



IEEE at UC San Diego

**The Institute of Electrical and Electronics Engineers at UC
San Diego Constitution**

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Article I: Name

Section 1: Official Name and Abbreviations

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: Mission and Activities

The purpose of the organization is to provide students with the resources and extracurricular experiences to help them achieve their true potential as they develop into professionals. The Branch promotes IEEE membership for the parent branch (www.ieee.org). Members register online through 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 501(c)(3) non-profit student organization.

Section 2: Compliance with Parent Organization

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: Nonprofit Status

The Institute of Electrical and Electronics Engineers at UC San Diego is a non-profit student organization

Article IV: Membership

Section 1: Eligibility and Active Membership

Membership in IEEE at UC San Diego, with UC San Diego hereinafter referred to as the University, shall be open to any and all students at the University. Active IEEE membership shall be determined by the completion of online registration through the IEEE, www.ieee.org, which includes an annual student membership fee. Once a student graduates or ceases to be a student at the University, their membership with IEEE may continue as long as they are registered online at www.ieee.org.

Section 2: Membership Removal Procedures

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 Irwin and Joan Jacobs School of Engineering at 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: Non-Discrimination Policy

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, disability, veteran status, marital status, citizenship, medical condition, or disability.

Section 4: Anti-Hazing Policy

IEEE at UC San Diego is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies, and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

Article V: Officers

Section 1: Officer Positions and Responsibilities

The officers shall consist of a President, Vice Chair Internal, Vice Chair Events, Vice Chair Projects, Vice Chair Finance, Vice Chair Operations, Vice Chair External, Project Space Chair, Robocup Soccer Chairs, Supercomputing Chair, Quarterly Projects Chairs, Professional Development Chairs, Technical Chairs, Outreach Chairs, Webmasters, Social Chairs, Marketing Chairs, UI/UX Chairs, and Design Chairs. The officers shall be responsible for all administrative duties of the organization.

Section 2: President (Chair) Duties

The President (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. The President can issue strikes to the Executive Board members. The President will be the central representative of the organization. The President will uphold and maintain the constitution throughout their term. The President will meet with all officers at least once a quarter to ensure a working understanding of the Branch.

Section 3: Executive Board Duties and Powers

The Executive Board (Vice Chair Internal, Vice Chair Events, Vice Chair Projects, Vice Chair Finance, Vice Chair Operations, and 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 reserve the right to issue strikes to officers within their teams and to the president.

Section 4: Vice Chair Internal Responsibilities

The Vice Chair Internal will be responsible for maintaining and building all internal relations for the Branch. They will be responsible for the Webmasters, Marketing Chairs, UI/UX Chairs, and Design Chairs. They will also be involved in 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: Vice Chair Events Responsibilities

The Vice Chair Events will be responsible for maintaining and building all University engagement for the Branch. They will be responsible for the Outreach Chairs, Professional Development Chairs, Technical Chairs, and Social Chairs. 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 the Vice Chair Finance and Vice Chair Operations.

Section 6: Vice Chair Finance Responsibilities

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: Vice Chair Operations Responsibilities

The Vice Chair Operations (2) shall complete TAP forms, attend mandatory event planning meetings with University Center Personnel, submit funding requests to AS/TCF/UCAB/TESS/etc., and submit and report reimbursements from these requests. The Vice Chair Operations will be part of the planning committees for major events such as GBMs, H.A.R.D. Hack, ECE Day, Reverse Career Fair, and Robofest. The Vice Chair Operations will also be responsible for attending meetings held by the organization known as Triton Engineering Student Council (TESS) and other associated student organizations as appointed by the Chair and submitting pertinent information as required. They will also be responsible for reporting back any updates from the meetings to the Executive Board.

Section 8: Vice Chair External Responsibilities

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. With prospective partner 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 be in charge of planning the Reverse Career Fair with Vice Chair Events.

Section 9: Vice Chair Projects Responsibilities

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 Chairs, Supercomputing Chair, Quarterly Projects 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: Project Space Chair Responsibilities

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 make 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: Robocup Soccer Chairs Responsibilities

The Robocup Soccer 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 12: Supercomputing Chair Responsibilities

The Supercomputing Chair will be responsible for maintaining their own project teams. They will be responsible for 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' completion 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 13: Quarterly Project Chairs Responsibilities

The Quarterly Project 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 have the teams document their project for themselves and the Branch's record. They will report their status during the Project meetings.

Section 14: Outreach Chairs Responsibilities

The Outreach 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 are responsible for ensuring legacy events such as the Boy Scout Merit Badge are completed. They will report their status during the Events meetings.

Section 15: Social Chairs Responsibilities

The Social Chairs (2) 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 responsible for hosting IEEE officer bonding events. They will report their status during the Events meetings.

Section 16: Technical Chairs Responsibilities

The Technical Chairs (3) will be in charge of planning and executing a total minimum of twelve workshops throughout the school year. Workshops are expected to have enough background and guidance for students of various backgrounds to understand and follow along with. They will report their status during the Events meetings.

Section 17: Professional Development Chairs Responsibilities

The Professional Development Chairs (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 and networking events. They will report their status during the Events meetings.

Section 18: Webmasters Responsibilities

The Webmasters (2) will be responsible for maintaining the Branch main website and membership dashboard. They will work with UI/UX Chairs to update features and overall maintenance. They will report their status during the internal meetings.

Section 19: Marketing Chairs Responsibilities

The Marketing Chairs (3) will be responsible for covering all Branch events through photographs and video. They will be responsible for 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 report their status during the Internal meetings.

Section 20: Design Chairs Responsibilities

The Design Chairs (2) will be responsible for creating flyers containing news of IEEE at UC San Diego. They will ensure flyers are engaging and welcoming for students while maintaining compliance with Sponsorship and University Requirements. They will report their status during the Internal meetings.

Section 21: UI/UX Chairs Responsibilities

The UI/UX Chairs (1) will be responsible for designing the Branch's website for use by Webmasters. They will ensure website design is intuitive and work with Webmasters to maintain a modern appeal while maintaining compliance with Sponsorship and University Requirements. They will report their status during the Internal meetings.

Section 22: Officer Documentation Requirements

All elected officers are expected to provide documentation, including, but not limited to, photos, videos, and schematics that do not pertain to any confidential information to Webmasters, UI/UX chairs, Design chairs, Marketing Chairs, and Executive Officers. Documentation will be maintained within a database for future usage, including, but not limited to, social media posts, announcements, and website updates.

Section 23: Academic Standing and Membership Requirements

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

Section 24: Member at Large Position

The Member at Large is an 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 2/3 majority vote. The position must be renewed annually.

Section 25: - Student Officer and Voting Eligibility

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: Formation of Officer Committee

The elected officers shall form the Officer Committee.

Article VI: Internal

Section 1: Professional and Social Conduct

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 VII: Officer Committee

Section 1: Officer Committee Composition and Leadership

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 Branch Advisor. The Branch Chair shall also be chair of the Officer Committee.

Section 2: Officer Committee Powers and Duties

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: Teamwork and Support

The Officer Committee is a team and will do their best to help out in other duties of the Branch subject to availability.

Section 4: Public Event Participation Requirement

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: Robofest Participation Requirement

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

Section 6: Outreach and Large-Scale Event Volunteering

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: All Hands Meeting Attendance

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

Section 8: General Body Meeting Attendance

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

Section 9: Election Meeting Attendance

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: Tabling Event Participation

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

Section 11: Strike and Removal Policy

In failure to carry out Section 4-10, unless there are extenuating circumstances, the officer will be given a strike. Failure again may lead to removal with approval from a 2/3 majority vote of the Officer Committee.

Section 12: Project Space Open Access and Maintenance

Every officer will help provide "Open Access," the secure access to the IEEE Project Space (EBU1-4710) available primarily to 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 for all users of the space (consistent with Article IV, §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 VIII: Elections

Section 1: Election Order and Process

The order of elections is as follows: Chair, Vice Chair Internal, Vice Chair Events, Vice Chair Finance, Vice Chair Projects, Vice Chair Operations, Vice Chair External, Annual Project Team Chair(s), Quarterly Project Chair(s), Technical Chair(s), Webmaster, Project Space Chair, Public Relations Chair(s), Professional Development Chair(s), Outreach Chair(s), and Social 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: Filling Vacant Positions

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

Section 3: Abstention and Unfilled Positions

Voting officers reserve the option of abstaining from their vote, and with a majority abstention vote, leaving positions unfilled until the next election.

Section 4: Officer Succession Order

In the case that the Chair is no longer able to serve, whether through impeachment or otherwise, the order of succession shall be: Vice Chair Internal, Vice Chair Events, Vice Chair Projects, Vice Chair Finance, Vice Chair Operations, Vice Chair External, Annual Project Team (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, and then Public Relations 4.

Section 5: Subcommittee Lead Responsibilities

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 take charge in this process.

Section 6: Emergency Officer Appointments

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 IX: Removal from office

Section 1: Removal Procedures and Notification

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 that 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: Removal by Officer Committee Vote

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

Section 3: Strike-Based Removal

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, by the President to the Executive Board members, and by the Executive Board members to the President, for failing to uphold the responsibilities of the Officer Committee.

Article X: Resignation

Section 1: Resignation Notice and Transition

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 for at least two weeks of their term through a shadowing process.

Section 2: Revocation of Resignation

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 reapply for the position and participate in an election.

Article XI: Meetings

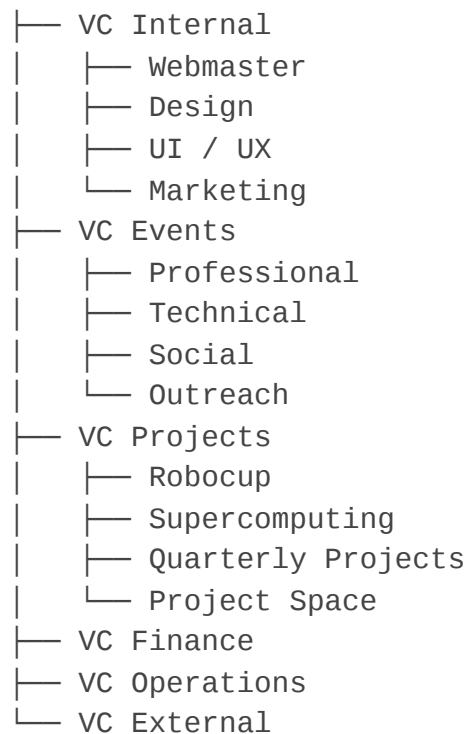
Section 1: General Body Meetings (GBMs)

The organization will hold three general body meetings (GBMs) 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 GBMs, and students will have the opportunity to ask the officer board any questions they might have.

Section 2: Subcommittee Meeting Requirements

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 tree below:

President



Section 3: Subteam Lead Meeting Organization

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: All-Hands Meeting Requirements

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 5: Election Meeting Notification

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 XII: Funding

Section 1: Fundraising Activities

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: Sources of Funding

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: Pursuit of Additional Funding

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: Corporate Sponsorship Package Update

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 the 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 XIII: Financial Management

Section 1: Financial Account Management

The IEEE at UC San Diego Vice Chair Finance 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.

Subsection 1.1 - Debit Card Access

The Chair and Vice Chair Finance of the IEEE executive board are the only officers permitted access to the Bank of America debit card.

Subsection 1.2 - Purchase Approval

All purchases made by IEEE at UC San Diego must be approved beforehand by the Vice Chair Finance.

Section 2: Reimbursements and Record Keeping

The Vice Chair Finance will make, record, and file all reimbursements and keep an accurate record of all income and expenditures of IEEE at UC San Diego.

Subsection 2.1 - Reimbursement Policy Enforcement

The Vice Chair Finance must make public and enforce the Reimbursement Policy for the current school year.

Subsection 2.2 - Deposit and Disbursement Procedures

The Vice Chair Finance must deposit and disburse all funds accurately, in a timely manner, and in accordance with established policies and procedures.

Subsection 2.3 - Receipt Retention

The Vice Chair Finance must retain a copy of each receipt filed for reimbursement.

Section 3: Budget Planning and Approval

The Vice Chair Finance must plan with the Executive officers to outline the budget for each IEEE at UC San Diego subteam such that the total will not exceed the total donated/sponsored funding obtained from that academic year.

Subsection 3.1 - Budget Allocation Approval

The total budget allocated for each IEEE item must be approved by the Vice Chair Finance.

Section 4: Donation Invoicing and Tax Letters

All IEEE at 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: Financial Record Transparency

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

Section 6: Corporate and Tax Information Delivery

The Vice Chair Finance is responsible for delivering all Corporate and Tax Information and IEEE forms for the current year.

Subsection 6.1 - Required Documentation

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

Section 7: Fraud and Theft Prevention

The Vice Chair Finance must protect the organization against fraud and theft, ensuring safe custody of money and prompt banking.

Section 8: Financial Responsibility

Financial Responsibility

Subsection 8.1 - Appropriate Expenditures

All purchases must be appropriate expenditures that seek to carry out IEEE's duties.

Subsection 8.1A - Prohibited Expenditures

The Vice Chair Finance 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.

Subsection 8.2 - Reimbursement Recording

Reimbursements for all members, officers, sponsors, ECE faculty, and all other outside individuals shall be recorded.

Subsection 8.3 - Sponsorship Transparency

All sponsorship donations shall be transparent to the University upon request.

Article XIV: Risk Management

Section 1: University Registration Status

IEEE at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.

Section 2: University Liability Disclaimer

IEEE at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Section 3: Training for Working with Minors/Elderly

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 UC Learning <https://uclearning.ucsd.edu> . IEEE at UCSD 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 4: International Travel Advisory

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 UC Learning <https://uclearning.ucsd.edu>. IEEE at UCSD 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 5: Safety and Compliance in Activities

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 6: Danger Identification and Warning

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 7: Tool Safety and Training

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 8: Soldering Station Safety Procedures

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 well-being 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 9: Soldering Iron Safety Precautions

Safe use of the soldering irons will require the following precautions:

Subsection 9.1 - Ventilation and Fume Safety

Proper ventilation and air circulation are 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.

Subsection 9.1A - Response to Fume Exposure

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.

Subsection 9.2 - Burn Risk and Handling Warnings

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.

Subsection 9.3 - Fire Extinguisher Requirement

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-site and cannot be obtained, then the event will not take place.

Section 10

Safety equipment

Subsection 10.1 - Air Circulation

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

Subsection 10.2 - Soldering Iron Stands

Soldering irons will have appropriate stands to hold the iron so that the hot tip does not contact anything that can be burned.

Subsection 10.3 - Access to Cool Water

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 that 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.

Subsection 10.4 - Fire Extinguisher Access

Access to a fire extinguisher in the room or quickly accessible at the location of the event.

Subsection 10.5 - Emergency Phone Access

Access to a phone in the case of an urgent emergency in order to call the appropriate emergency personnel.

Subsection 10.6 - Safety Glasses

Safety glasses will be provided. Any participants who decline using the provided glasses will be responsible for their own safety.

Subsection 10.7 - Powered Tool Training

Appropriate training for any powered tool in use.

Section 11: Medical Assistance Protocols

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 XV: Affiliation with Other Groups

Section 1: Affiliation with IEEE

IEEE at UC San Diego is affiliated with the Institute of Electrical and Electronic Engineers (IEEE). IEEE's core purpose is to foster technological innovation and excellence for the benefit of humanity.

Section 2: Membership Requirement for Officers and Project Participants

Officers are required to hold an IEEE membership. IEEE memberships are renewed on an annual basis.

Section 3: Public Event and Project Application Policy

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 XVI: Amendments

Section 1: Amendment Adoption by Officers

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

Subsection 1.1 - Executive Committee Amendment Procedure

Amendments may be made to this constitution by a unanimous Executive Committee vote.

Section 2: Faculty Advisor Amendment Authority

Amendments may be made by the IEEE Branch Faculty Advisor without approval of the Officer Committee.

Section 3: Amendment Notification and Protest Process

Any amendments made to the constitution require an update be made to the officer committee with notice of major changes made and a summary of changes made with their reasonings on decisions made stated within the notice. Officers have 1 week to protest any changes made; afterwards there will be a 1-week grace period to review protests prior to ratifying the amended constitution. All protests are required to be reviewed prior to the ratification process; failure to do so requires the updated constitution to be voted upon, restarting the process.

Article XVII: Jurisdiction

Section 1: University and State Law Precedence

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.