

Constitution of the
Mapúa Institute of Technology Student Branch of the
Institute of Electrical and Electronics Engineers, Inc. (IEEE)
Mapúa Institute of Technology, Intramuros, Manila
Philippines

PREAMBLE

We, the Electrical, Electronics and Communications, and Computer Engineering students of the Mapúa Institute of Technology, imploring the aid of Almighty God, in order to uphold professionalism, esprit de corps, remuneration, leadership, and integrity, in order to promote worldwide interaction through research, creativity, integration and development of knowledge in electro and information technologies and sciences, do ordain and establish this Constitution for the Mapúa Institute of Technology Student Branch of the Institute of Electrical and Electronics Engineers, Inc.

Article I

NAME OF ORGANIZATION

Section 1. This student organization shall be known as the "Mapúa Institute of Technology Student Branch of the Institute of Electrical and Electronics Engineers, Inc.", or simply Mapúa IEEE.

Article II

PURPOSE

Section 1. The purpose shall be to:

- a. Disseminate knowledge of the theory and practice of all aspects of Electrical Engineering (EE), Electronics and Communications Engineering (ECE), and Computer Engineering.
- b. To facilitate research and design projects in order to supplement the theory learned in Electrical, Electronics and Communications, and Computer Engineering disciplines.
- c. Develop professionalism of its members through the resources provided by the IEEE.

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

Article III

DEFINITION OF TERMS

Section 1. A Student Branch refers to any school, institution, and college or university affiliated with IEEE.

Section 2. A Quarterterm refers to one Academic term of the Mapúa Institute of Technology.

Article IV

MEMBERSHIP

Section 1. A Mapúa IEEE Student member should have the following qualifications:

- a. Must be a bonafide student of Mapúa Institute of Technology taking up any of the following:
 - Bachelor of Science in Electrical Engineering (BSEE)

- Bachelor of Science in Electronics and Communications Engineering (BSECE)
 - Bachelor of Science in Computer Engineering (BSCoE)
- b. Must have completed at least 50% of the total units in his/her respective academic program.
 - c. Must have a good academic status. The grade requirement shall be upon the decision of the Board of Directors upon the approval of the Board of Faculty Advisors.
 - d. Must be of good moral character.
 - e. Must have completed the application procedures in two consecutive quarters.
 - f. Must be willing to devote his/her time, effort, talent and skills in achieving the goals of the organization.

Article V

DUES

- Section 1. The Board of Directors of Mapúa IEEE shall have the power to levy local membership dues when it deems necessary. This should be approved by the Faculty Board of Advisors.
- Section 2. Nonpayment of transnational dues will automatically result in the suspension of membership in the IEEE and in the Mapúa IEEE. Nonpayment of local dues will result in the loss of voting rights and the right to hold office, but will not result in the suspension of membership in the IEEE.
- Section 3. The local dues shall be collected per quarterterm for members and are payable upon renewal of membership.
- Section 4. The local dues shall be included in the funds of the organization, and shall be used for the programs of the organization, and shall not be appropriated, applied, directly or indirectly, for the use or benefit of an individual or group of individuals.

Article VI

OFFICERS

- Section 1. The officers of Mapúa IEEE are composed of the Board of Faculty Advisors, Branch Officers, Board of Directors, and the Committee Heads. Other appointed officials shall be considered as staff members.
- Section 2. Only Student members of the IEEE actively involved with the activities of Mapúa IEEE and in good moral and academic standing shall be eligible to hold office.
- Section 3. The term of office shall be two (2) quarters and shall commence, unless otherwise provided by law, immediately after the induction and shall end upon the induction of the new set of officers.

Section 4. No officer or staff member may hold any other office in another organization recognized by the Mapúa Institute of Technology during his/her term of office without forfeiting his/her seat.

Section 5. All officers are only allowed to have a maximum of two (2) terms of office in one position.

Article VII

BOARD OF DIRECTORS

Section 1. The Board of Directors shall be the policy-making body of the Mapúa IEEE.

Section 2. The Board of Directors shall be composed of the Chairperson and six (6) Directors, unless otherwise fixed by law. The Chairperson of the Mapúa IEEE shall preside.

Section 3. A majority of the Board of Directors shall constitute a quorum.

Section 4. A majority of the votes cast, provided a quorum is present shall be the act of the Board of Directors.

Section 5. Every resolution passed by the Board of Directors shall embrace only one subject which shall be expressed in the title thereof. A resolution becomes effective only upon approval of the Chairperson and the Board of Faculty Advisors.

Article VIII

EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be the governing body of the Mapúa IEEE, and shall transact all businesses it deems advisable.

Section 2. The Executive Committee shall be composed of the Chairperson, the Vice-chairperson, the Executive Secretary, the Treasurer, the Student Research Coordinator, the Committee Heads and the Board Faculty of Advisors.

Article IX

PROGRAM COMMITTEE

Section 1. The Program Committee shall assist the Chairperson in planning and running the Branch program of activities.

Section 2. At the beginning of his/her term of office, the Program Committee Head shall appoint his/her staff which shall compose of the Technical Coordinator, the Assistant Technical Coordinator, the Social Coordinator and the Assistant Social Coordinator. The appointment of this staff shall be upon the approval of the Board of Directors and the Board of Faculty Advisors.

Section 3. The Technical Coordinator shall be responsible for supervising the technical programs of the Branch.

- Section 4. The Assistant Technical Coordinator shall perform all the functions of the Technical Coordinator in the latter's absence or upon the request of the Technical Coordinator.
- Section 5. The Social Coordinator shall be responsible for supervising the social programs of the Branch.
- Section 6. The Assistant Social Coordinator shall perform all the functions of the Social Coordinator in the latter's absence or upon the request of the Social Coordinator.

Article X

PUBLICITY COMMITTEE

- Section 1. The Publicity Committee shall be responsible for the proper advertisement of activities and meetings of the Branch.
- Section 2. At the beginning of his/her term of office, the Publicity Committee Head shall appoint his/her staff which shall compose of the Public Relations Coordinator, the Assistant Public Relations Coordinator, the Publications Coordinator and the Assistant Publications Coordinator. The appointment of this staff shall be upon the approval of the Board of Directors and the Board of Faculty Advisors.
- Section 3. The Public Relations Coordinator shall be responsible for promoting and advertising the Branch Programs and Activities.
- Section 4. The Assistant Public Relations Coordinator shall perform all the functions of the Public Relations Coordinator in the latter's absence or upon the request of the Public Relations Coordinator.
- Section 5. The Publications Coordinator shall be responsible for managing the Branch Publication. The Publications Coordinator shall act as Editor-in-chief of the Branch Publication.
- Section 6. The Assistant Publications Coordinator shall perform all the functions of the Publications Coordinator in the latter's absence or upon the request of the Publications Coordinator.

Article XI

MEMBERSHIP COMMITTEE

- Section 1. The Membership Committee shall assist the Vice-chairperson in planning, organizing and carrying out Branch recruitment.
- Section 2. At the beginning of his/her term of office, the Membership Committee Head shall appoint his/her Assistant Membership Committee Head. The appointment of the Assistant Membership Committee Head shall be upon the approval of the Board of Directors and the Board of Faculty Advisors.
- Section 3. The Assistant Membership Committee Head shall perform all the functions of the Membership Committee Head in the latter's absence or upon the request of the Membership Committee Head.

Article XII
FINANCE COMMITTEE

- Section 1. The Finance Committee shall assist the Treasurer in the financial operations of the Branch. It shall be composed of the Finance Committee Head and the Assistant Finance Committee Head.
- Section 2. At the beginning of his/her term of office, the Finance Committee Head shall appoint his/her Assistant Finance Committee Head. The appointment of the Assistant Finance Committee Head shall be upon the approval of the Board of Directors and the Board of Faculty Advisors.
- Section 3. The Assistant Finance Committee Head shall perform all the functions of the Finance Committee Head in the latter's absence or upon the request of the Finance Committee Head.

Article XIII
STUDENT RESEARCH COORDINATOR

- Section 1. The Student Research Coordinator shall be responsible for supervising the research programs of the Branch.
- Section 2. The Student Research Coordinator shall be appointed by the Branch Chairperson upon the approval of the Board of Directors and the Board of Faculty Advisors.
- Section 3. At the beginning of his/her term of office, the Student Research Coordinator shall appoint his/her Assistant Student Research Coordinator. The appointment of the Assistant Student Research Coordinator shall be upon the approval of the Board of Directors and the Board of Faculty Advisors.
- Section 4. The Assistant Student Research Coordinator shall perform all the functions of the Student Research Coordinator in the latter's absence or upon the request of the Student Research Coordinator.

Article XIV
BRANCH MENTOR

- Section 1. The Branch Mentor shall provide guidance, serve as a liaison between the student members and the Section Executive Committee of IEEE and encourage new graduates to stay active in the IEEE.
- Section 2. The Student Branch officers shall initiate the appointment of the Branch Mentor if it deems necessary. The officers shall obtain permission to the individual prior to nomination of that individual to become the Branch Mentor. A Branch Mentor is chosen upon the approval of the Section Chair of the IEEE.

Article XV

BOARD OF FACULTY ADVISORS

- Section 1. The Board of Faculty Advisors shall serve as the Branch Counselors to the Mapúa IEEE Student Branch.
- Section 2. The Board of Faculty Advisors shall have three (3) bonafide faculty members of the School of EE-ECE-CoE, unless otherwise fixed by law. The Board of Directors of the Mapúa IEEE shall preside.
- Section 3. Each course discipline offered by the School of EE-ECE-CoE must be represented by at least one (1) Faculty Advisor.
- Section 4. The Student Branch officers shall initiate the appointment of the Faculty Advisors. The officers shall obtain permission to the individual prior to the nomination and appointment of that individual to become a Faculty Advisor.

Article XVI

DUTIES OF OFFICERS

- Section 1. The Student Branch Chairperson shall preside at all meetings of the Branch and shall assume all other executive duties not otherwise delegated. The Branch Chairperson shall be responsible for the overall management of all Branch affairs. The Student Branch Chairperson shall also act as Chairperson of the Board of Directors and shall have no vote in the Board unless the votes are equally divided. The Branch Chairperson shall have the power to create committees as and when it deems necessary, upon the approval of the Board of Directors and the Board of Faculty Advisors.
- Section 2. The Student Branch Vice-chairperson shall perform all the functions of the Chairperson in the latter's absence or upon the request of the Chairperson. The Vice-chairperson shall also supervise in planning, organizing and carrying out Branch recruitment.
- Section 3. The Executive Secretary shall keep a record of activities of the branch and shall record the number of members at each meeting or activity. The Executive Secretary is responsible for filing the Annual Plan of Activities and the Annual Report of Activities with IEEE Student Services, in a timely manner. The Executive Secretary shall carry on all other communications necessary to the activity of the Branch and ensure that all activities of the Branch are in accordance with this constitution and the Bylaws of the IEEE.
- Section 4. The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive Committee, and shall keep an exact amount of all receipts and expenditures. The Treasurer shall also complete the year-end financial statements for inclusion in the Annual Report of Activities. The Treasurer shall be responsible to file a budget and schedule a budget presentation with the Executive Committee. The Treasurer shall be

responsible for depositing all funds of Mapúa IEEE in a depository approved by the Board of Directors.

Section 5. The Program Committee Head shall assist the Chairperson in supervising the planning and running the Branch program of activities.

Section 6. The Publicity Committee Head shall be responsible for supervising the proper advertisement of activities and meetings of the Branch.

Section 7. The Membership Committee Head shall assist the Vice-chairperson in supervising planning, organizing and carrying out Branch recruitment.

Section 8. The Finance Committee Head shall assist the Treasurer in managing the financial operations of the Branch.

Article XVII

ELECTION OF OFFICERS

Section 1. Only Student Members of the IEEE, actively involved with the activities of the Mapúa IEEE, in good moral and academic standing and approved by the Board of Directors and Board of Faculty Advisors may run for office. The nominees for the Executive Committee, excluding the Student Research Coordinator, must have good academic standing, a proven track record of leadership, a history of participation in Mapúa IEEE activities and meetings, and must be a past or present officer of the Mapúa IEEE.

Section 2. The Board of Directors shall submit to all voting members a list of nominees for the Executive Committee two weeks before the elections.

Section 3. Bonafide candidates for any office shall be free from any form of harassment and discrimination.

Section 4. Election of officers for the next term of office shall be held three weeks before the end of a term of office.

Section 5. The election shall be done through secret balloting of the qualified voting members of the organization.

Section 6. The returns of every election of officers, duly certified by the Board of Directors and the Branch Counselors, shall be directed to the Branch Chairperson. Upon receipt of the certificates of canvass, the Chairperson shall open all certificates in the presence of the Board of Directors and the Executive Committee in a joint public session. The Board of Directors, upon determination of authenticity, shall canvass the votes. The person having the highest number of votes shall be proclaimed elected, but in case two or more shall have an equal and highest number of votes, one of them shall forthwith be chosen by the Board of Faculty Advisors.

Article XVIII

IMPEACHMENT, RESIGNATION AND VACANCY OF OFFICE

- Section 1. A Student Branch Officer may be subjected to impeachment on the following grounds:
- a. Violation of the organization's constitution.
 - b. Violations as set by the Office of Student Affairs.
 - c. Any other acts that can jeopardize the unity and integrity of the Mapúa IEEE.
- Section 2. Any member of Mapúa IEEE shall have the right to submit a formal complaint to the Board of Directors against any officer. Investigation shall be done by the Board of Directors under the guidance of the Board of Faculty Advisors. In a case where a Director shall be impeached, the investigation shall be done by the Executive Committee under the guidance of the Board of Faculty Advisors.
- Section 3. Vacancies of office, excluding the Board of Directors, shall be filled in by an officer appointed by the Branch Chairperson, in accordance with the Constitution and upon approval of the Board of Directors and the Board of Faculty Advisors.
- Section 4. Vacancies of the Board of Directors shall be filled in by an Executive Committee Officer, excluding the Chairperson. The new Director shall be elected upon by the members of the Executive Committee.

Article IX

MEETINGS

- Section 1. The Branch shall hold regular and special meetings at such places and time as designated by the Board of Directors with a minimum of two meetings per term.
- Section 2. Special and/or emergency meetings may be called by the Student Branch Chairperson as deemed necessary.

Article XX

AMENDMENTS

- Section 1. All Members of Mapúa IEEE are eligible to bring about a motion to amend the constitution.
- Section 2. The Constitution may be amended only by a two-thirds vote of all voting members of the branch provided amendment has been proposed at least one duly publicized meeting previous to the time of voting. Such amendments become effective only upon the approval of the Board of Directors.

Adopted: January 6, 2003

Nicolas John A. Vargas, *Chairperson*
Mitch Michael D. Chua, *Director*
Marlon J. Cabral, *Director*
Aris I. Reyes, *Director*
Juan Carlos G. Reyes, *Director*
Chelsea Hae C. Salaya, *Director*

Rhyan Anthony L. Tiangco, *Director*
Andrew Vincent G. Ortiz, *Vice-Chairperson*
Mary Grace C. Gonzales, *Executive Secretary*
Randy S. De Guzman, *Treasurer*
Engr. Dennis H. Tablante, *Faculty Advisor*
Engr. Orland G. Basas, *Faculty Advisor*