

**Worcester Polytechnic Institute Student Chapter
Institute of Industrial Engineers
BYLAWS**

**ARTICLE I
FINANCE**

Section 1

The fiscal year shall be from April 1 to March 31.

Section 2

To be a Chapter member in good standing, an individual must be a member in good standing of IIE and must have paid his/her IIE and Chapter dues for the current year.

**ARTICLE II
DUTIES OF THE OFFICERS**

Section 1

President:

- Hold strategic planning meeting to determine chapter goals, objectives and strategies
- Create (with other officers' input) annual chapter plan document and communicate to other officers, members, etc
- Maintain the officer email alias
- Maintain ultimate responsibility for ensuring that all chapter requirements are met and that the chapter is operated according to the specifications of the IIE and chapter Constitution & Bylaws
- Serve as primary point of contact with IIE leadership and Headquarters staff
- Serve as primary initial point of contact with outside companies, organizations, and individuals and direct to the appropriate officer.
- Process mail from Headquarters and forward to appropriate officers
- Oversee and coordinate activities of all other officers, members, committee chairs, etc.
- Plan and run general meetings
 - Work in conjunction with Program Director & Membership Director if meetings and activities/events overlap
 - President advertises for general meetings and activities for events occurring during general meetings only
- Develop, assist, motivate, and recognize all other officers
- Train President-elect

Section 2

Vice President:

- Assist the President as required and assume his/her duties when necessary due to President's absence
- Compile information/documentation and prepare Chapter Activity Report (form is given by IIE)
- If VP is a graduating officer or will not be running for office, coordinate officer elections
 - If VP is running for any office for the next term, appoint another officer that is graduating or will not be running for office (if no officer fits this description, appoint an appropriate member)
- Maintain the WPI IIE website and other social media sites (Facebook & LinkedIn)

- Post meeting minutes to the website
- Train new VP or President-Elect

Section 3

Secretary:

- Take minutes for each meeting
- Distribute minutes in PDF form to the Vice President to post on the website
- Assist Program Director and other officers with thank you notes to guest speakers, facility tour coordinators, and so on
- Obtain and maintain sufficient quantities of WPI School of Business stationery from the School of Business and turn over to officers or members upon request
- Train new Secretary

Section 4

Treasurer:

- Prepare (with input from officers) annual budget
- Maintain chapter bank accounts and be prepared to review the accounts at officer meetings if necessary
- Collect money and issue receipts at all chapter functions as necessary
- Deposit payments and other collections and ensure chapter bills are paid in a timely fashion
- Submit annual tax form(s)
- Prepare and present special funding requests to the SGA Financial Board
- Prepare and present budget re-evaluations to the SGA Financial Board
- Train new Treasurer

Section 5

Optional Positions:

-Program Director

- Prepare (with officer and member input) a schedule of chapter programs for the year
- Create and implement a beginning of year student interest survey in IIE programs
- Identify, select, and handle all arrangements with speakers
 - Introduce guest speakers at meetings
 - Provide a thank-you gift to the guest speaker when possible
- Identify, arrange, and coordinate logistics for plant and facility tours
- Solicit input from chapter members regarding potential topics through frequent open forums at general meetings
- Delegate tasks as appropriate to members you identify to be responsible and who would like to be more active in the chapter
- Provide information about programs to the other officers in a timely manner
- Advertise all events and activities in any forums you deem appropriate that are held outside of General Meetings
- Provide up-to-date information to the President to update Programs page of the website as necessary
- Ensure that Evaluation Forms are completed by all attendees at each program/event
- Compile, analyze, and summarize Evaluation Forms
- Maintain the IIE Student Mentoring Program
- Train new Program Director, turn over all records and documents, and ensure smooth transition to next administration

-Membership Director

- Develop (with officer input) and oversee implementation of an annual plan for member recruitment and retention
- Attend and/or delegate responsibility to attend Activities Fairs held by the Admissions Office (in the spring) and/or SAO (in the fall)
- Greeting and welcome attendees at chapter events
- Identify potential new members and encourage membership
- Contact new attendees to meeting and events with information on what IIE does and/or how to join IIE
- Track meeting and event attendance and enter into the member database
- Keep chapter membership database up to date based upon monthly roster received from IIE Headquarters.
- Maintain the email alias wpi-iie@wpi.edu
- Keep officer slate up to date and forward to IIE Headquarters and WPI Student Activities Office (SAO)
- Provide information to the President for the Members section of the website as necessary
- Report the membership level as of Dec. 31 for the Chapter Activity Report.
- Train new Membership Director, turn over all records and documents, and ensure smooth transition to next administration

-Business/Industry Outreach Liaison

- Develop and maintain contacts in local business community
- Work closely with the Program Director to approach professionals about guest speakers and facility tours
 - Assist Program Director in planning events that would connect the chapter with local business community
- Ensure/facilitate communication about IE and chapter events to key people in local companies that work with WPI IIE

ARTICLE III NOMINATIONS

Section 1

The call for nominations will be issued in late January prior to the election to all members eligible to vote. Permission of nominees to be considered for office must be obtained.

Section 2

A final list of candidates will be published in February and will be announced at the next earliest Chapter meeting.

ARTICLE IV ELECTIONS

Section 1

Elections shall be conducted through such means as to be accessible to every Member in good standing.

Section 2

Those eligible to vote include individuals who elected to be placed on the organization mailing list (wpi-iae@wpi.edu), professional student members of IIE, and industrial engineering and management engineering majors at WPI's School of Business.

Part 1

The ballot shall be prepared listing each nomination for each vacancy. It will be distributed to all Members at least one week before the election deadline.

Part 2

The ballots shall be counted by the officer or Member in charge of Elections and the results announced at the next Chapter meeting and through all social media avenues held by the Chapter.

Part 3

In the event of a tie in the number of votes cast for candidates of any office, the tie shall be broken by a vote of the Members present at the next regularly scheduled meeting of the Chapter where voting majority is achieved. The candidates shall include only those persons involved in the tie. A simple written ballot shall be used and voting shall be conducted until the tie is broken.

Section 3

Newly elected officers will begin their terms of office on April 1 and will be installed at the earliest April Chapter meeting. Officers will serve until their successors are chosen and officer transition occurs.

**ARTICLE V
STUDENT CONFERENCE PARTICIPATION**

At least one officer or the faculty advisor is required to attend the conference. The opportunity to attend a student conference is up to the individual within the organization. Attendance is authorized and encouraged for all members.

**ARTICLE VI
CHAPTER COOPERATION WITH SCHOOL STUDENT GOVERNMENT**

The Chapter is expected to cooperate with Worcester Polytechnic Institute's Student Government Association (SGA). Special funds and/or financial requests must be approved by the SGA.

**ARTICLE VII
PARLIAMENTARY AUTHORITY**

Robert's Revised Parliamentary Rules of Order shall be the standard authority of the Chapter.

**ARTICLE VIII
AMENDMENTS**

Amendments to these Bylaws may be made as set forth in Article XI (Amendments and Revisions) of the Chapter Constitution.