



**INCOSE**

***Sponsoring INCOSE Southern Arizona  
Chapter***

**student division at  
*University of Arizona***

**Charter Bylaws**

***09/12/13***

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09/12/2013

**Section I: Charter of the International Council on Systems Engineering (INCOSE)  
Southern Arizona Chapter student division at University of Arizona**

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**BYLAW I - NAME**

The name of this organization shall be the INCOSE student division at University of Arizona hereinafter designated as the UA SIE student division. The UA SIE student division shall be an authorized extension of the INCOSE Southern Arizona Chapter as provided for by Article XII, Section 4 of the INCOSE Southern Arizona Chapter Bylaws.

**BYLAW II - PURPOSE**

The purpose of the student division at University of Arizona is to foster the definition, understanding, and application of systems engineering in industry, government and academia.

**BYLAW III - OBJECTIVES**

The objectives of the student division at University of Arizona are to provide a focal point for dissemination of systems engineering knowledge, and through its involvement with the INCOSE Southern Arizona Chapter is to:

1. Promote collaboration in systems engineering education and research;
2. Assure the establishment of profession standards for integrity in the practice of systems engineering;
3. Improve the professional status of all persons engaged in the practice of systems engineering;
4. Encourage governmental and industrial support for research and educational programs that will improve the systems engineering process and its practice.
5. Promote student division activities with industry, government and academia within the geographical area of the INCOSE Southern Arizona Chapter.

**BYLAW IV - ACTIVITIES**

- (a) The student division at University of Arizona encourages conferences, workshops, seminars and courses, and may sponsor or co-sponsor such events as appropriate.
- (b) The student division at University of Arizona will take actions to increase research and educational activities that enhance the practice of systems engineering.

## BYLAW V - MEMBERSHIP

### SECTION 1

Any student enrolled within the College of Engineering may elect to be a member of the student division at [\*University of Arizona\*](#).

### SECTION 2

The student division at [\*University of Arizona\*](#) shall follow the membership policies of Article 1 of the INCOSE [\*Southern Arizona Chapter\*](#) Bylaws.

## BYLAW VI – OFFICER POSITIONS AND REPORTING STRUCTURE

### SECTION 1

The affairs of the student division at [\*University of Arizona\*](#) shall be managed by the Board of Directors of the INCOSE [\*Southern Arizona Chapter\*](#).

### SECTION 2

The Officers of the student division at [\*University of Arizona\*](#) shall consist of the President, Vice-President, Treasurer, Secretary, and other at-large Directors as determined by the student division Board. The student division should be self-regulating in its activities. The specific number of directors for the next election period may be modified by a vote of the student division officers to accommodate changing needs of the organization.

### SECTION 3

The student division at [\*University of Arizona\*](#) officers shall take the necessary actions to provide the day-to-day operations and management of the student division at [\*University of Arizona\*](#).

### SECTION 4

The officers of the student division at [\*University of Arizona\*](#) shall be INCOSE members in accordance to the INCOSE organization bylaws.

## BYLAW VII – OFFICERS OF THE STUDENT DIVISION AT UA

### SECTION 1

The President shall have general supervision of the student division at [\*University of Arizona\*](#) affairs and execute the policies and programs. The President shall preside at student division meetings. The President shall represent the student division at [\*University of Arizona\*](#) with the INCOSE [\*Southern Arizona Chapter\*](#).

## SECTION 2

The Vice-President shall assist the President and shall assume the duties of the President when the President is unable to perform these duties. The Vice- President will take over the role of president if the President resigns.

## SECTION 3

The Treasurer shall be responsible for the financial affairs of the student division at [University of Arizona](#). The Treasurer shall receive all funds paid to the student division at [University of Arizona](#) and shall approve payment of all bills incurred and approved by the Board of Directors. The Treasurer shall make a monthly report on the financial affairs of the student division at [University of Arizona](#) to the INCOSE [Southern Arizona Chapter](#) in accordance to the INCOSE reporting policies.

## SECTION 4

The Secretary shall prepare minutes of all meetings of the student division at [University of Arizona](#) and the Board of Directors, and shall maintain all permanent records. The Secretary shall provide communication between the Board of Directors, the student division at [University of Arizona](#) membership, and the INCOSE [Southern Arizona Chapter](#).

## SECTION 5

The Officers and Directors of the student division at [University of Arizona](#) shall serve terms of office as defined in the Bylaws.

## BYLAW VIII - GOVERNMENT

### SECTION 1

All questions coming before the student division at [University of Arizona](#), its governing body and committees, shall be decided by a majority of the active members voting, given that a quorum is met. A quorum shall be defined as 20 percent of the membership.

### SECTION 2

Ballots shall be used when recommended by the Board of Directors of the INCOSE [Southern Arizona Chapter](#) in voting on student division at [University of Arizona](#) matters.

### SECTION 3

All current INCOSE or student division members not in arrears for dues and otherwise in good standing, may vote on all matters in membership meetings. No votes by proxy shall be permitted. A member will be recognized by paying the student division fees or by paying on their own the national INCOSE membership. A member who does not maintain these dues will no longer be recognized by the student division as an active member.

#### SECTION 4

Each member shall be entitled to one vote on questions submitted to the membership.

#### SECTION 5

Robert's Rules of Order, Condensed, where applicable, shall determine the conduct of business in all meetings of the student division at [University of Arizona](#), its governing body and committees, except when inconsistent with these Bylaws.

### BYLAW IX - NOMINATIONS AND ELECTIONS

#### SECTION 1

Nominations for Officers and Directors and the election process are the responsibility of the student division officers. When one of the current officers is a candidate for a new position, he or she will be excluded of this duty. Nominations for Officers and Directors for the following term shall be received by the current officers no later than May 1<sup>st</sup>, after the election, the President elect and new officers will meet with old officers to transfer powers in the interest of the student division.

#### SECTION 2

Officers and Directors shall be elected by a majority of student division active members at [University Arizona](#) members voting, given that a quorum is met. A quorum shall be defined as 20 percent of the membership.

#### SECTION 3

The Officers and Directors shall serve for one year, the term of office to begin on the first day of fall semester class as recognized by the University of Arizona and end on day prior to the next fall semester's start date. For example the term of the 2013-2014 officers is from August 26, 2013 to August 24, 2014.

#### SECTION 4

Unless a specific method of balloting is decided by the student division officers and directors, both paper mail and electronic mail shall be permitted for balloting.

### BYLAW X - VACANCIES

Unscheduled vacancies will be filled by individuals who are nominated by the members of the student division at [University of Arizona](#) and approved by the Board of Directors. The newly elected officers shall serve until the next scheduled elections for the student division at [University of Arizona](#) officers.

## BYLAW XI - MEETINGS

### SECTION 1

- (a) Program meetings or other membership meetings should be held, when possible and appropriate in conjunction with the INCOSE [\*Southern Arizona Chapter\*](#).
- (b) The organization of the student division at [\*University of Arizona\*](#) membership business meetings and program meetings shall be the responsibility of the President.
- (c) Meetings of committees and subcommittees shall be the responsibility of the respective committee and subcommittee chair and members.
- (d) At any meeting of the student division at [\*University of Arizona\*](#), the order of business shall be in accordance with an agenda distributed in advance by the secretary, or by membership consensus.

### SECTION 2

- (a) Special meetings can be scheduled by the Program Committee or the Board of Directors.

## BYLAW XII - COMMITTEES

### SECTION 1

Committees may be established by the Board of Directors as deemed in the best interest of the student division at [\*University of Arizona\*](#). Committees shall be reviewed annually to assess their objectives and effectiveness.

### SECTION 2

The Board of Directors may also establish ‘special’ committees, such as a Bylaws Committee, as needed.

### SECTION 3

Chairs of committees will be solicited from the voting members of the student division at [\*University of Arizona\*](#) by the President, and ratified by the Board of Directors.

## BYLAW XIII - FINANCES

### SECTION 1

The fiscal year of the student division at [\*University of Arizona\*](#) shall match the fiscal year of the INCOSE [\*Southern Arizona Chapter\*](#).

### SECTION 2

The Board of Directors of the student division shall approve and establish, for each fiscal year, an operating budget of estimated expenditures and receipts.

### SECTION 3

Members of committees and the Board of Directors shall not receive compensation in any form for services rendered. The Board of Directors may authorize disbursement for expenses incurred in the accomplishment of student division at [University of Arizona](#) activities.

### SECTION 4

All income to the student division at [University of Arizona](#) collected by committees or subcommittees, or members of the Board of Directors, will be accounted for, given to the Treasurer and audited by the Budget and Finance committee.

### SECTION 5

The Budget and Finance committee, if established, shall assist the Treasurer in preparing operating budgets and providing reports.

### SECTION 6

The Board of Directors is authorized and empowered on behalf of the student division at [University of Arizona](#) to receive by devise, bequest, donation, or otherwise, either real or personal property, and to hold the same absolutely or in trust, and to invest, reinvest, and manage the same and to apply said property and the income arising therefrom to the objectives of the student division at [University of Arizona](#). The Board of Directors shall also have the power to allocate funds of the student division at [University of Arizona](#) for the purposes of carrying out the objectives of the student division at [University of Arizona](#).

### SECTION 7

The student division at [University of Arizona](#) shall use its funds only to accomplish the objectives and purposes specified in these Bylaws and no part of its funds shall inure to or be distributed to the members of the student division at [University of Arizona](#). On dissolution of the student division at [University of Arizona](#), the net assets remaining after payment of all debts shall revert to the INCOSE [Southern Arizona Chapter](#) within thirty (30) days of dissolution.

## BYLAW XIV - AWARDS

The Board of Directors shall have the authority to establish awards to recognize individuals and organizations for their achievements in the practice of systems engineering or for their contributions to the student division at [University of Arizona](#). The qualifications and requirements for such awards, and any associated privilege that may come with such recognition shall be established by the Board of Directors.



## BYLAW XV - AMENDMENTS TO THE BYLAWS

### SECTION 1

Amendments to these Bylaws may be proposed through a Bylaws Committee, by the majority of the Board of Directors, or by an electronically written petition of at least 15% of the student division members of the student division at [University of Arizona](#).

### SECTION 2

Proposed amendments shall be considered by a Bylaws Committee or by the Board of Directors, which shall report and make recommendations to the membership at large. Proposed amendments shall be submitted by an electronically written document to the entire membership for approval 30 days in advance of the vote.

### SECTION 3

Approval of amendments shall be by electronically written document presented to the active membership and requires a 20% majority vote by the membership voting.

### SECTION 4

A review and update to these Bylaws shall be completed every four years by a Bylaws Committee or by the Board of Directors.

## CERTIFICATE OF THE SECRETARY

I, the undersigned, certify that I am the presently elected and acting Secretary of International Council On Systems Engineering, student division at [University of Arizona](#), and that the above bylaws, consisting of nine subpages, have been approved by general vote of the Membership [[09/16/13](#)].

Dated: Original signed by

\_\_\_\_\_  
Luz Maria Dow, Secretary

\_\_\_\_\_  
Date

**APPROVAL SIGNATURES**

SECTION 1: Sponsoring INCOSE Chapter  
**Chapter Name:** Southern Arizona Chapter  
**President of the sponsoring chapter**

\_\_\_\_\_  
Stephanie Chiesi

\_\_\_\_\_  
Date

**Chapter Student Division Ambassador**

\_\_\_\_\_  
Dr. Gary Bakken

\_\_\_\_\_  
Date

SECTION 2: University Advisor to the student division

\_\_\_\_\_  
Jian Liu

\_\_\_\_\_  
Date

SECTION 3: Student Officers  
**President**

\_\_\_\_\_  
Elena Jenkins

\_\_\_\_\_  
Date

**Vice President**

\_\_\_\_\_  
Patrick Weber

\_\_\_\_\_  
Date

**Treasurer**

\_\_\_\_\_  
Kwei Tschen

\_\_\_\_\_  
Date

**Secretary**

\_\_\_\_\_  
Luz Maria Dow

\_\_\_\_\_  
Date

INCOSE Assistant Director for Student Division

\_\_\_\_\_  
David Mason

\_\_\_\_\_  
Date

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