

INSTITUTE OF INDUSTRIAL ENGINEERS
Tennessee Technological University
(January 2001)

PURPOSE STATEMENT: IIE is a valuable professional development tool for all Industrial Engineering students. Providing speakers, programs, and plant tours enables IIE to reinforce the bridge between the classroom and a student's career as an industrial engineer. IIE also serves as an opportunity for students to connect with other students, the Department, the University, and other industrial engineering professionals. IIE is also a support system for students in the program as well as for students about to choose an engineering career.

CONSTITUTION

ARTICLE I - NAME AND LOCATION

This organization shall be known as the Tennessee Technological University Chapter, hereinafter called the "Chapter," which has been granted a charter by the Board of Trustees of the Institute of Industrial Engineers.

ARTICLE II – PURPOSE

The purposes of the Chapter shall be the purposes of the IIE as set forth in the IIE Constitution as follows:

This organization shall be operated exclusively for scientific, educational, and charitable purposes. In the furtherance of such purposes, it shall be authorized.

Section I

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.

Section II

To promote membership in IIE by acquainting the student body with ideas, purposes, and objectives of IIE.

ARTICLE III – CODE OF ETHICS

The Code of Ethics of the Chapter shall be the Code of Ethics set forth in the Engineering profession.

ARTICLE IV – MEMBERSHIP

Section I

Any person who is enrolled as a full-time student at Tennessee Technological University in an undergraduate curriculum in engineering which culminates in a bachelor's degree and is in good standing with IIE is eligible for membership in the Chapter.

Section II

Any person who is enrolled in any graduate-level degree program at Tennessee Technological University, which will enhance professional competence and is in good standing with IIE is eligible for membership in the Chapter.

Section III

The term "full-time" implies that the prospective member's principal pursuit is higher education through enrollment in a college or university. Students on cooperative education engagements are considered in good standing and eligible for membership in the Chapter.

Section IV

Members of the Chapter, only those on the official membership roster, are eligible to vote.

Section V

Members of the Chapter are subject to the Constitution and Bylaws of the Institute of Industrial Engineers.

ARTICLE V – OFFICIERS

Section I

The Officers of the Chapter shall be President, Vice-President, Secretary, and Treasurer. All Officers must be members of the Chapter and in good standing with IIE.

Section II

The Officers of the Chapter shall be elected in the manner prescribed by the Bylaws of the Chapter. They shall hold office for a period of one (1) year.

ARTICLE VI – CONSTITUTION

Section I

This Constitution shall be effective upon approval by a majority of the Chapter Membership.

Section II

This Constitution may be amended by a three-fourths vote of the members present at any regular or special meeting, provided that written notice of the amendments has been posted on the Industrial Engineering bulletin board or mailed to all members at least ten (10) days prior to the date of the meeting.

BY-LAWS

ARTICLE I – DUES

Section I - Annual Dues

- Clause 1. The regular annual dues for all Chapter members shall be the amount established by IIE Headquarters.
- Clause 2. Dues will be paid to IIE and remitted to IIE Headquarters.
- Clause 3. IIE Headquarters will return a set portion of the annual dues to the Chapter in the form of a rebate.

Section II - Contributions

- Clause 1. The Chapter shall be authorized to request from its members a voluntary contribution for the Chapter, in addition to the amount collected as chapter dues.
- Clause 2. These contributions shall be food for events, money towards any given costs, or money contributions given directly to Chapter Treasure for use by the chapter and will not be handled through IIE Headquarters.

Section III – Applications

- Clause 1. Student applications for membership are evaluated at Institute Headquarters in Norcross, Georgia.
- Clause 2. Students will individually receive the grade of IIE membership for which they qualify.

ARTICLE II – NOMINATIONS

Section I – Nominating Committee

- Clause 1. The President, Vice-President, Secretary, Treasurer, and Faculty Advisor shall be the members on the Nominating Committee. The

- Department Chair will be invited to attend the Nominating Committee meeting, but does not have to be present.
- Clause 2. At least three (3) weeks prior to the scheduled election, the Nominating Committee will meet to set the election ballot.
- Clause 3. At least ten (10) calendar days prior to the nomination meeting, Officers will encourage students to submit nominations. A nomination consists of submitting an officer nomination form indicating which office to be held and qualifications. The Chapter President is responsible for the officer selection activities.
- Clause 4. The Nominating Committee must verify that each student nominated will accept the nomination.
- Clause 5. A student accepts the nomination by submitting an officer nomination form to the Nominating Committee indicating an interest in serving the Chapter.
- Clause 6. Nominees reserve the right to decline a nomination.
- Clause 7. If student declines the nomination, and there is no nominee for a particular office, the Nominating Committee will meet until there is a qualified candidate for each position.
- Clause 8. The Nominating Committee shall prepare a ballot consisting of at least one (1) candidate.
- Clause 9. At least two (2) weeks prior to the election the Nominating Committee will make known the final ballot for each office.
- Clause 10. At least one (1) week prior to the election, the nomination forms for all candidates will be available in the IME office for review by Chapter members. It will be the responsibility of the president to inform members that the nomination forms are available for review.
- Clause 11. All nominees must be members of the Chapter and in good standing with IIE.

ARTICLE III – ELECTIONS

Section I - Election

- Clause 1. Elections shall be held in March.
- Clause 2. The nominating committee will have a ballot prepared.
- Clause 3. All Chapter members in good standing and present during the election meeting may vote. The vote will be a secret ballot counted by the President.
- Clause 4. In the event of a tie, the vote shall be retaken until the tie is broken.
- Clause 5. The voting order shall be President, Vice-President, Secretary, and Treasurer.
- Clause 6. If a student is not elected to the office he or she was nominated to, they can be written in on the ballot of another office.
- Clause 7. No student shall be elected to office if graduating before completing at least one-half year in office.

Section II – Transition

- Clause 1. New officers shall take office on May 1 and continue in that role through April 30 of the following year.
- Clause 2. The month of April will be a transition period. Officers and Officer-Elects will meet formally at least once, within the first two weeks after the election, and will work together on remaining activities to facilitate the end of year transition in leadership.
- Clause 3. During the transition period, Officers and Officers-Elect will develop a budget and establish ad-hoc committees as described in ARTICLE VII, Section 3.

Section III - Vacancies

- Clause 1. Special meetings will be called to elect new officers to fill any vacancies that may occur, except a vacancy as President.
- Clause 2. In the case of a vacancy as President, the Vice-President shall serve the remainder of the term as President.

Section IV - Impeachment

- Clause 1. Impeachment of any officer may be accomplished only upon presentation of just and reasonable cause for such action to the Chapter Faculty Advisor.
- Clause 2. Upon approval by the Faculty Advisor, a two-thirds vote for impeachment by all enrolled members of the Chapter must be received.

ARTICLE IV – BUSINESS MEETINGS

Section I – Regular Meetings

- Clause 1. As permitted by the University calendar, the Chapter shall conduct at least two business meetings during the semester (with additional meetings as necessary) with the exact date and location determined by the Officers.
- Clause 2. Notice of all meetings shall be posted on the Industrial Engineering Bulletin Board (or other appropriate bulletin board) or mailed (electronically or by postal service) to all chapter members at least five (5) days prior to the date of the meeting, and may be further publicized in any manner deemed necessary and proper by the President.
- Clause 3. Robert’s Rules of Order shall govern the proceedings of all meetings of the organization and committees.
- Clause 4. All Industrial Engineering faculties will be invited to all chapter meetings.

ARTICLE V - PROGRAMS

Section I. Meetings

- Clause 1. Industrial Engineering programs will be held each month, September through April, excluding December.
- Clause 2. Programs will be primarily devoted to the profession of Industrial Engineering and may be held in conjunction with a dinner and refreshments.
- Clause 3. A plant tour or Industrial Engineering related trip may be scheduled in lieu of a monthly program; a social function is not an alternative.
- Clause 4. At least one program should be designed to invite a senior IIE chapter or another college chapter.
- Clause 5. At least one (1) plant tour will be conducted each semester.
- Clause 6. Business Meetings and Programs may coincide.
- Clause 7. All Industrial Engineering faculties will be invited to attend all Chapter programs.
- Clause 8. The dates for all major chapter events must be discussed, prior to being set, with the Department Chair, but the final decision rests with the officers.

ARTICLE VI – OFFICERS

Section I. President

- Clause 1. The President, as Chief Executive of the Organization, shall administer all of the Chapters affairs and activities.
- Clause 2. The President shall be responsible for public relations, publicity, and promotion of the organizational activities.
- Clause 3. The President will work with the Faculty Advisor, the Institute's Vice President for Student Development, and the Region Area Vice President in all Chapter matters.
- Clause 4. The President or Vice President must be present at all Chapter sanctioned social functions.
- Clause 5. If any officer is temporarily unable to fill office responsibilities, the President shall have the authority to appoint someone to fill the position, pro tempore.
- Clause 6. The President shall be responsible for planning fundraising activities.

Section II. Vice President

- Clause 1. In absence of, or inability to act by, the President, the Vice President shall perform the President's duties.
- Clause 2. The Vice President's primary responsibility is program planning and implementation.

- Clause 3. The Vice President shall administer membership promotion.
- Clause 4. At the beginning of the Fall Semester the Vice President ensures that each member has a copy of the bylaws.
- Clause 5. The Vice President or President must attend all Chapter sponsored social functions.

Section III. Secretary

- Clause 1. The Secretary shall be responsible for posting and/or mailing notices of all Chapter meetings.
- Clause 2. The Secretary shall keep a permanent record (minutes) of all Chapter meetings, including officers meetings.
- Clause 3. The Secretary shall be responsible for maintaining a current roster of members that includes the full name, e-mail address, and Tech box. The roster should include, only with student authorization, the member's phone number.
- Clause 4. The Secretary shall be responsible for maintaining the chapter calendar.
- Clause 5. The Secretary shall be responsible for keeping an attendance roster of all meetings.
- Clause 6. The Secretary shall also be responsible for preparing the Chapter Activities Report (CAR).
- Clause 7. The Secretary will be responsible for collecting the syllabi of Industrial Engineering classes and posting test and major assignments to the chapter calendar.

Section IV. Treasurer

- Clause 1. The Treasurer shall be responsible for the financial records of the Chapter. The Treasurer shall deposit all Chapter funds, immediately upon receipt, into the Chapter bank account.
- Clause 2. The Treasurer shall gain approval by the President and Faculty Advisor before any funds are disbursed.
- Clause 3. Upon Faculty Advisor approval, the Treasurer will be responsible for submitting requests for funds to potential financial sources.
- Clause 4. The Treasurer shall be responsible for coordinating fundraising activities to support Chapter activities.
- Clause 5. The Treasurer shall be responsible for preparing all tax filling reports.

ARTICLE VII – COMMITTEES AND APPOINTED POSITIONS

Section I. List of Committees and Positions

- Clause 1. The Chapter will have the following standing committees: Programming, Recruiting, and Web-committee.

- Clause 2. The Chapter will have a Regional Conference Committee the year prior to and the year that the Regional Conference is hosted by the Chapter.
- Clause 3. The Chapter will have ad hoc committees based on needs of the Chapter.
- Clause 4. The Chapter will appoint two (2) EJC representatives each year.

Section II. Responsibilities of Standing Committees

- Clause 1. The Programming Committee will be responsible for programming, as described in Article V, and any other programming goals identified by the Executive Officers.
- Clause 2. The Recruiting Committee will be responsible for recruiting current Industrial Engineering students to join the chapter, encouraging current basic Engineering and high school students to consider Industrial Engineering at Tennessee Tech, and attending all student organizations or career fairs sponsored by Tennessee Tech.
- Clause 3. The Web-Committee will be responsible for maintaining the chapter web site, which includes current student and alumni information as well as upcoming events and useful links. The Web-Committee will also be responsible for finding interested students to train to take over the committee upon the end of current committee members' term. Training will be provided by IIE as needed to maintain the web site.
- Clause 4. The Conference Committee shall be responsible for coordinating Tennessee Tech's Regional Student Conference.
- Clause 5. The Engineering Joint Council (EJC) Representative shall attend all EJC meetings and be responsible for coordinating activities between EJC and the Chapter.

Section III. Determining the Need for Ad Hoc Committees

- Clause 1. During officer transition meetings, Officers and Officers Elect will identify committees that the Chapter will need for the following year.
- Clause 2. Committees may be charged at any time to assist Officers with responsibilities, as identified in Article VI, and meet the requirements of the Chapter Activities Report (CAR).

Section IV. Appointment of Committee Chairs

- Clause 1. Officers Elect will post the list of all ad hoc and standing Committees that will be charged for the upcoming year within two (2) days of the Committees being set.

- Clause 2. Students will be encouraged to request an appointment as Committee Chair.
- Clause 3. A request consists of submitting a completed request for chair appointment form.
- Clause 4. Officers Elect, with consent of the Faculty Advisor, will appoint Committee Chairs. The Department Chair will be invited to offer comments on the prospective Committee Chairs.
- Clause 5. Students have the right to decline appointment.
- Clause 6. If a student declines the appointment, the Officer Elect and Faculty Advisor will meet until all Committees have a Chair.

Section IV. Committee Chair Responsibilities

- Clause 1. Chairpersons' responsibilities are determined by the Officers Elect and detailed in the Committee's charge for that year.
- Clause 2. If a Committee or Committee Chair is not fulfilling responsibilities, the President and Officer with responsibilities that most closely coincide with that committee shall be responsible for appropriate action to ensure the Committee charge can be administered.

ARTICLE IIX – UNIVERSITY REGION CONFERENCE AND STUDENT AWARDS PROGRAMS

Section I. University Region Conference

- Clause 1. The Chapter shall provide at least one delegate to a University Regional Conference.
- Clause 2. The Chapter shall be host to a Regional Conference in appropriate years when selected by the official delegates to the prior University Conference within the region.
- Clause 3. The Chapter shall encourage members to submit technical papers and/or theses for competition in both Region and International Institute Award Programs.

Section II. IIE International Conference

- Clause 1. Active Chapter members will receive funding priority from the Chapter.
- Clause 2. Students are encouraged to attend, and, based on availability, funding will be appropriated to all students.

Section III. Student Awards Program

- Clause 1. The Chapter's president will work with the Faculty Advisor to sponsor an awards program.

- Clause 2. Student awards shall be given based on outstanding support or participation in the Chapter.
- Clause 3. The program will occur at Industrial Engineering Department Spring Banquet.
- Clause 4. All IIE members, faculty, and alumni will be encouraged to attend.

ARTICLE IX – ADVISOR

Section I. Faculty Advisor

- Clause 1. The Faculty Advisor must be in good standing as a member, Senior Member or Fellow of the Institute of Industrial Engineers.
- Clause 2. The Faculty Advisor shall be appointed by the department chair.
- Clause 3. Officers may invite the Faculty Advisor to serve the following year.
- Clause 4. The Faculty Advisor shall be known as the Honorary Chairperson of the Chapter.
- Clause 5. The Faculty Advisor serves the Chapter and IIE as an intermediary and resource person.

ARTICLE X – BYLAWS

Section I. Approval

- Clause 1. These bylaws shall be effective upon approval by a majority of the chapter membership.

Section II. Amendments

- Clause 1. These bylaws may be amended by a three-fourths vote of the members present at any regular or special meeting.
- Clause 2. For a vote to occur, a written notice of the amendments must be posted on the Industrial Engineering bulletin board or mailed to all members at least ten (10) days prior to the date of the meeting.