

Bylaws of the IEEE SB JCET, Lakkidi.

Item 1	Definitions and Interpretation
Item 2	Aims, Purpose and Jurisdiction
Item 3	Membership and Dues
Item 4	Management
Item 5	Conduction of Meeting
Item 6	Organising Events
Item 7	Reimbursements and Rewards
Item 8	Future amendments to By-law and implementation
Item 9	Records and Maintenance

Item 1. Definitions and Interpretation

I : In these Bylaws, unless otherwise specified:

- “JCET” shall hereafter refer to “ *Jawaharlal College of Engineering* ”
- “IEEE” shall hereafter refer to “ *the Institute of Electrical and Electronics Engineers* ”
- “Branch” or “IEEE JCET” shall hereafter refer to “ *IEEE SB JCET* ”
- “Bylaws” shall hereafter refer to “ *Bylaws of the IEEE SB JCET* ”
- “Committee” shall hereafter refer to “ *Executive and Student Committees of the IEEE SB JCET* ”
- “Executive Committee” shall refer to the core student Executive Committee as defined in Item 4. I. 2

Item 2. Aims, Purpose and Jurisdiction

IEEE JCET is a nonprofit organization with no political or religious affiliations and exercises its powers within the JCET campus. It is part of a global technical professional organization dedicated to advancing technology for the benefit of humanity. It is the object of this Branch to further the aims and ideals of the IEEE.

All disputes are limited to the jurisdiction of Ottappalam Section.

Item 3. Membership and Dues

Each student member of the Branch (“Branch Members”) must meet all of the following requirements:

- Hold a paid IEEE membership in good standing.
- Register their IEEE membership number and name with the Branch.
- Have no violations indicated on his or her discipline record.
- Enrolled in at least 50% of a normal, full-time course of study at the campus.
- Complete and abide by all requirements that may be imposed on Branch Members.

Nondiscrimination Clause

Membership shall be open to all people who meet the eligibility criteria, regardless of race, religion, gender, sexual orientation, age or disability.

Item 4. Standard Management

I. The officers of the Student Branch are :

1. Faculty Committee
 - Branch Counselor - JCET Staff and IEEE Professional Member
2. Executive Committee

- Chairman - JCET IEEE member - Must be an active member and going to 3rd year B.Tech.
- Vice Chairman - JCET IEEE Member - Must be an active member and going to 3rd year B.Tech.
- Secretary - JCET IEEE member
- Joint Secretary – JCET IEEE member
- Treasurer – JCET IEEE member
- Link Representative- JCET IEEE member
- Webmaster- JCET IEEE member
- Electronics Communication Coordinator- JCET IEEE member
- Women in Engineering
- Society chapter

II. Formation of new Executive Committee

- Any existing JCET IEEE members can be nominated by the present Executive Committee for the Interim Executive Committee.
- The existing Executive Committee votes for the nominated candidates to form the Interim Executive Committee.
- Based on the votes and the activeness/skills of the nominated members, the positions for the Interim Executive Committee are decided.
- In case of unfilled positions, other members/volunteers are nominated after discussion with the already elected future executive committee members.
- The termination of the interim executive committee members shall be done as per the rules in the section IV under Item 4 of the bylaws.

III. Changes in the Committees

- If the position of the incumbent Chairman/Branch Counselor goes vacant, the Vice-Chairman takes over the responsibility of the Chairman until the tenure officially expires in the Annual General Meet. The position of new Vice Chairman is filled based on the following point.
- If the position of incumbent Vice Chairman/Branch Mentor goes vacant, the incumbent Chairman/ Branch Counselor nominates an existing JCET IEEE member (student) for the post of Vice Chairman. The new nominee now needs to have the confidence of the present executive committee by earning majority vote favoring his/her nomination.
- If the position of any other executive committee member goes vacant, the position is filled according to the instructions laid in the 4th clause of the Section III in Item 4.
- The official term of the executive and student committee shall be for a period of one year from one campus level Annual General Meeting (AGM) to the next.
Campus level AGM is held in the first week of February every academic year, provided JCET schedule permits. This date is subject to a postponement of 12 days at most. The interim committee is appointed and begins to operate before the event.

IV. Termination/Resignation of a Committee/Society Committee Member

- In case an Executive Committee Member wants to resign, he/she must have the approval of the Executive Committee, the Faculty Committee or both.
- In case an Executive Committee Member needs to be terminated, it must have the approval of the Executive Committee and the Faculty Committee.
- In case the Chairman, Vice Chairman, Branch Counselor or Branch Mentor position is getting vacant, the rules mentioned in the III Section of Item 2 are followed.

V. Bank Account

- A bank account in the name of IEEE SB JCET will be opened.
- Principal and the SB Counselor/ Treasurer will be considered as authorized signee for this account.
- All records of the transactions through this account will be maintained by the SB Treasurer.

VI. Transfer of official property

- The following is a list of online accounts that belong to IEEE JCET and are managed by the Executive Committee on behalf of IEEE JCET:
 1. The official Facebook page at <https://www.facebook.com/ieeesbjcet/>
 2. Official email ID: ieeesbjcet@gmail.com
 3. Official Instagram Page: <https://www.instagram.com/ieeesbjcet/>
- The above list will be updated when new official online accounts are added.
- The incoming student Executive Committee should be provided administrative access.
- Other official property includes, but is not limited to, bank accounts, the assets, IEEE promotional materials and stationery, and undistributed JCET IEEE T-shirts and other materials paid with bills submitted to JCET IEEE SB and approved by the Executive Committee to the next.

VII. Societies under the control of the Student Branch

- STRUCTURE: Each society under the control of the student branch shall be run by a "Society Executive Committee". The structure of the Society Executive Committee shall be similar to that of the Executive Committee as specified in Clause I of Item 4. The Faculty Committee shall be headed by a Society Branch Counselor. The society branch counselor shall be a faculty member nominated by the Faculty Committee and/or Executive Committee.
- In case of dispute between Student Branch Chair & Student Branch Society Chapter Chair the word of SB Chair will be final, if justifiable.

- All Society SBC activities are also activities under the Student Branch but not Vice-Versa.

Item 5. Conduction of Meetings

Each IEEE JCET Committee should hold following three meetings:

- Orientation: A meeting to interact with the newcomers.
- Monthly Meetings: To be organised on the first Thursday of every month, provided it is a college-declared working day. This meeting must be presided by the Chairman.
- Annual General Meeting (AGM): New Executive Committee shall take over the Branch.

Item 6. Organising Events

1. Special Interest Groups (SIGs):

Special Interest Groups are taught to interested JCET students in a formal classroom environment on a regular basis, usually weekly. These sessions have a predefined syllabus and are held over a period of 1 semester by JCET students who are chosen as Course Co-ordinators.

a. Formation:

- i. The Executive Committee has the right to approve SIGs to be conducted.
- ii. Students (need not be IEEE members) interested in being course instructors for a new SIG will have to inform the Executive Committee at least 20 days prior to the start of a semester.
- iii. The Executive Committee will have a vote and the SIG will be approved in case of a simple majority.
- iv. After this the student(s) will be given 10 days to develop the course content and course plan.
- v. If more than one person is interested in being a Course Coordinator for an SIG, there will be a well-defined, unbiased interview process to select the Course Coordinator(s) depending on the expected student strength of the SIG.

b. Termination:

In case of unforeseen circumstances, the SIG Course Coordinator will request the Executive Committee and, after considering the SIG students, will vote to dissolve the SIG for that semester.

c. Preference to IEEE members:

In case, the number of applications to participate in the SIG(s) as a student exceeds the number of seats available for the same SIG, there will be an unbiased selection process as deemed appropriate by the course instructors. The first preference will be given to IEEE members as a step towards enhancing the reach of IEEE.

2. Independent event by JCET IEEE:

- i. The price for a JCET IEEE member will always be less than the price for a JCET student. The minimum discount percentage will be decided at the start of the Executive Committee term by the Treasurer and approved by the Executive Committee.
- ii. In case of shortage of seats in an event, JCET IEEE members are preferred.
- iii. If a society under JCET IEEE conducts an event it can give special benefits to its own members.

3. Events conducted in collaboration with JCET IEEE:

- i. Official posters, reports and certificates shall have IEEE JCET logo.
- ii. There has to be a discount of minimum 20% for all participating IEEE members.
- iii. After conduction of the event, report shall be made by one of the event coordinators and must be submitted to IEEE SB JCET.

Item 7. Reimbursements and Rewards

The Student Branch will bear up to 25% of the expenses incurred by any Core EXECOM Member in case he/she has represented IEEE SB JCET at a renowned IEEE event/activity provided that the student has been active in the operations of the Student Branch and they have been given the approval of the Student Branch Chair and Branch Counselor.

Item 8. Future amendments to Bylaws and implementation

Proposed amendments to the bylaw shall be addressed only once a year at the Student Branch Annual General Meeting (AGM). Any IEEE SB JCET member can propose an amendment on a written petition to the incumbent Chairman any time of the academic year. On the day of Annual General Meeting the Chairman shall present the amendment before releasing his charge. The incumbent and the interim executive committee shall vote in either favor or against the proposed amendment. The amendment shall pass with a two-third of the members voting in favor of the amendment.

Item 9. Records and Maintenance

The incumbent Executive Committee is expected to keep a record of:-

- 1) The minutes of all the meetings held.
- 2) Details of all the events organized, and prepare brief reports on them. Photographs should also be saved.
- 3) Transactions involving JCET IEEE bank account - The treasurer is expected to have a record of all the transactions made in his tenure. Furthermore, he/she is supposed to have the originals of all the bills issued in the name of IEEE JCET.
- 4) All property of IEEE JCET resides with either the Student Chair or the Branch Counselor, and a detailed list of all items is maintained on the drive.