator will be part of the planning committees for major events such as GBMs, H.A.R.D. Hack, ECE Day, Reverse Career Fair, IEEE Lab Expo, and Robofest.

The Event Coordinator(s) will also be responsible for attending meetings held by the organization known as Triton Engineering Student Council (TESC) and other associated student organizations as appointed by the Chair. They will be responsible for submitting pertinent information to TESC for funding. They will also be responsible to report back any updates from the meetings. They will report their status to the Executive Board.

**Section 8.** The Vice Chair External will be the primary point of contact with the Branch's current and prospective sponsors and will lead the completion of the Sponsorship Package. With current sponsors, they will ensure our external partners' and sponsors' needs and requests are

fulfilled; such as hosting an info session or hiring event. With prospective partners sponsors, they are responsible for breaking down different tiers of our sponsorship package and its benefits. They will report their status during the Executive Meetings. They will also be in charge of aiding Vice Chair Events plan Reverse Career Fair-

**Section 9.** The Vice Chair Projects is ultimately responsible for maintaining all embarked upon projects in the name of IEEE. It is the primary responsibility of The Vice Chair Projects to aid the Projects Officers: Robocup Soccer Co-Chairs, Signal Processing Chair, Supercomputing Chair, Quarterly Projects Co-Chair(s), and Project Space Chair. The duties include, but are not limited to, securing funds, coordinating with project members, scheduling, event planning, and ensuring any financial reports are promptly submitted. They will report the status of the Project Officers' efforts to the Executive Board. They will be responsible for planning Robofest with other organizations and the Projects Chairs. In addition, they will be IEEE's external point of contact for hosting H.A.R.D Hack with Vice Chair Internal and other engineering organizations.

**Section 10.** The Project Space Chair is responsible for maintaining the IEEE Project Space (EBU1-4710) as both a storage place and workplace that is secure, safe, and accessible to all Branch Members. First and foremost, the Project Space Chair must maintain communication with the ECE Department to ensure that any use of the space meets the department's approval and makes sure the basement storage follows the guidelines set up by TESC. The duties of the Project Space Chair include but are not limited to Security, Safety, and Accessibility. In addition, the Project Space Chair must work with other officers like the Outreach or Social Chair(s) in order to host one Project Space Showcase per year to promote a lively workplace even for students not participating in IEEE projects. They will also be responsible for ensuring that officers attend their Open Access Hours and maintain quiet hours within the Project Space.

**Section 11.** The Signal Processing Chair will be responsible for managing their team of 3-10 people, and maintaining relationships with a graduate student mentor and faculty advisor, as outlined by the Signal Processing Cup guidelines. They will be responsible for forming a team over summer and registering for the Signal Processing Cup. They will also collect

documentation for our records and to work with the Webmaster and Vice Chair Finance. They will report the status of each team during the Projects meetings.

**Section 12.** The Robocup Soccer Co-Chairs (2) will be responsible for maintaining all Robocup Soccer teams. They will be responsible for the formation of the Robocup Soccer teams in the Fall Quarter. They are responsible for attending the annual Robocup International Competition and actively participating in the Robofest committee. They will hold at minimum quarterly team lead meetings and collect documentation for our records and to work with the Webmaster and Vice Chair Finance. They will maintain a set of checkpoints and a series of meetings to ensure the teams' completions of the project and respective documentation. They will report the status of each team during the Projects meetings.

**Section 13.** The Supercomputing Chair will be responsible for maintaining their own project teams and hosting technical workshops in conjunction with Vice Chair Events and Technical Co-Chairs. They will be responsible for hosting technical workshops in the Fall Quarter, and the formation of their own project teams in the Winter Quarter. They are responsible for planning and executing their projects and running their own meetings. They will collect documentation for our records and work with the Webmaster and Vice Chair Finance. They will maintain a set of checkpoints and a series of meetings to ensure the teams' completions of the project and respective documentation. They will report the status of each team during the Projects meetings. They also have full, autonomous control over their finances.

**Section 14.** The Quarterly Project Co-Chairs (2) will be responsible for making sure that the Quarterly Projects are carried out. They are responsible for making sure the project theme is designed and that the budget and parts list are created. The Quarterly Projects Chairs will be responsible for organizing a showcase for the projects each quarter. They will be required to hold at least three workathons with accompanying workshops per quarter and having the teams document their project for themselves and the Branch's record. Additionally, they will work with the Webmasters to upload team documentations and showcase demonstration videos and pictures on the Branch's website. They will report their status during the Project meetings.

**Section 15.** The Outreach Co-Chairs (2) will be responsible for hosting a minimum of three events per year that will benefit K-12 students within the STEM fields. They will report their status during the Events meetings.

**Section 16.** The Social Co-Chairs (3) will be in charge of planning and executing a total minimum of six Social Events and one Collaboration Event with another student org throughout the school year. They are also expected to have at least one collaboration with another student organization annually. They will report their status during the Events meetings.

**Section 17.** The Technical Co-Chairs (4) will be in charge of planning and executing a total minimum of twelve workshops throughout the school year. They will report their status during the Events meetings.

**Section 18.** The Professional Development Co-Chair(s) (2) will be in charge of planning and executing a total minimum of six events throughout the school year. These events include but are not limited to workshops on developing professional skills. They will report their status during the Events meetings.

**Section 20.** The Co-Webmasters (2) will be responsible for maintaining the Branch website(s) including, but not limited to, its updates, features and overall maintenance.

**Section 21.** The Marketing Co-Chairs(2) will be responsible for covering all Branch events through photographs and video. They will be responsible for creating, printing, and distributing flyers containing news of IEEE events, outreach, and projects. They will also upload said photographs and videos onto all media platform(s) of the Branch along with event recaps within two weeks from the event to keep the albums up to date and record and produce Annual Project videos each year. They will have the responsibility of coordinating the distribution of news of IEEE events, outreach, and projects, through social media. They will be responsible for managing IEEE's social media presence. They will report their status during the Internal meetings. They will also be responsible for managing the IEEE Newsletter.

**Section 22.** The Design Co-Chairs (2) will be responsible for creating flyers containing news of IEEE events, outreach, and projects. They will also work on the design of the Branch's website for use by the Webmasters. They will report their status during the Internal meetings.

**Section 23.** Member(s) At Large: Honorary Position for individuals who have been affiliated with the organization. They will be available for advising and consulting the current Officer Committee with their wealth of previous experience and knowledge. The position is awarded through nomination by a current member of the Officer Committee and approval by a  $\frac{2}{3}$  majority vote. The position must be renewed each year.

**Section 24.** All elected officers must be in good academic standing at the University and be IEEE student members.

**Section 25.** Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

**Section 26.** The elected officers shall form the Officer Committee.

## **Article V. Internal**

**Section 1.** In order to maintain safe, productive, and collaborative internal and external environments, and a professional external front, Officers shall separate their actions based on the environment they are in by determining whether the environment they are in is a social or professional one.

## **Article VI. Officer Committee**

**Section 1.** The management of the affairs of the Branch shall be in the hands of the Officer Committee, consisting of the duly elected officers of the Branch and the Counselor appointed by the IEEE. The Branch Chair shall also be chair of the Officer Committee. Other committee chairs and appointed officers shall be official members of the Officer Committee.

**Section 2.** The Officer Committee shall be the governing body of the Branch and shall transact all business it deems advisable, including the filling of vacancies in offices, authorization of expenditures, etc.

**Section 3.** The Officer Committee is a team, and will do their best to help out in other duties of the Branch subject to availability, **with no excuse otherwise.**

**Section 4.** Each member of the Officer Committee will be **required** to show up to a minimum of 3 public events each quarter that are not their own.

**Section 5.** Each member of the Officer Committee will be **required** to attend the event known as Robofest.

**Section 6.** Each member of the Officer Committee will be **required** to volunteer in at least one Outreach Event or large-scale event (H.A.R.D Hack, Reverse Career Fair, Lab Expo) throughout the year.

**Section 7** Each member of the Officer Committee will be **required** to attend All Hands twice a quarter.

**Section 8** Each member of the Officer Committee will be **required** to attend General Body Meetings throughout the year.

**Section 9** Each member of the Officer Committee will be **required** to attend Special Elections in the Fall Quarter and Elections in the Spring Quarter.

**Section 10** Each member of the Officer Committee will be **required** to attend tabling events throughout the year.

**Section 11.** In failure to carry out Section 4-10, unless there are extenuating circumstances, the officer will be placed under probation until the following quarter. Failure again may lead to removal with approval from  $\frac{2}{3}$  majority vote of the Officer Committee.

**Section 12.** Every officer will help provide “Open Access”, the secure access to the IEEE Project Space (EBU1-4710) available to primarily IEEE project participants and other IEEE members. The expectation is to be present in the Project Space to promote and uphold the project space rules. In conjunction, officers are also expected to upkeep the cleanliness and organization of the space, and foster an inclusive, tolerant, and



welcoming environment to all users of the space (consistent with **Article III, §3**). Officers are expected to dedicate 2 designated hours per week to these duties. The Project Space Chair will exercise discretion in delegating the responsibilities listed in this section in a fair and equitable manner.

## **Article VII. Elections**

**Section 1.** The order of elections is as follows: Chair, Vice Chair Internal, Vice Chair Events, Vice Chair Finance, Vice Chair Projects, Event Coordinator, Vice Chair External, Annual Project Team (Co-)Chairs, Quarterly Project Co-Chair(s), Technical Co-Chair(s), Webmaster, Project Space Chair, Public Relations Chair(s), Professional Development Co-Chair(s), Outreach Co-Chair(s), and Social Co-Chair(s). If special circumstances require, the order of the elections may be changed if agreed upon by a majority of the Officer Committee.

Officers for the forthcoming year shall be elected by the current officers of the Branch, to serve a term of one year, ending three weeks after the end of the Spring new officer elections or the end of the Spring Quarter, whichever comes first. Elections for each position will be conducted by secret ballot and won by majority vote.

**Section 2.** Should any positions be left unfilled, the student branch members can apply for available position(s) and will undergo an interview process by the current Officer Committee, in which the majority of the Officer Committee must be present. The term of office for all officers shall begin once the candidate has accepted their position upon notification.

**Section 3.** Voting officers reserve the option of abstaining their vote and with a majority abstain vote, leaving positions unfilled until the next election.

**Section 4.** In the case that the Chair is no longer able to serve, whether through impeachment, or other, the order of succession shall be: Vice Chair Internal, Vice Chair Events, Vice Chair Projects, Vice Chair Finance, Event Coordinator, Vice Chair External, Annual Project Team (Co-)Chairs, Quarterly Projects Chair 1, Quarterly Projects Chair 2, Project Space Chair, Technical Chair 1, Technical Chair 2, Technical Chair 3,

Professional Development Chair, Outreach Chair 1, Outreach Chair 2, Social Chair 1, Social Chair 2, Social Chair 3, Webmaster 1, Webmaster 2, Public Relations - Marketing 1, Public Relations - Media 2, Public Relations - Media 3, then Public Relations 4.

**Section 5.** If an officer is unable to fulfill their job duties, it is the job of the subcommittee lead within their committee to ensure the job is completed. The Executive Board must help in this process.

**Section 6.** In the event of an emergency, anyone may nominate an Executive Officer or Annual Projects Chair/Chairs, and they may be elected as Executive Officer or Annual Project Chair/Chairs with majority approval of the officer board.

## **Article VIII. Removal from office**

**Section 1.** Any officer may be removed from office for failure to perform their prescribed duties by a two-thirds vote of the Officer Committee, provided that all the Officer Committee is notified of this pending action at least one week prior to the removal decision. Removal from the office can occur either for failure to carry out the responsibilities of that office, or for actions which violate the purposes of the organization. Preceding the vote, the officer will receive one warning. Failure to abide by the constitution afterwards will lead to an Officer Committee meeting. Written charges by a member are to be presented to the Officer Committee who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership.

**Section 2.** Any officer may be removed upon 2/3 (two thirds) majority vote of the Officer Committee.

**Section 3.** Any officer may be removed if they receive 2 strikes in the same quarter, or 4 strikes in the year. Strikes are issued by the President or the Executive Board members to the General Board, and by the President to the Executive Board members for failing to uphold the responsibilities of the Officer Committee.

## **Article VIII. Resignation**

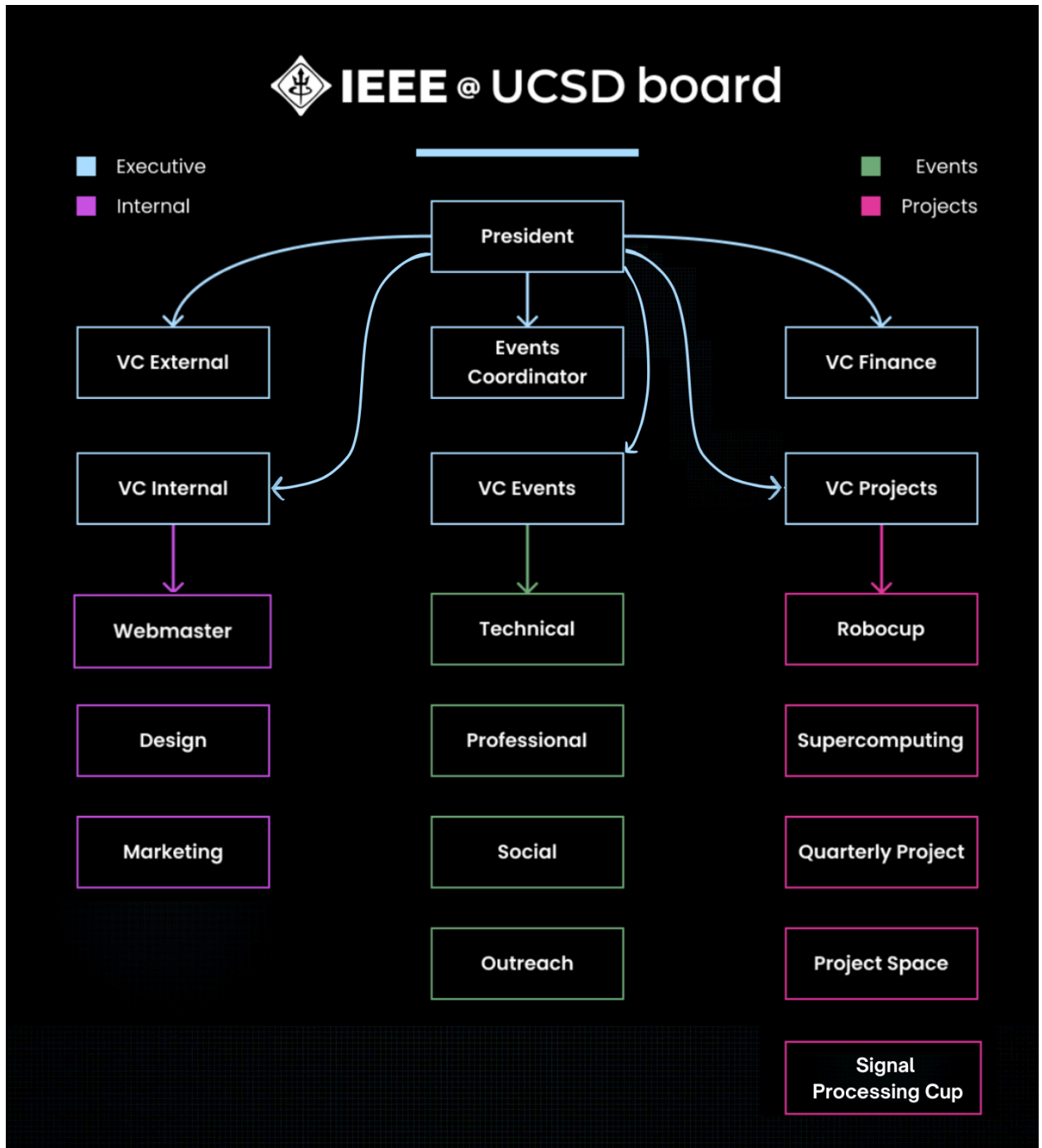
**Section 1.** In the event that an officer wishes to resign, they must submit a two week written notice to the Executive Board of their decision. To the best of their ability, they should be available to train the incoming officer in the position through at least two weeks of their term through a shadowing process.

**Section 2.** In the event that an officer wishes to revoke their resignation, they may do so within their two week notice or before a replacement officer has been found (whichever occurs first). After this period of time, they must re-apply for the position and participate in an election.

## **Article IX. Meetings**

**Section 1.** The organization will hold three general body meetings (GBM's) a year which are open for all students to attend. A meeting will take place within the first three weeks of Fall, Winter, and Spring Quarter. Upcoming events and opportunities will be discussed at GBM's and students will have the opportunity to ask the officer board any questions they might have.

**Section 2.** Officers must meet with their subcommittee once per week. If an officer's schedule excludes that officer from attending meetings, that officer must make an attempt to attend an Executive meeting, and update their subcommittee at another time. The subcommittees are organized as seen in the figure below:



*Figure - Officer Committee Meeting Structure*

**Section 3.** Subteam leads are required to organize meeting times when most, if not all, the officers in the subteam can meet once per week. Subteam leads must attend the Executive meeting where they will report back important information to the Executive Board.

**Section 4.** Vice Chair Events, Vice Chair Projects, and Vice Chair Internal must coordinate to hold two non-concurrent team meetings 3 times a quarter. All Vice Chairs must interact with the officers and keep them involved in student organization events.

**Section 5.** At least two “All-Hands” meetings shall be organized each quarter by the Chair in which all officers attend and the Officer Committee must be notified at least a week in advance. The purpose is to strengthen inter-team communication, and update officers on important upcoming events. Officers are required to attend these meetings, unless extenuating circumstances exist. Election meetings may be considered as “All-Hands” meetings.

**Section 6.** In the event that an election should occur at a meeting, Branch officers will be notified no less than two weeks prior to the election.

## **Article X. Funding**

**Section 1.** The Branch shall, as it deems necessary, undertake fundraisers for its own purposes. All fundraising shall be conducted in accordance with University Policies.

**Section 2.** The Branch is funded in part by the IEEE University Partnership Program (UPP) and the IEEE San Diego Section, the Triton Engineering Student Council (TESC), and the Electrical and Computer Engineering (ECE) Department of the Jacobs School of Engineering (JSOE), Associated Students (A.S.), and corporate sponsors.

**Section 3.** Additional funding will be actively monitored and pursued by current executive officers. Funding will be accepted from individuals or organizations in the form of monetary donations, in-kind donations, or sponsorships.

**Section 4.** In Spring, assisted by current officers, the newly elected Internal team, led by the Vice Chair External, shall start working on updating Corporate Sponsorship Package, based on org’s needs and for the org’s future growth. While the Package should be done as early as possible, a suggested time of completion of the Package is before the end of June.

## **ARTICLE XI. Financial Management**

**Section 1.** The UC San Diego IEEE Treasurer will manage all funds and handle all financial transactions within the off-campus Bank of America checking account and the index accounts provided by the department.

- I. The Chair and Vice Chair Finance of the IEEE executive board are the only officers permitted access to the Bank of America debit card.
- II. All purchases made by IEEE at UC San Diego must be approved beforehand by the Treasurer.

**Section 2.** The Treasurer will make, record, and file all reimbursements and keep an accurate record of all income and expenditures of IEEE at UC San Diego.

- I. The Treasurer must make public and enforce the Reimbursement Policy for the current school year.
- II. The Treasurer must deposit and disburse all funds accurately, in a timely manner, and in accordance with established policies and procedures.
- III. The Treasurer must retain a copy of each receipt filed for reimbursement.

**Section 3.** The Treasurer must plan with the Vice Chair Projects officer to outline the budget for each IEEE sponsored project such that the total will not exceed the total donated/sponsored funding obtained from that academic year.

- I. The total budget allocated for each IEEE sponsored project must be approved by the Treasurer.
  - A. Projects include all Annual Projects and Quarterly Projects.

**Section 4.** All IEEE UC San Diego received donations must be preceded by an invoice sent to the sponsor, specifying, if applicable, the sponsorship tier, and succeeded by IEEE's official Tax Deduction Letter for any donations over \$250.

**Section 5.** The financial records of this organization shall be made available to university administrators upon request.

**Section 6.** The Treasurer is responsible for delivering all Corporate and Tax Information and IEEE forms for the current year

- I. Includes IRS 501(c)(3) letter and signed W-9.

**Section 7.** The Treasurer must protect the organization against fraud and theft, ensuring safe custody of money, and prompt banking.

**Section 8. Financial Responsibility**

- I. All purchases must be appropriate expenditures that seek to carry out IEEE's duties.
  - A. The Treasurer may not spend the student organization's money towards services available on a preferential basis to a select group of members, such as personal gifts to themselves or other individuals.
- II. Reimbursements for all members, officers, sponsors, ECE faculty, and all other outside individuals shall be recorded.
- III. All sponsorship donations shall be transparent to the University upon request.

**Article XII. Risk Management**

**Section 1.** IEEE at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself. IEEE at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

**Section 2.** IEEE at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). IEEE at UC San Diego will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

**Section 3.** IEEE at UC San Diego recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to

the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

**Section 4.** IEEE at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, IEEE at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

**Section 5.** If an officer identifies a potential source of danger, they must warn all people under their charge of that danger and/or prevent them from accessing that source of danger.

**Section 6.** Any potentially dangerous tools must either have appropriate warnings displayed on them, or students must take the appropriate safety training prior to using them as deemed necessary by the officers in charge of the tool and the school safety requirements.

**Section 7.** Members may be exposed to fumes and heated irons when they use soldering stations. The organization will conduct training prior to use of soldering stations on safe operating procedures for all people who will have access to soldering irons, and ensure everyone involved has access to appropriate personal safety equipment as outlined in section 5.

All people involved in potentially dangerous activities shall strictly abide by all rules and regulations put forth by the officers in charge of the activity to



ensure the wellbeing of all present. All equipment to be used will be inspected and judged to be in good working condition by the officer in charge to the best of their knowledge. If any safety concerns are identified, the safety concern must be eliminated before proceeding with the event. If it cannot be eliminated, then the event will need to be canceled until the appropriate safety is in effect.

**Section 8.** Safe use of the soldering irons will require the following precautions:

- I. Proper ventilation and air circulation is required at all times while using soldering irons. At all times when the soldering irons are in use officers will warn students to avoid breathing in fumes that can be harmful if inhaled.
  - A. Should a student feel dizzy or uncomfortable, they will be relocated away from the site of soldering. They will be observed by the officer to gauge their condition. If the individual's condition worsens, the individual will be laid on their back, and emergency personnel will be called immediately. If their condition improves, they will be advised to no longer participate in the event, but may do so at their own recognition of continued health risk.
- II. The officer in charge will also warn students about the potential to be burned by the soldering irons. The soldering irons will be required to be placed back onto their appropriate mount while not being used to melt solder; this includes time taken to adjust components. Students will be warned by the officer in charge that soldering iron temperatures commonly exceed 600 degrees Fahrenheit, and that burns can result instantaneously from contact with any metal in contact with the soldering iron. Students will also be warned that any circuit or component that they are currently applying solder to will become extremely hot, and to exercise caution when handling.
- III. There must be a fire extinguisher on site when soldering irons are in use. This is because soldering irons are hot enough to catch paper and wood on fire. If no fire extinguisher is on sight, and cannot be obtained, then the event will not take place.

**Section 9.** Safety equipment will include the following:

- I. Fans and/or vacuums will be provided to circulate air if the air isn't already circulating from other sources.

- II. Soldering irons will have appropriate stands to hold the iron so that the hot tip does not contact anything that can be burned.
- III. Access to cool water must be available within a minute of being burned by a soldering iron. This includes access to a restroom or drinking fountain which has cold tap water. In the case that there is neither of the previously mentioned amenities, cool water will need to be brought to the event by the officer in charge. This water will need to be kept cool throughout the duration of the event.
- IV. Access to a fire extinguisher in the room, or quickly accessible at the location of the event.
- V. Access to a phone in the case of an urgent emergency in order to call the appropriate emergency personnel.
- VI. Safety glasses will be provided. Any participants who decline using the provided glasses will be responsible for their own safety.
- VII. Appropriate training for any powered tool in use.

**Section 10.** In the event that IEEE at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

### **Article XIII.** Affiliation with Other Groups

**Section 1.** IEEE at UC San Diego is affiliated with the Institute of Electrical and Electrical and Electronic Engineers (IEEE). IEEE is an international professional organization dedicated towards fostering technological innovation and excellence for the benefit of humanity.

**Section 2.** Officers and project participants are required to hold an IEEE membership. IEEE memberships are renewed on a yearly basis or biyearly basis.

**Section 3.** Public events and applications to projects offered by IEEE at UC San Diego do not require a membership. Public events are free to attend, and the ownership of an IEEE membership is not a relevant factor in event applications.

### **Article XII.** Amendments

**Section 1.** Amendments to this constitution shall be adopted by a two-thirds vote of the IEEE officers present.

**Section 2.** Any amendments may be made by the IEEE Branch Faculty Advisor without approval of the Officer Committee.

### **Article XIII.** Jurisdiction

**Section 1.** The Branch is subject, as a recognized student organization, to the rules, regulations, and policies of the University and the laws of the State of California. The rules, regulations, and policies of the University shall hold precedence over any and all rules, regulations, and policies applying to the Branch.

Adopted since September 2006.

Last Updated: August 2024.