

Xi Chapter of Eta Kappa Nu Chapter Bylaws

Last Revised: 11/06/2006

Article 1: Chapter Charter

Section 1: The name of this chapter shall be the Xi chapter of the Eta Kappa Nu Association.

Section 2: This chapter shall be located at Auburn University, Auburn, AL.

Article 2: Chapter Bylaws

Section 1. These articles shall be the bylaws and official governing document of Xi Chapter of Eta Kappa Nu.

Section 2. These chapter bylaws are subject to the Constitution and Bylaws of the Eta Kappa Nu Association and to future changes in those documents. In the event of conflict, the national Constitution and Bylaws shall prevail. In the event of enactment of any future amendments to the Constitution or changes in the Bylaws, with which these chapter bylaws may become in conflict, such conflicting chapter bylaws shall thereby become void.

Section 3. Amendments to these bylaws must be approved by a simple majority of chapter members voting.

Section 4. Each revision of these bylaws must be submitted to the Executive Committee for approval during the next regularly scheduled national Board of Directors meeting.

Section 5. The chapter can operate under tentative assumed approval by the Executive Committee until explicitly informed by the Executive Committee that portions of the submitted Bylaws are not approved and need to be modified.

Section 6. These bylaws shall become effective at the first regular meeting after ratification of the Bylaws by the chapter, and submission of these bylaws to the Executive Council of the Eta Kappa Nu Association.

Section 7. Changes to these bylaws which do not affect the meaning of the laws (such as typographical corrections) shall only require the approval of a majority of chapter officers as defined in Article 10.

Article 3: Objectives

The objectives of the Xi Chapter of Eta Kappa Nu shall be

Section 1: To uphold the purposes and ideals of the Eta Kappa Nu Association as set forth in the Constitution and Bylaws

Section 2: To promote and encourage excellence in Electrical and Computer Engineering Education.

Section 3: To promote and encourage among the students of Auburn University a desire for higher scholastic standing and greater knowledge in the studies prescribed in the Electrical and Computer Engineering curriculum.

Section 4: To foster a spirit of respect and cooperation with the faculty of Auburn University.

Section 5: To cooperate with and support the activities of the local student branch of the Institute of Electrical and Electronics Engineers.

Section 6. To cooperate with other chapters of Eta Kappa Nu.
 Section 7. To sponsor and promote activities for the betterment of all electrical and computer engineering students, for the electrical and computer engineering department, for the engineering college, and for the public at large.

Article 4. Chapter Emblem, Colors, Insignia, Publication

Section 1. The official emblem of the chapter shall be the Wheatstone Bridge.
 Section 2. The official colors of the chapter shall be navy-blue and scarlet.

Article 5. Chapter Office, Records, and Trustees

Section 1: The office for the Xi Chapter shall be located in the Greene Room in Broun Hall.
 Section 2: The records for Xi Chapter shall be kept in the chapter office. These records include chapter correspondence, membership signature book, financial records and checkbooks, test files, and chapter meeting minutes.
 Section 3: The trustee committee for the chapter shall consist of the members of the ECE faculty at Auburn University. The Faculty Advisor of the chapter shall be the chair of this committee, and in case of their resignation or incapacity, the committee shall elect its chair from its membership.
 Section 4: In the event of the chapter becoming inactive, the trustee committee shall

- a. Be custodian of all funds, records, and paraphernalia of the chapter.
- b. Have full power to act and vote for the chapter during the period of inactivity exactly as if the chapter were in active participation.
- c. Have full power, with the approval of the National Executive Director, to reorganize and reactivate the chapter when it deems the time is appropriate.

Article 6: Membership Eligibility

Section 1: Individuals are eligible for membership in Xi chapter of Eta Kappa Nu as a Junior, Senior, Graduate Student, Faculty, or Professional Member if they meet the qualifications for membership for that class.
 Section 2: All candidates for membership must be of unimpeachable character, have the ability to make use of the knowledge and information acquired, have capacity and willingness for hard work, and have a genial nature and ability to work in harmony with all types of people.
 Section 3: Juniors shall be eligible for membership if they have a cumulative scholastic rank in the upper quarter of their electrical and computer engineering class. A junior means any enrolled student who has completed one-half of the scholastic requirements
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 Section 4: Seniors shall be eligible for membership if they have a cumulative scholastic rank in the upper third of their electrical and computer engineering class. A senior means any enrolled student who has completed three-fourths of the scholastic requirements for
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 Section 5: Graduate Students shall be eligible for membership if they are currently accepted and enrolled into a program of study leading to a masters or doctorate degree in Electrical or Computer Engineering and have completed one full academic term at Auburn University.

Section 6: All faculty members at Auburn University shall be eligible for membership by virtue of their doctoral degree and faculty position.

Section 7: An electrical or computer engineer who has done meritorious work in the electrical or computer engineering profession or allied pursuits shall be eligible for membership as a Professional Member. The criteria for membership at the Professional level is considerably stricter, and candidates should be able to demonstrate that they are ranked in the upper 10% compared with other electrical and computer engineers of similar age and experience.

Section 8: All Graduate Student candidates, Faculty Member candidates, and Professional Member candidates must have the written approval and endorsement of the chapter faculty advisor and the head of the ECE department.

Section 9: Members of Eta Kappa Nu who have been previously inducted at other institutions may become affiliate members of Xi Chapter without going through initiation by informing the HKN headquarters of their affiliate status with this chapter. Their original chapter and induction date information will remain, but they will be also listed as a member of Xi chapter. Affiliate members have the same status as inducted members.

Section 10: Undergraduate candidates must have completed 20 hrs of credit at Auburn University prior to the time of consideration.

Section 11: Undergraduate candidates of Junior status must have completed the following minimum courses to be eligible for membership: ELEC 2110, ELEC 2010.

Undergraduate candidates of Senior status must have completed the following minimum courses to be eligible for membership: ELEC 2120, ELEC 2020.

Article 7: Member Election

Section 1: At the discretion of the membership, a candidate shall be interviewed before the election meeting. Such interviews shall be held at a time that is convenient to both the candidate and the members. The purpose of the interview is to acquaint the members with the candidate and it must be conducted in a dignified and serious manner, conforming to the ideals and aims of the Association.

Article 8: Pledging and Initiation

Section 1: Those elected candidates who accept shall be pledged in a dignified procedure before the members of the Chapter.

Section 2: Candidates are elected contingent on their completion of the pledge requirements to the satisfaction of the pledge chair. The pledge requirements must be completed by 3:00 p.m. on the day of the initiation ceremony.

Section 3. The formal induction shall proceed according to the Initiation Ritual of the Association.

Article 9: Active Membership and Chapter Meetings

~~Section 1: Those members who have not attended a meeting in the past year shall~~
determine those members who shall be placed on inactive status.

Section 2. Each member shall be required to earn twelve points for each of the fall and spring semesters.

Section 3. Points shall be awarded as follows: two points for each meeting attended; one point for each hour of tutoring completed; points for project participation shall be

awarded on a case-by-case basis at the discretion of the project leader with guidance from the chapter president.

Section 4. Meeting attendance cannot be the sole source of obtaining points for any member.

Section 5. A member who does not obtain the prescribed amount of points shall be placed on probation during the subsequent semester. Members with probationary status may not hold a chapter office, wear the honor cord during the graduation ceremony, or receive a letter of reference or recommendation from the Faculty Advisor.

Section 6. A member may regain good standing by obtaining the prescribed amount of points during the semester he is on probation.

Section 7. A member who does not obtain the prescribed amount of points for two consecutive semesters will be regarded as inactive. An inactive member cannot regain any privileges of membership in HKN.

Section 8. A member may appeal probationary or inactive status to a board comprised of the President, Vice President, and Faculty Advisor.

Section 9. Co-op students are exempt from the requirement to attain the required number of activity points during the semesters in which they are not enrolled as students on campus. Graduate students, Faculty, and Professional Members are not required to obtain points.

Section 10. Affiliate members who are undergraduate students and are completing the requirements listed above for active membership shall be deemed to be active affiliates.

Section 11. A minimum of seven regular meetings shall be held each semester.

Section 12. The chapter president may call a special meeting at any time and shall be required to call a special meeting within two weeks upon request of five active members or the faculty advisor.

Article 10. Chapter Officers

Section 1. Terms for the offices of President and Vice president shall be one year. All other chapter officers shall be elected once every semester. All newly elected officers shall take office at the end of the last meeting of the Chapter in that semester. All outgoing officers shall transfer their files and explain the duties of the office to the incoming officers at or before the last meeting of the semester.

Section 2. Officer elections are to be held sufficiently in advance of the retirement of old officers that the newly elected individuals can learn their job responsibilities and work with existing officers to assure a smooth transition.

Section 3. The Chapter officers for Xi Chapter shall be: President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Bridge Correspondent, Webmaster, E-Council Representative and Chapter Historian.

Section 4. The duties of the President shall be:

- a. Preside over all regular meetings of the chapter
- b. Call Special meetings at any time or within two weeks upon request of five active members or chapter advisor.
- c. Any other responsibilities that are usually accorded to this position.

Section 5. The duties of the Vice-President shall be:

- a. Assume the duties of the President in the event the President is unable to.
- b. Perform any other tasks as requested by the President.

- Section 6. The duties of the Corresponding Secretary shall be:
- a. Handle all correspondence of the chapter, except that pertaining to the Treasurer or Bridge Correspondent's office.
 - b. Maintain activity points for each member.
- Section 7. The duties of the Recording Secretary shall be:
- a. Keep a record of all meetings.
 - b. Keep a record of the attendance records for all meetings.
 - c. Issue notices and publicize all regular meetings, special meetings, and events
- Section 8. The duties of the Treasurer shall be:
- a. Administer all Chapter bank accounts and funds
 - b. Collect all Dues and other income and deposit funds
 - c. Pay all Bills and make other payments as authorized by the chapter. Withdrawals and checks written on any Eta Kappa Nu account shall require the signature of the Faculty Advisor .
- Section 9. The duty of the Bridge Correspondent shall be to submit a publicity report and photos of one major chapter event per Year to the Bridge Magazine Editor, for publication in the Chapter Activities section of the Bridge magazine.
- Section 10. The duty of the Webmaster shall be to maintain the Xi Chapter web site, including membership rosters and meeting data, as deemed appropriate by the chapter.
- Section 11. The duty of the E-Council Representative shall be to represent the Xi Chapter at meetings of the Eta Kappa Nu Engineering Student Council (E-Council) and report back to the chapter on the occurrences therein.
- Section 12. The duties of the Chapter Historian shall be:
- a. Photograph Chapter activities
 - b. Organize and archive photographs of current and past Chapter activities
 - c. Archive past Chapter activities and correspondence

Article 11. Faculty Advisor

- Section 1. Xi Chapter shall have one Faculty Advisor.
- Section 2. The Faculty Advisor shall be a member of Eta Kappa Nu and a current member of the ECE faculty at Auburn University.
- Section 3. The chapter shall request the head of the Electrical or Computer Engineering department to appoint the Faculty Advisor for the chapter.
- Section 4. The Faculty Advisor shall serve as liaison between the chapter and the college.
- Section 5. The chapter shall notify the National Headquarters upon change of Faculty Advisor and insure that HKN national headquarters has the name and contact information for the current faculty advisor.
- Section 6. To comply with the Family Educational Rights and Privacy Act (FERPA), The Faculty Advisor shall be the School Official responsible for obtaining lists of eligible juniors and seniors and their cumulative grade point averages and directory information from the school registrar. The Faculty Advisor is authorized to obtain this information for a legitimate educational interest of determining eligibility for an honor society. The Faculty Advisor will sort these lists by cumulative grade point average and determine the top one-quarter of the junior class, and top one-third of the senior class, and remove the

other student names. The Faculty Advisor will then remove the grade point information and resort the lists alphabetically and give the eligibility list and directory information to the chapter officers.

Article 12. Voting Requirements

Section 1. A quorum for the legal transaction of chapter business shall consist of at least 50% of the active undergraduate student members of the chapter.

Section 2. Student members pursuing a cooperative program or off the campus on an industrial assignment at the time of the meeting shall not be counted in the total membership for the purpose of determining a quorum.

Section 3. Students determined to be on a probationary status (as defined in Article 9, Section 5) shall not be counted in the total membership for the purpose of determining a quorum.

Section 4. Active Affiliate members shall be counted in the total membership for the purpose of determining a quorum.

Article 13. Dues, Fees, and Assessments

The national fee shall be that prescribed by the current Bylaws of the National Eta Kappa Nu Association. The local Chapter dues will be established as follows. The president, treasurer and faculty advisor will submit a recommendation to the Chapter membership at the first meeting of each fall semester. The recommendation will be discussed and possibly amended, then voted on by the membership. If the recommendation is accepted by a simple majority vote, the new dues amount will become effective at the next induction. Unless a new dues amount is accepted by vote, the existing dues will remain in effect.

Article 14. Funds

Section 1. There shall be a General Fund consisting of local Chapter dues, fees, assessments, bank interest, and proceeds collected from tee-shirt sales, refreshment sales, event admissions, etc. The general fund shall be used to pay all the running expenses of the chapter.

Section 2. Monies shall be deposited in a university or department account or in a savings or checking account in a bank approved by the officers of the Chapter.

Section 3. The name on the account shall be Eta Kappa Nu - Xi Chapter

Section 4. The Treasurer shall establish and administer this fund and all accounts. He shall have the authority to open accounts and to deposit funds.

Section 5. Disbursements from any Xi Chapter account shall be approved by the chapter.

Section 6. All disbursements require one signature. The Treasurer is the only individual authorized to make disbursements from these accounts.

Section 7. For bank accounts that require a Tax ID number, the Tax ID number for Xi Chapter shall be used. This Tax ID number is 76-0731300. Chapter accounts shall not be

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member or faculty advisor.

Section 8. The fiscal year for reporting revenue and expenses shall be July 1 through June 30.

Section 9. If the chapter receives over \$25,000 in total revenue in any given fiscal year,

special tax forms must be filed. Contact HKN national headquarters immediately if the chapter ever expects to receive over \$25,000 in total revenue in the given fiscal year, as soon as this is predicted.

Section 10. IRS section 509(a)(2) regulations restrict HKN chapters from holding large investments and restrict the amount of income a chapter can earn from interest and dividends on investments to be less than one-third of the total income of the chapter. Contact HKN national headquarters immediately if the chapter expects to receive over one-third of its annual revenue from interest and dividends.

Section 11. All income received from Grants and Contributions is restricted for use for charitable purposes as defined by the IRS for projects promoting excellence in electrical and computer engineering education. No portions of these funds may be used for food, social events, or other non-charitable chapter activities. Contact HKN headquarters for specific guidance if needed. Strict accounting must be followed for any monies received from Grants and Contributions.

Section 12. The property of this chapter is irrevocably dedicated to charitable purposes and no part of the net income or assets of this chapter shall ever inure to the benefit of any officer or member thereof or to the benefit of any private person. Upon dissolution of the chapter, any assets remaining after payment, or provision of payment, of all debts and liabilities of the organization shall be returned to HKN National Headquarters, which is organized and operated exclusively for charitable purposes and has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.

Approvals:

The above Bylaws were approved by the members of Xi Chapter at a regular business meeting held on September 26, 2006, with XX members present and was approved by a vote of XX in favor and XX opposed. These Bylaws shall become effective on Month DD, YYYY.

Certified by: _____ Date: _____

Recording Secretary

Approval by the National Executive Council:

_____ Date: _____

_____ Date: _____

_____ Date: _____