



Systems, Man and Cybernetics Society (SMC) Chapter Bylaws

Technical Committee of Purdue IEEE Student Branch

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Preamble

The Purdue IEEE Systems, Man and Cybernetics Society (SMC) exists as a Student Branch Chapter under the Purdue IEEE Student Branch. It is an interdisciplinary committee that allows students to learn about the applications of engineering and technology in the field of cybernetics, BCIs and neuroscience. Members of this committee will have resources to connect with neuroscience technology researchers and faculty as well as participate in the annual NeuroTechX competition.

Article I Name and Purpose

The Systems, Man and Cybernetics Society is a Student Branch Chapter under the Purdue IEEE Student Branch. The purpose of the Purdue IEEE SMC is to give students the opportunity to learn about the applications of technology in neuroscience, cybernetics, and assistive technology, with the assistance of Purdue University faculty and graduate mentors. Members of the organization will be actively engaged in activities that are related to the field of neuroscience and technology.

Article II Membership

The members of Purdue IEEE SMC are those from the Purdue IEEE Student Branch who voluntarily associate themselves with this committee. Active members will be those considered to attend at least three events specific to Purdue IEEE SMC each academic term in addition to prompt payment of all local IEEE dues and other requirements for good standing in Purdue IEEE Student Branch. The undergraduate and graduate student members that are active members of Purdue IEEE SMC are entitled to the full rights and voting privileges of members. There are no restrictions on members such as major, Grade Point Average (GPA) or class standing. However, all students participating in the competition must be undergraduate students. Graduate students and faculty can be mentors for the team.

The Chapter Faculty Advisor will be a member of the that is part of the faculty of Purdue University active in both IEEE and Purdue IEEE SMC in particular. The leadership of Purude IEEE SMC has the right to extend honorary membership to any person. The Chapter Faculty Advisor and all honorary members lack the ability to vote.

Anti-Hazing Statement

All forms of hazing are prohibited by Purdue University both on and off campus. The organization complies with all State and Federal laws and Purdue University Hazing Policy (see University Regulations).

Non-Discrimination Statement

Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

Article III Leadership

Section A. List of Officers by Title

- Chair
- Vice Chair
- Sponsorship Coordinator
- Graduate Liaison
- Mechanical Lead
- Electrical Lead
- Software Lead
- Research Lead
- Approved Sub-leads
- Approved Subcommittee Directors

The SMC Chair alone will exercise the ability to vote within the Executive Committee of Purdue IEEE Student Branch.

The SMC Chair will preside over all meetings of Purdue IEEE SMC and transact all business necessary to address the administrative needs of the society chapter. He or she shall be the point of contact with IEEE SMC, as well as Purdue IEEE regarding operations within the society chapter. He or she shall strive to meet the needs of other SMC members and has the ability to delegate tasks as necessary to achieve the purposes of the society chapter.

The SMC Vice Chair serves as the junior executive leader of Purdue IEEE SMC and shall set forth a technical direction for the academic year, oversee the success of any technical projects, and otherwise assist the SMC Chair with his or her duties.

The Sponsorship Coordinator will be in charge of securing sponsorships, creating promotional materials and reaching out to potential sponsors. They will be required to attend the weekly executive board meetings.

The SMC Electrical, Mechanical, Software, and Research Leads are responsible for conducting and providing subsequent goals for members to follow throughout the course of meetings. Moreover, they are held to the responsibility of guiding and teaching members who may have questions or doubts concurrent to the respective project. Leads must attend weekly SMC Executive board meetings, which occur immediately after the regular SMC meeting, and update the rest of the executive board on the progress of various projects.

Article IV

Procedure for Decisions

The ideas and opinions of the collective members of Purdue IEEE SMC should guide all decisions within the committee. As the leader who balances the needs of the members, the SMC Chair shall have the authority to make decisions on behalf of the entire society chapter. However, any other leader in Purdue IEEE SMC may call for a vote among the leadership on the issue in question. A simple majority of Purdue IEEE SMC leaders voting in the manner decided by the SMC Chair will determine what the decision shall be if it differs from the original decision from the SMC Chair. There is no minimum on leaders present for a quorum. Proxy voting is disallowed.

The SMC Chair shall have the power to decide access to committee resources in a manner consistent with these bylaws. Workspace granted specifically to Purdue IEEE SMC by faculty or staff shall be in the stewardship of the SMC Chair and Chapter Faculty Advisor. The SMC Chair will have full control over the budgeting of all expenses and approval of all purchases, while the SMC Vice Chair has provisional control over the approval of all purchases. These two privileges may be extended to others by order of the SMC Chair. The SMC Chair and Vice-Chair will create the SMC budget for the fiscal year by the first day of the academic year such that it can be delivered to the IEEE Treasurer within the span of one week in accordance with the first week of the academic year in accordance with Article X, Section 4 of the Constitution of IEEE. The IEEE Treasurer will only reimburse purchases made with approval from Purdue IEEE SMC.

Article V

Elections and Departures From Leaderships

Section A. Eligibility

Only the Chair and Vice-Chair are eligible positions for election, other officer positions are appointed directly by the Chair and do not have eligibility requirements. A new Chair will be selected from the nominees only when they receive at least 50 % of the votes from the executive board. Nominee: An active member of the organization for at least one semester, has attended at least 75 % of the meetings throughout the semester and is a member of the IEEE in good

standing. Members will be able to nominate themselves for election. Officers: Members of the executive board either through election or appointment.

Section B. Length of Officer Term

Each term will last one academic year (Fall, Spring, Summer). At the end of each term (1 academic year), officers shall be elected (or re-elected) into office.

Section C. Election Procedure

Elections will be carried out by the officers, members and the club advisor in a meeting near the end of each academic term (Spring). A simple majority is required to win a position. Nominees receiving a majority of the vote must accept verbally or in writing.

Section D. Officer Removal

Officers are required to attend all meetings, unless a valid reason is provided. The validity of the reason will be evaluated by the other officers on a case-by-case basis. Regardless, an excess of missed meetings will result in the officer's removal. If an officer is consistently not doing his or her part, it will result in his or her removal.

Section E. Officer Vacancy

In case of an officer vacancy, a snap election will be called for the vacant position. The Chair shall nominate an appropriate number of candidates and it will take place as a usual election.

Article VI Amendments to Bylaws

All members of the club have the authority to propose amendments of the constitution. Any proposal however, must be vouched for by an officer. A summary of the proposal attached with the meeting minutes is to be made available to all members of the club. Proposals for amendments are to be voted on at the following general meeting after proposal. A majority percentage of approval in the club is required for the amendment to be passed. All amendments to the constitution are subject to the approval of the Student Activities and Organizations Office (SAO).

Article VII

Society Dues

Purdue IEEE SMC chooses to forego dues specific to this local society chapter beyond those required by the student branch as a whole. A reversal of this position requires an amendment to these bylaws.

Article VIII

Subcommittees

The SMC Chair has the right to form subcommittees under a named director in Purdue IEEE SMC to accomplish mutually agreed-upon goals. The continued existence of the subcommittee and the position of the director are at the discretion of the SMC Chair. All operations of the subcommittee are under the purview of the SMC Chair and SMC Vice Chair. A majority vote of the existing SMC leadership is needed to add any subcommittee director to SMC leadership.