

# Eta Kappa Nu – Beta Epsilon Chapter

## Bylaws

Adopted: 26 January 2015

Last revised by the chapter: 23 February 2015

Appendices last revised by Officer Corps: 28 November 2016



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## **Preface**

The key words “MUST”, “MUST NOT”, “REQUIRED”, “SHALL”, “SHALL NOT”, “SHOULD”, “SHOULD NOT”, “RECOMMENDED”, “MAY”, and “OPTIONAL” in this and any subordinate documents are to be interpreted as described in [RFC 2119](#).

## **Bylaw I Eligibility**

SECTION I.1. QUALIFICATION OF UNDERGRADUATE STUDENT CANDIDATES The following eligibility criteria are our interpretation of 5.1.1 of the HKN [Operations Manual](#) as it applies to the University of Michigan, and shall be used by the Officer Corps in the process of obtaining lists of eligible students.

- (a) Juniors. Juniors shall be eligible for membership if they have a cumulative scholastic rank in the upper quarter of their electrical engineering, computer engineering, computer science engineering, or computer science class. For the purposes of eligibility, a junior is defined as:
  - (i) an enrolled student who has attained junior status in their progress in the bachelor’s degree program in electrical, computer, or computer science engineering as defined by the Registrar of the College of Engineering; or
  - (ii) an enrolled student who has attained junior status in their progress in the bachelor’s degree program in computer science as defined by the Registrar of the College of Literature, Science, and the Arts.
- (b) Seniors. Seniors: Seniors shall be eligible for membership if they have a cumulative scholastic rank in the upper third of their electrical engineering, computer engineering, computer science engineering, or computer science class. For the purposes of eligibility, a senior is defined as:
  - (i) an enrolled student who has attained senior status in their progress in the bachelor’s degree program in electrical, computer, or computer science engineering as defined by the Registrar of the College of Engineering; or
  - (ii) an enrolled student who has attained senior status in their progress in the bachelor’s degree program in computer science as defined by the Registrar of the College of Literature, Science, and the Arts.

## **Bylaw II Requirements**

SECTION II.1. INITIATION Candidates are initiated contingent on their completion of the initiation requirements to the satisfaction of the Officer Corps. The initiation requirements must be completed by the deadline(s) specified by the Vice President, which shall, in no case, be later than 48 hours prior to the initiation ceremony. The sole exception to this deadline is that candidates may complete the requirements after the deadline(s) if and only if they receive approval from the Vice President.

SECTION II.2. CHARACTER ASSESMENT Each candidate must be assessed for exemplary character as defined by the Officer Corps in Appendix B or C as appropriate.

SECTION II.3. SUBSTITUTIONS Each candidate must complete the minimum set of requirements as specified in Appendix B or C as appropriate. Where circumstances merit, the Vice President may choose to allow any candidate to substitute one form of requirement for another, provided that the total number of hours completed is not diminished as a result of this.

SECTION II.4. WAIVERS The officer corps, with a majority vote, may waive any requirement for any candidate, subject to majority approval by the Advisory Board.

SECTION II.5. DEFERRAL A candidate may defer completion of their requirements until a future semester by notifying the Vice President both at the time of deferral and during the intended semester of initiation. Service hours that the candidate has completed may be carried over to future semester(s). Any other requirements, such as meeting attendance and social requirements, must not be carried over between semesters. A deferred candidate must fulfill the academic and chapter requirements of the candidate's semester of initiation regardless of any past semesters.

### **Bylaw III Officers**

SECTION III.1. POSITIONS AND DUTIES The specific officer positions and their duties shall be those enumerated in Appendix A. In addition to the specific duties listed therein for each office, each officer must perform any additional duties assigned by the President.

SECTION III.2. VACANCY Any vacancy in the offices of the chapter shall be filled by a special election at the first regular meeting after the vacancy occurs, and, when possible, before the vacancy occurs. This special election shall follow the same procedure as regular elections. Should the office of President be vacated, the Vice President shall immediately assume the position of President, and the society must vote to fill the office of the Vice President.

SECTION III.3. SUMMER Some chapter business must be conducted during the break between Winter and Fall semesters. The outgoing and incoming presidents must collectively appoint an acting treasurer if, in their assessment, neither the incoming nor the outgoing treasurer will be able to come to campus with sufficient frequency during the summer. This acting treasurer should be a former treasurer, or, in the absence of all former treasurers, a former officer. This acting treasurer must be added to all accounts and given access to all records in the manner typical of a newly elected treasurer.

### **Bylaw IV Advisors**

SECTION IV.1. ELIGIBILITY advisors must be a faculty member, a national official, an alumnus of Beta Epsilon with appropriate chapter experience, a graduate student with

appropriate chapter experience, or a former chapter president.

SECTION IV.2. TEMPORARY ADVISORS Temporary advisors may be appointed by the President with the consent of  $\frac{2}{3}$  rds of the officer corps. Such temporary advisors shall serve until the next Election at which time they will stand for election. Upon confirmation by the officer corps, such advisors will have the rights and privileges of elected advisors.

SECTION IV.3. ADVISOR ELECTION Advisors shall be elected at the officer transition meeting at the end of each semester. Each advisor will be given five minutes to make a speech, followed by at most 3 minutes of questions and answers. Then the candidates will leave the room, and the officers will discuss each candidate's suitability for the position. After this period of discussion, a vote will be called. All incumbent officers and incoming officers get one vote. If an officer is both incumbent and incoming, they still receive only one vote. Since there is not a fixed number of positions for advisors, each advisor is elected individually; a vote to elect shall be considered to have passed if the candidate receives a majority of votes cast.

SECTION IV.4. ADVISOR TERM Advisor term length will be subject to motion from the floor as part of the election proceedings. An advisor candidate must indicate his/her preferred term length, and cannot be elected to a term longer than that. The maximum length for an individual term is three years. The term length is considered part of the motion to elect and therefore may be amended by the body. If an advisor fails to receive a majority of votes cast, a motion may be made to elect him/her to a shorter term, to a minimum of one semester.

SECTION IV.5. RESPONSIBILITIES The advisors shall be responsible for:

- (a) GENERAL The advisors are responsible for ensuring chapter continuity. They should attend the chapter officer meetings and provide input to the president and other chapter officers.
- (b) VISION CHAIR SELECTION The advisors shall select from among themselves a chair for the Vision Committee.
- (c) ELECTIONS CHAIR SELECTION The advisors shall select from among themselves a chair for the Elections meeting(s).
- (d) CHAPTER FINANCIAL ADVISOR The advisors shall select from among themselves a designated Chapter Financial Advisor, whose responsibilities including ensuring financial continuity, maintaining familiarity with the state of chapter finances and with the relevant financial processes (e.g., taxes), and advising the treasurer as needed.

## **Bylaw V Elections**

SECTION V.1. ELECTION THRESHOLD Officers shall be elected by plurality vote in any order, except the president, who must be elected first.

SECTION V.2. ELIGIBILITY Any student member is eligible to run for any office, as permitted by the HKN Operations Manual. It is not required, but is strongly recommended, that the president have previously held office in HKN .

SECTION V.3. LIMIT Each officer must not hold more than one of the offices defined in [A](#) in a given semester.

SECTION V.4. RULES The rules for nominations and elections is defined in [Appendix E](#).

SECTION V.5. TRANSITIONS All outgoing officers shall transfer their files and explain the duties of the office to the incoming officers before the incoming officers take office. This transition meeting shall take place during a meeting specified by the outgoing president.

## **Bylaw VI Committees**

SECTION VI.1. AD HOC COMMITTEES In addition to the standing committees specified in [Appendix D](#), the chapter president may appoint other committees as he/she deems necessary. These committees are to be listed on the chapter website.

SECTION VI.2. COMMITTEE MEMBERSHIP Committee membership shall be on a volunteer basis by each chapter member.

SECTION VI.3. COMMITTEE CHAIRS The president may appoint individuals, with their consent, to serve on any committee. Committee chairs shall:

- (a) be elected by the chapter members; or
- (b) be appointed by the chapter president; or
- (c) be elected by the members of the committee.

SECTION VI.4. MANNER OF ELECTION By default, chairs shall be elected by the chapter members. The president may choose a different method of chair selection at his/her discretion.

## **Bylaw VII Meetings**

SECTION VII.1. GENERAL MEETINGS

- (a) SCHEDULE A minimum of five general meetings must be held each Fall and Winter semester, according to a schedule published at the beginning of each semester. The president of the preceding semester may set a tentative meeting schedule for the purposes of scheduling speakers and other events, but the authority to set the final schedule lies with the president of the semester in question.
- (b) AGENDA The recommended order of a general meeting is:



- (i) Introduction
- (ii) Guest Speaker (if applicable)
- (iii) Officer Reports
- (iv) Committee Reports
- (v) Unfinished Business (if applicable)
- (vi) New Business (if applicable)
- (vii) Announcements
- (viii) Open Floor
- (ix) Adjournment

SECTION VII.2. BUSINESS MEETINGS Business may be conducted at a general or special meeting provided that quorum is met.

- (a) PARLIAMENTARY AUTHORITY The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the chapter may adopt.
- (b) QUORUM The quorum for transaction of chapter business is a majority of the active members.
- (c) ACTIVE STATUS A member shall be considered to be active for the purpose of voting and counting towards a meeting's quorum if said member has previously signed in to a general or special meeting during the current semester, with a minimum of four such meetings being considered. If four general or special meetings have not occurred in the current semester, the difference shall be resolved by including in the attendance lists meetings from the previous semester, in reverse chronological order. Alumni may petition the Officer Corps for active status after achieving the above attendance standard. Such alumni granted active status shall have full voting rights unless otherwise denoted in the HKN **Operations Manuals**. Immediately upon initiation, initiates shall be considered to have attained active status for the remainder of the semester of initiation and the following semester. Active status may not be obtained and exercised at the same meeting.

SECTION VII.3. SPECIAL MEETINGS

- (a) SCHEDULING The chapter president may call a special meeting at any time, and must call a special meeting within two weeks upon request of five active members or a faculty advisor.
- (b) NOTICE The president must give notice of the special meeting to the chapter membership via the usual communication channels for announcements. The president should give at least two week's notice of a special meeting but must not give less than one week's notice.

#### SECTION VII.4. OFFICER MEETINGS

- (a) **SCHEDULING** Officer corps meetings shall be scheduled at the discretion of the president.
- (b) **QUORUM** The quorum for transaction of business at an officer corps meeting is a majority of the chapter officers.
- (c) **ATTENDANCE** All officers should attend meetings of the officer corps. The chapter advisors are not required to attend. Officer meetings are otherwise open and official business is subject to the chapter's business meeting parliamentary authority.

### **Bylaw VIII Dues**

**SECTION VIII.1. INITIATION FEE** The total fee assessed at the time of initiation shall be the sum of the national fee, as prescribed by HKN , and the local induction fee of \$65.

**SECTION VIII.2. FINANCIAL HARDSHIP** Any candidate for initiation who is unable to pay the initiation fee can petition the Officer Corps for a fee deferral or a fee waiver, which must be approved by a majority vote of present-and-voting members of Officer Corps. The treasurer shall be instructed to pay national fees from chapter funds. If fees are deferred, the candidate in question must pay the treasurer the full amount of the initiation fees (without interest) at some convenient time before the earlier of the end of the following Fall or Winter semester or his/her graduation.

### **Bylaw IX Funds**

**SECTION IX.1. ACCOUNTS** The chapter shall maintain a University or department account and, if approved by the Officer Corps, additional savings and/or checking accounts in a separate financial institution. Multiple accounts may be opened to separate funds from various chapter programs. No chapter assets shall be held in any account apart from these.

**SECTION IX.2. ACCOUNT ADMINISTRATION** The treasurer will establish and administer all accounts. He/she has the sole authority to open accounts and to administer account signers.

**SECTION IX.3. ACCOUNT NAME** The name on the accounts must be "Eta Kappa Nu".

**SECTION IX.4. HKN ACCOUNT SIGNERS** With the exception of accounts established for the purposes of operating the dB Café, the signers on the accounts shall be the President, Treasurer, and the Chapter Financial Advisor. A fourth signer, who should be the previous treasurer if possible, may be added at the discretion of the other three signers.

SECTION IX.5. DB CAFÉ ACCOUNT SIGNERS The signers on accounts established for the purposes of operating the dB Café shall be the President, Treasurer, Operations Officer, Chapter Financial Advisor, and the relevant officers from the local IEEE student branch, as determined by the local IEEE student branch President and by the contract between HKN Beta Epsilon Chapter and the local IEEE student branch governing this relationship.

SECTION IX.6. HKN ACCOUNT DISBURSEMENT LIMIT With the exception of accounts established for the purposes of operating the dB Café, the signers on the accounts shall have the authority to issue disbursements equal to or under \$500. The Treasurer shall have the authority to issue disbursements from these accounts in amount up to and including \$5000.

SECTION IX.7. DB CAFÉ DISBURSEMENT LIMIT All actions involving accounts established for the purposes of operating the dB Café shall be governed by the contract between HKN Beta Epsilon Chapter and the local IEEE student branch governing this relationship.

SECTION IX.8. FINANCIAL REPORT The Treasurer must prepare a financial report and budget at the beginning of each semester, consulting with the Chapter Financial Advisor. The budget must be prepared with input from the Officer Corps, and distributed to them upon completion.

SECTION IX.9. AUDIT The newly elected treasurer and the Chapter Financial Advisor must perform an audit of the chapter accounts and the Treasurer's records at the end of the Treasurer's term.

SECTION IX.10. FEDERAL EMPLOYER IDENTIFICATION NUMBER For accounts that require a Tax ID number, the Federal Employer Identification Number (FEIN) for Beta Epsilon chapter must be used. This FEIN is 38-6143476. Chapter accounts must not be established in any member's name, nor may they use the Social Security Number of any member or faculty advisor on the account.

SECTION IX.11. TAX YEAR The fiscal year for reporting revenue and expenses is July 1 through June 31.

## **Bylaw X Amendment and Adoption**

SECTION X.1. AMENDMENT These chapter bylaws may be amended upon the affirmative vote of two-thirds of the present and voting members at a regularly scheduled meeting, or by a one-half vote of the active membership at a special meeting, which must be announced at least one week in advance. Amendments will take effect immediately upon (a) approval from the active membership and (b) submission of these bylaws to the HKN Executive Council unless a motion is made at the time of approval to set an alternate date. The chapter can operate under the tentative assumed approval by the HKN Executive Council until explicitly informed by the officer corps that portions of the submitted bylaws are not approved and require modifications.

SECTION X.2. APPENDIX AMENDMENTS Appendix B (Undergraduate Initiation Requirements) and Appendix C (Graduate Initiation Requirements) may be modified at the discretion of the officer corps. Any other appendices may be amended upon the affirmative vote of two-thirds of the present and voting members at a regularly scheduled meeting, or by a simple majority vote of the active membership at a special meeting, which must be announced at least one week in advance.

SECTION X.3. ADOPTION Adoption of these chapter bylaws will immediately take place with the consent of a majority of the total active membership. Approval from the HKN Executive Council is required pursuant to the HKN Operations Manual. These bylaws will supersede any other Bylaws of this chapter.

### **Appendix A**

#### **Officer Positions and Duties**

SECTION A.1. CHAPTER OFFICERS The chapter officers are: President, Vice President, Treasurer, Corporate Relations Officer, Operations Officer, Secretary, Projects Officer, Activities Officer, Events Officer, and Historian.

(a) PRESIDENT

- (i) To be the representative of Beta Epsilon chapter to HKN , the University, the College, the Engineering Student Government, and any other organizations as needed;
- (ii) To preside over all regular meetings of the chapter;
- (iii) To preside over all officer corps meetings;
- (iv) To send invitation letters to prospective candidates for initiation and their parents;
- (v) To manage and oversee all activities of the society; and
- (vi) Any other responsibilities that are typically accorded to this position.

(b) VICE PRESIDENT

- (i) To manage the process for advancing a candidate for initiation to membership, including tracking completion of requirements, creating a chapter exam, and serving as the primary contact for candidates;
- (ii) To assume the duties of the President in the event the President is unable to; and
- (iii) To perform any other tasks as assigned by the President.

(c) TREASURER

- (i) To administer all chapter bank accounts and funds;
- (ii) To collect all dues and other revenue;
- (iii) To deposit funds;
- (iv) To pay all bills and make other payments as authorized by the chapter or the officer corps,

- (v) To prepare a financial status report and budget at the beginning of each semester,
- (vi) To oversee the financial affairs of all chapter enterprises, including the dB cafe; and
- (vii) To perform any other tasks as assigned by the President.

(d) CORPORATE RELATIONS OFFICER

- (i) To serve as the chapter's corporate liason;
- (ii) To manage all corporate outreach and sponsorship efforts, including invoicing companies for their recruiting efforts; and
- (iii) To maintain a record of member résumés and make them available to recruiters; and
- (iv) To perform any other tasks as assigned by the President.

(e) OPERATIONS OFFICER

- (i) To manage the dB Café, including organizing shifts, training, and restocking according to any relevant contracts; and
- (ii) To maintain the upkeep of the HKN office.
- (iii) To assist the treasurer in overseeing the financial affairs of the dB Café.
- (iv) To perform any other tasks as assigned by the President.

(f) SECRETARY The Secretary shall fulfill the duties of both Recording Secretary and Corresponding Secretary as defined in the HKN Operations Manual. The duties of Beta Epsilon's Secretary are

- (i) To keep and make available a record of all general meetings and officer corps meetings;
- (ii) To manage all event advertisement, including printing and posting flyers and sending email;
- (iii) To maintain an accurate record of all undergraduate, graduate, and faculty members of the chapter; and
- (iv) To manage the chapter's official email groups, which must always have as owners both the current and a previous Recording Secretary.
- (v) To correspond with HKN nationals, including purchasing HKN memorabilia (e.g., pins, cords, and honor stoles) and sending notice of new members and officer elections;
- (vi) To perform any other tasks as assigned by the President.

(g) PROJECTS OFFICER

- (i) To coordinate all chapter service events; and
- (ii) To assist the Vice President in tracking candidate service hours.
- (iii) To perform any other tasks as assigned by the President.

(h) **ACTIVITIES OFFICER**

- (i) To coordinate all chapter social events and activities;
- (ii) To initiate and participate in the organization of intersociety events with other student organizations and/or other chapters of HKN ; and
- (iii) To assist the Vice President in tracking candidate social attendance.
- (iv) To perform any other tasks as assigned by the President.

(i) **EVENTS OFFICER**

- (i) To coordinate a banquet at the end of each Fall and Winter semester;
- (ii) To purchase food and beverages for all applicable HKN events, including general meetings and elections; and
- (iii) To coordinate the Student/Faculty Mixer.
- (iv) To perform any other tasks as assigned by the President.

(j) **HISTORIAN** The Historian shall fulfill, among other duties, those of the News Correspondent as defined in the HKN Operations Manual. The duties of Beta Epsilon's Historian are:

- (i) To submit a publicity report and photos of a major chapter event (at least one per year is recommended) to the Bridge Magazine's editor; and
- (ii) To edit and publish the chapter's newsletter, at least twice per semester.
- (iii) To maintain and improve contact information for the chapter's alumni and manage any alumni initiatives.
- (iv) To document chapter activities for the purposes of maintaining an up-to-date Chapter Report for the president to annually submit to HKN

## **Appendix B**

### **Undergraduate Initiation Requirements**

**SECTION B.1. SERVICE** In addition to the requirements stated in [II](#), each candidate for initiation must complete no fewer than 24 service hours, as specified by the Vice President. No more than 15 hours may be awarded for any one type of service activity. If at least three types of service activities are not made available by the chapter, the preceding hours-per-activity-type limit must not be enforced. No more than 8 hours may be awarded for a single event.

**SECTION B.2. ASSESSMENT** Each candidate must undergo a chapter assessment as specified by the Vice President.

**SECTION B.3. MEMBERSHIP FEE** Each candidate must pay the one-time only membership dues of Bylaw [VIII](#).

SECTION B.4. SOCIAL Each candidate must attend at least four social events sponsored by the chapter. These events can include anything involving the chapter that has not been specified as service or regular meetings that is approved by the Vice President.

SECTION B.5. MEETINGS Each candidate must attend all meetings as specified by the Vice President and/or the President.

SECTION B.6. INITIATION Each candidate must attend an HKN initiation at the end of the term. This is an absolute requirement and may not be waived by the Vice President. A candidate who has completed all other requirements but is unable to attend initiation shall not become a member of HKN until the HKN ceremony of initiation is completed.

### **Appendix C**

#### **Graduate Initiation Requirements**

SECTION C.1. SERVICE In addition to the requirements stated in [II](#), each candidate for initiation must complete no fewer than 12 service hours, as specified by the Vice President.

SECTION C.2. ASSESSMENT Each candidate must undergo a chapter assessment as specified by the Vice President.

SECTION C.3. MEMBERSHIP FEE Each candidate must pay the one-time only membership dues.

SECTION C.4. SOCIAL Each candidate must attend at least three social events sponsored by the chapter. These events can include anything involving the chapter that has not been specified as service or regular meetings that is approved by the Vice President.

SECTION C.5. GENERAL MEETINGS Each candidate must attend all HKN general meetings.

SECTION C.6. INITIATION Each candidate must attend an HKN initiation at the end of the term. This is an absolute requirement and may not be waived by the Vice President. A candidate who has completed all other requirements but is unable to attend initiation shall not become a member of HKN until the HKN ceremony of initiation is completed.

### **Appendix D**

#### **Standing Committees**

SECTION D.1. STANDING COMMITTEES The standing committees of the chapter shall be:

- (a) VISION COMMITTEE The Vision Committee exists for the purpose of discussing chapter improvement, setting future goals, and providing feedback for the chapter Officer Corps.

- (i) MEETINGS Vision Committee meetings are open to all active members. Meetings should be held on "off-weeks" between regularly scheduled chapter meetings.
- (ii) CHAIR The chair of the Vision Committee shall be appointed in accordance with Bylaw [IV.5.b](#).

## **Appendix E**

### **Nomination and Election Procedures**

#### **SECTION E.1. NOMINATIONS**

- (a) PERIOD Nominations for all elected chapter officers will open a minimum of five (5) days prior to the scheduled election meeting.
- (b) MANNER Nominations need not be seconded. Members may self-nominate.
- (c) METHOD Nominations made not during a general meeting must be emailed to the officer corps.
- (d) PUBLICATION All accepted nominations will be recorded by the Secretary and will be published in a format accessible to all members.
- (e) RESTRICTION No members may be elected to the same officer position for more than two consecutive semesters. Nominations that could result in a violation of this bylaw will be ruled out of order.

#### **SECTION E.2. ELECTIONS**

- (a) ELECTIONS MEETING The chapter will schedule an official meeting for the purpose of electing new officers at the end of each academic semester. This meeting will take place directly following the initiation of new members but may be moved by a majority vote of the officer corps.
- (b) ELECTIONS CHAIR Elections meetings shall be chaired by an elections chair, who shall be a chapter Advisor.
- (c) TELLERS The elections chair and the Secretary will serve as tellers for the duration of the election meeting.

#### **SECTION E.3. AGENDA** The agenda for the elections meeting will be of the following format:

- (a) Call To Order
- (b) Announcements
- (c) Determination of Quorum by the Elections Chair
- (d) Explanation of Elections Procedures by the Elections Chair
- (e) Nominations & Elections
- (f) Adjournment



SECTION E.4. QUORUM Quorum for the elections meeting will be 30 active members.

SECTION E.5. NOMINATIONS AT THE ELECTIONS MEETING During the Nominations and Elections period, the chair will accept nominations for all officer positions yet to be elected.

SECTION E.6. ORDER OF ELECTION The office of president will be elected prior to any other position. Following this election, the other officer positions may be elected in any order determined by the chapter with the condition that contested elections must be completed prior to uncontested elections.

SECTION E.7. SECRET DISCUSSION The contents of discussions and voting outcomes are secret to both the candidates of a given election and to any person who was not present in the room for the discussion and voting; violation of this bylaw shall be cause for removal from the election meeting, prohibition of running for office for a period set by the advisory board, or other penalties as determined by the Elections Chair in consultation with the Advisory Board.

#### SECTION E.8. OFFICER ELECTION PROCESS

- (a) SPEECH Upon a successful motion to close nominations for a particular office, each candidate will be given their chance in turn to address the membership on their qualifications and desire to serve in the office. Speeches will proceed in the order of nomination as recorded by the Secretary.
  - (i) LENGTH Speeches shall be no longer than 5 minutes, with the exception of candidates for the position of president, who shall each have up to 10 minutes. The candidates not speaking will wait outside the meeting room while the speeches are made.
  - (ii) REENTRY Any person, other than a candidate for the particular office, who leaves the meeting room after the motion to proceed to the election must remain outside the room until after the conclusion of the election. The elections chair will notify all such individuals as to when they may re-enter.
- (b) QUESTIONS After the conclusion of all candidate speeches, each of the candidates will be individually presented to the membership, in the same order as that of the speeches, for a period of question and answer. During this time, any member may ask a question of the candidates. Question time will be limited to 10 minutes per presidential candidate and 5 minutes for all other candidates. These time limits may be extended by a majority vote of the membership.
- (c) CANDIDATE PRESENCE DURING DISCUSSION Following the conclusion of questions for the final candidate, the elections chair will excuse the candidate and start the discussion period.
- (d) DISCUSSION Directly following the Question and Answer period, the membership will engage in a period of debate and discussion. All candidates for the particular office will not be in the meeting room for this period. Discussion for each position will

initially be limited to 10 minutes with the exception of the position of president will be limited to 30 minutes. The discussion time limit may be extended by a simple majority vote of the membership or by the elections chair if in his/her estimation a significant number of members desire to speak. Debate and discussion will conclude upon a) a successful motion to end debate and to proceed to vote or b) the declaration of the elections chair that either debate time has expired or that no members wish to speak.

- (e) VOTING At the conclusion of the debate / discussion the tellers will each silently tally the votes for each candidate. If the tellers disagree on their count, the votes shall be recast. In addition to the candidate(s) running, the membership may also cast a vote of no confidence in any of the candidates.
  - (i) WINNING A candidate will be declared the winner with a plurality of votes.
  - (ii) NO CONFIDENCE Should "No confidence" prevail in an election, nominations for the position will reopen and a new election will be held. All candidates that did not garner the confidence of the membership will be prohibited from running for the same position in the same semester.
  - (iii) RECORDS The election chair will record the number of votes cast for each candidate on a sheet of paper and hold this sheet of paper for a period of one week in case there is any dispute over the results of an election.
- (f) TIES In the case of a tie vote, a new round of question and answer followed by debate / discussion will commence. The question and answer period in the case of a tie will be limited to 3 minutes per candidate. The debate / discussion time limit will be set at 10 minutes for all candidates. All time limits may be extended as described above. This step will be repeated until such time as a candidate has earned a plurality of votes.