**INSTITUTE OF INDUSTRIAL ENGINEERS**

**UNIVERSITY OF WISCONSIN-MADISON CHAPTER**

**BYLAWS**

**Updated August 18, 2012**

**ARTICLE I.**

**FINANCE**

1. The Pro Card shall be used for financial activities unless otherwise approved under Article IV-1.
2. IIE financial activity reports shall be made available to any of the following entities at any time:

**A**

* Student Leadership Center
* Committee on Student Organizations (CSO)
* Department of Industrial and Systems Engineering
* UW- Madison College of Engineering
* Any other UW- Madison entity

**ARTICLE II.**

**OFFICER RESPONSIBILITIES**

1. All IIE Officers are responsible for duties as listed in V. and VI. of the IIE Constitution.
2. Officers whom are responsible for hosting events must submit event descriptions composed in accordance with Article V-1 to the IIE President prior to holding the event.  The Officer is also responsible for taking and logging attendance at their event.

**ARTICLE III.**

**ISyE DEPARTMENT RESPONSIBILITIES**

1. IIE UW- Madison Chapter is responsible for finding a staff member in the ISyE Department to act as an advisor.
2. The ISyE department is responsible for providing a department representative on IIE trips as required.

**B**

**ARTICLE IV.**

**IIE SANCTIONED EVENTS**

1. Monthly activity proposals are to be created and compiled by the IIE Officer Board.

**C**

* Proposals will be created in accordance with Document I: Monthly Activity Proposal.
* Proposals will contain the date of event, description, expected number of attendees, location, budget, means of payment (Pro Card or Associated Account) and IIE Officer responsible for hosting event.
* Monthly proposals will be submitted to the IIE Advisor, ISyE Department chair and the SLC Director.
* If any party listed above has any issue with a planned event, the officer responsible for the event must be contacted.

     2. Attendance for all events shall be recorded.   The officer responsible for hosting the event is responsible for logging attendance on the  Event Attendance Record Sheet, which is managed as a Google Document.

     3. The following steps must be taken for any IIE sanctioned event in which alcohol may be served, or may be available:

**D**

* A licensed bartender must be on premise to ensure no underage consumption occurs for all events held on campus.
* IIE Officers will be responsible for assisting staff in monitoring consumption.  Any participant whom is felt to be acting irresponsibly be either staff or IIE officers will be given a formal warning regarding their behavior.  If this behavior fails to cease the individual will be subject to both state and local laws as well as departmental and university sanctions.
* Alcohol may be at most 30% of the total budget for an event in which alcohol is served.  The remaining budget may be composed of establishment fees as well as food and non-alcoholic beverages.
* At an event in which alcohol is served, the attendance sheet will contain the IIE Code of Conduct (Article V; all attendees will be required to review these clauses.  By signing in, they are in effect verifying their knowledge of the rules and their associated responsibilities.)

     4. The following procedures shall be followed for all overnight IIE-sponsored events:

* UW- Fleet Vehicles will be the desired form of transportation unless otherwise approved in accordance with the Monthly Activity Proposal, detailed in Article IV-1.
* Alcohol may only be consumed by those are of age, in accordance with state and local laws.
* Wristbands shall be distributed to those who are of age to consume alcohol, and must be worn during any such period.  Those who are found to be consuming alcohol who are underage shall be given an initial warning to cease their actions.  A second violation shall result in the referral of the individual per University Regulations.
* Attendees shall be required to sign a code of conduct contract, to be drafted under the guidelines referred to in Article V.

**ARTICLE V.**

**IIE CODE OF CONDUCT**

1. IIE UW-Madison Chapter recognizes the UW System Chapter 17 Procedures for Non-Academic Misconduct as it’s own code of conduct.
2. Any persons attending an IIE event, paying member or not, may be reprimanded for any actions highlighted in UWS 17.09, Conduct Subject to Disciplinary Actions which include:
* (1) Dangerous Conduct
* (6) Illegal Use or Distribution of Alcohol
* (7) Unauthorized Use of or Damage to  Property
* (8) Disruption of University- Authorized Activity
* (12) Violation of Criminal Law
* (15) Violation of University Rules
1. Any person in severe violation of Article V-2 may be subject to such disciplinary actions including suspension or forfeiture of IIE membership rights, and/ or discipline highlighted in UWS 17.10, Disciplinary Sanctions which include:
* Denial of specified university privileges
* Educational or service sanctions
* Disciplinary probation
* Suspension
1. IIE Code of Conduct briefing will be given at each kickoff meeting and at events in which alcohol is served.