Eta Kappa Nu, Nu Chapter Constitution

July 2020

Article I: Name and Affiliation

The name of the organization shall be Eta Kappa Nu, Nu Chapter, hereafter referred to as the Chapter in this document. The Chapter shall be affiliated with the national IEEE-HKN organization, the department of Electrical and Computer Engineering, and Iowa State University.

Article II: Purpose

The Chapter's purpose is to serve as an honor society for the IEEE fields of interest. Through this honor society, we aim to recognize those students who achieve high academic accomplishments, serve the community, and represent our field with excellent character. Through the work of the Chapter, we strive to provide services to the department of Electrical and Computer Engineering at Iowa State University, enrich the experience of students in the department, serve the ISU and Ames communities, and provide a social atmosphere for our members.

Article III: Statement of Compliance

The Chapter abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Chapter agrees to complete President's Training, Treasurer's Training, and Adviser Training (if required).

Article IV: NonDiscrimination Statement

Iowa State University and the Chapter 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: Membership

We follow the IEEE-Eta Kappa Nu criterion for membership eligibility:

Members shall be students and faculty who have completed the Chapter initiation process and abide by the Chapter bylaws. Anyone who is a member of the Chapter shall be bound by all sections of this constitution.

Article VI: Risk Management

The role of the officer responsible for risk management is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to (name of student organization), [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Article VII: Legislative Body

Section One: Meeting Scheduled meetings will be held at a time and place determined by the Cabinet. Notice of all meetings will be made at least twenty four (24) hours in advance of the meeting. Cabinet meetings may be called at any point.

Section Two: Quorum The quorum necessary to conduct business at a meeting shall be 1/3 of the total student members present at the previous three meetings, inclusive. Quorum at Cabinet meetings shall be 1/2 of the elected Cabinet.

Section Three: Voting Voting will be based on a plurality poll. When the issue is brought to question, the voting members will raise their hands for, against, or abstaining from the vote. Alternatively, a secret ballot may be held. Only active student members are eligible to vote. Active membership requirements are outlined in the Chapter's Operations Manual.

Article VIII: Officers and Adviser

Section One: Positions A functioning Chapter must have the following Officers at minimum: President, Treasurer, and one Adviser.

Section Two: Eligibility The Officers of the Chapter must meet the following requirements:

- Be an active member at the time of election.
- Have a minimum cumulative grade point average (GPA) of 3.00 and meet that minimum cumulative GPA in the semesters of and immediately prior to election and

during all terms of office. In order for this provision to be met, at least six hours (halftime credits) must have been taken for the semester under consideration.

- 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.
- Fulfill all duties of office as delineated in Section Four.
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- Failure to fulfill these requirements will result in the impeachment of the violating Officer member at the request of any member.

Section Three: Terms of Office All Officer positions are elected at the end of the spring semester. Terms of office shall be from the final meeting of the semester of election until the final meeting of the semester one year later, regardless of the date of elections.

Section Four: Offices and Responsibilities

Part A: President

- The president shall be responsible for annually reviewing the risk management procedures as presented in the presidents' training material and submitting any necessary paperwork.
- Preside over the Officer cabinet and Officer Meetings.
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- Be responsible for knowing and presiding over HKN election processes including ballot counting.
- Cast the deciding vote in the case of a tie in any vote or election. In the case of the President's role being temporarily filled (by a Vice President, etc), the tiebreaking code shall be cast by the presiding officer. This includes the case of a tie vote in an election in which the incumbent President is a candidate.

Treasurer

- Maintain financial records for the Chapter.
- Report the Chapter's income and expenditures at the first meeting of each month.
- Collect any dues and any other payments as necessary.
- Pay all bills.
- Collect project statements from the Campus Organizations Accounting Office.
- Complete mandatory treasurer training session each year (provided by the Campus. Organizations Accounting Office).

- Hold the Chapter's Purchasing Card and attend mandatory Pcard training.
- Complete ESC Treasurer training.
- Fill out ESC Budget and make required presentation to ESC.
- Manage the fundraising activities of the chapter.
- Work with the Initiation Chair to submit induction forms and dues to HKN HQ.

Adviser

- In accordance with the national HKN constitution, the Advisor shall be a member of Eta Kappa Nu, a faculty member in the department of Electrical and Computer Engineering at Iowa State University, and serve as a liaison officer between the Chapter and the college.
- Maintain communication and meet with officers regularly.
- Be aware of and approve financial expenditures.
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
- Be selected once and maintain that position until resignation or removal as defined in section Seven.
- Provide advice to officers and be responsible for authorizing all purchases of the Chapter through the purchasing card system.

Part B: Supplemental Officers

Offices supplemental to the minimum Officers shall be Vice President, Secretary, Service/Social Chair, Initiation Chair, Mentorship Chair, Industry Outreach Chair, PR/Website Chair, and Project Chair.

Vice President

- Maintain the chapter constitution and bylaws.
- Ensure the completion of the yearly chapter report, either personally or by delegation.
- Ensure that officers are successfully completing their duties.
- Add any willing alumni to the alumni listserv, add new initiates to the member listserv, and remove all graduates from the current student member listserv.
- Coordinate Risk Management needs.

Secretary

- Keep minutes of all meetings.
- Post and distributes meeting minutes to members (usually within 24 hours of the meetings).

- Keep track of attendance at meetings and events.
- Keep records of officer members and committee chairpersons.
- Keep records of updates to the Constitution.
- Make room reservations for events and meetings hosted by the chapter.
- Maintain the chapter's online calendars.
- Track active membership requirement progress of members.

Service/Social Chair

- Organize at least two social events for the Chapter per semester.
- Organize two service events to benefit the Ames or ISU community per semester.
- Keep a record of all events to be passed to successive service chairs.

Initiation Chair

- Identify all students that are eligible for initiation.
- Organize initiation invitation mailings and emails.
- Organize initiation welcome event.
- Coordinate with service chair and organize initiation service projects.
- Attend all initiation events.
- Contact all initiates regarding updates to initiation.
- Organize initiation banquet.
- Certify that all initiates have met initiation requirements.
- Complete forms required for initiation of new members with the help of the Treasurer.

Mentorship Chair

- Coordinate members to facilitate an HKN help room for undergraduate courses.
- Establish a location and schedule of help room availability by the third week of the semester.
- Ensure that the help room will be staffed at all posted times.
- Publicize the availability of the help room to undergraduates through posters, newsletters, and presentations to Engineering 101 sections.
- Coordinate professional development events.
- Coordinate Desert and Discussion session with featured professor and chapter.

Industry Outreach Chair

- Proactively coordinate visits by and interactions with companies that hire computer, electrical, and software engineers.
- Keep records of company interactions for future reference and use.

- Coordinate donation of funds by companies to the Chapter.
- Hold the Chapter's second Purchasing Card and attend mandatory PCard training.

PR/Website Chair

- Maintain the chapter's website and the chapter's page on the HKN HQ website.
- Run the chapter's social media accounts.
- Work with the officer team to create advertisements for chapter events.
- Uphold the branding standards of the chapter.

Project Chair

- Organize an educational project related to electrical, computer, or software engineering for the collaboration and learning of student members of the Chapter.
- Coordinate LabJams and topics with their respective leaders.
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Section Five: Creating Officer Positions Other officer positions may be created at any time if deemed necessary by Officers. An election for a newly created position may be held at any point. Procedure for this will abide by the election procedures detailed in Article VII. At the will of the Chapter, any position may be split between co-chairs.

Section Six: Resignation of Officers/Adviser The officer or adviser shall give a two week notice before resignation, including in cases of graduation or coop midterm. A special election will be held within two weeks of this notice. This election will follow normal election procedures. If the treasurer resigns, he or she must remain in office until a) the completion of the term or b) the election of a new treasurer.

Section Seven: Impeachment/Removal of Officers or Adviser

- Any elected Officer member or Adviser may be impeached by vote of the Chapter, vote of the fellow Officers, or recommendation of the Adviser.
- A meeting shall be called one week after the vote. At this time the Officer or Adviser in question may present his or her defense to the members. A vote of 75% of eligible members by secret ballot is required for removal from the office. This may be conducted by petition.
- A special election will be held within two weeks of removal. This election will follow normal election procedures.
- Example of impeachment offenses include, but are not limited to, sexual harassment, discrimination, disregarding a person's safety or rights, or failing to adhere to IEEE's Code of Ethics.

Article IX: Elections

Section One: Candidates

- The nomination period for an Officer or Advisor position shall begin two weeks prior to an election and end at the time of voting for each position.
- Nominations may be made by the candidate or any other member.
- Eligible candidates will be placed on the ballot following acceptance of a nomination.
- Nominees will be given an opportunity to present a brief speech during the meeting before voting commences.

Section Two: Selection of Officers / Advisor

- Officers will be selected by majority vote of present members. Any absentee ballots must be given to the President prior to the election meeting.

- If a person is running for a position unopposed, a vote of confidence can be called to elect him or her to the position without the use of secret ballot.

Article X: Finances

Section One: Dues The Chapter will collect dues from new members during initiation activities. The maximum amount collected will be no more than twice the mandatory dues required by the National HKN organization. Of this, the per-member amount required by the IEEE-HKN organization will be transferred to the IEEE-HKN organization office. The remainder is deposited in the Chapter's bank account established for this organization at the Campus Organizations Accounting Office. These are mandatory dues. No refunds of dues will be paid. All monies belonging to this organization shall be deposited and disbursed through a bank account established for the Chapter 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 must approve and sign each expenditure before payment.

Section Two: Expenditures Officers may make emergency purchases under $250 with a unanimous Officer vote and purchases greater than $250 with Advisor approval and a unanimous Officer vote.

Article XI: Amendments to the Constitution and Ratification

Section One: Proposal One or more members of the Chapter may form an ad hoc committee to

draw up an amendment to this constitution at any time. The amendments must be presented to the Chapter at an official meeting. Amendments must be posted immediately after presentation. Posting must detail current language, proposed language and purpose for the change or addition.

Section Two: Ratification Once in its final form, the amendment must be approved by 75% of the quorum within two weeks of its proposal. The ratification can be done in a meeting or by petition. The constitution shall become effective upon ratification and shall supersede and make void any previous constitutions. The Secretary shall then be responsible for adding the amendment to the constitution and prompt submission (less than 10 days) of an updated constitution to the Student Activities Center.

Bylaws

Membership Postdocs wishing to join have the choice of completing the initiation service project, or giving a short (5-15 minute) presentation to the Chapter on their research. All other initiation requirements remain the same.