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# CONSTITUION OF THE BETA CHAPTER OF OMEGA CHI EPSILON

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## ARTICLE I - NAME AND OBJECTIVE

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- Section 1* The name of this organization shall be the Beta Chapter of Omega Chi Epsilon, National Chemical Engineering Honor Society.
- Section 2* The objective of this chapter shall be to recognize and promote high scholarship, encourage original investigation and professional service in Chemical Engineering, and recognize the valuable traits of character, integrity, and leadership. The Society serves both undergraduate and graduate students within the Department of Chemical and Biological Engineering at Iowa State University in various professional, philanthropic, and social manners.
- Section 3* This Society is organized exclusively for charitable, educational, and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- Section 4* No part of the net earnings of the Society shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the above Section 3 of Article I hereof. No substantial part of the activities of the Society shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Society shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on the behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Society shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- Section 5* The Beta Chapter of Omega Chi Epsilon abides by and supports established Iowa State University policies, State and Federal Laws.

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## ARTICLE II - OFFICERS

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- Section 1* The elective officers of this Chapter shall be the President, Vice President, Secretary, Treasurer, Social Chair. A Faculty Advisor shall be appointed by the Chemical Engineering Department Executive Officer (DEO).
- Section 2* All active members of the Chapter who meet the requirements listed in Section 3 shall be eligible to hold any office, except that no member may simultaneously hold more than one of the offices named in Section 1. The Faculty Advisor must hold rank of Assistant Professor or above.
- Section 3* The officers of this Chapter must meet requirements set by the Student Activities Center. Failure to meet these requirements results in ineligibility for a student to be elected to, hold, or maintain an office. The requirements are:
- a. 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 cumulative 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.

- b. 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 the student's term of office.

*Section 4* No member may hold the same office for more than one full term. A member succeeding to an unexpired term in any office is eligible for election to a complete term in that office.

*Section 5* The duties of the officers shall be as follows:

- a. The President shall preside at all meetings, act as an official representative of the Chapter at any function requiring such a representative, and shall see that the other officers of the Chapter perform their duties in accordance with the By-Laws. The President shall approve all disbursements. The President is the Chapter's member of the National Council.
- b. The Vice President shall perform the duties of the President in the absence of or in case of resignation of the President. In case the Vice President shall succeed to the Presidency of the Chapter, a successor shall be elected to fill the unexpired term as soon as it is practicable.
- c. The Secretary shall issue all notices and be responsible for all records of the Chapter, including an official copy of the Chapter's By-Laws. The Secretary shall furnish all members with a copy of these By-Laws, shall keep the roll of active members, shall keep the minutes of the Chapter meetings, and shall handle routine correspondence of the Chapter with other Chapters and the National Officers. The Secretary shall promptly report elections of officers and of new members to the Executive Secretary. Upon leaving office, the Secretary should leave a written report of Chapter activities and recommendations for improving Chapter operation for the incoming Secretary. Finally, the Secretary shall report Chapter activities annually to the Executive Secretary.
- d. The Treasurer shall collect and care for all money, properties, and financial records of the Chapter and shall make payments on the written approval of the President or Faculty Advisor for Chapter expenses.
- e. The Faculty Advisor is an ex-officio member of the National Council and shall serve as liaison between the Chapter and the school. The Faculty Advisor shall guide the Chapter in their actions and activities.

*Section 6* The Officers' Council shall consist of the President, Vice President, Secretary, Treasurer, and Faculty Advisor.

- a. The President shall be Chair of the Officers' Council.
- b. The Officers' Council shall conduct whatever business it deems necessary to facilitate the organization's regular business meetings.
- c. The President shall have the authority to call meetings of the Officers' Council.
- d. A majority shall constitute a quorum for a meeting of the Officers' Council.

- e. The Officers' Council shall keep a record of its meetings and the business conducted. This record becomes part of the minutes of the Chapter.

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## ARTICLE III - ELECTION OF OFFICERS

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- Section 1* Officers shall be elected in the Spring and shall serve for a minimum of one semester and a maximum of one year. Elections may be held at the end of the Fall semester to fill vacancies in the Officer's Council created by December graduation.
- Section 2* The new officers shall take office at the adjournment of the election meeting.
- Section 3* Nominations for office shall be made by the active members at a regularly scheduled meeting of the Chapter. Each nomination must be accompanied by the pledge of the nominee to serve in the office if elected.
- Section 4* Three-fourths of the active members shall constitute a quorum for election of officers. A majority vote shall be required for election. If no nominee receives a majority on the first ballot, a second ballot shall be held between the two leading candidates.
- Section 5* The Faculty Advisor shall be appointed by the Chemical Engineering DEO at the beginning of each academic year.
- Section 6* A special election shall be held to fill any vacant office occurring before the next regular election, except that a vacancy in the office of President shall be filled by the Vice President until the next election.
- Section 7* A recall election for any office may be initiated by action of the Officers' Council or by vote or written request of three-fourths of the active membership. Three-fourths of the active members shall constitute a quorum for a recall. A majority vote shall be required for recall.

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## ARTICLE IV - MEMBERSHIP

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- Section 1* Membership shall be restricted to those students who have attained a high scholastic record in their studies and have those traits of leadership that make them likely to succeed in their chosen profession.
- Section 2* The membership of the Chapter shall consist of active and inactive members.
- a. Active members shall be those members of the Chapter who (1) are registered students of Iowa State University and are working toward a degree in chemical engineering; or (2) have received a degree in chemical engineering and are working toward another degree in some other field and have expressed the desire to remain as active members; or (3) are no longer students of Iowa State University but are attached to the University in some professional capacity and have expressed a desire to remain as active members.
  - b. Members of the Chapter who are students of Iowa State University, but have not expressed

the desire to remain active members, are inactive members.

*Section 3* A member of another Chapter who transfers to Iowa State University from another institution and who so desires shall be received into full fellowship of the Chapter upon presentation of his or her credentials to the President of this Chapter.

*Section 4* Membership shall not be restricted 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.

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## ARTICLE V – ELECTION OF MEMBERS

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*Section 1* There shall be at least one but no more than two election meetings each year. The Chapter Officers shall determine the date and time of election.

*Section 2* The eligibility of persons for election to the Chapter shall be determined as follows:

- a. The Faculty Advisor shall supply a list of the members of the junior, senior, and graduate classes who are scholastically eligible for election. No one shall be elected to membership in the Chapter who has not completed at least 30 semester hours of credit towards a degree in chemical engineering, including ChE 210 and ChE 356. Those undergraduates having completed at least 30 semester hours of credit but not more than 90 hours shall be classified as juniors. Those having completed more than 90 hours and completed or are currently enrolled in ChE 358 and ChE 382 who have not yet received a Bachelor's degree shall be classified as seniors.
- b. Juniors: Those juniors having a cumulative grade point average of 3.25 shall be eligible for election.
- c. Seniors: Those seniors having a cumulative grade point average of 3.0 or higher shall be eligible for election.
- d. The scholastic average of each candidate shall be determined as follows:

The letter grades given at Iowa State University shall be given the following values: A=4, B=3, C=2, D=1, and F=0. The total hours for each grade received shall be multiplied by the numeric value assigned to each grade and these products totaled. This total is divided by the sum of the number of credit hours to obtain the average.

*Section 3* New members shall be elected as follows:

Those students who have met the eligibility criteria for membership shall be notified by letters from the Chapter President.

*Section 4* Honorary members may be nominated by a chapter. Nominations shall be submitted to the National President. A person receiving the approval of the National President and three-fourths vote of the Council shall be elected to honorary membership.

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## ARTICLE VI – INITIATION

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- Section 1* Each candidate must formally accept the invitation to membership in writing.
- Section 2* The following shall guide the Society initiation procedures:
- a. Pledge duties, as determined by a three-fourths vote of the active membership, shall be permissible. However, they shall not consume an inordinate amount of the candidate's time to the detriment of his or her schoolwork.
  - b. Each candidate shall read the Constitution of Omega Chi Epsilon and the Chapter By-Laws and make a written statement to that effect.
  - c. No joint initiation exercises with any other organization shall be held.
  - d. Offense to dignity or decency shall not be tolerated.

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## ARTICLE VII – FINANCES

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- Section 1* The expenses of the Chapter shall be met by the initiation fee and by such dues and pro rata assessments as may be voted by the Chapter.
- Section 2* The initiation fee shall be set by the current Chapter cabinet and shall not exceed eighty-five US dollars.
- Section 3* A favorable vote of three-fourths of the total active membership shall be required to change any fees or dues or levy any assessments.
- Section 4* The initiation fee shall be waived by vote of the Chapter cabinet for any initiate on the basis of financial difficulty. Initiates should discuss the matter with the chapter Advisor who will make a recommendation to the cabinet. Any such requests will be kept in strict confidentiality.
- Section 5* 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 an institution/office approved by the Campus Organizations Accounting Office and Student Activities Center. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.

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## ARTICLE VIII - AMENDMENTS

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- Section 1* A proposed amendment must be read at one meeting and voted on at the following meeting.

*Section 2*      A favorable vote of two-thirds of the total active membership shall be required to pass an amendment.

*Section 3*      Ratified amendments to this Constitution must be submitted to the Student Activities Center within ten (10) days.

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## **ARTICLE IX – ENACTMENT**

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*Section 1*      The Constitution was adopted by vote of this Beta Chapter and was last amended July 7, 2008.