

# The Penn State Electrical Engineering and Computer Science Alumni Society (PSEECs) Charter

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## Article I. Name

The name of this organization shall be the Penn State Electrical Engineering and Computer Science Alumni Society (the "Society"). The Society shall be an affiliate group of the Penn State Engineering Alumni Society (PSEAS).

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## Article II. Purpose

The purpose of the Society shall be to stimulate the continued interest of all Penn State EE, CMPEN, and CMPSC alumni in activities, networking and communication with industry partners, the alumni and faculty and students of the School of Electrical Engineering and Computer Science (the "School") and its predecessor departments, colleges and programs and to serve as an informal advisory group for the Head of the School.

*Representative Activities Include:*

- Alumni mentoring;
  - membership and development;
  - communications
  - networking (with alumni, faculty, EECS IPAC and students);
  - awards and recognition;
  - alumni feedback surveys; and,
  - others as the Board may elect to undertake.
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## Article III. Membership

*Section 1.*

All living persons who have received any degree in Electrical Engineering (EE), Computer Engineering (CMPEN) or Computer Science (CMPSC) from the Pennsylvania State University and/or its Commonwealth Campuses are automatically members.

*Section 2.*

Members who notify the Society of their interest to be informed of or participate in the Society's activities will be designated as active members. Members may notify the Society of their desire to be active members by notifying a Board Member, by email to Cathy Schultz, or applying through one of the Society's websites.

*Section 3.*

Associate membership may be granted to non-alumni of Penn State upon approval of the Board of Directors (Article IV).

*Section 4.*

Honorary Membership - When appropriate, the Board of Directors may designate non-alumni who have rendered outstanding service to the School or who are acknowledged as eminent in some area of engineering or science as Honorary Members.

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## Article IV. Organization

*Section 1.*

The general affairs of Society shall be governed by a Board of Directors consisting of 7 to 15 members, including

- (a) the Society Officers, who must be graduates of Penn State: President, Vice-President, Secretary; and, if desired by the President or the Board, a Treasurer;

- (b) the Chair of the EECS Industrial Professional Advisory Committee (IPAC) or his or her designee; and,
- (c) up to eleven additional members nominated and elected by the active membership.

*Section 2.*

All actions of the Board of Directors shall be decided by majority vote. A majority vote is defined as a simple majority vote of Board members present at any regular or duly called meeting of the Board. A quorum shall consist of five members of the Board including at least one of the President or Vice President.

*Section 3.*

The Board of Directors may assess dues upon the active members as necessary to cover the cost of operations. Associate and Honorary Members are exempt from paying dues.

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## **Article V. Elections**

*Section 1.*

Board Members shall be elected from the active membership in a three-step process:

1. The Board will issue a call for nominations to the active membership at least one month prior to the planned election; allowing at least two weeks for the receipt of nominations.
2. The Board will compile and distribute the list of nominees to the active membership, requesting their completed ballots within two weeks.
3. New Board members will be elected by majority vote of responses received by the deadline announced for receipt of ballots.
4. Board members so elected shall serve for a term of three years.

*Section 2.*

The Board of Directors will elect the Society's officers: President, Vice-President, and Secretary; and, if desired by the President or the Board, a Treasurer. Elections to be held in even numbered years.

*Section 3.*

Officers shall serve two year terms. Officer positions vacated during the term may be filled by appointment by the President. Officers so appointed will serve the balance of the term.

*Section 4.*

No officer or other Board member may be elected to the same office for more than two consecutive terms.

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## **Article VI. Duties of Officers**

*Section 1.*

The President shall preside at all meetings and shall be responsible for general guidance of all work of the Society.

(a) The President, or designee, shall serve on all committees as an ex-officio member.

(b) The President, or designee, shall serve as this Society's delegate to the PSEAS Board of Directors.

*Section 2.*

The Vice-President shall serve in the absence of the President and shall also perform such duties as may be assigned by the President. The Vice-President shall assume the duties of the President in the event of the incapacity or absence of the President.

*Section 3.*

The Secretary shall be responsible for the recording, publication or distribution of the minutes of all meetings, official correspondence and reports for the Society.

*Section 4.*

The Treasurer shall be responsible for depositing, disbursing and accounting for all monies of the Society.

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## **Article VII. Committees**

The Society's Board may appoint standing and/or ad-hoc committees and chair persons as required to accomplish the purposes and objectives of the Society. Committee Chair Persons shall provide timely reports of progress to the Board at least annually..

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## **Article VIII. Meetings**

### *Section 1.*

Board meetings are open and any member of the Society may attend any regularly scheduled Board meeting by request, or request the minutes of any meeting by written request to the Secretary. Board meetings may be held in person, or by video or teleconference to promote attendance and participation by the Board members and active membership.

### *Section 2.*

Special meetings of the Board shall be called at the discretion of the President. Notices of the regular and special meetings shall be sent out by the Secretary at least one week in advance.

### *Section 3.*

The Board shall meet at least once each calendar quarter or more often at the call of the President or at the request of a majority of the members of the Society's Board.

### *Section 4.*

Committees shall meet at the call of the committee chairman or at the request of the President.

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## **Article IX. Amendments**

### *Section 1.*

This charter may be amended by a two-thirds vote of the Board provided the amendments have been placed before the Board at least one month before the meeting.

### *Section 2.*

This charter and its amendments must not be in conflict with the constitution of the PSEAS or the rules and regulations for constituent societies as established by the Executive Board of the Penn State Alumni Association.

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