**INSTITUTE OF INDUSTRIAL ENGINEERS**

**UNIVERSITY OF WISCONSIN-MADISON CHAPTER**

**CONSTITUTION**

**Updated August 20, 2012**

**ARTICLE 1.**

**NAME**

The name of this organization shall be the Institute of Industrial Engineers (IIE) University of Wisconsin-Madison Chapter.

**ARTICLE II.**

**OBJECT**

The object of the Institute of Industrial Engineers is to provide opportunities to develop lasting industrial, faculty, and student relationships, to facilitate community involvement, and to enhance educational programs across all disciplines within Industrial Engineering.

**ARTICLE III.**

**MEMBERSHIP**

There shall be two classes of membership: Regular and Distinguished Member.

1. The REGULAR membership at UW-Madison includes all IIE members in good standing, attendance of IIE events and paid membership to the national IIE organization.
2. The DISTINGUISHED member status at UW-Madison includes the top 1/3 of our active members who go above and beyond regular membership and attend several events, presentations, etc. Also required to be a paid member to the national IIE organization.

**ARTICLE IV.**

**OFFICERS**

1. The officer board of IIE shall include: President, Vice President, Financial, Fundraising, Technical, Outreach, Communications, External Relations, Social, and Education officer positions.
2. The Executive Officers are required to be paid members of national IIE organization
3. The Executive Officer shall serve for a term of one year, unless split position between two individuals, the team elect lasts one year.
4. All Executive Officers are required to attend officer meetings, and all other meetings unless school/work conflict, to be reviewed by President.
5. Any officer failing to perform his/her duties as outlined shall resign and a successor be designated by election. Vote to be performed by remaining officer board with tie to be determined by President.
6. The officer board shall be comprised only of students enrolled at the University of Wisconsin- Madison, and are solely responsible for making all decisions regarding IIE UW-Madison Chapter and the organization’s management.

**ARTICLE V.**

**OFFICER RESPONSIBILITIES**

**President:** The overall leader of the organization.  The President ensures that the ideals of IIE – UW-Madison are both withheld and modified to complement changing student needs.  In addition, the president oversees all committees to ensure that the goals are met.

**Vice President:** The primary industrial contact for the organization.  The Vice President assists the President and acts as President in President’s absence.  The Vice President is also in charge of member management, managing and tracking the Distinguished Members program, planning the Distinguished Members Banquet, and taking minutes at officer meetings.  The Vice President also participates in the Industry Sponsor Benefits Program planning committee.

**Financial:** The financial contact for the organization.  The financial director keeps IIE finances (both the University and off campus accounts) documented and organized.  The financial director is responsible for maintaining a balanced budget and distributing checks.  The finance chair is also responsible for writing grants for funds such as ASM and Polygon and pursuing industry funding.  The Financial Director gives regular treasurer’s reports at IIE meetings and fills out the organization’s taxes.

**External Relations:**Maintains communication with other IIE Chapters, UW Student Orgs, and assists Vice President in communicating with companies.  One of the external relation director's main responsibilities is to coordinate the regional conference trip and the logistics thereof (chartered bus, hotel reservations, paper presenters, sign-up sheets, etc.).  Other duties include coordinating IIE’s E-Week activities, expo involvement, and serving as IIE’s representative at Polygon meetings.  The External Relations Director is typically involved in the planning of the Intern/Co-Op Sharing Night and the Industry Sponsor Benefits Program.

**Social:** Coordinator of all social activities.  Organizer of a variety of activities throughout the year to increase the IIE feeling of community and to create informal networks within the organization.

**Education:** The focal point for educational development within the organization and the Industrial and Systems Engineering Department.  The Education Director further develops the ISyE department and provides a variety of services for students, such as mentoring and advising.  The Education Director plans the IIE advising night, Student/Professor events, and works to improve IIE’s relationship with ISyE faculty, and to improve professor involvement in IIE.

**Outreach:** Seeks out community service activities for the organization to pursue.  The community service will be performed during outreach activities at local high schools and at various sites around the campus community.

**Communications:** Obtains articles for, designs, and prints the IIE chapter newsletter each semester.  Ensures that events and announcements are being properly communicated to the ISyE department, graduate students, undergraduate students, faculty, the college of engineering, and to all other interested parties.  This generally involves maintaining the IIE events calendar on the IIE Website, as well as directing other officers when and how to communicate their own Events.

**Technical:** Explores new technology and resources for an innovative means to inform interested parties about IIE.  The technical director also designs & maintains the IIE website & mail server.

**Fundraising:** In charge of running IIE’s Hockey Concession stand and coordinating course packet sales at the beginning of each semester.  Since running the Hockey Stand is a large time commitment, two people may want to run for this position together.  While running the hockey stand, the Fundraising Director is the primary contact with the UW-Concessions Department and is responsible for recruiting volunteers and maintaining proper accounting at the stand.  While selling course packets, the Fundraising Director seeks out new opportunities for course packets to print as well as communicates with professors the details about their printing requests.  The Fundraising Director also continues to pursue new fundraising opportunities for IIE.

**ARTICLE VI.**

**MEETINGS**

1. **GENERAL MEETINGS:** To be held once a month for members and requires attendance from officer board unless school/work conflict, to be resolved with President before meeting.
2. **OFFICER MEETINGS:** Mandatory meetings for officers to attend in order to plan upcoming events.  Every officer is responsible for his/her function, and will be subject to review if responsibilities are not met or more than three officer meetings are unattended.
3. **INDIVIDUAL MEETINGS/EVENTS:** Each officer is to plan event per their function on the officer board. Required to ensure room is reserved, food provided (if budget allows), and all required amenities are taken care of (computer, projector, name tags, etc.).

**ARTICLE VII.**

**THE DISTINGUISHED MEMBER PROGRAM**

The following point system is awarded to determine distinguished member points. The top 1/3 of paid members receive DM status and are invited to the annual spring banquet.

**POINT SYSTEM**:

**One point:**  Attending a general/committee meeting or event, a company presentation, or a social. Also each hour worked at a volunteer event (volunteering events include hockey game concession sales, outreach events, EXPO stand volunteering, ICE stand volunteering, Career Connection volunteering, and any other hourly events) (limit 3 points per event).

**Two points:**  Attending an IIE-sponsored visit to a company

**Three points:**  Attending the IIE Regional Conference or writing a published semester IIE newsletter article.

**Five points:**  Giving a technical paper presentation at Regional Conference

**Six points:**  Attending the IIE National Conference.

**ARTICLE VIII.**

**OFFICER ELECTIONS**

Officer elections are held annually in the spring by a nomination procedure then a full membership vote. Those who desire officer positions are required to present to the group and receive feedback immediately of results.

**ARTICLE IX.**

**AMENDMENTS**

Amendments to either the IIE Constitution or Bylaws may be made at any time, and must be approved by a majority of the IIE Officer Board.