

THE CONSTITUTION OF EPSILON PI TAU

ALPHA XI CHAPTER

IOWA STATE UNIVERSITY

REVISED AUGUST 2010

Based on the national Epsilon Pi Tau constitution and by-laws, updated 2004

Article 1. Identity and Corporate Status

1.1 *Name and Incorporation.* The name of this organization shall be Alpha Xi Chapter of EPSILON PI TAU at Iowa State University and will be known as the International Honor Society for Professions in Technology.

1.2 *Derivation of Name.* The name, EPSILON PI TAU, is derived from the initial letters of the Greek names of the three precepts on which the society was founded. These are Technological Capability and Skill or TEXNIKH, Social and Professional Proficiency or PRAGMATEIA, and Research and its Applications and Products, or EXETASIS.

Article 2. Nature and Purposes

2.1 *Nature.* EPSILON PI TAU shall operate as an international honor society in the academic fields and professional practice areas of the technology professions

2.2 *Purposes.* The purposes of EPSILON PI TAU are to:

- Promote and recognize the achievement of academic excellence
- Promote the values and contributions of professionals in technology
- Provide a medium for the professional development and recognition of individual members for leadership and achievement
- Enhance the status of the practitioners and the professions in technology
- Foster and encourage the acceptance, among its members and throughout society, of the ideals of technological capability and skill, social and professional proficiency, and research and its applications and products
- Advance understanding, appreciation and awareness of technology as both an enduring and influential human endeavor and an integral element of culture

2.3 *National Affiliation.* The Alpha Xi Chapter of Epsilon Pi Tau abides by and supports established Iowa State University policies, State, and Federal laws. The national organization of Epsilon Pi Tau was officially established when Alpha Chapter was installed at The Ohio State University on March 13, 1929. It was not until April 15, 1942 that it was incorporated under the laws of the State of Ohio as a not-for-profit Honorary Professional Fraternity. In 1993, the Ohio

Secretary of State was informed of the change from “Honorary Professional Fraternity” to “Honorary for Professions in Technology.” In 2003, the Ohio Secretary of State was informed of the change from “Honorary for Professions in Technology” to “The International Honor Society for Professions in Technology.”

2.4 Geographic Regions. Geographic regions, numbered one through five, shall be established to provide the governing base for the organization and will include:

Region 1 - The nations of Europe, the Canadian Maritime Provinces and Quebec, and the Northeastern United States (Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Jersey, New Hampshire, New York, Pennsylvania, Rhode Island, Vermont)

Region 2 - The Nations of Africa, the Caribbean Islands, and the Southeastern United States (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, and Virginia)

Region 3 – The Canadian Province of Ontario, and the North Central United States (Illinois, Indiana, Michigan, Ohio, West Virginia and Wisconsin)

Region 4 - The nations of Central and South America, the Canadian Northern Territory and Provinces of Manitoba and Saskatchewan, and the Central United States (Arkansas, Colorado, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas and Wyoming)

Region 5 - The nations of the Pacific and Pacific Rim, Asia, the Canadian Yukon Territory and Provinces of Alberta and British Columbia and the Western United States (Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, and Washington)

Article 3. Membership

3.1 Composition. Members will include students, faculty, and administrators of technology and technology-related higher education academic programs; persons in practice in the technology professions; individuals with interest in and who have demonstrated support of the professions, and others who may be identified by the Board of Directors. Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran and the Alpha Xi Chapter of Epsilon Pi Tau follows this statute as well.

3.2 Membership and Member Services

The membership consists of all persons who have been duly initiated and are in good standing in Epsilon Pi Tau.

Classification of Members. There are three levels of membership: General, Laureate, and Distinguished Service.

- General member pertains to the first level of membership into which individuals who meet Epsilon Pi Tau's eligibility requirements are initiated
- Laureate membership is open to eligible active general members who may be nominated by a member in good standing, a chapter Trustee, co-Trustee, or Regional Director and are approved by the appropriate Regional Director on behalf of the Board of Directors.
- Distinguished Service membership is open to eligible active Laureate members who may be nominated as for the Laureate and are approved by the Board of Directors upon the recommendation of the appropriate Regional Director. In special cases (for example for a deserving general member who may have been overlooked for a Laureate membership) General Members may be nominated for this distinction.

Sources of Members. Persons will be considered for membership if they are:

- Studying in an approved institution of higher education with academic programs that cover issues and concepts of technology or that prepares individuals for professional technology practice. Such institutions include: public and proprietary community colleges, public and proprietary technical colleges, senior public and private colleges and universities
- Engaged in training and development in other than traditional academic venues such as hospitals, government agencies, the military, businesses and industry and professional organizations connected with these venues
- Faculty and other teaching and administrative personnel and alumni of such programs or benefactors of these programs
- Employed in the technical and technology professions associated with the academic and technical programs
- From any sector of society and exhibit a general interest and knowledge of technology in the context of Epsilon Pi Tau ideals and purposes

General Member Eligibility Standards. Consideration for membership will be given to individuals of high moral and ethical character who are leaders or have the potential to lead, practice, foster and encourage the ideals of:

- Technological capability and skill
- Social and professional proficiency
- Research, and its applications and products
- Advance understanding, appreciation and awareness of technology as both an enduring and influential human endeavor and an integral element of culture

Eligibility Standards for Students

Student Eligibility-General. In addition to the standards listed below, there may be additional standards based on institutional, program, or chapter policies. These may include recommendations of faculty members, structured interviews, results of professional examinations related to Epsilon Pi Tau's fields of interest, and participation and leadership roles in professional organizations, campus, or community activities associated with potential leadership in the professions and reflecting competencies associated with social proficiency.

The use of multiple competencies associated with social proficiency and of scholarship as in the following specific academic standards is encouraged.

Grade Standards (Grades used in the following statements are based on a 4 point system in which a grade of 4 or A is the highest and 1 or D is the lowest passing grade.)

In Associate Degree Granting Institutions. Students enrolled in an appropriate program may be invited to be initiated into Epsilon Pi Tau if they have:

- (1) Completed 30 semester hours or 45 quarter hours of credit in prescribed courses
- (2) Have achieved a cumulative grade point average (GPA) of no less than 3.25 in major courses
- (3) Rank not lower than the highest 35% of class in overall scholarship

To continue to earn recognition as a member following initiation and until completion of the Associate Degree requires:

- (1) The individual to maintain the GPA and rank originally required for initiation
- (2) Removal of the individual from active member status if the GPA and rank standing falls

In Baccalaureate Degree Granting Institutions. Students in a relevant technology-related course sequence or in an approved major and are second semester or third quarter sophomores, juniors or seniors will be considered if they:

- (1) Rank not lower than the highest 35% of undergraduates of the same class level/year/term in the relevant course sequence or approved program(s), based on cumulative GPA's reported by the institution's registrar;
- (2) Have achieved a cumulative grade point average (GPA) no less than 3.25 in major courses or the relevant sequence of courses and a 3.00 overall.
- (3) Have completed or earned at least 16 semesters or 24 quarter credit hours in the major or relevant course sequence

Transfer with an associate degree. Students who enter a baccalaureate program which recognizes their associate degree will be eligible for membership in the sponsoring chapter at the baccalaureate institution provided the GPA they achieved in the two year program is at least 3.25 in major courses and were in the highest 35% of their class in overall scholarship

Transfer students. Transfer students entering an approved technology baccalaureate program or course sequence from another baccalaureate program will be eligible if they:

- (1) Are at least a second semester or third quarter sophomore
- (2) Have been officially accepted into the major or sequence
- (3) Have completed the number of credit hours that the institution requires to be considered enrolled full-time for a quarter or semester (students studying part time meet this criterion over a period longer than one school term)
- (4) Have completed or earned at least 16 semesters or 24 quarter credit hours in the major

(5) Fall into the upper 35% of undergraduates in the same class level/year/term in the relevant course sequence or approved program(s), based on cumulative grade point averages reported by the institution's registrar

(6) Have achieved a cumulative grade point average (GPA) no less than 3.25 in major courses or the relevant sequence of courses and were in the highest 35% of their class in overall scholarship

Graduate students. Graduate students admitted to an approved advanced degree program may be considered after completing at least 9 semester hours or 12 quarter hours in the program with at least a 3.3 cumulative GPA with no incompletes in courses prescribed for the degree.

Eligibility for Practicing Professionals and Others. Professionals in the private sector, government, and education not covered in the preceding standards may be considered for membership on the basis of a legitimate interest in technology providing they meet other academic and professional performance criteria. Such individuals may come from, but are not limited to, the scientific and technology fields and professions. They will present documented experiences or accomplishments relevant to Epsilon Pi Tau interests and evidence of talent and leadership abilities that support their potential to lead, practice, foster and encourage the ideals of Epsilon Pi Tau

Good Standing or Active Member Status. Members are in good standing upon payment of annual International and Chapter dues. Attendance of scheduled meetings and participation in Epsilon Pi Tau campus activities are encouraged, but not required. Membership will be revoked if annual International and Chapter dues are not paid.

Selection and Initiation of New Members. Selection and Initiation Procedures are carried out by the chapter officers.

Preparation of list of candidates. The list of candidates prepared by the Advisor, Trustee and Co-Trustee(s) and reviewed by a committee of officers or other committee convened for the purpose of identifying potential members. For Campus Chapters, institutional procedures relative to the "right of privacy" must be observed. The committee or the Trustee may contact faculty or practitioner members to obtain additional information on candidates if needed. The Committee selects nominees for membership from the list of candidates who meet the eligibility standards identified above.

The committee chair informs the members at a chapter meeting of the names of persons nominated for membership. Nomination of new members should be completed approximately forty (40) days prior to the initiation (chapters using electronic means to communicate may require less time). The Chapter president, with the Trustee's concurrence prepares and sends an official letter or email message of invitation to each candidate. Once issued, the invitation remains an obligation of the chapter. It may be accepted for an initiation at a later date, providing the candidate continues to be eligible. The candidate must participate in the official initiation ceremony to be duly accepted into full membership

Article 4. Officers

The Board of Directors

Description. The Board of Directors is the governing body of the Honor Society and, as a corporate body, is responsible for the governance and the quality of the programs and the continued development and viability of the organization. As constituted, the Board also applies the principles of management relevant to an IRS 503C educational not-for-profit entity in fulfilling oversight responsibilities for the Epsilon Pi Tau Fund.

Composition and Qualifications The Board of Directors shall be composed of Regional Directors and Constituent Directors. Each Regional Director will represent the Campus and Field Chapters in one of the society's established Regions. Constituent Directors will represent such constituencies as affiliated professional organizations, universities, community colleges and proprietary schools, and members-at-large groupings. The Executive Director is a non-voting member of the board, and is appointed by the Board of Directors for a five-year term to serve at the pleasure of the Board of Directors. Following a review by the Board, the appointment may be renewed. It may be terminated for cause at any time during the term.

Selection of Chapter Leadership

Chapter officers will include: a Trustee, one or more Co-Trustees, a president, vice-president, secretary and treasurer. The offices of secretary and treasurer may be combined into one office at the discretion of the Trustee.

For Campus Chapters, Trustees and co-Trustees must be members of the appropriate program staff, either as instructors or administrators. In institutions where there are several programs, Co-Trustees may be appointed to represent a field or discipline different from the Trustee.

Qualifications for Campus Chapter Trustee are:

- Local chapter membership in good standing
- Commitment to serve EPT
- Significant experience in business or industry or a record of successful teaching or administration, or an earned doctorate or at least the rank of associate professor
- At least one year of full time employment at the institution.

Exceptions to these qualifications may be recommended by the Regional Director and approved by the Board

Qualifications for a Co-Trustee-Campus Chapter are:

- Member-in-good standing of local chapter
- Commitment to serve Epsilon Pi Tau
- At least one year of full-time employment at the institution.

Exceptions to these qualifications may be recommended by the Regional Director and approved by the Board.

Officers for Field Chapters. Only members in good standing are eligible to hold office.

- At least three weeks prior to a general meeting at which the election will be held, the President and Trustee will appoint a nominating committee to prepare a slate. Meetings may be conducted by secure electronic means
- The nominations are presented at the general meeting at which nominations from the floor or an equivalent when conducted electronically, are also taken
- Voting may be by written ballot or secure electronic means with opportunity extended to all active members. One-half of the active members will constitute a quorum
- The Trustee or a Co-Trustee designated by the Trustee supervise and certify the election
- A majority vote elects

Duties of Trustees and Officers. The duties of the Trustee and officers are outlined below. Trustees and officers may define additional responsibilities as related to the effective conduct of chapter activities.

Trustee. The Trustee, assisted by one or more Co-Trustees, administers and supervises the activities of the chapter by:

- (1) Assuming responsibility to the Board of Directors for the conduct and quality of the chapter and its activities
- (2) Preparing a list of candidates for membership to be reviewed by the membership committee
- (3) Assuming responsibility for the fiscal affairs of the chapter, countersigning all chapter checks, authorizing cards maintained by banks for the bank account of the chapter, and supervising all chapter receipts and disbursements. For campus chapters in institutions where chapter funds are required to be maintained by student services or a similar administrative unit, the Trustee, through a chapter treasurer, approves and/or supervises funds collected for or disbursed from chapter funds that involve payment at the local level or funds due the International Office of Epsilon Pi Tau
- (4) Is responsible for control of Rituals, paraphernalia, and records of the chapter
- (5) Briefs new chapter officers on their duties and responsibilities
- (6) Signs or electronically certifies all annual reports, all membership certificates, all “Who’s Who in Epsilon Pi Tau” forms, “Honors Nomination Forms” and Citation Certificates that originate at the chapter level and transmits these forms to the Regional Director for processing
- (7) Signs or co-signs or electronically certifies Remittance Forms and all official chapter correspondence with the International Office or delegates this responsibility to a Co-Trustee
- (8) Serves on behalf of Epsilon Pi Tau in certifying the accuracy of the financial statements involving both the International organization and chapter finances and performs this task at least once each year for the Annual Chapter Report and whenever the treasurer or Trustee leaves office.
- (9) Submits the Annual Chapter Report to the Regional Director (two copies) no later than February 1 of each year
- (10) Promptly reviews, corrects and returns chapter rosters to the International Office

- (11) Recommends the appointment of one or more Co-Trustee(s) and assigns their duties and responsibilities
- (12) Submits two copies of the Chapter Directory Report to the Regional Director no later than October 15 of each year
- (13) Reports the results of chapter members' votes in matters relating to the revision of *The Code* including changes in fees assessed for International dues and Initiation fee for members
- (14) Serves a major role in the initiation ceremony

Co-Trustee. The Co-Trustee(s) is responsible to the Trustee for the conduct, supervision, evaluation and promotion of chapter business and professional activities and assists the Trustee and the membership committee in identifying candidates for general membership. When authorized by the Trustee, the Co-Trustee signs Remittance forms and official correspondence with the International Office. Co-Trustees may nominate chapter members for Laureate and Distinguished membership and non-members for the Certificate of Commendation and International Honors Citation

President. The president's duties are to:

- (1) Work with the Trustee and Co-Trustee(s) to maintain the quality of chapter activities
- (2) Serve as presiding officer at all stated and called meetings of the chapter
- (3) Appoint a Ritual Team, membership committee, and other committees as necessary after consultation with the Trustee or Co-Trustee(s)
- (4) Call special meetings when the occasion demands, or when petitioned by one-fourth or more of the members in good standing
- (5) Schedule regular and special meetings at least two weeks in advance
- (6) Take the part of the Honorable Basileus in the initiation ceremony or appoint another member to assume the part
- (7) Assume responsibility for the effective performance of duties assigned to other chapter officers

Vice President. The vice-president's duties are to assume:

- (1) The duties of the president in the event of the absence or inability of the president to carry responsibility for programs
- (2) Responsibility for the initiation paraphernalia and for planning the room arrangement for the initiation ceremony
- (3) Responsibility for chapter banquets and/or other meal functions, professional meetings as included in the activities program except when a special officer or committee is appointed for those responsibilities

Secretary. The secretary's duties are to:

- (1) Keep the minutes and record of attendance of all meetings
- (2) Inform members in good standing of regular and special meetings at least one week in advance
- (3) Send official communications to members and others as directed by the president with the approval of the Trustee or Co-Trustee(s), keeping on file copies of all correspondence pertaining to the Society

- (4) Prepare a roster of officers, members, addresses, telephone numbers, and committees for chapter use
- (5) Inform the International Office of all changes of membership addresses and status including return of a corrected chapter roster
- (6) Assist the Trustee in preparing the Chapter Directory
- (7) Assist the Trustee in maintaining the chapter files, records, forms, and archives
- (8) Maintain current chapter information on chapter and Epsilon Pi Tau web sites

Treasurer. The treasurer's duties are to:

- (1) Record and deposit all monies received by the chapter, including those for the International Office, and disburse the same by check, countersigned by the Trustee
- (2) Keep an accurate account of the finances of the chapter and render financial reports at regular meetings and other occasions when requested, under the supervision of the Trustee
- (3) Assist the Trustee in preparing the Annual Chapter Report submitted to the Regional Director (two copies) and to the chapter members
- (4) Transmit, with the approval of the Trustee, all monies due to the International Office no later than the end of each month, using the Remittance Form, and report address changes, when known, to the chapter secretary
- (5) Deliver all money and other property, at the expiration of the treasurer's term, to the incoming treasure via the Trustee, who shall certify the accuracy of the records

All terms of office except for the Trustee and/or Co-Trustee will be one calendar year (April to April), but terms may be extended with the approval of the Executive Committee. All officers comprise the Executive Committee of the Alpha Xi Chapter of Epsilon Pi Tau. The Executive Committee will meet in addition to regular organization meetings.

All student officers of the Alpha Xi Chapter of Epsilon Pi Tau (president, vice president, secretary, and treasurer) must meet the following requirements:

- (1) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- (2) Be in good standing with the University and enrolled: at least half time if an undergraduate student (unless fewer credits are required to graduate in the spring or 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.
- (3) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1) and (2).

Officers may be removed from office if they no longer meet the conditions of the office or for not performing assigned duties in an appropriate manner. Removal of officers may be initiated

by the Executive Committee and removal requires a majority vote of the Committee. Procedures to remove a Trustee or Co-Trustee are listed below.

Cause for Discontinuing a Trustee's Appointment. A Trustee may be removed from that position when:

- In the absence of just cause beyond the Trustee's control, the chapter does not conduct an initiation for two consecutive academic years
- The annual Chapter Directory Report and Annual Chapter Report are not filed at the International Office for two consecutive years
- Failure to support or enforce *The Code of Epsilon Pi Tau* provisions that apply to chapter affairs

Discontinuing a Trustee's Appointment. Upon ascertaining that the best interests of the local chapter and Epsilon Pi Tau are not being served by the retention of the Trustee, the Regional Director notifies the Executive Director requesting a review by the Board of Directors and provides supporting information including:

- Data from communications
- Site visits to campus or field chapters
- Other information demonstrating the efforts made by the Regional Director and/or the Executive Director to secure adherence of the Trustee to the policies essential to effective chapter administration

Prior to the review by the Board of Directors, the Executive Director notifies the Trustee of the right to appeal to the Board. Upon the Board of Directors decision and on their behalf, the Executive Director informs the Trustee and appropriate institution officials that the Trustee's appointment has been discontinued.

Co-Trustee(s). The Co-Trustee(s) is selected and recommended by the Trustee to the Regional Director who makes the appointment.

- A Co-Trustee may be removed from that position by the Trustee with evidence of failure to fulfill assigned responsibilities
- The Regional Director is informed of the removal and provided a complete nomination form including an updated "Who's Who in Epsilon Pi Tau" form for the replacement who will be approved and appointed by the Regional Director

Article 5. Finances

Dues and Fees

Establishing International Dues and Initiation Fees. The Board of Directors is empowered to establish and increase or decrease dues and initiation fees under the following conditions:

- Increases may not exceed 20 percent in any year and members must be notified in advance of receiving a dues notice

- Increases exceeding 20 percent must be approved by a majority of active members voting and following a vote for the increase all members will be notified before receiving the dues notice that includes the increase

Dues Billing Policies and Procedures

- Dues are paid to cover the Epsilon Pi Tau fiscal year January 1 to December 31
- Dues notices to members cover both International and chapter dues, when applicable
- Dues notices to cover a fiscal year are mailed or disseminated by mail and/or the web site on or about the preceding October 15
- Members may pay dues via mail or web site.
- The International Office disburses the collected chapter dues to the campus chapters

Allocating Initiation Fees. The one-time Initiation Fee was conceived and implemented, in part, to provide resources to The Epsilon Pi Tau Fund. No less than 50% of the amount collected must be deposited in the Epsilon Pi Tau Fund. The remaining funds are place in the operating account to come under the Board of Director's budgeting and expenditure process

Chapter Dues and Initiation Fees. Amounts are in addition to International dues and fees. These are determined by a majority vote of a chapter's membership.

Dues and Fees at Time of Initiation. Names of newly initiated members must be entered into the International Office data base in order for them to be recorded as members to commence member services. This is contingent on the receipt of dues and fees which the chapter collects from initiates and forwards to the International Office, along with the appropriate reporting form (available on the Epsilon Pi Tau web site), prior to the initiation.

Dues for initiations conducted from January through September 30 of a given year, will cover that year. Dues for initiations conducted from October 1 through December 31 will cover the following year.

Current Chapter Dues and Initiation Fees for Alpha Xi Chapter of Epsilon Pi Tau at Iowa State University. At the time of initiation, members pay \$56 in dues. This amount includes national dues of \$25, chapter/local dues of \$25 and \$6 to cover the cost of the Epsilon Pi Tau pin. After the initial dues payment, good for the first year of membership, dues of \$27 are paid on an annual basis as described above.

All monies belonging to the Alpha Xi Chapter of Epsilon Pi Tau at Iowa State University shall be deposited and disbursed through a bank account established for the organization at the Campus Organizations Accounting Office and/or approved institution or office. All other institutions or offices receiving funds must be authorized by Campus Organizations Accounting Office. All funds collected must be deposited within 48 hours after collection. The Advisor of Alpha Xi Chapter of Epsilon Pi Tau at Iowa State University must approve and sign each expenditure before payment.

Dissolution of Organization. Under certain circumstances, provisions shall be made for the dissolution of Campus and Field chapters, member-at-large groupings or the International

organization. The distribution of the dissolved chapter's assets shall be determined by the Board of Directors.

Revocation or Dissolution of a Campus Chapter Charter. Procedures are:

- The Regional Director consults with the Executive Director and submits a recommendation to revoke a chapter charter
- The recommendation is reviewed and if acted upon favorably by the Board of Directors the following action is taken:
 - Notice of revocation is sent by the Executive Director to the institution's chief executive officer with copies to (1) Trustee, (2) the department chair, (3) the administrator of the appropriate academic unit, school or division, and to all chapter members
 - Membership and financial records, other chapter files, initiation paraphernalia, and monies in bank deposits must be sent to the International Office where they will be held
 - All funds revert to Epsilon Pi Tau to be held in escrow. If the chapter is reinstated within a period of five (5) years from the date of the notice of revocation, funds and records will be returned
 - If the Chapter is not reconstituted within the five-year period, the monies will be removed from escrow and deposited in the Epsilon Pi Tau Fund for use in accomplishing that fund's objectives

Article 6. Adoption and Amendments

Parliamentary Authority. The rules contained in *Robert's Rules of Order*, Newly Revised, govern Alpha Xi Chapter of Epsilon Pi Tau at Iowa State University and all its component parts in cases to which they are applicable and in which they are not inconsistent with measures in the existing constitution.

Adoption. The Constitution shall be ratified by a majority of the ballots cast by members-in-good standing and upon adoption, shall supersede all previous constitutions, bylaws, regulations and codes of regulations

Amendment. Any member in good standing may propose amendments to The Constitution by following established procedures by the officers. Any ratified amendments to the Constitution of the Alpha Xi Chapter of Epsilon Pi Tau at Iowa State University must be submitted to the Iowa State University Student Activities Center within ten days.

Editorial Refinement. When policy change is not involved, the officers may make editorial changes to The Constitution.