



MUSALIAR COLLEGE OF  
ENGINEERING AND TECHNOLOGY  
IEEE STUDENT BRANCH



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PATHANAMTHITTA

# STUDENT BRANCH CONSTITUTION AND BYLAWS

***"These Bylaws may be called the Constitution and Bylaws of the IEEE Student Branch – Musaliar College of Engineering and Technology, effective from the 5th of June, 2024. This document was approved by the Executive Committee of 2024. The initial draft was developed by Chair P.Avinash Krishna and endorsed by the Student Branch Counselor, Prof. Sarath Raj S, in the presence of Women in Engineering Affinity Group Advisor, Mrs. Blessy A Rahiman."***

# PREAMBLE

In accordance with the IEEE Student Branch Constitution, these Bylaws are established to govern the operations of the IEEE Student Branch of Musaliar College of Engineering and Technology (MCET), hereafter referred to as IEEE SB MCET. This document serves as the official operational framework, outlining policies, responsibilities, and procedures essential for the smooth and ethical conduct of the branch's activities.

IEEE, founded in 1884, is the world's largest technical professional organization dedicated to advancing technology for the benefit of humanity. Globally divided into Regions and Sections, IEEE connects professionals and students through a shared vision of innovation and learning. IEEE SB MCET is a proud part of this global community, contributing actively to the mission of IEEE at the institutional level.

The IEEE Student Branch of Musaliar College of Engineering and Technology (MCET) was officially approved by IEEE MGA on 22nd November, 2012, marking the beginning of its journey in fostering technical excellence and professional development among students. The Constitution and Bylaws shall supersede individual decisions by office bearers in the event of a conflict and shall serve as the guiding document for all governance-related matters within the branch.

## Our Vision

To ignite curiosity, nurture creativity, and empower engineering students at MCET to thrive as future-ready innovators and ethical professionals.

## Our Mission

- To expose students to the frontiers of engineering, technology, and innovation
- To cultivate leadership, collaboration, and professionalism through hands-on activities
- To bridge the gap between academic knowledge and industry relevance
- To inspire members to explore beyond textbooks through workshops, contests, and global engagement
- To create a supportive environment for networking, skill-building, and lifelong learning

# **Article I: Name ,Geo Code and Authority**

## **Sec. 1.Name**

The name of the Student Branch shall be “IEEE Student Branch Musaliar College of Engineering and Technology”.

It may be informally referred to as “IEEE Student Branch MCET” or “IEEE SB MCET”.

The organization functions under the IEEE Kerala Section, which is part of the IEEE India Council, within IEEE Region 10 (Asia–Pacific Region).

## **Sec. 2. Organizational Unit Code**

The Organizational Unit (OU) Code assigned by IEEE Headquarters to the IEEE Student Branch of Musaliar College of Engineering and Technology is STB10761

## **Sec. 3. Autonomy and Governance**

The IEEE Student Branch MCET shall function as an independent student body affiliated with IEEE MGA (Member and Geographic Activities).

It shall be governed by the Student Branch Counselor and any Student Branch Chapter/Affinity Group Advisors, who are appointed by the Principal of Musaliar College of Engineering and Technology, based on recommendations from the IEEE Student Members of the institution.

## **Sec. 4. Executive Committee**

The administration of the IEEE Student Branch MCET shall be carried out by an independent body known as the Executive Committee (Execom).

The functioning of this committee is not affiliated with any other student body or committee within the institution and operates exclusively under the guidelines of IEEE and the branch constitution.

## **Sec. 5. Compliance**

The organization and operation of the IEEE Student Branch MCET shall be in full accordance with the Constitution and Bylaws of IEEE and IEEE Member and Geographic Activities (MGA).

## **Sec. 6. Subunits and Affiliates**

The IEEE Student Branch MCET may include subunits such as Student Branch Chapters, Affinity Groups, Joint Student Branch Chapters, or Special Interest Groups (SIGs), as recognized by IEEE.

These subunits shall function as independent technical or community-focused groups, affiliated with the Student Branch and operating under the guidance of their respective Advisors appointed by the institution.

# **Article II: Guidelines**

## **Sec. 1 – Professional Code of Conduct**

All major events conducted under IEEE SB MCET shall begin with a reference to the IEEE Code of Ethics. Members are expected to be familiar with and uphold the values and standards of professional conduct prescribed by IEEE.

## **Sec. 2 – Member Orientation**

A familiarization session introducing IEEE, its benefits, and the Student Branch Constitution and Bylaws shall be organized for new members:

- Ideally within the first month of the academic year, or
- Within the first semester (September/October or March, depending on intake)

### **Sec. 3 – Digital Access and Handover**

All relevant official IEEE SB email credentials, drive access, and social media handles shall be shared with newly elected Execom members — specifically the Chair, Secretary(ies), and Media/Webmaster coordinators — during the annual transition process.

### **Sec. 4 – Peer Counseling by Senior Members**

Second-year IEEE members are encouraged to serve as peer counselors or mentors during first-year student orientation. They may also assist in conducting the introductory session on IEEE and SB guidelines.

### **Sec. 5 – Accessibility of Bylaws**

A copy of the updated Constitution and Bylaws shall be:

- Attached to the Student Branch minutes book
- Displayed on the official SB notice board (physical or digital)
- Published on the Student Branch’s official website or digital platforms, if available

### **Sec. 6 – Reporting Violations**

Any violation of the Constitution and Bylaws may be raised in the General Body meeting or reported to the Student Branch Counselor, who will oversee appropriate action and ensure smooth functioning.

### **Sec. 7 – Volunteer Eligibility**

Volunteering in IEEE SB MCET events is exclusively open to IEEE Members of the institution unless stated otherwise under special circumstances.

### **Sec. 8 – Participation in IEEE Events**

All IEEE members are strongly encouraged to attend IEEE Kerala Section programs, including:

- LINK/Hub Events
- Society Chapter activities
- Affinity Group initiatives (e.g., WiE, YP)

### **Sec. 9 – Financial Auditing**

All account maintenance and annual auditing shall be completed by March of each year, under the direct observation of the Student Branch Counselor. After auditing, account access and records shall be transitioned to the newly elected Treasurer and Chair.

### **Sec. 10 – Branding and Design Standards**

All IEEE SB MCET materials — including posters, brochures, videos, and digital content — must follow the official IEEE Visual Identity Guidelines.

## **Article III: Veto and Impeachment Powers of the Student Branch Counselor**

### **Sec. 1 – Authority to Impeach**

The Student Branch Counselor shall have the authority to impeach any office bearer of the IEEE SB MCET, based on the recommendation of the Executive Committee (Execom).

### **Sec. 2 – Direct Impeachment**

The Counselor may impeach any office bearer without Execom recommendation if the member is found to be:

- In violation of the IEEE Code of Ethics
- In breach of the Institutional or University Code of Conduct

In such cases, a minimum 3-day notice period must be given to the concerned member to provide an explanation.

### **Sec. 3 – Violation of Bylaws**

If any office bearer is found to have violated the IEEE SB MCET Constitution or Bylaws, the Counselor has the right to take direct impeachment action, even without Execom involvement.

### **Sec. 4 – Member-Initiated Impeachment**

If two-thirds of the active IEEE Student Members of the branch submit a formal request for impeachment of an office bearer:

- The motion can proceed without Execom recommendation
- Execom members shall not be included in the total count
- The final decision rests solely with the Student Branch Counselor

### **Sec. 5 – Non-performance or Absenteeism**

An Execom member who consistently fails to:

- Attend official Execom meetings
- Fulfill assigned responsibilities or remain responsive

may be subject to impeachment based on the recommendation of the SB Chair, relevant SB Chapter/Affinity Group Advisors, or Mentors.

## **Article IV: Executive Committee (Execom) & SB Administration**

### **Sec. 1 – Governance by Executive Committee**

The administration of IEEE SB MCET shall rest with the Executive Committee (Execom).

Members of this committee are selected through an interview or nomination process, guided by the Student Branch Counselor, Advisors, and Mentors.

#### **Sec. 1.1 – Term of Office**

The term of the Executive Committee shall be from 1st January to 31st December each year.

### **Sec. 1.2 – Selection Deadline**

The selection of the new Execom shall ideally be completed within four months of the start of the year (i.e., by 30th April).

### **Sec. 1.3 – Transition and Financial Restriction**

If the previous Execom continues to operate due to academic or administrative delays, they shall not handle financial matters, including:

- Student Branch account operations
- On-hand funds
- Event-based transactions

### **Sec. 1.4 – Handover Support**

The outgoing Execom shall guide the incoming office bearers by:

- Facilitating administrative handover
- Assisting with financial and operational procedures
- Supporting technical skill development

### **Sec. 2 – Duties and Functions of the Execom**

The Execom shall function as the governing body of IEEE SB MCET and be responsible for:

- Filling vacant Execom positions
- Reviewing and approving expenditure requests
- Circulating official notices
- Communicating decisions to members
- Leading membership development initiatives

### **Sec. 3 – Composition of the Executive Committee**

The Execom shall include the following:

- Student Branch Counselor
- Advisors of Chapters / Affinity Groups
- Student Branch Mentor(s)
- Chapter / Affinity Group Mentors
- SB Chairperson
- SB Vice-Chairperson
- SB Secretary
- SB Joint Secretary
- SB Treasurer
- SB Joint Treasurer (Optional)
- Chairs, Vice-Chairs & Secretaries of all Society Chapters
- Chairs, Vice-Chairs & Secretaries of all Affinity Groups
- Webmaster
- Membership Development Coordinator
- LINK Representative

### **Sec. 4 – Meeting Frequency**

Execom meetings shall be held at least twice a month, except during university examination periods or academic holidays.

### **Sec. 5 – Meeting Notification**

Meetings shall be notified at least one day in advance to all Execom members.

### **Sec. 6 – Electronic Notice Circulation**

The SB Vice-Chair shall handle the e-notice circulation of:

- Meeting announcements
- Agendas
- Meeting outcomes

### **Sec. 7 – Agenda Communication**

Meeting agendas must be shared with Execom members prior to the meeting.

### **Sec. 8 – Off-Agenda Discussions**

Discussion on topics not listed in the meeting agenda may be allowed at the discretion of the:

- SB Counselor
- Advisors
- SB Chair
- SB Vice-Chair
- SB Secretary

### **Sec. 9 – Emergency Meetings**

The SB Chair or Counselor/Advisor may call an urgent Execom meeting without prior notice or formal agenda.

### **Sec. 10 – Subcommittee Meetings**

Student Branch Chapters and Affinity Groups may conduct their own Execom meetings with the approval of their Advisors. A summary of the meeting shall be submitted to the SB Chair.

### **Sec. 11 – Coordination with Central SB**

While Chapters and Affinity Groups may independently organize Execom discussions, key decisions must be discussed with the SB Chair, Vice Chair, and Secretary.

### **Sec. 12 – Branch Unity**

Conflicts between Subunits (Chapters, Affinity Groups, etc.) and the central SB Execom shall not be permitted.

All branches and units must operate with mutual respect, under the core values of IEEE.

## **Article V: Roles and Responsibilities**

### **Sec. 1 – Student Branch Chairperson**

The SB Chairperson shall:

- Oversee the overall management of all Student Branch affairs.
- Preside over all General Body and Executive Committee meetings.
- Ensure regular Execom meetings are held.
- Complete and submit the Annual Report on IEEE vTools.
- Organize the annual selection of new office bearers and update IEEE vTools Officer Reporting.
- Ensure proper transfer of duties and documentation to the newly elected committee.

### **Sec. 2 – Student Branch Vice-Chair**

The SB Vice-Chair shall:

- Assist the Chairperson in all affairs of the Student Branch.
- Perform the duties of the Chairperson in their absence or as delegated.

- Utilize IEEE OU Analytics and provide membership-related insights to the MDC.

### **Sec. 3 – Student Branch Secretary**

The SB Secretary shall:

- Prepare and circulate agendas for General Body and Execom meetings.
- Maintain all branch records and documentation.
- Ensure adherence to the SB Constitution and Bylaws.
- Facilitate smooth record transfer during committee transitions.
- Ensure timely IEEE vTools Annual and Event reporting.

### **Sec. 4 – Joint Secretary**

The Joint Secretary shall:

- Support the Secretary and take over responsibilities when required.
- Ensure all activity reports from SB, Chapters, and Affinity Groups are submitted on time.

### **Sec. 5 – Treasurer**

The Treasurer shall:

- Maintain all financial records and accounts, with dual-signature authorization (SB Counselor + Treasurer).
- Prepare and present an annual financial report by March each year.
- Include final financial statements in the Annual Activity Report.
- Ensure timely credit of funds from the Section or other sources.

### **Sec. 6 – Student Branch Counselor**

The SB Counselor shall:

- Serve as the supreme authority of the Student Branch.
- Ensure communication from IEEE HQ reaches the office bearers.
- Attend Execom meetings and support committee functions.
- Participate in regional committee discussions as needed.
- Liaise with the Section SAC Chair and other IEEE bodies.
- Promote awareness of IEEE benefits, awards, and contests.
- Encourage faculty engagement and industrial collaboration.

### **Sec. 7 – Chapter / Affinity Group Chair**

The Chair of a Chapter or Affinity Group shall:

- Preside over chapter/AG meetings and their Execom.
- Serve the needs of members effectively within available resources.
- Present activity plans to their Execom.
- Represent the chapter/AG in IEEE events and meetings.
- Ensure timely transition and handover of documents.
- Maintain minimum activity levels and ensure event reporting on vTools.

### **Sec. 8 – Chapter / Affinity Group Vice-Chair**

The Vice-Chair shall:

- Assist the Chapter/AG Chair.
- Act as Chair when the Chair is absent or as delegated.

### **Sec. 9 – Chapter / Affinity Group Secretary**

The Secretary shall:

- Maintain all chapter/AG records and documents.

- Record minutes and submit event reports to the SB Secretary.
- Manage correspondence and coordinate with the SB Secretary and Treasurer.
- Assist with proper financial documentation.
- Ensure smooth record transfer during transitions.

**Sec. 10 – Chapter / Affinity Group Advisor**

The Advisor shall:

- Guide the chapter/AG operations and mentor student leaders.
- Coordinate with the Treasurer regarding financial matters.
- Serve as the highest authority within the respective subunit.

**Sec. 11 – Membership Development Coordinator (MDC)**

The MDC shall:

- Conduct orientation and recruitment drives, especially for first-year students.
- Monitor and encourage timely renewals and new memberships.

**Sec. 12 – Webmaster**

The Webmaster shall:

- Manage the Student Branch’s website.
- Ensure compliance with IEEE web branding and visual identity guidelines.
- Collaborate with secretaries to keep the website updated.
- Maintain the SB’s social media channels and presence.

**Sec. 13 – LINK Representative**

The LINK Representative shall:

- Act as a liaison between the SB and IEEE LINK/Hub.
- Promote SB events and maintain external engagement with other SBs.

**Sec. 14 – Student Branch Mentor**

The SB Mentor shall:

- Be a professional IEEE member and alumni of the Student Branch.
- Be appointed by the SB Counselor or Advisor.
- Serve as a non-voting advisor in Execom meetings.
- Offer guidance on leadership, technical growth, and SB development.

**Article VI: Quorum and Its Powers**

**Sec. 1 – Definition of Quorum**

Unless otherwise specified, a quorum shall consist of two-thirds (2/3) of the total active IEEE Student Members of the Student Branch.

**Sec. 2 – Applicability of Quorum**

A quorum is required for convening Annual General Meetings (AGM) and General Body Meetings (GM).

- If 2/3 members are not present, the meeting shall be delayed by 5 minutes to allow members to assemble.
- If quorum is still not met, the meeting may proceed, but decisions requiring quorum cannot be taken.

### **Sec. 3 – Constitutional Amendments by Quorum**

The quorum has the power to amend the Constitution without requiring SB Execom approval.

- In such a case, Execom members will not be counted among total IEEE members.
- This clause is valid only if the Student Branch has a minimum of 75 active IEEE members.

### **Sec. 4 – Impeachment Request by Quorum**

The quorum can initiate a request for the impeachment of any Execom member.

- Execom members shall not be counted in the quorum during this process.
- The final decision shall rest with the Student Branch Counselor.
- This power is applicable only if the SB has at least 50 active IEEE members.

### **Sec. 5 – Demand for Meetings**

The quorum can formally request an immediate AGM or GM at any time.

- Such a request, when submitted, is to be considered final and binding.

### **Sec. 6 – Office Bearer Selection Dispute**

If the quorum expresses formal opposition to the selection of Student Branch office bearers:

- A fresh election shall be conducted via secret ballot.
- Execom members shall not be included in the total count of members for quorum consideration.
- This clause excludes special appointments governed under Article XII, Section 4.

## **Article VII: General Body Meetings**

### **Sec. 1 – Frequency**

The Student Branch shall conduct at least four (4) General Body Meetings (GBMs) in an academic year, at dates and times determined by the Executive Committee.

### **Sec. 2 – Membership**

The General Body comprises all active IEEE Student Members of the Student Branch.

### **Sec. 3 – Decision Authority**

The General Body is the supreme decision-making authority of the Student Branch. Its decisions are final and binding, unless they conflict with IEEE regulations.

### **Sec. 4 – Agenda Circulation**

Meeting agendas must be shared in advance with members, ideally at least one day prior to the meeting.

### **Sec. 5 – Member Input**

Any member may submit written requests to the SB Secretary to add specific agenda items for discussion.

### **Sec. 6 – Off-Agenda Discussions**

Discussions on topics not included in the official agenda may be allowed at the discretion of the presiding officer (typically the Chair or Vice Chair)

## **Article VIII: Student Branch Chapters and Affinity Groups**

### **Sec. 1 – Scope and Governance**

IEEE Societies, Chapters, and Affinity Groups (AGs), when formed under IEEE SB MCET, shall function as independent subunits (Organizational Units – OUs). However, they shall remain under the overall governance and supervision of the Student Branch.

### **Sec. 2 – Membership & Autonomy**

Each Chapter or AG shall consist of student members who are active in that Society or Affinity Group, and may hold independent general body meetings and activities as approved by their respective Advisors.

### **Sec. 3 – Formation Clause**

The Student Branch reserves the right to form new Chapters, Societies, and Affinity Groups in accordance with IEEE guidelines, based on member interest and faculty support.

Note: Until officially established, no Chapter or Affinity Group may claim financial or administrative autonomy.

### **Sec. 4 – Minimum Activity Requirement**

Once formed, each Chapter or AG is encouraged to conduct at least:

- One All-Kerala level event, or
- Two inter-college events, or
- Three intra-college events annually.

These serve as minimum recommended targets and can be exceeded based on enthusiasm and resources.

### **Sec. 5 – Financial Guidelines**

Once operational:

- Transactions under ₹5,000 may be approved by the Chapter/AG Execom after consultation with their respective Advisor.
- Transactions beyond ₹5,000 must involve the SB Counselor, SB Chair, SB Secretary, and SB Vice Chair.

## **Article IX: Student Branch Finance & Management**

### **Sec. 1 – Financial Oversight**

All financial matters related to the Student Branch shall fall under the primary responsibility of the Treasurer, who will work in coordination with the Student Branch Counselor.

### **Sec. 2 – Bank Account and Fund Handling**

- The Student Branch shall maintain a single bank account, jointly operated by the SB Counselor and Treasurer.
- Withdrawals and transactions shall require the endorsement and signature of both the Counselor and Treasurer.
- In exceptional cases, a responsible representative may be appointed by the Counselor and Chair for withdrawal, with proper documentation.

### **Sec. 3 – Financial Record Keeping**

- All financial transactions, including credits and debits, must be properly recorded in a designated finance ledger or digital record, signed monthly by the Counselor.
- Event-specific income and expenses shall be separately tracked and consolidated.

### **Sec. 4 – Quotations & Procurement**

- For the purchase of items or services exceeding ₹10,000, a minimum of two vendor quotations must be collected.
- Preference must be given to economical and quality-assured vendors, and documentation must be filed.

### **Sec. 5 – Event Financial Responsibility**

- The SB Treasurer shall serve as the default event treasurer for all Student Branch events.
- If the Treasurer is unavailable, the Counselor, in consultation with the Execom, may assign another responsible member.

### **Sec. 6 – Bill Verification & Settlement**

- All bills must be verified and countersigned by the SB Counselor.
- Bills should be settled within 20 days of event conclusion.
- Finalized bills and expense details should be presented to the Executive Committee for approval before optional circulation among SB members.

### **Sec. 7 – Financial Transparency & Reporting**

- An Annual Financial Report must be prepared and presented to the Execom before the Annual Report is submitted via IEEE vTools.
- A copy of the financial summary must be archived and made available on request.

### **Sec. 8 – Joint Account Clause**

To ensure transparency and accountability, the Student Branch account shall operate on a dual-signature mode, requiring the signatures of both the SB Counselor and SB Treasurer.

### **Sec. 9 – Reimbursements and Support**

- No reimbursement for IEEE membership renewals will be claimed by faculty unless otherwise approved by the institution or through dedicated funding avenues.
- The Student Branch may apply for funding from the IEEE Kerala Section or other IEEE bodies in accordance with eligibility.

### **Sec. 10 – College Contribution and Budget Planning**

- The SB shall coordinate with the college administration regarding financial support for events, with a recommended contribution range of 30–40% of total budget, as mutually agreed upon.
- A proposed budget plan shall be submitted to the Counselor and the College for approval at least two weeks prior to the event.

# **Article X: Financial Support for Participation and Development**

## **Sec. 1 – Purpose**

The IEEE Student Branch at Musaliar College of Engineering and Technology (MCET) may provide financial support to its members for participating in IEEE-related technical, professional, and academic development opportunities, subject to availability of funds and approval by the Student Branch Counselor and Executive Committee.

## **Sec. 2 – Eligibility for Financial Assistance**

- Only active IEEE members of the SB are eligible to request financial support.
- Requests must align with the goals and values of IEEE and promote technical learning, leadership, or outreach.

## **Sec. 3 – Approval Process**

- All requests must be submitted in advance with relevant documentation and a justification.
- Final approval is at the discretion of the Student Branch Counselor with consultation from the Executive Committee.

## **Sec. 4 – Limitations**

- Financial support will only be considered if sufficient funds are available.
- No fixed amount is guaranteed; support, if any, will depend on the nature of the event and current financial status of the Student Branch.
- The Student Branch does not commit to fund travel, registration, or project expenses unless explicitly budgeted.

## **Sec. 5 – Reporting Requirement**

- Any member receiving financial assistance must submit an activity report and receipts, if applicable, within 7 days after the event.

## **Sec. 6 – Future Expansion**

Provisions for more detailed travel grants, project funding, or membership reimbursements may be introduced through amendments as the Student Branch expands and establishes financial stability.

# **Article XI: IEEE Room and Asset Management**

**Sec. 1.** The IEEE Student Branch at MCET may operate an IEEE Room or Centre of Excellence in the future as a dedicated space for its activities, meetings, and storage of materials.

**Sec. 2.** Once such a space is allocated, the SB Chair, Vice Chair, or Secretary will be responsible for the management and supervision of the space, until further delegated.

**Sec. 3.** An Asset Register, Minutes Register, and Financial Register will be maintained physically or digitally for recordkeeping once the IEEE Room is operational.

**Sec. 4.** All assets owned by the Student Branch shall be documented and maintained. Assets must be verified before transition to a new Executive Committee.

**Sec. 5.** Any unauthorized access or misuse of the room, or loss of SB property, will be addressed by the SB Counselor in consultation with the Executive Committee, and disciplinary action may follow.

**Sec. 6.** Until an official room is allocated, assets and registers may be kept by the responsible office bearers under the guidance of the SB Counselor.

## **Article XII: Nominations and Appointments**

**Sec. 1.** The Nomination Committee shall include the SB Counselor, Advisors, SB Mentor (if any), SB Chair, SB Secretary, and Chapter/Affinity Group Chairs if applicable.

**Sec. 2.** Nominations for office bearers shall be invited before December 31st of each year.

**Sec. 3.** Recommended year-wise roles:

- Second Year Students: Vice-Chair, Joint-Secretary
- Third Year Students: Chair, Secretary, Treasurer, MDC
- Open (2nd or 3rd Year): Webmaster, LINK Rep, Design Head, others

**Sec. 4.** Selection may be conducted via interviews or recommendations at the discretion of the SB Counselor.

**Sec. 5.** Approved slates shall be published after Nomination Committee review and Counselor approval.

**Sec. 6.** In case of disagreement over slate, elections via secret ballot shall be conducted during the Annual General Meeting, if necessary.

**Sec. 7.** In case of mid-term vacancies:

- If less than 4 months remain, a current member may be assigned the role additionally.
- Otherwise, follow regular nomination procedures or let Counselor nominate directly for critical roles.

## **Article XIII: Amendments**

**Sec. 1.** Amendments to the Constitution or Bylaws may be proposed by any Executive Committee member or SB member.

**Sec. 2.** All proposed amendments must be circulated to the Executive Committee at least 14 days prior to the meeting, and approved by at least two-thirds of the ExeCom.

**Sec. 3.** Approved amendments shall be presented to the General Body Meeting (GBM) for final confirmation.

**Sec. 4.** A two-thirds majority of the present quorum in the GBM is required to adopt an amendment.

**Sec. 5.** In extraordinary cases, the GBM may directly propose and pass amendments (excluding ExeCom votes), subject to a quorum and Counselor's concurrence.