

# **Delta Eta Chapter of Eta Kappa Nu Chapter Bylaws**

Revised: March 2<sup>nd</sup> 2010

## **ARTICLE 1: Chapter Charter**

**Section 1:** The name of this chapter is the Delta Eta chapter of the Eta Kappa Nu Association.

**Section 2:** This chapter is located at University of Massachusetts, Amherst, MA.

## **ARTICLE 2: Chapter Bylaws**

**Section 1:** These Bylaws shall be the official governing document of Delta Eta Chapter of Eta Kappa Nu and are subject to the Constitution and Bylaws of the Eta Kappa Nu Association and to future changes in those documents.

**Section 2:** Original chapter Bylaws must be approved by a 2/3 majority vote of all student chapter members during Spring 2010, approval from any required university organization, and approval by the HKN Executive Council.

**Section 3:** Amendment of these chapter Bylaws must be approved by 2/3 majority vote of all active chapter members. The amended Chapter Bylaws will become effective upon:

- a) The required Chapter vote.
- b) Receipt of approval from any required university organization.
- c) Approval by the HKN Executive Council.

## **ARTICLE 3: Chapter Emblem, Colors, Insignia, and Publication**

**Section 1:** The official emblem of the chapter shall be the Wheatstone Bridge.

**Section 2:** The official colors of the chapter shall be navy-blue and scarlet.

**Section 3:** The official graduation insignia for the chapter shall be the Eta Kappa Nu Honor Stole or Honor Cord.

## **ARTICLE 4: Objectives**

**Section 1:** To uphold the purposes and ideals of the Eta Kappa Nu Association as set forth in the Association's Constitution and Bylaws

**Section 2:** To promote and encourage excellence in electrical and computer systems engineering education for the betterment of fellow students, the ECE department, and the College of Engineering.

**Section 3:** To promote and encourage among the students of the University of Massachusetts Amherst, a desire for higher scholastic standing and greater knowledge in the studies prescribed in the electrical and computer engineering curriculum

**Section 4:** To foster a spirit of respect and cooperation with the faculty of the University of Massachusetts Amherst.

**Section 5:** To cooperate with other chapters of Eta Kappa Nu

## **ARTICLE 5: Chapter Office, Records, and Trustees**

**Section 1:** The records of the chapter which include chapter correspondence, membership signature book, financial records (including checkbooks), chapter meeting minutes and other records deemed important, shall be located at Marston Hall, Room 137

**Section 2:** The trustee committee for the chapter shall consist of the ECE faculty at the University of Massachusetts Amherst. The Faculty Advisor(s) of the chapter shall chair this committee. Upon the resignation of, or incapacity of said chair, the ECE Department Head shall appoint another Faculty Advisor.

**Section 3:** Should the chapter become inactive, the trustee committee shall:

- a. Be custodian of all funds, records, and paraphernalia of the chapter.
- b. Have full power to act and vote for the chapter during the period of inactivity exactly as if the

- chapter was in active participation.
- c. Have full power, with the approval of the HKN Executive Director, to reorganize and reactivate the chapter when it deems the time is appropriate.

## **ARTICLE 6: Membership Eligibility and Qualification**

Individuals are eligible for consideration for membership in the Delta Eta chapter of Eta Kappa Nu if they are of unimpeachable character, have the ability to make use of the knowledge and the information acquired, have the capacity and willingness for hard work, and have a genial nature and ability to work in harmony with all types of people -- **and** meet the academic qualifications for membership as specified below:

**Section 1:** Junior: Any enrolled student who has completed one-half of the scholastic requirements for the bachelor's degree in electrical or computer engineering, and has a cumulative ranking in the upper quarter of their class

**Section 2:** Senior: Any enrolled student who has completed three-fourths of the scholastic requirements for the bachelor's degree in electrical or computer engineering, and has a cumulative ranking in the upper third of their class

**Section 3:** Graduate Student: Any student currently enrolled in a program of study leading to a masters or doctorate degree in electrical or computer engineering, and has completed one full academic term at the University of Massachusetts Amherst with a minimum GPA of 3.5 and a nomination from their advisor.

**Section 4:** Faculty: All faculty members shall be eligible for membership by virtue of their faculty position

**Section 5:** Professional Member: Any electrical or computer engineer who has done significant meritorious work in the electrical or computer engineering profession or allied pursuits.

**Section 6:** Candidates who are graduate students, faculty members, or professionals must have the written approval and endorsement of the chapter faculty advisor and the head of the ECE department.

**Section 7:** Undergraduate candidates must have been in regular attendance at the University of Massachusetts Amherst for at least one semester prior to the time of consideration.

## **ARTICLE 7: Member Election**

**Section 1:** Eligible candidates shall be invited to attend an orientation reception. The purpose of the reception is to acquaint the prospective candidates with the Eta Kappa Nu organization and requirements for membership, and to better acquaint the current members with the prospective members.

**Section 2:** At the discretion of the membership, each candidate shall be interviewed before the election meeting. Such interviews shall be held at a time that is convenient to both the candidate and the members. The purpose of the interview is to acquaint the members with the candidate and it must be conducted in a dignified and serious manner, conforming with the ideals and aims of the Association.

**Section 3:** Eligible students shall be elected to pledging candidates on the basis of the following three considerations:

- a. Scholastic Rank in Electrical and Computer Engineering class.
- b. Extra-curricular activities and/or outside work.
- c. Personality and character, without regard to sex, race, religion, or political belief.

(Reference [www.hkn.org](http://www.hkn.org) for suggested activities for inviting students to membership, possible pledge activities, and additional procedures to encourage candidates to accept this invitation to membership.)

**Section 4:** Candidates shall be notified of their election individually after the election.

**Section 5:** All who accept the invitation to membership shall be notified of the induction date, time, place, dress code, and procedures for the induction.

**Section 6:** Names and information for all candidates to be inducted shall be sent to HKN headquarters a minimum of three weeks prior to the induction date to enable membership certificates to be prepared

for the initiation ceremony.

**(MEMBERSHIP IN ETA KAPPA NU IS ONLY VALID WHEN ASSOCIATION FEES HAVE BEEN RECEIVED AND RECORDED BY HEADQUARTERS' STAFF AND ALL ACCURATE INDIVIDUAL INFORMATION HAS BEEN ENTERED IN THE ASSOCIATION'S DATABASE.)**

**Section 7:** The formal induction shall proceed according to the Induction Ritual of the Association as shown on the Eta Kappa Nu Website. To become a member of Eta Kappa Nu, an inductee **MUST** attend an induction ceremony. Eta Kappa Nu headquarters must be notified of inductees whose fees and information have been paid and recorded but who fail to attend the induction ceremony.

## **ARTICLE 8: Chapter Officers**

**Section 1:** Chapter officers shall be elected once every year. All newly elected officers shall take office at the conclusion of the last chapter meeting for the semester, or year. All outgoing officers shall transfer their files and explain the duties of the office to the incoming officers at or before the last meeting of the semester, or year.

**Section 2:** Elections are to be held to allow sufficient time to ensure a smooth transition of officers.

**Section 3:** The Chapter officers for the Chapter shall be President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, and Webmaster, elected in the order listed. Other officers may be elected to meet the Chapter's needs.

**Section 4:** If the active membership of the chapter is small, any two offices may be combined, or one individual may be elected to two offices. In addition to the specific duties listed below, each officer must perform any additional duties as delegated by the President.

**Section 5:** Any vacancy in the offices of the Chapter shall be filled at the first regular meeting after the vacancy occurs, and when possible, before the vacancy occurs.

**Section 6:** The duties of the President shall be:

- a. Preside over all regular meetings of the chapter
- b. Preside over executive council meetings
- c. Call special meetings at any time or within two weeks upon request of five active members [or chapter advisors]
- d. Oversee all committees
- e. Any other reasonable responsibilities usually accorded to this position

**Section 7:** The duties of the Vice-President shall be:

- a. Assume the duties of the President in the event the President is unable to perform normal duties
- b. Responsible for organizing and executing the induction ceremony
- c. Responsible for submitting nominations for association-wide awards
- d. Perform any other tasks as requested by the President

**Section 8:** The duties of the Corresponding Secretary shall be:

- a. Handle all correspondence of the chapter, except that pertaining to the Treasurer or Webmaster.
- b. Certify and transmit mail convention results to headquarters
- c. File new member requisition forms with headquarters
- d. File notices of officer elections with headquarters
- e. Handle all special correspondence with headquarters, other Eta Kappa Nu chapters, and other campus societies and organizations
- f. Notify headquarters in the event of change of Faculty Advisor

**Section 9:** The duties of the Recording Secretary shall be:

- a. Keep a record of all meetings
- b. Issue notices and publicize all meetings and events
- c. Maintain an accurate record of all undergraduate and graduate members of the chapter.

**Section 10:** The duties of the Treasurer shall be:

- a. Administer all Chapter bank accounts and funds
- b. Collect all dues and other income and deposit funds

- c. Pay all bills; make other payments as authorized. (Withdrawals and checks written on any Eta Kappa Nu account shall require two signatures, nominally the Treasurer and Faculty Advisor, or signatures from two of the following: President, Vice President, Treasurer, and Faculty Advisor.)
- d. Prepare and present a financial status report at each regular chapter meeting

**Section 11:** The duties of the Webmaster shall be:

- a. Maintain and update the Delta Eta chapter website
- b. Handle all electronic correspondence of the chapter, except that pertaining to the Treasurer.

## **ARTICLE 9: Faculty Advisor(s)**

**Section 1:** The Chapter shall have at least one Faculty Advisor who shall serve as liaison between the chapter and the college.

- a. The Faculty Advisor(s) shall be a member of Eta Kappa Nu, a current member of the ECE faculty, and appointed by the ECE Department Head.
- b. The Faculty Advisor shall be responsible for obtaining lists of eligible juniors and seniors, their cumulative grade point averages and directory information, for the legitimate educational interest of determining eligibility for an honor society. Such information shall be considered confidential and shared with chapter officers only as necessary.
- c. The Faculty Advisor is invited to all chapter general meetings, special meetings, executive meetings, and special events.
- d. There must be at least one Faculty Advisor or other faculty representative present at the pledge elections, inductions, and officer elections to ensure that these events are handled properly.
- e. The Faculty Advisor shall help guide the officers and the chapter.

## **ARTICLE 10: Executive Committee**

**Section 1:** The executive committee shall consist of the President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Webmaster, and Faculty Advisor.

**Section 2:** The executive committee shall have the power to make decisions affecting the day-to-day operation of the chapter between regularly scheduled chapter meetings.

**Section 3:** The executive committee shall serve as a planning committee for activities throughout the semester and shall propose the initial agendas for the regular or special chapter meetings.

**Section 4:** A quorum for transaction of business at an executive committee meeting shall be 4.

**Section 5:** The Faculty Advisor(s) is not required to attend executive committee meetings.

**Section 6:** Decisions of the executive committee may be overturned by a majority vote of the chapter.

## **ARTICLE 11: Chapter Meetings**

**Section 1:** A quorum for the legal transaction of chapter business shall consist of at least [50%] of the active members of the chapter. Student members pursuing a cooperative program, or those who are off the campus on an industrial assignment at the time of a meeting, shall not be counted in the total membership for the purpose of determining a quorum.

**Section 2:** A minimum of 2 regular meetings shall be held each semester.

**Section 3:** The chapter president may call a special meeting at any time, and shall be required to call a special meeting within two weeks upon request of five active members or the faculty advisor.

**Section 4:** The rules governing this organization for conducting business shall be, in order of precedence:

- a. The Constitution of the Eta Kappa Nu Association
- b. The Bylaws of the Eta Kappa Nu Association
- c. The Bylaws of this Chapter of Eta Kappa Nu
- d. The latest version of Robert's Rules of Order.

**Section 5:** Except as provided in these Bylaws, all questions of order shall be decided by the Executive

Committee.

**Section 6:** The recommended order of a general business meeting shall be as follows:

- a. Roll Call
- b. Reading of minutes of previous meeting
- c. Officer Reports
- d. Committee Reports
- e. Old Unfinished Business
- f. New Business
- g. Election of Officers (if on agenda)
- h. Election of New Members (if on agenda)
- i. Appointment of Committees (if needed)
- j. Special Papers and Presentations
- k. Announcements, Discussion
- l. Adjournment

## **ARTICLE 12: Dues, Fees, and Assessments**

**Section 1:** The national induction fee shall be determined by the current Bylaws of the Eta Kappa Nu Association.

**Section 2:** The local induction fee shall be \$15. (This fee shall be equal to the local fee during the previous semester, unless the chapter has voted for a change in fees.) The local chapter induction fee shall not exceed the amount of the HKN fee.

**Section 3:** The total induction fee due shall be a sum of the national induction fee and the local induction fee.

## **ARTICLE 13: Chapter Funds**

**Section 1:** There shall be a General Fund consisting of local chapter dues, fees, assessments, bank interest, and proceeds collected from other chapter activities.

**Section 2:** Monies shall be deposited in a university or department account or in a savings or checking account in a bank approved by the officers of the Chapter.

**Section 3:** The name on the account shall be the Delta Eta Chapter of Eta Kappa Nu.

**Section 4:** The Treasurer shall establish and administer the General Fund and all accounts. The Treasurer shall have the authority to open accounts and to deposit funds.

**Section 5:** Multiple accounts may be opened to separate funds from various chapter programs.

**Section 6:** Disbursements from any chapter account shall be approved by the chapter executive committee. All disbursements require two signatures.

**Section 7:** The treasurer shall prepare a financial report for each regular meeting of the chapter. The financial report shall include current balances, reports of deposits and expenditures since the last meeting, and an estimate of upcoming deposits and expenditures. The treasurer shall keep books open to inspection by any member of the Chapter during a regularly scheduled meeting.

**Section 8:** The newly elected treasurer and one other member appointed by the president shall perform an audit of the treasurer's books at the end of the treasurer's term.

**Section 9:** For bank accounts that require a Tax ID number, the Tax ID number for Delta Eta chapter shall be used. This Tax ID number is 04-6144084. Chapter accounts shall not be established in any member's name, nor should the social security number of any member or faculty advisor be used on chapter accounts.

**Section 10:** The fiscal year for reporting revenue and expenses shall be July 1 through June 30.

## **ARTICLE 15: Special Note Regarding IRS Requirements for HKN chapters**

**Section 1:** If the chapter receives more than \$25,000 in total revenue in any given fiscal year, special tax forms must be filed. Eta Kappa Nu headquarters must be contacted whenever the chapter anticipates that revenues will exceed \$25,000 during a fiscal year.

**Section 2:** Chapters that receive less than \$25,000 in gross receipts must file an e-postcard with the IRS stating the contact information for the chapter and confirming that the chapter has not earned more than \$25,000. This is the Treasurer's responsibility and must be completed annually by November 1 online.

**Section 2:** IRS section 509(a)(2) regulations restricts Eta Kappa Nu chapters from holding large investments. The IRS restricts the amount of income a chapter may earn from interest and dividends on investments to less than one-third of the total chapter income. Eta Kappa Nu headquarters must be contacted if the chapter expects to receive over one-third of its annual revenue from interest and dividends.

**Section 3:** All income received from Grants and Contributions is restricted for use for charitable purposes as defined by the IRS for projects promoting excellence in electrical and computer engineering education. No portion of these funds may be used for food, social events, or other non-charitable chapter activities. Eta Kappa Nu headquarters should be contacted for specific guidance if needed. Strict accounting must be followed for any monies received from Grants and Contributions.

**Section 4:** The property of this chapter is irrevocably dedicated to charitable purposes and no part of the net income or assets of this chapter shall ever inure to the benefit of any officer or member thereof or to the benefit of any private person, or any organization not 501(c)(3) qualified by the IRS. Upon dissolution of the chapter, any assets remaining after payment, or provision of payment, of all debts and liabilities of the organization shall be returned to Eta Kappa Nu headquarters, which is organized and operated exclusively for charitable purposes and has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.

## Approvals:

The above Bylaws were approved by the members of Delta Eta Chapter at a special business meeting held on March 2<sup>nd</sup> 2010, with nine members present and was approved by a vote of **nine** in favor and **none** opposed. These Bylaws shall become effective on \_\_\_\_\_.

Certified by: Shanka Wijesundara Date: March 2<sup>nd</sup> 2010  
Recording Secretary

Approval by the Eta Kappa Nu Executive Council and Executive Director:

Sahil Shanghavi  
President

Date: March 2<sup>nd</sup> 2010

Fadi Zoghzoghy  
Vice President

Date: March 2<sup>nd</sup> 2010

Dr. Douglas Looze  
Faculty Advisor

Date: March 2<sup>nd</sup> 2010

Dr. Christopher Hollo  
ECE Department Head

Date: March 2<sup>nd</sup> 2010

\_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_