

**The Constitution and Bylaws of  
the Iowa State University Chapter of Chi Epsilon**

## **Table of Contents**

Object and Purpose of Chi Epsilon .....	3
Constitution of Chi Epsilon .....	4
Preamble.....	4
ARTICLE I - Name.....	4
ARTICLE II - Objectives.....	4
ARTICLE III – Statement of Compliance .....	4
Article IV – Non-Discrimination Statement .....	4
ARTICLE V - Organization and Membership.....	4
ARTICLE VI - Government .....	5
ARTICLE VII - Meetings and Dues.....	6
ARTICLE VIII - Methods of Amending .....	6
Bylaws of Chi Epsilon .....	7
ARTICLE I - Organization and Membership .....	7
ARTICLE II - Government.....	8
ARTICLE III – Meetings.....	9
ARTICLE IV - Motto, Insignia, Ritual, Awards .....	9
ARTICLE V - Publications.....	10
ARTICLE VI - Finance.....	10
ARTICLE VII - Discipline .....	10
ARTICLE VIII - Methods of Amending Bylaws .....	10

## **Objectives and Purpose of Chi Epsilon**

Dedicated to the purpose of maintaining and promoting the status of civil engineering as an ideal profession, Chi Epsilon was organized to recognize the characteristics of the individual civil engineer deemed to be fundamental to the successful pursuit of an engineering career, and to aid in the development of those characteristics in the civil engineering student. Engineering, the application of scientific principles to the practical needs of society, is assuming a constantly increasing responsibility for the physical well-being of all people, and thus calling for competence of the highest order. This responsibility can be discharged only by a professional group whose members are possessed of good basic technical ability, intelligence, moral integrity, and effective social poise in their relationship with the larger community of which they are part. To contribute to the improvement of the profession, Chi Epsilon fosters the development and exercise of sound traits of character and technical ability among civil engineers, and its members, by precept and example, toward an ever-higher standard of professional service.

# **Constitution of Chi Epsilon**

## **Preamble**

We, the students of the Department of Civil, Construction, and Environmental Engineering at Iowa State University, believing that a mark of distinction should be placed on the undergraduate who has upheld the honor of the department by high scholastic ability, and believing that a society with the broad principles of scholarship, character, practicality, and sociability would be an incentive to greater achievements in the civil engineering profession, do adopt this constitution as a guiding instrument for this organization.

## **ARTICLE I - Name**

The name of this organization shall be Chi Epsilon at Iowa State University.

## **ARTICLE II - Objectives**

The objectives of Chi Epsilon shall be:

- a. To contribute to the improvement of the civil engineering profession as an instrument for the betterment of society.
- b. To recognize the fundamental characteristics of the successful civil engineer and to aid in the development of these characteristics.
- c. To encourage wherever possible any movement which will advance the best interest of engineering education
- d. To actively support and institute procedures and practices for the improvement of the civil engineering department at Iowa State University.

## **ARTICLE III – Statement of Compliance**

The Iowa State chapter of Chi Epsilon is subject to the Constitution and Bylaws of the National Chi Epsilon organization. Chi Epsilon abides by and supports established Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations. Chi Epsilon agrees to annually complete President's and Treasurer's Training.

## **Article IV – Non-Discrimination Statement**

Iowa State University and Chi Epsilon do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

## **ARTICLE V - Organization and Membership**

### ***Section 1: Basis for Membership.***

The selection of members shall be based upon Scholarship, Character, Practicality, and Sociability - the four pillars of a successful engineer.

Section 2: Chapter Membership.

Membership shall be chosen from among students duly registered in civil engineering, and students registered in directly associated civil engineering options. Membership shall be chosen from among students who have completed at least one-half of the work required for their degree. New initiates will be selected and elected by the chapter, subject to the Constitution and Bylaws of the National Chi Epsilon organization.

Section 3: Chapter Honor Membership.

Chapter Honor Membership shall be in recognition of outstanding professional accomplishment in the field of civil engineering.

## **ARTICLE VI - Government**

Section 1: Of the Iowa State Chapter.

- a. The officers of the Iowa State University chapter shall be elected from the active members of the chapter.
- b. The elected officers shall consist of a President, Vice President, Secretary, Treasurer, Associate Editor of The Transit, Marshal, and any other officers deemed necessary for the circumstances.
- c. Elections shall occur at the end of each Spring semester around April.
- d. The officers of this organization must meet the following requirements:
  - i. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
  - ii. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
  - iii. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (i) and (ii).
- e. Officers can be removed from office by a 90% vote of the other cabinet members. The removal must be approved by both the president and the faculty advisor. Removal of the president requires approval of the entire cabinet. Reasons for removal could include:
  - i. Officer is deemed negligent or incompetent in their duties
  - ii. Officer is found guilty of committing academic dishonesty, sexual misconduct, or other behavior that goes against the mission of Chi Epsilon and Iowa State University
  - iii. Officer fails to maintain the requirements outlined in Section 1.d above.

Officer will be notified at the prior meeting. At the officer's last meeting prior to the vote, they will be allowed to address the cabinet. Following this address, the officer member will be asked to leave and a vote will be conducted.

- f. Upon officer vacancy, a special election will be held within one week of vacancy following the election procedure outlined in the Bylaws Article II section 1 (a).
- g. The Iowa State chapter shall have a Faculty Advisor, who shall be elected every two years at the end of the fall semester by the chapter. Faculty Advisors must be members of Chi Epsilon.
- h. If the Faculty advisor needs to be removed from office, a motion can be made at a cabinet meeting. Impeachment will only be considered after requesting the advisor correct the unsatisfactory behavior. A 3/4 vote of no confidence must be made at a cabinet meeting. If the vote is passed, inform the advisor of their removal from office. The advisor will be given the opportunity to address the Cabinet before their removal. After the advisor's address is given, the Cabinet will make the final decision. The advisor will be asked to not be present during the final vote. Approval from the entire cabinet will be needed. An election of a new advisor must be made immediately following the impeachment.

## **ARTICLE VII - Meetings and Dues**

### Section 1: Meetings

Chapter meetings shall be held periodically for the purpose of transacting Chi Epsilon business.

### Section 2: Dues

The only dues assessed are to be the initiation fees which will be used to cover initiation expenses. All initiation fees shall be approved by a majority vote of the cabinet.

## **ARTICLE VIII - Methods of Amending**

- a. This Constitution may be amended by a three-quarters vote of the elected officers.
- b. Upon Amendment, a revised constitution shall be submitted to the Student Engagement office within one week.

# Bylaws of Chi Epsilon

## ARTICLE I - Organization and Membership

### Section 1: Membership.

To become a member of Chi Epsilon a candidate must participate in a formal initiation ceremony.

### Section 2: Member Eligibility.

- a. *Undergraduate Students.* To be eligible for membership, an undergraduate must rank scholastically in the upper one-third of his or her class in a curriculum leading to a baccalaureate degree in civil engineering or in a closely related curriculum. This requirement is to be considered the sole scholastic criterion for membership. The candidate must also satisfy the additional requirements specified in the Constitution Article V, Sections 2 and 3. Unusual circumstances in reference to this section must be discussed with the national Chi Epsilon organization.
- b. *Transfer Students and Second-Degree Students.* A transfer student, or an advanced student who was previously enrolled in a non-civil engineering curriculum, may be eligible for membership provided he or she is ranked scholastically in the upper one-third of his or her class. The class standing should be based upon the grade point average earned at his or her current institution. Prior to consideration the candidate should have been registered in civil engineering or an allied curriculum for at least one academic year at the candidate's current institution. The candidate must also satisfy the additional requirements specified in the Constitution, Article V, Sections 2 and 3.
- c. *Graduate Students.* A graduate student who was initiated as an undergraduate may be an active member of the chapter at the school he or she is presently attending. A graduate student in civil engineering is eligible for membership provided the student has shown outstanding ability and has completed the equivalency of one-half of one academic year in the graduate program where the student is currently enrolled. The student must be nominated by a member of Chi Epsilon, endorsed by two Chi Epsilon faculty members, and elected by three-quarters of an election quorum. Graduate student members may be considered as inactive members at the discretion of the chapter. However, if inactive status is desired, cause must be stated and approved by the chapter president and the faculty advisor.
- d. *Faculty.* A faculty member who has shown outstanding qualifications as a teacher in civil engineering or an allied field and has exhibited experience and ability worthy of emulation by young civil engineers may be elected as a member of Chi Epsilon by meeting the following requirements:
  - i. A two-thirds vote of a quorum as defined by Article II section 1 (a) is required to recommend to the National Council the conferring of chapter membership on an individual.
  - ii. Approval of the National Council prior to the notification and initiation of the candidate for membership is required.

- e. Election of members shall be by secret ballot of election quorum of the chapter and shall be held within one month of the date when the list of eligible students shall become available. An election quorum shall consist of at least two-thirds of a chapter's active membership.
- f. The Iowa State chapter shall not initiate candidates prior to receiving authorization from the National Council.

Section 3: Chapter Honor Membership.

Chapter Honor Membership may be granted to anyone who, by virtue of his or her professional accomplishments in the field of civil engineering, has attained a degree of eminence in the profession, and who exhibited experience and ability worthy of emulation by young civil engineers.

Requirements shall be as follows:

- a. The candidate shall possess a minimum of ten years of experience in the civil engineering profession as a licensed professional engineer, or otherwise be identified as an eminent civil engineer by the National Council.
- b. A two-thirds vote of a quorum as defined by Article II section 1 (a) is required to recommend to the National Council the conferring of chapter honor membership on an individual.
- c. Approval of the National Council prior to the notification and initiation of the candidate for membership is required.
- d. A Chi Epsilon member may be elevated to the position of Chapter Honor Member if the member meets the above three qualifications.

## **ARTICLE II - Government**

Section 1: Of the Iowa State University Chapter.

- a. A quorum for the election of officers and/or members shall consist of at least two-thirds of the active membership of the chapter. A quorum for transactions by the chapter, other than elections, shall be governed by the chapter bylaws.
- b. The elected officers of each chapter shall consist of a President, Vice President, Secretary, Treasurer, Associate Editor of The Transit, Marshal, and any other officers deemed necessary for the circumstances.
- c. For election to office, the candidate must receive a majority of votes cast. If no candidate receives the required number on the first ballot, the candidate with the lowest number of votes shall be dropped from the list and a new ballot taken; this procedure being repeated until one candidate receives a majority.
- d. All officers shall be elected once a year in the spring.
- e. In the event of the resignation, death, or removal of any officer or advisor other than the President of the chapter, the chapter shall hold an election at the next business meeting to elect a replacement for the remainder of the term.
- f. No member shall be qualified to act as an officer in any meeting of the chapter until after taking the oath of office in accordance with the Ritual.



### Section 2: Positions and Duties

- a. A Faculty Advisor, a member of Chi Epsilon, is to be elected by the chapter for a term of two years and may be re-elected any number of times. He or she is to act in an advisory capacity to the chapter, and the Faculty Advisor is obligated to make the chapter officers aware of their duties. The Faculty Advisor shall serve as chair of the Chapter Trustees, and also as the custodian of the chapter's rituals and paraphernalia.
- b. The President shall have general supervision of all of the activities of the chapter and shall preside at all meetings.
- c. The Vice-President shall, in the absence or disability of the President, assume the duties of President. Upon resignation or death of the President, the Vice-President shall become President. The Vice-President will also act as the officer responsible for risk management whose duties are:
  - i. Help minimize potential risks for club activities,
  - ii. Recommend risk management policies or procedures,
  - iii. To submit documentation to ISU's Risk Management Office and
  - iv. To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- d. The Treasurer shall collect all fees, assessments, and all other money forthcoming to the chapter and act as custodian thereof, keep appropriate books and be prepared to report on finances of the chapter at each meeting; and audit, with the Faculty Advisor and the incoming Treasurer, the books and finances to insure proper order of the funds.
- e. The Secretary shall handle and keep a record of all transactions, business, and correspondence; keep minutes of the chapter meetings to be presented to the chapter at the next meeting; maintain an active file of all members, addresses, and pertinent information; and inform all members of activities of the chapter.
- f. The Associate Editor of The Transit shall handle all publicity for the chapter, writing such reports as are required to be sent to the Editor of The Transit.
- g. The Marshal shall arrange and direct all chapter initiations and ritual ceremonies, instruct the members in their parts, and act as program chairperson for all chapter functions other than business meetings.

### **ARTICLE III – Meetings**

- a. The first meeting of each school year shall be held within one month after the school year begins.
- b. Regular meetings shall be held to conduct chapter business as needed.

### **ARTICLE IV - Motto, Insignia, Ritual, Awards**

#### Section 1: Motto

The motto of Chi Epsilon is Chi Delta Chi, which symbolizes our English motto: Conception, Design, and Construction.

### Section 2: Insignia

The official badge of Chi Epsilon shall be a key made to resemble a full front view of an engineer's transit with the superimposed letters "XE" between the standards of the transit. In the space representing the objective of the transit, a red jewel shall be placed. The dimensions of the badges shall be filed in the office of the National Secretary-Treasurer. For members and Chapter Honor Members, the official badge of Chi Epsilon shall be made of yellow gold or a suitable substitute approved by the National Council.

### Section 3: Colors

The colors of Chi Epsilon are purple and white.

### Section 4: Rituals

The Ritual ceremonies are performed by the elected officers of the chapter. The Ritual is a part of the Bylaws of Chi Epsilon and the authority to initiate members into Chi Epsilon is derived from the Constitution.

## **ARTICLE V - Publications**

The Iowa State University Chapter will assist in the editing of the Transit, the National Chi Epsilon Newsletter. This is to be done in December.

## **ARTICLE VI - Finance**

### Section 1: Funds

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

### Section 2: Dues

The only due assessed is to be the one-time initiation fee of \$90.00 which will be used to cover initiation expenses. All initiation fees shall be approved by a majority vote of the cabinet.

## **ARTICLE VII - Discipline**

The Iowa State University Chapter of Chi Epsilon will abide by and obey all parts of the National Chi Epsilon Constitution and Bylaws. The chapter will accept and follow any disciplinary action given to the chapter in failing to comply with the National Constitution and Bylaws.

## **ARTICLE VIII - Methods of Amending Bylaws**

- a. These Bylaws may be amended by a majority vote of the elected officers of the Iowa State University Chi Epsilon chapter.

- b. Upon Amendment, a revised constitution shall be submitted to the Student Engagement office within one week.