**Student Division of the**

***At Name of University***

***Sponsoring INCOSE Chapter***

***By Laws***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE

***Signature Page***

President

*Name of student division*

President- Elect

*Name of student division*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Secretary

*Name of student division*

Treasurer

*Name of student division*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Advisor

*Name of student division*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter President

*Sponsoring INCOSE Chapter*

Ambassador, Student Division

*Name of student division*

Assistant Director

*INCOSE, Student Division*

## By Law 1: Name

The Organization shall be called ‘ ***create a unique name for the student division’***

**Note:** the organizational name for each student division (sd) is unique to represent the Students, the University, and relate the sponsoring chapter. Experience has found university governance for a student division often have restrictions on using logos, names, and how a ‘club’ operates within the boundaries of the university. INCOSE governing restrictions are based on non-for-profit guidelines, logos, and financial reporting, and the student division policy statement should be adhered to when forming the student division.

**Note:** Additional information can be found in the ‘Student Division Architecture’ located on the INCOSE ‘establishing a student division’ web site.

Note: all items formatted in ***bold red Italics*** are to be completed for each sd.

## By Law II: Purpose

The mission of ‘sd name’ is to advance the state of the art and practice of the systems engineering in academia, industry, and government while promoting interdisciplinary research, and scalable approaches for producing technologically appropriate solutions that meet societal needs.

## By Law III: Objectives

The objectives of the ***student division name’*** are to provide a focal point for dissemination of system engineering knowledge, and through its involvement with the executive committee to:

1. Advocate systems engineering education and research;
2. Assure the establishment of professional standards for integrity in the practice of system engineering;
3. improve the professional status of all persons engaged in the practice of systems engineering;
4. Encourage enterprise support for research and educational programs that will improve the systems engineering process and its practice; and
5. Promote chapter activities with the enterprises and academia within the ***sponsoring INCOSE Chapter*** and ***University*** boundaries.

## By Law IV: Activities

The ***student division name’*** encourages conferences, workshops, seminars, and courses and may sponsor, or co-sponsor, such events as appropriate. The ***student division name’*** will also take actions to increase research and educational activities that enhance the practice of systems engineering.

## By Law V: Organization

**Section 1: Membership**

1. Members must be students, staff, or faculty members at the ***University Name.***
2. To become member of the student division, one must be a member of the International Council of Systems Engineering (INCOSE). Membership can be obtained at [*www.INCOSE.org*](http://www.INCOSE.org)*.*

Note:

1. Students who are ratified by their school to have an academic load of ¾ full student load may join INCOSE at the student rate with ‘affiliation’ with their sponsoring INCOSE chapter.
2. Advisors and other university staff are required to have full INCOSE membership.

**Section 2: Discrimination**

This organization and its members shall not discriminate against any individual for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, disability, or veteran status.

**Section 3: Officers**

1. President: Elected by the students for a term length of one (1) year.
2. Vice President: Elected by the students for a term length of one (1) year.
3. Secretary: Elected by the students for a term length of one (1) year.
4. Treasurer: Elected by the students for a term length of one (1) year.

Qualifications to become a student Division Officer:

1. Be currently enrolled at ***University.***
2. Have a minimum of 2.0 GPA.
3. Not be on any disciplinary or scholastic probation.

**Duties**

1. The President shall:
   1. Carry out the purpose of the ‘***student division name’*** as in Article II.
   2. Call for special and executive Committee Meetings.
   3. Responsible for the development and approval of the student division by laws to include providing a final copy to the executive committee and to the INCOSE Student Division Assistant Director.
   4. Responsible for supervising all events and conduct all meetings accordingly.
   5. Coordinate activities with other officers.
2. Vice President shall:
   1. Assist the President in supervising all activities of the ‘***name of student division’.***
   2. Temporarily assume the functions of the President when so requested by the President, or if the President has resigned.
   3. Carry out the purpose of ‘***student division name’*** as in Article II.
   4. Be responsible to establish, maintain, and coordinate the ***student division name’*** website at the university and with the INCOSE central office at [infor@incose.org](mailto:infor@incose.org)
3. The Secretary shall:
   1. Prepare and maintain the minutes of all ***student division name’*** meetings.
   2. Be responsible for keeping all correspondence of the ***student division name’.***
   3. Maintain the membership list and contact information of all members of the ***student division name’***.
   4. Maintain the contact information for all ***student division executive committee*** members on the INCOSE website.
   5. Submit the annual student health report to the sponsoring INCOSE Chapter Student Ambassador prior to the end of the calendar year.

1. The Treasurer shall:
   1. Maintain records of all financial transactions of the ***student division name’.***
   2. Collect and deposit all funds received on behalf of the ***student division name’.***
   3. Prepare a financial statement for ***student division name’*** and present it to the members and the executive committee.

**Elections**

1. Nominations for office shall take place two months before the end of the spring term.

Note: Any student may nominate any member, including themselves for office.

1. Elections of officers shall take place a month before the end of spring term.
   1. Election of officers may be by a simple majority of the members who are present at the voting session.
   2. The in-coming officers shall assume duties at the end of the meeting in which they are elected.

Note: the President should have an agreement from the ***student division name’*** of when the next meeting shall occur.

**Section 4: Resignation of Officers**

If any officer resigns, or an office becomes vacant, the remaining Officers shall schedule a special meeting at the first available opportunity to hold a special election.

**Section 5: Removal of Officers**

Any Officer who is not present for more than 25% of the meetings or events without valid reason will be subject to removal from his/her office by the remaining Officers. The subject officer shall be granted the right to defend himself/herself and appeal the decision to the regular members.

## By Law VI: Meetings

**Section A: Regular Meetings**

***student division name’*** shall hold regular meetings at the beginning of each Year, semester (quarter). The regular meeting shall be for the following purposes:

1. Discussion the activities, goals, and value propositions.
   1. Past period of performance with success factors and reasons why the ***student division name’*** fell short of goals.
   2. Current period of performance and how the ***student division name’*** will achieve the targeted goals. Establish concrete objectives, responsible individual, and targeted dates to meet the defined goals.
2. Identify the membership and mentors for the ***student division name’.***
3. Identify opportunities to publish research within INCOSE. Discuss paper topics, abstract due dates, paper submittals, and schedule reviews as defined by the ***student division name’*** membership and mentors.
4. Identify Opportunities to attend conferences and symposium. Discuss the target dates, information required, who is attending, budgetary items, and schedule reviews as defined by the ***student division name’*** membership and the mentors.

**Section B: Special Meetings**

1. Special Meetings shall be called at any time by the Officers to discuss any special matter concerning ***student division name’.***
2. In order to elect an officer if he/she is impeached or leaves position for personal issues.

## By Law VII: Executive Committee

An executive committee (council) shall consist of members from Section A though C as noted below. Subject Matter Experts (SME) shall be added to the board to provide domain knowledge expertise.

**Section A: University Advisor**

There shall be a faculty advisor chosen by the members of the ***student division name’***

**Section B: Chapter Student Ambassador of Chapter Student Representative**

The sponsoring INCOSE chapter shall identify a Chapter Student Ambassador, or representative of INCOSE, to support the ***student division name’***

**Section C: Enterprise Liaison**

The University Advisor and the Chapter Student Ambassador shall solicit support from local enterprise to identify an Enterprise Liaison to support the ***student division name’.***

**Section D: Domain Expert Mentors**

The University Advisor, Chapter Ambassador, and the Enterprise Liaison may help to identify subject matter experts who have domain knowledge who can support the ***student division name’*** .

## By Law VIII: Amendment of the by laws

1. Amendments may be made to the ***student division name ’*** by laws at the meetings noted above.
2. Amendments must be ratified by:
   1. A membership majority
   2. Majority of the membership present at the meeting.
   3. Concurred by the executive committee.
3. Amendments shall take effect immediately after approval.
4. The new by-laws will be documented by the Secretary, signed by the Executive Committee members, and forwarded to the INCOSE Student Division Assistant Director.