

INSTITUTE OF INDUSTRIAL ENGINEERS (IIE)
AQUÍ PONER NOMBRE DE LA UNIVERSIDAD UNIVERSITY CHAPTER
CONSTITUTION AND BYLAWS
CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the **aquí poner nombre de la Universidad** University Chapter of the Institute of Industrial Engineers, Inc., hereinafter called the Chapter, which shall have been granted a charter by the Board of Trustees of the Institute of Industrial Engineers (IIE).

ARTICLE II - OBJECTIVES

The objectives of the Chapter shall be to promote the profession of Industrial Engineering through organized effort in study, research and discussion of the fields of Industrial Engineering and the dissemination of knowledge thereby gained. The Chapter shall promote membership in IIE by acquainting the student body with the ideas, purposes and objectives of IIE.

ARTICLE III - MEMBERSHIP

Section 1: Any person who is enrolled as a full time undergraduate or graduate student in the Industrial Engineering Department at the **aquí poner nombre de la Universidad**, and who is also a member in good standing of the IIE, is eligible for membership in the University Chapter.

Section 2: All members of the University Chapter are subject to the Constitution and Bylaws of the Institute of Industrial Engineers.

ARTICLE IV - STUDENT COUNCIL

The Chapter is classified as a professional organization and is to be registered with the appropriate College and/or University Student Council. The Chapter is to be directly represented in the Student Council and Council decisions shall be binding upon the Chapter as long as they are not in any way conflicting with the IIE Constitution and Bylaws.

ARTICLE V - OFFICERS

Section 1: The officers of the Chapter shall be President, Vice-President, Secretary and Treasurer. **Aquí pueden agregar mas miembros de la junta directiva por ejemplo, communications officer para asuntos de email y web pero, si tienen problemas consiguiendo 4 tendran mas problemas consiguiendo 5**
All officers must be members of IIE in good standing.

Section 2: The officers of the Chapter shall be elected in the manner prescribed by the By-

laws. They shall hold office for a period of (1) year if at all possible. The minimum time to hold an office is 6 months. There shall be no re-election for any of the offices. However, a member who has served as an officer may run for a different office.

ARTICLE VI - QUORUM

In order to transact business at a meeting, at least one-fourth (1/4) of the chapter membership shall be in attendance.

ARTICLE VII - AMENDMENTS

This Constitution may be amended by a three-fourths ($\frac{3}{4}$) vote of the members present at any regular or special meeting, provided that written notice of the amendment has been posted on the Industrial Engineering Notice Board, the web site, or mailed to all members at least ten (10) calendar days prior to the date of the meeting. Upon passage, an amendment becomes effective upon approval by IIE headquarters.

BYLAWS

ARTICLE I - DUES

- Section 1:** The regular annual dues for all University Chapter members shall be as set by IIE and shall be remitted to IIE. A portion of the annual dues will be returned to the University Chapter in the form of a rebate.
- Section 2:** The Chapter membership shall be authorized to suggest a voluntary contribution to the Chapter Treasury, beyond the amount collected by the Institute, and it shall be given directly to the Chapter Treasury for use by the Chapter. There shall be no additional dues for membership in the University Chapter.
- Section 3:** Student applications for membership are evaluated at IIE Headquarters in Norcross, Georgia. Students will individually receive the grade of membership for which they qualify.

ARTICLE II - NOMINATIONS

- Section 1:** At least two (2) meetings or ten (10) weeks prior to the scheduled election meeting, the President shall appoint three (3) seniors to the Nominating Committee. **Aqui pueden cambiar lo de las 2 reuniones y lo de las 10 semanas a algo mas factible dentro del marco del calendario de uds.**
- Section 2:** The Nominating Committee shall prepare a ballot consisting of at least one (1) member for each office. Permission of the candidates to have their names on the ballot must be obtained.
- Section 3:** At the last meeting before the annual election meeting, the Nominating Committee will make known the ballot. At this meeting, additional nominations will be accepted from the floor and included on the ballot.

ARTICLE III - ELECTIONS

- Section 1:** Elections shall be held during the first two weeks of March. **Aqui pueden cambiar la fecha pero el traslape es importante para mantener continuidad.** These will enable an overlap between old officers and new ones, so that advice of the old officers is available.
- Section 2:** New officers shall take office on April 1 and continue through March 31 of the following year. **Aqui pueden cambiar la fecha de acuerdo a lo que mas les convenga**
- Section 3:** Special meetings will be called to elect new officers to fill any vacancies, which occur. Written notice of the special meeting, its purpose and office to be filled shall be posted on the Industrial Engineering Notice Board or mailed to all members at least ten (10) days prior to the date of the meeting.
- Section 4:** No student shall be elected to office if he or she is expected to graduate before completing at least one-half (1/2) year in office.
- Section 5:** No officer may hold a given office for more than one (1) year.

Section 6: A simple majority vote of all members present shall be necessary to elect an officer.

Section 7: All elections shall be by secret ballot. Ballots shall be counted in the presence of the Faculty Advisor and one witness.

Section 8: Removal of any officer may be accomplished only upon presentation of just and reasonable cause for such action to the Faculty Advisor of the Chapter and, upon the Faculty Advisor's approval, with two thirds (2/3) vote of all enrolled members of the Chapter, subject to review by the Region Vice President, and the Senior Vice President – Chapter Operations of IIE headquarters.

ARTICLE IV - MEETINGS

Section 1: The Chapter shall hold regular monthly meetings during the school year with the exact dates determined by the officers.

Section 2: Notice of all meetings shall be posted on the Industrial Engineering Notice Board or mailed to all Chapter members at least seven (7) days prior to the date of the meeting. Meetings may be further publicized in any manner the Publicity Committee deems necessary and proper.

ARTICLE V - PROGRAMS

Section 1: A regular meeting shall be held each month. It shall be devoted primarily to the profession of Industrial Engineering but may be held in connection with refreshments or dinner.

Section 2: At least one (1) field trip of a professional nature shall be scheduled each academic year and must be supervised by the Faculty Advisor. A field trip may be scheduled in lieu of a regular monthly meeting.

Section 3: Social functions may not be scheduled in place of a regular monthly meeting. However, social functions are encouraged to promote participation in group activities as well as to promote collegiality among officers and members.

ARTICLE VI - DUTIES OF OFFICERS

Section 1: The President, as Chief Executive of the organization, shall supervise the activities and affairs of the Chapter. The President is the executive, administrative, presiding and reporting officer. The President shall be responsible for public relations, publicity and promotion of the Chapter and Institute activities. The President will work with the Faculty Advisor, the IIE Vice President for Student Development, and the IIE Region Vice President in all Institute matters.

Section 2: The Vice President shall preside at meetings in the absence of the President and shall supervise membership promotion. The Vice President may be the appointed representative to the Student Council. The primary duties of the Vice President will be program planning and execution.

Section 3: The Secretary shall be responsible for posting and/or mailing notices of all

regular or special meetings and shall keep a permanent record (minutes) of such meetings. The Secretary shall be responsible for maintaining a current roster of members and for timely communications with the Institute Headquarters of IIE. The Secretary shall be responsible for maintaining a continuous post office box or other permanent address and checking it frequently for correspondence.

Section 4: The Treasurer shall be responsible for the financial records of the organization and for receipt and disbursement of funds at the direction of the membership (by vote) with the approval of the Faculty Advisor. Income will be received through membership dues rebates and through income-producing functions, including assessments, approved by the membership and the Faculty Advisor.

Aquí pueden agregar mas sections dependiendo si tienen mas officers o no, y describen las funciones de los mismos.

Section 5: New officers shall read the Chapter Constitution and University Chapter Operations Manual, and shall notify IIE headquarters of the new slate of officers, within two weeks after being elected.

ARTICLE VII - UNIVERSITY REGIONAL CONFERENCE AND STUDENT AWARDS PROGRAMS

Section 1: The Chapter shall provide an official delegate to the University Region Conference each year following all prescribed procedures for University Region Conference attendance.

Section 2: The Chapter shall host a University Region Conference in appropriate years when selected by the official delegates to the previous University Conference within the Region.

Section 3: The Chapter shall encourage its members to submit papers and/or theses for consideration to both Region and International IIE Awards Programs.

Section 4: The Chapter may institute awards to recognize its members and the faculty.

ARTICLE VIII - COMMITTEES

Section 1: There shall be three (3) standing committees: Program, Chapter Development and Membership, each consisting of two (2) to five (5) members. The Vice President shall be Chairperson of the Program Committee.

Section 2: The President shall appoint the Chairpersons of the standing committees and, with approval of the committee Chairpersons, shall appoint the members of the committees.

Section 3: The President shall appoint any additional committees deemed necessary and proper to fulfill the objectives of the organization.

ARTICLE IX – RULE OF ORDER

Section 1: University's Rules of Order shall govern the proceedings of all meetings for the

organization and its committees.

ARTICLE X - FACULTY ADVISOR

Section 1: The Faculty Advisor must be in good standing as a Member, Senior Member or Fellow of the Institute and shall be known as the Honorary Chairperson of the Chapter. He/She shall serve the Chapter and IIE as an intermediary and as a resource person.

Section 2: The Faculty Advisor should hold at least a master's degree in an area closely related to Industrial Engineering. The Industrial Engineering Department Chairperson is responsible for selecting an Advisor for the Chapter. The University Chapter recommends that the Chairperson consider candidates from among the full-time Assistant, Associate and Full Professors who are faculty of the Industrial Engineering Department and are willing to serve as Faculty Advisor.

Cualquier deseo del nuevo capitulo de decidir quien sera el advisor, no sera aprobado por el parlamentario ya que el capitulo no debe dictar como decide el director del departamento; se puede sin embargo hacer énfasis en que el capitulo hara recomendación si es que quieren ☺

ARTICLE XI - AMENDMENTS

Section 1: These Bylaws may be amended by three-fourths (3/4) vote of the members present at any regular or special meeting, provided written notice of the proposed amendment has been posted on the Industrial Engineering Notice Board or mailed to all members at least ten (10) days prior to the meeting. Upon passage, an amendment becomes effective upon ratification by IIE.

Section 2: No amendment shall violate the constitution of the IIE (Atlanta)