

IEM E-CELL CONSTITUTION

Article I- IEM E-Cell

The name of this organization shall be known as “IEM E - Cell” of Institute of Engineering & Management.

Article II- Purpose

The purpose of this organization shall be to:

1. To bring a like-minded group of people together in a setting to share ideas or opinions on different ways to make money or start up a business.
2. The goal of this club is to not only gather ideas or opinions, but to put those ideas or opinions into action, or help someone in the fraternity to accomplish the desire of starting or creating a business.
3. This club shall generate a powerful resume for the IEM student and also allow for the ability to network and make new friends with people who share similar interests.

Article III- Affiliation

Section 1- This organization shall operate according to the most current regulations and policies of the National Entrepreneurship Network, and in compliance with all local, state, and national laws regardless of contradictory material that may be in this document.

Article IV- Non Discrimination

This organization shall not discriminate on the basis of:

- **Age**
- **Race**
- **Color**
- **Religion**

- **Gender**
- **Nationality**
- **Ancestry**
- **Disability**
- **Sexual orientation**
- **Political affiliation**
- **Marital Status**
- **Departmental Background**

Article V- Membership

Section 1- The President of this Institution must be a bonafide student of Institute of Engineering & Management.

Section 2- All remaining officers and voting members of this organization shall be bonafide students of Institute of Engineering & Management, maintain a current GPA of 6, and participate in at least two weekly meetings in one calendar month. Members of this organization shall be voluntary participants in the organization activities.

Section 3- All members must abide by the provisions of the constitution and bylaws of this organization.

Section 4- Institute of Engineering & Management faculty, staff, and community members may be associate members and may vote or hold office.

Article VI- Removal of Members

Section 1- Grounds for Removal: Any member not fulfilling the requirements as outlined in this Constitution, Article V, or in the Bylaws of this organization to the satisfaction of the voting membership or violating Institute of Engineering & Management policy or the Student Code of Conduct may be removed from membership. A 2/3 majority vote of the total voting membership shall be required for removal of any member.

Section 2- Notice of Charges: The motion to remove a member from this organization must be presented in writing to the total voting membership at least 2 weeks before the meeting at which the removal will be voted on.

Section 3- Right to a fair hearing: The member subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting for removal is to take place.

Section 4- Form to vote: All voting under this Article shall be done by a secret ballot.

Article VII- Meetings

Section 1- Quorum: To conduct business 25% of the total voting membership must be present at the meeting. Two-thirds of the total voting membership must be present for elections.

Section 2- Voting Percentages: Motions dealing with amendments and the removal of officers or members will require a 2/3 majority vote of the total voting membership. All other motions will require a simple majority vote of the quorum to pass.

Section 3- Frequency of meetings: This organization shall meet at least 6 times each semester. The President or a 2/3 majority vote of the total voting membership may call emergency meetings. A verbal notice of organizational meetings shall be given to all members at least 4 days prior to such meetings. A verbal notice of special or emergency meetings shall be given to all members 1 day in advance.

Section 4- Parliamentary authority: The Constitution of this organization shall be the supreme authority in parliamentary procedure at all meetings. The Bylaws of this organization, if and when they exist, shall be the next highest authority.

Article VIII- Elections

Section 1- Types of elections: General elections will be held to replace officers whose terms are due to expire. Special elections shall be held when an office is vacated in midterm.

Section 2- Nomination of Candidates: A candidate for office must be nominated by a voting member during the specified meeting in case of general elections or during the meeting immediately prior to special elections.

Section 3- Time of elections: General elections shall be held during second week of each semester and special elections shall be held as necessary.

Section 4- Form of Vote: Voting under this Article shall be by secret ballot.

Article IX- Officers

Section 1- Elected officers: The officers of this organization will be:

1. Student Presidents (2)
2. Vice Presidents (10)
3. Managers (12)
4. Student Heads (as per requirement)

Section 2- Qualifications: The President of this Chapter must be a bonafide student at Institute of Engineering & Management, and maintain a minimum of 6.0 cumulative GPA.

Section 3- Term of office: An officer shall serve for one year from his/her swearing-in, or until his/her successor is appointed or elected.

Section 4- Duties: The duties of the officers shall be as follows:

1. The Presidents:

1. Shall be the chief executive officer of the organization and shall preside over meetings.
 2. Shall submit the names of all officers of the organization to the Student Activities Office not more than four weeks after the beginning of the fall semester and within ten days of any election.
 3. Shall submit additional information as it is required to the Student Activities Office.
 4. Shall assist the Managers in preparation of requests for funding from the Associated Students of Institute of Engineering & Management, and shall sign said requests.
2. The Vice Presidents:
1. Shall assume the duties of the President during his/her absence and shall succeed to that position in the event that it becomes vacant, until a special election can be held.
 2. Shall be responsible for writing the Bylaws of this organization and for presenting them for approval to the total voting membership at the weekly meeting.
3. The Managers:
1. Shall keep records of all meetings.
 2. Shall be responsible for sending out thank you notes, keeping track of membership records, and other needed records of this club.
4. Any additional duties of the officers will be outlined in the Bylaws of this organization.

Article X- Executive committee

Section 1- Responsibility: Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold this constitution.

Section 2- Membership: Membership shall consist of the Presidents, Vice Presidents, and the Advisors as ex-officio, non-voting members.

Section 3- Meetings: The Executive Committee shall meet at least once a month to organize and plan future activities and agenda items for meetings.

Section 4- Quorum: A quorum of this committee shall consist of a 2/3 members.

Article XI- Removal of Officers

Section 1- Grounds for removal: Any officer not fulfilling his/her duties as outlined in this Constitution Article IX Section 4, or in the Bylaws of this organization to the satisfaction of the voting membership or who has violated a University policy or the Student Code of Conduct, may be removed from office. A 2/3 majority vote of the total voting membership shall be required for removal of any officer.

Section 2- Notice of charges: The motion to remove an officer from his/her position must be presented in writing to the total voting membership at least 2 weeks before the meeting at which the removal will be voted on.

Section 3- Right to a fair hearing: The officer subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting for removal is to take place.

Section 4- Form of vote: All elections under this Article shall be done by secret ballot.

Article XII- Advisor

Section 1- Selection: This organization shall annually designate up to 10 Advisors at the time of the regular organization elections. Said Advisor(s) shall have no voting privileges.

***Section 2-** The advisor (s) shall consult with the officers about the organization's activities in compliance with Institute Policies.

Article XIII- Financial Support

The finances of this organization will come from fund-raising projects, individual contributions, dues, and/or from Institute of Engineering & Management, when appropriate.

Article XIV- Committees

Section 1- The President shall have the authority to appoint any special committees, with the approval of the Executive Committee that will meet the needs of the organization.

Section 2- These committees may include, but are not limited to the following:

1. Membership Committee- Duties include keeping detailed records of the members of this club, making sure new members meet the eligibility requirements to join, and that there are no issues with current students that are no longer eligible to maintain their membership in this club.
2. Program Committee- Duties include setting up guest speakers to give us information on various subjects presented, setting up special events the club will attend, and setting up location and times of weekly meetings or emergency meetings at Institute of Engineering & Management or other locations.
3. Publicity Committee- Duties include advertising for the club around campus or other locations permissible, setting up booths for promotion of this club, and other public events to promote this club.
4. Fund-raising Committee- Duties include setting up various fundraising events to help fund the various costs the club will spend, setting up booths to raise money on campus or other locations, and advertisement with the Publicity Committee for funding of this club.
5. Social Committee- To organize social events where any Institute of Engineering & Management Student or non-student can attend to represent the club.

Article XV- Bylaws

Section 1- Provision for bylaws:

1. This organization may approve bylaws for the specific operation of the organization.
2. No bylaw shall be adopted that is contrary to the provisions of this Constitution.

Section 2- Vote Required:

1. The organization may adopt, amend, or rescind any bylaw by a 2/3 majority vote of the membership.
2. Any proposed bylaw must be publicized in writing to the members at least one meeting prior to the meeting at which it is to be voted upon.

Article XVI- Amendments

Section 1- A proposed amendment must be adopted in accordance with Article VII Section 2, and amendments to this Constitution must be approved by the Executive Committee to become effective. When amendments to this Constitution are presented to the Executive Committee, the entire document must be brought to compliance with all Institute Policies.

Section 2- A proposed amendment this Constitution must be presented to the total voting membership in the form of a written motion at least 7 days before it is to be voted on.

Student Organization Adoption: 16/04/06