

# Alpha Chapter of Eta Kappa Nu Chapter Bylaws

Last Revised: November 18, 2008

## **Article 1: Chapter Charter**

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

Section 2: This chapter shall be located at the University of Illinois at Urbana-Champaign.

Section 3: Alpha Chapter was installed on October 28, 1904 by Maurice Carr.

## **Article 2: Chapter Bylaws**

Section 1. These articles shall be the bylaws and official governing document of Alpha 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 two thirds 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.

## **Article 3: Objectives**

Eta Kappa Nu is a service organization in the Electrical and Computer Engineering Department. The objectives of the Alpha 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 the University of Illinois at Urbana-Champaign 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 the University of Illinois at Urbana-Champaign.

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 the other honor societies on the campus.

Section 7. To cooperate with other chapters of Eta Kappa Nu.

Section 8. 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**

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.

Section 3. The official graduation insignia for the chapter shall be the Eta Kappa Nu Honor Stole and Honor Cord. Members who have purchased the Eta Kappa Nu Honor Stole and/or Honor Cord may wear these insignia at Graduation.

## **Article 5: Chapter Office, Records, and Trustees**

Section 1: The records for Alpha Chapter shall be kept in the chapter office. These records include chapter correspondence, membership signature book, financial records and checkbooks, and chapter meeting minutes.

Section 2: The trustee committee for the chapter shall consist of the members of the ECE faculty at the University of Illinois at Urbana-Champaign. The Faculty Advisors of the chapter shall be the chairs of this committee and in case of their resignation or incapacity, the committee shall elect its chair from its membership.

Section 3: 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 Alpha 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 for the bachelor's degree in Electrical or Computer Engineering, as measured by credit hours.

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 the bachelor's degree in Electrical or Computer Engineering, as measured by credit hours.

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 the University of Illinois at Urbana-Champaign.

Section 6: All faculty members at the University of Illinois at Urbana-Champaign 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 Alpha 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 Alpha Chapter. Affiliate members have the same status as inducted members.

Section 10: Undergraduate candidates must have completed a minimum of three electrical and computer engineering courses at the University of Illinois at Urbana-Champaign prior to the semester of their initiation to be considered eligible for membership.

Section 11: Transfer students must have been in regular attendance at the University of Illinois at Urbana-Champaign for at least one semester prior to the time of consideration and have completed a minimum of two electrical and computer engineering courses.

#### **Article 7: Initiate Selection**

Section 1: Eligible candidates shall be invited to attend an orientation reception. The purpose of the reception is to acquaint the prospective candidates with the Eta Kappa Nu organization and requirements for membership, and to better acquaint the current members with the prospective members. Failure to attend this reception for any reason shall not prejudice the candidates' opportunity for selection.

Section 2. Eligible students shall be designated initiates on the basis of the following three considerations:

- a. Scholastic Rank in Electrical and Computer Engineering class.
- b. Extra-curricular activities and or outside work.
- c. Personality and character, without regard to sex, race religion, or political belief.

Section 3. Initiates who do not meet the requirements stated as set forth in the constitution can be denied invitation to Eta Kappa Nu.

Section 4. Those candidates who fail to be selected for one semester are not disqualified from being considered in a subsequent semester.

### **Article 8: Initiation Process**

Section 1: Candidates are selected contingent on their completion of the initiation requirements to the satisfaction of the Vice President.

Section 2. The Vice President will report the failure of any initiate to complete the requirements or show sufficient progress towards completing the requirements during the semester to the chapter officers, and may request the Board to deny the initiate's invitation to join Eta Kappa Nu.

Section 3. A denial of invitation due to insufficient progress of work may be taken into consideration in future semesters.

Section 4. The formal induction shall proceed according to the Initiation Ritual of the Association.

### **Article 9: Active Membership**

Section 1: Active members may wear Honor Stoles and Honor Cords provided by Alpha Chapter at Graduation.

Section 2: An active member of the chapter shall be defined as any properly initiated member that has completed the active membership requirements each semester after the member's initiation semester.

Section 3. Co-op students and students studying abroad are exempt from the active membership requirements during the semesters in which they are not enrolled as students on campus.

### **Article 10: Chapter Officers**

Section 1. Any vacancy in the offices of the Chapter shall be filled at the first regular meeting after the vacancy occurs, and when possible before the vacancy occurs.

Section 2. All Chapter officers are required to attend weekly board meetings unless they have provided the President with an informal announcement, an adequate amount of time in advance. The impeachment of an officer will be brought up, if he/she has failed to do so for three times.

Section 3. The impeachment of an officer shall require a two-thirds majority vote of the Chapter officer board. Impeachment proceedings may be undertaken by any member of Eta Kappa Nu Alpha Chapter in the event that an officer fails to execute the duties of office.

Section 4. In the event of a vacancy in an elected office other than the President, the President may appoint an interim officer to fill the position for the rest of the term with the consent of the Executive Board, or leave the position empty. In the event of a vacancy in the office of the President, the Vice President shall serve as Acting President until an election can be held to fill the position.

Section 5. 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. Handle all formal correspondence and reports to other campus societies and organizations.
- d. Any other responsibilities which are usually accorded to this position.

Section 6. The duties of the Vice-President shall be:

- a. Assume the duties of the President in the event the President is unable to.
- b. The Vice President is in charge of all aspects of the initiation process, including the banquet, except those specifically assigned to the Corresponding Secretary.
- c. Prepare the initiation ceremony and arrange for location, time, and proceedings of the initiation banquet.
- d. Arrange for any other initiate affairs that may be held, including orientation receptions.
- e. Ensure that initiates are showing sufficient progress towards completing the initiation requirements during the semester.
- f. Perform any other tasks as requested by the President.

Section 7. 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 or officer board. Withdrawals and checks written on any Eta Kappa Nu account shall require two signatures: Treasurer and President.
- d. Work with the Director of Operations to ensure that items for office snack sales are stocked.
- e. Regularly deposit cash from snack and exam sales to the local bank.
- f. Prepare a financial status report at the end of the semester.
- g. Oversee all fundraising for the chapter.

Section 8. The duties of the Corresponding Secretary shall be:

- a. Handle all correspondence of the chapter, except that pertaining to the Treasurer's office.
- b. Certify and transmit national mail convention results to national headquarters.
- c. File new member initiation forms with national headquarters to request certificates.
- d. File notices of officer elections with National Headquarters.
- e. Fulfill all requirements stipulated by the University of Illinois Urbana-Champaign Engineering Council.
- f. Apply HKN for Engineering Council awards.
- g. 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.
- h. Compile the chapter annual report of activities and submit to National Headquarters.

Section 9. The duties of the Recording Secretary shall be:

- a. Keep a record of all general meetings and board meetings
- b. Issue notices and publicize all regular meetings, special meetings, and chapter events
- c. Coordinate and produce publicity for chapter events
- d. Provide the web administrator with a copy of the minutes (except for actions which may be deemed confidential) so the minutes may be posted on the website.
- e. Maintain an accurate record of all undergraduate and graduate members of the chapter. The record should include each member's local, permanent, and work address and phone number, email address, and membership status.

Section 10. The duties of the Director of Operations shall be:

- a. Maintain the HKN office, including office appliances and electronics; food sales; and exam sales, and ensure cleanliness, organization, and sanitation.
- b. Work with the Treasurer to ensure that items for office snack sales are stocked.
- c. Ensure that exams for sale are stocked and up-to-date.
- d. Ensure that all officers, initiates, and members holding office hours have knowledge of how to use the office.

Section 11. The duties of the Events Chair shall be:

- a. Plan small-scale events that can be organized by one person, especially during the first month as committees plan their events.
- b. Schedule events to ensure that they are spread out evenly over the semester.
- c. Communicate with committee advisors.
- b. Assist the committee advisors and members in the event-planning process.

Section 12: The duties of the Student Services Chair shall be:

- a. Organize tutoring schedules and coordinate member and initiate signups for tutoring hours.
- b. Organize review sessions for the lower-level ECE classes.
- c. Coordinate the ECE course review and relevant materials.
- d. Oversee all committees involving student services.
- e. Set up HKN service activities within the Department and the College of Engineering.

Section 13: The duties of the Corporate Chair shall be:

- a. Arrange for corporate info sessions and technical seminars to be sponsored by the chapter.
- b. Oversee all committees involving corporate relations.
- c. Coordinate all corporate sponsorship activities for the Alpha Chapter.

Section 14: The duties of the Technology Chair shall be:

- a. Administer the Chapter website.
- b. Administer member logins.
- c. Maintain an accurate calendar of events on the website.
- d. Ensure that accurate descriptions of all chapter activities and other appropriate items are posted on the website.
- e. Maintain the office computer.

#### **Article 11: Officer Elections**

Section 1. 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 so 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 Alpha Chapter shall be: President, Vice President, Treasurer, Corresponding Secretary, Recording Secretary, Director of Events, Director of Operations, Director of Student Services, Director of External Relations, and Director of Technology. They shall be elected in the order listed, by majority vote at a scheduled chapter meeting.

Section 4. The President shall serve as Election Chair. If the President is running for a position, the board shall appoint an Election Chair who is not running for a position. Members register their candidacy with the Election Chair prior to the election. The Election Chair serves as the Master of Ceremonies during the Election.

Section 5. Officers are elected one position at a time. The Election Chair announces candidates for President, candidates for President present and answer questions, candidates leave while members discuss them, members submit their President ballot, votes are counted, and the winning President is announced. After the winning President is announced, the Election Chair announces candidates for Vice President, candidates for Vice President present and answer questions, candidates leave while members discuss them, members submit their Vice President ballot, votes are counted, the winning Vice President is announced, and so on. The elections of all positions follow this procedure, in the order listed in Section 3.

Section 6. If there is no candidate registered to run for a position, the election of that position is postponed until the end of the election. Members may nominate themselves, or others, to run for these positions during the election. Nominations are not allowed during the election for positions with a registered candidate.

Section 7. A member may run for a subsequent position after winning a position. If such a member wins the later election, he must forfeit, without option, his win of the previous position. The new winner of the previous position is the candidate who received the second highest number of votes. There is no limit on the number of positions a member may run for.

Section 8. In the event of a tie, the tied candidates present again, and a run-off vote among the tied candidates determines the winner. If such a run-off vote does not eliminate a candidate, the winner is determined by a vote of a portion of the current semester's officers, determined as follows: No current officer votes for an office he is running for. No officer votes when a candidate who defeated the officer in an earlier election is involved. The maximum number of current officers vote, such that an all-way tie is not possible. When an officer otherwise eligible to vote must be removed to avoid an all-way tie, the officers who do vote are determined by selecting officers in the order listed in Section 3. If no current officers are eligible to vote, the Election Chair determines the winner.

Section 9. The list of registered candidates may not be published or announced prior to, or during the election. The Election Chair announces the candidates running for a particular position immediately prior to the presentations for that particular position.

Section 10. Members unable to be present at elections may still run for positions, through arrangements made with the Election Chair.

Section 11. Absentee voting is not allowed.

## **Article 12: Faculty Advisor**

Section 1. Alpha 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 the University of Illinois at Urbana-Champaign.

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..

## **Article 13: Committees**

Section 1. The Events Chair shall appoint such committees as he or she deems necessary with the approval of the officer board, or as deemed necessary by the chapter.

Section 2. Committee membership shall be on a volunteer basis by each chapter member.

Section 3. Committee advisors shall be appointed by the officer board.

Section 4. If the officer board or chapter membership does not designate which individual is to be the chair of a committee, each committee shall elect its chair.

#### **Article 14: Chapter Meetings**

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

Section 2. Student members studying abroad, 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. 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.

Section 4. The rules governing this organization for conducting business shall be, in order of precedence:

- a. The Constitution of the Eta Kappa Nu Association
- b. The Bylaws of the Eta Kappa Nu Association
- c. The Bylaws of the Alpha Chapter of Eta Kappa Nu
- d. The latest version of Robert's Rules of Order.

#### **Article 15: Dues, Fees, and Assessments**

Section 1. The national fee shall be that prescribed by the current Bylaws of the National Eta Kappa Nu Association.

Section 2. Any initiate who is unable to pay the initiation fee can petition the officer board for a fee deferral, which must be approved by a majority vote of the officer board. The treasurer shall be instructed to pay the national fees from chapter funds. The pledge shall pay the treasurer the full amount of the initiation fees (no interest shall be charged) at some convenient time before the end of the following semester or before graduation, whichever comes first.

Section 3. The initiation fee is non-refundable.

#### **Article 16: 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."

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 Alpha Chapter account shall be approved by the chapter or may be approved by the officer board if under \$200.

Section 6. The Treasurer and President are the only individuals authorized to make disbursements from these accounts.

Section 7. For bank accounts that require a Tax ID number, the Tax ID number for Alpha Chapter shall be used. Chapter accounts shall not be established in any member's name, or use the social security number of any member or faculty advisor on the account.

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 Alpha Chapter at a (regular /special) business meeting held on MONTH DD, YYYY, 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: \_\_\_\_\_  
Recording Secretary

Date: \_\_\_\_\_

Approval by the National Executive Council:

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_