

Eta Kappa Nu – Beta Epsilon Chapter

Constitution

Adopted: 26 January 2015

Last revised by the chapter: 1 December 2017



Contents

Preface	1
I Charter, Authority, and Definitions	1
II Objectives	2
III Bylaws	3
IV Chapter Membership	3
V Candidates	3
VI Officers	4
VII Advisors	4
VIII Trustees	5
IX Compliance and Conflicts	6
X Amendment	6

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](#).

Article I

Charter, Authority, and Definitions

SECTION I.1. HISTORY This chapter is named the Beta Epsilon chapter of IEEE-HKN . It will be referred to as Eta Kappa Nu, or IEEE-HKN , on the University of Michigan campus. It was installed on April 23, 1937 and is located at the University of Michigan, Ann Arbor.

SECTION I.2. SCOPE This constitution shall govern the activities of this chapter in all matters not specifically provided for in the IEEE-HKN Operations and Process Manuals.

SECTION I.3. AUTHORITY This chapter constitution and any bylaws adopted thereunder shall jointly serve as the Beta Epsilon chapter’s Chapter Operations Manual.

SECTION I.4. DEFINITIONS The following terms, when referenced in this constitution or in any subordinate documents, shall have the following meanings:

- (a) “Active Member” means an initiated member of IEEE-HKN that meets certain standards for involvement with the chapter, as defined in the bylaws.
- (b) “Advisory Board” means the current set of chapter advisors and the chapter president, vice president, and recording secretary.
- (c) “Candidate” means a person who has been duly invited by the chapter to join IEEE-HKN .
- (d) “College of Engineering” and “College” refer to the University of Michigan – Ann Arbor’s College of Engineering.
- (e) “Constitution” refers to this document.
- (f) “EECS” refers to the Electrical Engineering and Computer Science department within the College.
- (g) “Engineering Student Government” refers to the current student government that primarily represents students enrolled in the College of Engineering.

- (h) "Local IEEE Student Branch" refers to the IEEE student branch located at the University of Michigan–Ann Arbor.
- (i) "Officer Corps" refers to the set of current chapter officers and advisors.
- (j) "University" refers to the University of Michigan–Ann Arbor.
- (k) "dB Café" refers to the Cafe that is operated by the chapter.

Article II Objectives

SECTION II.1. The objectives of the Beta Epsilon of IEEE-HKN are:

- (a) To uphold the purposes and ideals of IEEE-HKN as articulated by IEEE-HKN.
- (b) To promote and encourage excellence in electrical engineering, computer engineering, computer science, and related fields for the betterment of fellow students, the department, the University, and the public at large.
- (c) To foster a spirit of respect and cooperation between students and the faculty of the University of Michigan.
- (d) To cooperate with and support the activities of the local IEEE student branch.
- (e) To cooperate and collaborate with other student organizations on the campus with regards to community service, service to the University, and facilitation of inter-organizational networking.
- (f) To cooperate and collaborate with other chapters of IEEE-HKN with regards to contributing to the broader organization, improving the chapters' communities, and facilitating networking between IEEE-HKN members.
- (g) To uphold the motto, creed, and objectives of the Association.
- (h) To operate the dB Café.

SECTION II.2. NON-DISCRIMINATION IEEE-HKN is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations.

Article III Bylaws

SECTION III.1. The Beta Epsilon chapter shall maintain a set of bylaws. Directives and prerogatives contained within the Bylaws shall have the force and effect as if contained within this chapter Constitution.

SECTION III.2. The Beta Epsilon chapter shall maintain an operations manual to govern the operations of the dB Café. Directives and prerogatives regarding the dB Café contained within this operations manual shall have the force and effect as if contained within this Constitution. The dB Café Operations manual may be amended by the Operations Officer with the approval of the Treasurer and Advisory Board.

SECTION III.3. All conflicts between the Bylaws and this chapter Constitution shall be resolved in favor of the chapter Constitution.

Article IV Chapter Membership

SECTION IV.1. Membership in IEEE-HKN is by invitation only. The specific criteria for offering and maintaining membership are provided in the IEEE-HKN Operations Manual as well as in the chapter bylaws. Upon joining the organization, all members agree not to undermine the purpose or mission of IEEE-HKN .

SECTION IV.2. REMOVAL A member may be removed from the society for performing an act detrimental to the Beta Epsilon chapter of IEEE-HKN . A motion to revoke membership will be raised only upon a three-fourths majority vote of the Officer Corps. Revoking membership requires a three-fourths majority vote of the present and voting membership at a general meeting and a three fourths affirmative vote of the Advisory Board.

SECTION IV.3. QUORUM Quorum for voting meetings shall be a simply majority of the active membership. The necessary participation required for a member to be considered active shall be defined in the bylaws.

Article V Candidates

SECTION V.1. A candidate may be blocked from initiating into the society for performing an act detrimental to the Beta Epsilon chapter of IEEE-HKN or demonstrating poor character, regardless of their progress in electing. A motion to block

initiation shall not be raised without a three-fourths majority vote of the Officer Corps in favor. Blocking initiation requires a three-fourths affirmative vote of the present and voting membership at a general meeting and three-fourths affirmative vote of the Advisory Board. If the motion is successful, the candidate cannot be initiated into the Beta Epsilon chapter of IEEE-HKN that semester, and will not be eligible for initiation in subsequent semesters until a majority vote of the Officer Corps overturns the decision.

Article VI

Officers

SECTION VI.1. The minimum set of chapter officers is defined in the IEEE-HKN Operations Manual. Additional responsibilities of the required officers, as well as additional officer positions, may be specified in the chapter bylaws.

SECTION VI.2. The officer corps has the power to make decisions affecting the day-to-day operation of the chapter between and during regularly scheduled chapter meetings. Decisions not specifically delegated to an individual officer by the constitution or bylaws will be made by a simple majority vote of the officer corps.

SECTION VI.3. Regular elections must be held once per each Fall and Winter academic semester. The elections meeting must be announced to both active members and potential initiates at least one week in advance in the manner typical for chapter announcements. Specific election procedures, including but not limited to time limits and order of individual elections, may be defined in the chapter bylaws.

SECTION VI.4. Newly elected officers shall take office at midnight on the first day following the exam period of the semester within which the election took place.

SECTION VI.5. REMOVAL An officer may be removed from office for failing to perform his/her duties or for performing an act detrimental to Beta Epsilon chapter of IEEE-HKN . A motion to remove an officer will be raised only upon a three-fourths majority of the remaining Officer Corps. Removing an officer requires a three-fourths majority vote of the present and voting members at a general meeting and a three fourths affirmative vote of the Advisory Board .

Article VII

Advisors

SECTION VII.1. The chapter must maintain a minimum of four advisors including at least one faculty advisor who will serve as the chapter's chief advisor. An

advisor must be an initiated member of Eta Kappa Nu or IEEE-HKN . The faculty advisor will be selected by the advisors and must be a current or emeritus member of the EECS faculty.

SECTION VII.2. The Advisory Board shall serve as the liaison(s) between the chapter and the University and are responsible for ensuring chapter continuity.

SECTION VII.3. The Advisory Board shall act as an advisory and judiciary committee to determine the advisability of any action taken or proposed by the chapter. Such action may be referred to it by a vote of the chapter or brought before it by a petition of a minority of the same, or the Board may review such action on its own initiative. All changes in the Constitution and Bylaws of a chapter must be submitted to and approved by the Advisory Board before going into effect. The Advisory Board, by a majority vote, may forbid any such action or change, subject to an appeal to the membership wherein a three-quarters majority vote of voting members shall be required to overturn a decision of the Advisory Board.

SECTION VII.4. Upon vacancy or the decision by the president to add additional faculty advisor(s), the Officer Corps, with input from the membership, shall select new advisor(s) and confirm their willingness to serve as advisor(s) pending confirmation from the membership. A referendum vote on each advisor candidate must then be scheduled as the first order of business at the next regularly scheduled elections meeting. A referendum is considered to have passed if it attains a simple majority.

SECTION VII.5. Non-faculty advisors will be appointed and elected pursuant to the process outlined in the bylaws.

SECTION VII.6. The officer holding the position of Corresponding Secretary shall notify IEEE-HKN upon a change of chief advisor and must ensure that IEEE-HKN and the active membership of the chapter always has the name and contact information for the current advisor(s).

SECTION VII.7. Advisors must be invited to all general meetings, special meetings, officer meetings, and special events, but are not required to attend.

Article VIII

Trustees

SECTION VIII.1. Should the chapter become inactive, the chapter's chief advisor shall appoint a trustee committee. EECS department faculty, chapter advisors at

the time of deactivation, and former officers of the chapter (while still enrolled) are eligible to serve on the trustee committee.

SECTION VIII.2. During the chapter's period of inactivity, the trustee committee will:

- (a) Be custodian of all funds, records, and property of the chapter;
- (b) Have full power to act and vote for the chapter during the period of inactivity exactly as if the chapter were in active participation; and
- (c) Have full power, with the approval of the IEEE-HKN Executive Director, to reorganize and reactivate the chapter when the committee deems the time is appropriate.

Article IX Compliance and Conflicts

SECTION IX.1. The governing precedence of this chapter shall be:

- (a) the rules and regulations of the University and College as they relate to student governments or student organizations;
- (b) the IEEE-HKN Operations Manual;
- (c) the IEEE-HKN Process Manual;
- (d) this constitution; and
- (e) any Bylaws adopted by this chapter.

SECTION IX.2. In the event of a conflict between the IEEE-HKN Operations or Process Manuals and the rules, regulations, and policies of the University, the chapter shall abide by the rules, regulations, and policies of the University of Michigan and the College of Engineering. The chapter shall also notify IEEE-HKN of any such conflicts and this chapter's action with regard to these conflicts.

Article X Amendment

SECTION X.1. AMENDMENT This chapter constitution may be amended upon the affirmative vote of two-thirds of the active membership. Each revision of this chapter constitution must be submitted to the IEEE-HKN Executive Director to be approved as per the IEEE-HKN Operations Manual. Amendments will take effect

immediately upon (a) approval from the active membership and (b) submission of this constitution to the IEEE-HKN Executive Council unless a motion is made at the time of approval to set an alternate date for effect. The chapter can operate under the tentative assumed approval by the IEEE-HKN Executive Council until explicitly informed by the officer corps that portions of the submitted constitution are not approved and require modifications.

SECTION X.2. AMENDMENT TO BYLAWS AMENDMENT PROCEDURE Any changes to the amendment procedures for the Bylaws must follow the procedures for constitutional amendments.

SECTION X.3. ADOPTION Adoption of this chapter constitution will immediately take place with the consent of a majority of the total active membership. Approval from the IEEE-HKN Executive Council is required pursuant to the IEEE-HKN Operations Manual. The chapter can operate under the tentative assumed approval by the IEEE-HKN Executive Council until explicitly informed by the officer corps that portions of the submitted constitution are not approved and require modifications. In addition, the constitution must be re-approved every five years by a majority vote of the advisory board, regardless of changes.