ASSOCIATION OF ELECTRICAL ENGINEERING GRADUATE STUDENTS
(AEEGS) CONSTITUTION
Adopted on July 17, 2002

We, the members of the Association of Electrical Engineering Graduate Students, henceforth referred to as AEEGS, subscribe to the following principles:

- Electrical engineering research and development exists for the betterment of humanity.
- Treating all people with dignity and respect is part of professional conduct.
- Building a collegial community where individual and collective ideas are valued is vital for progress and innovation.

Guided by these principles, our mission is to promote an ethical, professional, and collegial environment for graduate students in electrical engineering at the University of Michigan.

ARTICLE I. PURPOSE

The purpose of the organization shall be:

1. To promote and communicate electrical engineering graduate student issues to the departmental and college administration.

2. To offer academic and quality of life activities.

3. To provide opportunities for social interaction between electrical engineering graduate students and faculty/staff.

ARTICLE II. MEMBERSHIP

1. Membership shall be open to any current graduate student in electrical engineering at the University of Michigan.
2. *Statement of non-discrimination*

Membership and participation in this organization shall be free from discrimination based on gender, race, ethnicity, national origin, religion, political beliefs, disability, sexual orientation, and age.

3. *Dues*

The organization may assess dues of its members. The Bylaws shall provide the procedure for the implementation and adjustment of dues collection.

4. *Members in good standing*

Members in good standing shall be those who adhere to the ethical and professional standards of the organization and have paid all dues. The Bylaws shall provide the procedure for expulsion or suspension of members.

**Article III. Executive Committee**

1. *General*

The Executive Committee is required to carry out the mission of this organization within the Constitution and Bylaws and to manage the affairs of the organization. It shall consist of elected and appointed officers who are members in good standing. The term of office will be 13 months or less and the electorate will consist of all members in good standing. The Bylaws shall provide a democratic procedure for the election of Executive Committee officers. The maximum number of terms of service for a given Executive Committee position shall be two.

2. *Removal from office*

Executive committee members may be removed from office if they are deemed unfit to perform their duties (e.g., violation of the Constitution or its principles) by a simple majority at a General Meeting or a two-thirds majority at an Executive Committee meeting.
3. **Replacement or unfilled office**

If an executive committee member can no longer continue to perform his/her duties or is removed from office, or if there are no nominees for a given discipline during the election period, a meeting of the Executive Committee will be called to nominate a replacement. For the case of an elected officer, the Executive Committee shall organize the election of the replacement by the corresponding Discipline representative’s electorate.

4. **Elected officers**

The composition of the elected officers shall be such that there is at least one officer to represent each of the different disciplines in electrical engineering science. The Bylaws shall provide guidance on the number and classification of disciplines. The minimum number of disciplines shall be five.

The elected officers shall have a meeting to determine by consensus which officers shall function as the President, Vice-President, Secretary, and Treasurer of the organization. The officers may vote to rotate the positions during the term of office.

In the event that consensus cannot be reached, the elected officers shall call a General Meeting whereby the membership shall decide the assignment of the elected officers to the functions of President, Vice-President, Treasurer, and Secretary.

- **President**
  
  (a) Shall be the presiding member of the Executive Committee.

  (b) Shall call general meetings and executive committee meetings.

  (c) Assumes executive duties not otherwise delegated.

- **Vice-President**
  
  (a) Shall be the presiding member of the Executive Committee if the President is absent.

  (b) Shall assume the authorities and duties of the office of the President should the position of President be vacant.

- **Treasurer**
(a) Shall keep an exact account of all receipts and expenditures of this organization.

(b) Shall prepare an annual budget and variance for the organization.

(c) Shall pay all the debts of this organization as authorized by the Executive Committee from the funds of this organization.

(d) Shall adopt appropriate procedures that will secure funds of this organization and allow the maintenance of an orderly record of receipt and expenditures.

• Secretary

(a) Shall ensure an accurate record of minutes of all the organization’s meetings are kept and made available for review.

(b) Shall make all records publicly available to whoever shall request them with just cause.

(c) Shall keep an updated list of current member information.

• Committee Chairs

Remaining elected officers shall be assigned to coordinate and chair committees. The Bylaws shall provide the purpose and duties of the committees.

Additional Authority and Duties of officers may be established by the Bylaws of this organization provided that they are not in conflict with the Constitution.

5. Duties and Authority of Elected Officers

(a) To authorize all expenditures of the organization.

(b) To call meetings of the Executive Committee (and General Membership) and ensure that they be public.

(c) To review the actions of officers and members that have been assigned duties and delegated authority. Review procedures shall be provided in the Bylaws.

(d) To decide upon and send a list of faculty advisor nominations to the Chair of the EECS Department.
(e) The hold regular and timely meetings with the time and location of the next meeting specified before the end of each meeting.

(f) To create committees and appoint members to carry out the mission of this organization within the Constitution and Bylaws of the organization.

(g) To amend the Bylaws of the organization.

(h) To transact other business not in conflict with the Constitution or Bylaws of the organization.

6. Appointed Officers

Appointed officers shall be approved by majority vote of the current Executive Committee. Committees that are not chaired by an elected officer shall be chaired by an appointed officer, referred to as Committee Chairperson.

7. Executive committee meetings

(a) Only voting Executive Committee members may make or second motions.

(b) Each Executive Committee officer shall have one vote.

(c) Motions carry if a simple majority of Executive Committee members vote in favor of the motion.

(d) Quorum consists of two-thirds of the Executive Committee members and is required to conduct business.

(e) Additional procedural rules not stipulated above shall be as outlined in Robert’s Rules of Order.

(f) The presiding member of the Executive Committee will give timely notice of the time and location of meetings and agenda.

(g) Executive Committee meeting minutes must be available for inspection by any member in good standing of the organization.
Article IV. General Meetings

1. General
   Official meetings of the members of this organization shall be open to the public.

2. Frequency
   There shall be at least one General Meeting for fall and winter semesters.

3. Quorum
   Quorum shall be required to conduct business and shall be one-third of the general membership.

4. Notification
   The President shall call all General Meetings. The Secretary shall notify the membership of the meeting time at least five days in advance. The membership must be notified of the agenda and location least 2 days in advance.

5. Agenda
   Members in good standing may add items to the agenda. Twenty-four hours prior to the General Meeting, the agenda shall be closed and no additional items can be added.

6. Presiding member
   The President facilitates all general meetings. The facilitator has no vote unless in the case of a tie.

7. Voting
   Every member in good standing has one vote, and may make motions, or second motions at General Meetings. Members may vote “yes”, “no”, or “abstain”. The motion passes if a majority of votes are cast in the affirmative.

8. Rules of Order
   General meetings shall operate in general accordance with parliamentary procedure as outlined in Robert’s Rules of Order.
Article V. Faculty Advisor

1. General
   The faculty advisor shall be a non-voting member of the Executive Committee who shall impart her/his advice on matters pertaining to the organization.

2. Selection
   Nominations for the faculty advisor may be initiated by members in good standing. The Executive Committee will consult with the Chair of the EECS Department regarding the nominations and shall recommend at a General Meeting at least one member of the faculty of the EECS Department to serve as the faculty advisor for the organization.

3. Renewal
   The faculty advisor may renew his/her term by a majority vote of the Executive Committee.

4. Duties
   The advisor shall serve as the liaison between the EECS Department of the University of Michigan and this organization for a term of 12 months.
   Additional duties and authorities of the advisor may be specified in this organization’s Bylaws.

5. Replacement
   In the event that the faculty advisor can no longer continue to perform his/her duties or is found to be unfit for the position by a two-thirds majority of the Executive Committee, a meeting of the Executive Committee will be called and new faculty advisor will be nominated.

Article VI. Amendment to the Constitution

The constitution may be amended as follows:
1. Only members in good standing may initiate amendments to the Constitution.

2. Once an amendment to the Constitution has become initiated, it cannot be amended except for changes that are to fix linguistic errors.

3. A General Meeting of Consideration will be held so that the members in good standing can consider an initiated constitutional amendment.

4. Quorum at a General Meeting of Consideration shall be a simple majority of the members in good standing. The vote for ratification cannot take place if quorum is not kept.

5. Two-thirds of those members in good standing voting on the amendment’s ratification must vote in favor of ratification, otherwise the amendment is defeated.

6. The Bylaws may establish a procedure for absentee balloting on the vote to ratify constitutional amendments at Meetings of consideration.

**Article VII. Amendment to the Bylaws**

The Bylaws shall provide guidelines for the operation of the organization as long as they do not conflict with the Constitution.

1. Any member in good standing may initiate a Bylaw amendment.

2. Bylaws may be amended at Executive Committee meetings or General Meetings.

3. The decision on the Bylaw amendment shall be made in accordance with the Executive Committee and General Meeting procedures.
BYLAWS OF THE ASSOCIATION OF ELECTRICAL ENGINEERING
GRADUATE STUDENTS (AEEGS)

ARTICLE I. MEMBERSHIP

1. Any current graduate student in electrical engineering may register to become a member upon furnishing the following information:
   - UMID
   - Major within electrical engineering and/or research laboratory affiliation
   - Graduate degree program and expected date of graduation
   - Current e-mail address

2. Membership shall remain valid until the completion of graduate study, request for termination from the member, or expulsion/suspension from membership.

3. Each member shall be classified as belonging to a particular “Discipline” (see Article II.) for the purpose of elections.

ARTICLE II. NUMBER AND CLASSIFICATION OF THE DISCIPLINES FOR DETERMINING THE COMPOSITION OF ELECTED EXECUTIVE COMMITTEE MEMBERS

The classification of disciplines shall take into account both the major research laboratories and the academic majors in electrical engineering science. A member will be said to belong to a Discipline on the basis of her/his major or research laboratory affiliation. In the event that a member can be classified in more than one Discipline he/she must choose one for the purposes of elections.

- Discipline I. Circuits and Microsystems/ SSEL / WIMS
ARTICLE III. ELECTION OF EXECUTIVE COMMITTEE MEMBERS

1. The election of elected executive committee members will take place at a General Meeting which shall be referred to as an Election Meeting. The purpose of the Election Meeting is to encourage the general membership to interact with the nominees.

An Election Meeting shall be held before the current term of office expires. The time of the Election Meeting shall be decided upon at a previous Executive Committee Meeting and publicized when the nomination period begins (at least three weeks prior to the meeting).

The current President shall call the Election Meeting and the agenda shall allow for each nominee an equal amount of time to address the general membership and to answer questions.

2. Balloting in the form of e-mail, paper, or web voting ballots shall be allowed as long as the each vote is clearly identified as being cast by a member of the organization and his/her discipline is made clear. The due date and time of the e-mail/paper/web voting ballots shall be 23:59 of the Election meeting day.

3. Nominations for elected officers shall be open to members of the organization for a period of no less than three weeks prior to the Election Meeting. Nominees have until two weeks to accept or decline their nominations in writing or e-mail to the Secretary. Nominees who do not notify the Secretary of their status will be assumed to have declined their nomination.
4. Nominees may only run for the Executive Committee position corresponding to his/her discipline.

5. Each member has one vote and may vote only in the election for the Discipline to which s/he belongs.

6. In the event of a tie, a run-off election shall be held no later than one week following the Election Meeting.

**Article IV. Committees and Representatives on College and Departmental Committees**

Any current member in good standing may be nominated for a representative position or position of Committee Chair of the Committees listed below. The Executive Committee will ensure that the general membership is notified of open Chair and representative positions before voting on the appointment. The nominees must attend an Executive Committee meeting for an interview.

For Committees, the duties of the Chairperson shall be communicated to him/her by the Executive Committee and will include the recruitment of additional members for the respective committee who must be approved by a simple majority of the Executive Committee.

For College and Departmental representatives, duties will be determined by the College or Department and it is the responsibility of the representative to provide timely reports or requests of information at Executive Committee meetings.

1. **Mentoring and New Student Orientation Committee**

2. **Qualifying Examination Preparation Committee**

3. **Social Activities and Recreational Sports Committee**

4. **Rackham Grad Forum representative**

5. **College of Engineering Graduate Student Committee Member**