

Epsilon Omicron Chapter of Eta Kappa Nu

Chapter Constitution

Preamble

We, the students at the University of Delaware, do hereby form the organization known as Eta Kappa Nu to encourage excellence in education for the benefit of the public and honor those who have achieved excellence in the area of Computer and Electrical Engineering.

Articles

- I. **Name of the group** - The organization shall be known as the Epsilon Omicron chapter of Eta Kappa Nu.
- II. **Object of the organization** Marking in a fitting manner those who have conferred honor upon engineering education by distinguished scholarship, activities, leadership and exemplary character as students in electrical or computer engineering, or by their attainments in the field of electrical or computer engineering; Providing educational and financial support to said students; and Fostering educational excellence in engineering colleges.
- III. **Affiliation with any other group** – We are affiliated with the department of Electrical Computer Engineering at the University of Delaware and exist as a local Chapter of a National Honors fraternity, HKN.
- IV. **Qualification/Criteria for selecting membership** - Full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group, and who are selected for membership on this general criteria:

- Juniors who have a cumulative scholastic rank in the upper quarter of their electrical engineering class may be elected.
- Seniors who have a cumulative scholastic rank in the upper third of their electrical engineering class may be elected.

Members must attend mandatory meetings and pay one time chapter and national dues.

- V. **Non-Discrimination Clause** -

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

- VI. **Duties and privileges of membership** – Members must attend mandatory group meetings and pay one time initiation dues. Benefits of membership include scholastic recognition, subscription to the Bridge magazine, as well as other non-tangible benefits of membership.
- VII. **List other types of non-voting or representing membership** – Graduate membership is conferred onto qualified graduate students based on this general criteria further outlined in the national constitution.

Graduate student candidates shall have been graduated from a school of recognized standing and shall possess substantially the same scholastic and other qualifications required for undergraduate membership.

Graduate students will be required to pay dues but their involvement in the local chapter may be limited.

In addition the chapter may recognize Honorary and Exemplary members of Faculty and Industry who meet the requirements outlined in the national constitution.

- VIII. **Policies and Procedures for Disciplining/Removing members** – removing members from the local chapter will be defined in accordance with the National constitution.
- IX. **Officers** –

Section 1: President - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization, including the End of the Year report (Annual Report), Summer Contact Information, Annual Survey, and RSO Questionnaire. The President will receive all information from the Activities and Programs Office from an undisclosed email database. This information is to be used to help your RSO function, so please disseminate the information accordingly. The president will help to appoint all standing and special committees.

Section 2: Vice-President - The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. The Vice President will receive information from other Registered Student Organizations and the Activities and Programs Office through the Student-Leaders@udel.edu email database.

Section 3: Treasurer - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall sign any checks written by the organization for the purpose of the organization and maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board. The Treasurer will have checks so-signed by the appropriate administrator.

Section 4: Secretary - The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. You may want to have the Secretary serve as the organizations historian with the goal of being able to pass on accurate records of what the groups has done over the past year and who was involved. The Secretary should also maintain the membership list and email database.

Section 5: Public Relations Chair - The Public Relations Chair shall be responsible for promotion of the group and their events. This would include making posters, flyers, and brochures, updating the web page information, entering information on to the University Events web page, and submitting press releases to the appropriate media.

Section 6: Web Master - The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.

Please list any and all other duties of the above officers. If you have additional officers, please list them and their duties in the above section.

Section 7: Qualifications for Officers - All Officers (or Executive Board Members) must be full time matriculated undergraduate students at the University of Delaware. You may also want to include that any potential officer must be able to complete a full calendar year (i.e. no second semester seniors).

Section 8: Election of Officers - New officer elections will be held once yearly in the Spring after initiation. Officers will be voted upon by the whole of the group, including new members and graduating members.

Section 9: Procedure for Disciplining/Removal of Officers - An officer may be removed if so deemed in accordance with the national constitution, and with approval of the academic advisor. This expulsion will be up for a chapter vote.

Section 10: Resignations - If an officers resigns a new officer must be elected from existing members.

Section 11: Officer Transition - Officers should be elected in the spring semester for the duration of the next year (2 semesters). A spring election

will allow time for orientation to take place. By electing in the spring, the former officers will still be around to train new officers.

- X. **Meetings** – Meetings will be initiated as needed by the chapter, the officers must meet at a regular schedule. A meeting with the academic advisor once a month is mandatory for the officers.
- XI. **Dues (If appropriate)** – One time dues will be collected upon initiation.
- XII. **By-Laws** - The organization shall establish by-laws to carry out the policies set forth in this constitution. A 2/3 vote or simple majority is generally required to approve by-laws or changes in existing by-laws.
- XIII. **Procedures for decision-making** - Look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.
- XIV. **Disbursal of organizational assets should the group become defunct** - The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.
- XV. **Define a quorum** – quorum will consist of 50% of the active undergraduate students.
- XVI. **Rules for Ratifying the Constitution** - Requires a 2/3 or simple majority vote of the organization and approval by the Activities and Programs Office.
- XVII. **Rules for amending the Constitution** - Requires a 2/3 vote of the entire membership and advance notice to all members of the proposed change.