

IEEE-Eta Kappa Nu (IEEE-HKN)

Process Manual

Version 2014.01 – October 2014

**Approved by the
IEEE-HKN Board of Governors
27 October 2014**

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1. Preamble

- 1.1.** This document defines the processes for IEEE-HKN.
- 1.2.** The Process Manual is subordinate to the IEEE-HKN Operations Manual.
- 1.3.** The Process Manual shall guide the procedures for the IEEE-HKN Board of Governors (IEEE-HKN-BOG).

2. Amendments to this Document

- 2.1.** Amendments to the Process Manual require a simple majority vote of the IEEE-HKN-BOG.

3. Naming, Abbreviations, and Symbols

- 3.1.** Refer to the IEEE-HKN Operations Manual.

4. IEEE-HKN Publications and Published Information

- 4.1.** IEEE-HKN shall maintain an official publication called THE BRIDGE. The publication schedule shall be determined by the IEEE-HKN-BOG.
- 4.2.1** IEEE-HKN shall maintain an active and updated website.
- 4.2.2** The BRIDGE will be available as are other IEEE publications to members, non-members, and packaged periodicals.
- 4.3.** The IEEE-HKN BoG shall publish the open-session minutes of all IEEE-HKN BoG meetings. These minutes shall include all motions and vote results. This information shall be accessible through the IEEE-HKN website within 15 business days of approval of the minutes in standard compliant format.
- 4.4.** The IEEE-HKN-BOG shall publish the vote results of all elections and votes for which the chapter casts ballots. These records shall be accessible through the IEEE-HKN website immediately after the vote results are announced. Electronic ballots must be retained in a standards-compliant electronic format for 1 year following the election outcome. Paper ballots must be retained for 1 year following the election outcome.
- 4.5.** IEEE-HKN shall publish the current contact information for all chapters on the website within 30 business days of receiving contact information from each chapter.
- 4.6.** The IEEE-HKN-BOG shall make available the financial statement of the IEEE-HKN organizational unit. This information shall be available through the HKN website in a timely fashion after the conclusion of each fiscal year.

5. Geographical Representation on the IEEE-HKN Board of Governors (IEEE-HKN-BOG)

- 5.1.** The IEEE-HKN-BOG shall define and name geographical organizational units for the purpose of IEEE-HKN-BOG geographical representation based on IEEE geographical Regions, Sections, or Student Branch boundaries.

6. IEEE-HKN Inductees and Members

- 6.1.** Qualification for induction into IEEE-HKN is conferred by meeting the eligibility requirements within the IEEE-HKN Operations Manual.
- 6.2.** Election is conferred first by a majority vote of an eligible active IEEE-HKN chapter, followed by participation in an IEEE-HKN induction.
- 6.3.** Induction is conferred by an individual previously participating in an HKN induction ritual or participating in the IEEE-HKN initiation ritual.
- 6.4.** Individuals inducted into HKN or IEEE-HKN shall have the right to identify themselves as Inducted into Eta Kappa Nu for life.
- 6.5.** IEEE-HKN members are those individuals previously inducted in HKN or individuals inducted into IEEE-HKN and who are active IEEE members in good standing.

7. IEEE-HKN University Campus (School) Chapters

- 7.1.** A quorum for the transaction of University Campus Chapter (also known as School Chapter) business shall consist of at least one-fourth of the total active members of the IEEE-HKN Chapter. Student members pursuing a cooperative program or off the campus on an industrial assignment at the time of balloting shall not be counted in the active membership for the purpose of determining a quorum.
- 7.2.** An IEEE-HKN University Campus Chapter shall be classified as inactive under any of the following conditions and shall become active after removing all of the following conditions:
 - 7.2.1.** The chapter has not submitted its annual report in accordance with stated deadlines.
 - 7.2.2.** The chapter has not submitted its updated contact and officer information in accordance with stated deadlines.
 - 7.2.3.** The chapter has not submitted to IEEE the list of individuals and required dues for its new inductees within 60 days of holding their induction.
 - 7.2.4.** The chapter has been deemed by two-thirds vote of the IEEE-HKN-BOG to have conducted itself in a manner inconsistent with the standards of conduct outlined in the qualifications for induction.
 - 7.2.5.** No induction having been held within the last 2 years.
- 7.3.** Inactive IEEE-HKN University Campus chapters may not vote in ballot measures and shall not count towards the total number of voting IEEE-HKN chapters.
- 7.4.** Inactive IEEE-HKN University Campus chapters shall have no authority to induct individuals into IEEE-HKN.

8. IEEE-HKN Eta Chapter

- 8.1.** Refer to the IEEE-HKN Operations Manual.

9. IEEE-HKN Alumni Chapters

- 9.1.** An IEEE-HKN Alumni Chapter shall be classified as inactive under any of the following conditions and shall become active after removing all the following conditions:
- 9.1.1.** The chapter has not submitted its annual report in accordance with stated deadlines.
- 9.1.2.** The chapter has not submitted its updated contact and officer information in accordance with stated deadlines.
- 9.1.3.** The chapter membership falls below 5 members.
- 9.1.4.** The chapter has been deemed by two-thirds vote of the IEEE-HKN-BOG to have conducted itself in a manner inconsistent with the qualifications for membership.
- 9.2.** Inactive IEEE-HKN Alumni Chapters may not vote in ballot measures and shall not count towards the total number of voting IEEE-HKN chapters.
- 9.3.** Inactive IEEE-HKN Alumni Chapters shall have no authority to induct individuals into IEEE-HKN.

10. IEEE-HKN Induction Requirements

- 10.1.** The IEEE-HKN induction requirements in this section are meant to clarify the requirements in the IEEE-HKN Operations Manual.
- 10.2.** To be eligible for induction post HKN merger into the IEEE, an IEEE-HKN candidate must be an IEEE member of any grade (or join IEEE simultaneously with his/her induction). All student candidates will be granted one (1) year of student membership (Student or Graduate Student Member grade) simultaneously upon induction into IEEE-HKN. At least one of the following conditions must also be satisfied:
- 10.2.1.** The professional candidate for induction by an IEEE-HKN University Campus Chapter
- 10.2.1.a.** is currently not a student,
- 10.2.1.b.** and is a graduate of a school (university) with a new or reactivated IEEE-HKN University Campus Chapter, and meets at least one of the following conditions
- 10.2.1.b.i.** graduated less than two years prior to the installation or reactivation of the school's chapter,
- 10.2.1b.ii.** would have been eligible for induction as either an undergraduate student or graduate student if an IEEE-HKN University Campus Chapter had been present while the candidate was in attendance.

10.2.1b.iii. is approved by the faculty advisor and Head of the academic department of the nominating chapter, explicitly stating that the candidate has done meritorious work in a technical field of interest of IEEE and providing a short description of that work.

10.2.2. The faculty candidate for induction by an IEEE-HKN University Campus Chapter

10.2.2.a. is currently a faculty member of a school (university) which meets the requirements set forth in Section 7.1 of the IEEE-HKN Operations Manual

10.2.2.b. and has a principal area of professional interest falling within the IEEE technical fields of interest.

10.2.3) The undergraduate candidate for induction into IEEE-HKN

10.2.3.a. is an undergraduate student at an institution with an active IEEE-HKN University Campus Chapter or Branch of Eta Chapter;

10.2.3.b. is pursuing courses leading to a first professional degree (typically Bachelor of Science or Bachelor of Engineering) or equivalent degree in an IEEE technical field of interest;

10.2.3.c. and

10.2.3.c.i. has completed at least one-third of the degree requirements and has a cumulative scholastic rank in the upper fifth of their class,

10.2.3c.ii. has completed at least one-half of the degree requirements and has a cumulative scholastic rank in the upper quarter of their class,

10.2.3c.iii. has completed at least three-fourths of the degree requirements and has a cumulative scholastic rank in the upper third of their class,

10.2.3c.iv. or has satisfied alternate criteria specified by the IEEE-HKN-BoG at the request of an IEEE-HKN Chapter to be in better agreement with the regulations and traditions of the institution wherein the chapter operates.

10.2.4. The graduate candidate for induction by IEEE-HKN University Campus Chapter or a Branch of Eta Chapter

10.2.4.a. is a graduate student at an institution with an active IEEE-HKN University Campus Chapter or a Branch of Eta Chapter,

- 10.2.4.b.** is currently studying toward an advanced degree in one of the IEEE's fields of technical interest,
- 10.2.4.c.** is nominated for candidacy by any individual inducted into HKN or IEEE-HKN,
- 10.2.4.d.** has completed the equivalent of one-half of one academic year of full-time study at the institution (university) where s/he is studying,
- 10.2.4.e.** and is endorsed by the Head of the academic department wherein the student conducts the majority of his/her studies.

10.2.5. The professional candidate for induction by the IEEE-HKN Eta Chapter

- 10.2.5.a.** is not a student
- 10.2.5.b.** and has done meritorious work in a technical field of interest of IEEE as evidenced by providing a short description of that work.
- 10.2.5.c.** is approved as defined by the IEEE-HKN Operations Manual

11. Officers of IEEE-HKN

- 11.1.** The complete record of each IEEE-HKN Officers election shall be published in accordance with the requirements in Section 4.4.
- 11.2.** The IEEE-HKN-BOG shall reference the IEEE Nominations and Appointments (N&A) Committee procedures when evaluating nominations for Officers of IEEE-HKN.

12. IEEE-HKN Board of Governors (IEEE-HKN-BOG)

- 12.1.** The complete record of each IEEE-HKN-BOG election shall be published in accordance with the requirements in Section 4.4.
- 12.2.** The IEEE-HKN-BOG shall reference the IEEE Nominations and Appointments (N&A) Committee procedures when evaluating nominations for the IEEE-HKN Board of Governors.
- 12.3.** If the President, Past President, and President-Elect convene on behalf of the entire IEEE-HKN-BOG, minutes of the meeting must be kept in accordance with the publishing requirements in Section 4.3.

13. Vacancies and Removal From Office

- 13.1.** Refer to the IEEE-HKN Operations Manual.

14. Interpretation of the Operations Manual

- 14.1.** Refer to the IEEE-HKN Operations Manual.

15. Operational Procedures

- 15.1.** Refer to the IEEE-HKN Operations Manual.

16. IEEE-HKN Awards

16.1 Awards Committee and Chair Roles and Responsibilities.

The Chair of the IEEE-HKN Awards Committee position is appointed by the President, IEEE-HKN and Chair of the IEEE-HKN-BOG. This individual must be an IEEE Member, Senior Member or Fellow and a member of IEEE-HKN. All other members of the Awards Committee must be IEEE Graduate Student Members, Members, Senior Members or Fellows, as well as an IEEE-HKN member. The Chair and Committee membership is endorsed by the IEEE-HKN-BOG at its first meeting of the year, and approved by the IEEE Educational Activities Board at its first meeting of the year.

Awards Committee programs are designed to promote and encourage excellence in electrical and computer engineering and any of the technical fields of interest of IEEE. They recognize outstanding accomplishments by students, professors, and industry professionals who make significant contributions to society and who exemplify a balance of scholarship, service, leadership, and character. IEEE-HKN encourages Chapters and individuals to nominate all eligible candidates.

Following are the responsibilities of the IEEE-HKN Awards Chair:

- Conducts business of Committee to achieve purpose and functions as defined in Committee Charter
- Chairs meetings of the Committee
- Recommends to IEEE-HKN-BOG proposed changes to the Committee Charter to ensure that it meets current objectives
- Ensures the Committee meets objectives
- Carries out other tasks as assigned to Committee by the Chair, IEEE-HKN
- Serves as a voting member of the IEEE-HKN-BOG (meets face-to-face 1x per year and via telephone/WebEx at least 2x per year)
- Serves as one of eight voting members of the Awards Committee
- Schedules Awards meetings, sufficient in number, to complete Committee business
 - o Meets face-to-face at the mid-year meeting of the EAB ARC
 - o Other meetings held by teleconference or e-mail
- Provides status reports at each IEEE-HKN meeting
- Provides an annual report of activities for the last regularly scheduled IEEE-HKN Board meeting of year
- Prepares other reports as necessary

Following are the Sub-Committees of the IEEE-HKN Awards Committee, each of which is headed by a Committee Chair who also serve on the IEEE-HKN Awards Committee:

16.1.1 Outstanding Young Professional Award

A. Frequency

This award is offered annually; no award may be made in a given year.

B. Award Description

The IEEE-HKN Outstanding Young Professional (OYP) Award—formerly the Outstanding Young Electrical Engineer (OYEE) Award—has been presented annually since 1936. It is presented to exceptional young engineering professionals for meritorious service in the interests of humankind as evidenced by his/her past record and future promise, as well as for outstanding achievements in his/her chosen profession.

Many recipients of this award have gone on to make major contributions to the electrical and computer engineering fields and hold noteworthy positions in academia, industry, and government. The description of the character of the contributions for which this recognition may be awarded should be liberally construed by the nominators.

Announcement of the outstanding young engineer, honorable mentions, and finalists chosen from among the nominees by the Jury of Award will be made following the completion of a careful survey of all of the candidates' credentials. The Jury also reserves the right to make no selections when, in their opinion, no candidates with the necessary qualifications are presented. The candidate selected will receive appropriate designations by IEEE-HKN as the Outstanding Young Professional.

The award consists of a 10"x12" cherrywood matted and framed certificate.

C. Nominator

Non-members of the IEEE and IEEE-HKN are eligible to serve as a nominator of this award.

D. Candidates

Non-members of IEEE-HKN are eligible for this award. The candidate must not yet have reached his/her 35th birthday on 1 May of the year for which the award is granted.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award.

F. Presentation Venue

This award is presented during the annual IEEE Educational Activities Board Award Ceremony, held in November each year.

16.1.2 C. Holmes MacDonald Outstanding Teaching Award

A. Frequency

This award is offered annually; no award may be made in a given year.

B. Award Description

The IEEE-HKN C. Holmes MacDonald Outstanding Teaching Award was established in 1972 to recognize the central and crucial role of college professors in training and motivating future electrical and computer engineers. The program attempts to identify and give recognition to engineering professors who have demonstrated, early in their careers, special dedication and creativity in their teaching responsibilities. Thus it is, in part, a counterbalance to the significant pressure for research and publication performance on young professors, and a re-affirmation of the basic and essential need of excellence in teaching.

The award consists of a 10"x12" cherrywood matted and framed certificate.

C. Nominator

Non-members of IEEE and IEEE-HKN are eligible to serve as a nominator of this award.

D. Candidates

Non-members of IEEE-HKN are eligible for this award.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE-HKN members.

F. Presentation Venue

This award is presented during the annual IEEE Educational Activities Board Award Ceremony, held in November each year.

16.1.3 Vladimir Karapetoff Outstanding Technical Achievement Award

A. Frequency

This award is offered annually; no award may be made in a given year.

B. Award Description

The IEEE-HKN Vladimir Karapetoff Outstanding Technical Achievement Award was established in 1992 and recognizes major career accomplishments by a practitioner of electrical or computer engineering who has distinguished her/himself through an invention, development, or discovery in the field of electrical or computer technology. Factors considered in bestowing this award include the impact and scope of applicability, the impact on the public welfare, and the impact on the standard of living and/or global stability.

The award consists of a USD 2500.00 honorarium and an 11"x14" cherrywood matted and framed certificate. The fund to support the award was initiated through a bequest from Dr. Karapetoff's widow, R.M. Karapetoff Cobb, herself a distinguished chemical engineer.

C. Nominator

Non-members of the IEEE and IEEE-HKN are eligible to serve as a nominator of this award.

D. Candidates

Non-members of IEEE-HKN are eligible for this award.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award.

F. Presentation Venue

This award is presented during the annual IEEE Educational Activities Board Award Ceremony, held in November each year.

16.1.4 Distinguished Service Award

A. Frequency

This award is offered annually; no award may be made in a given year.

B. Award Description

The Distinguished Service Award was initiated in 1971 to recognize those members who have devoted years of service to Eta Kappa Nu (or IEEE-HKN), resulting in significant benefits to all of the society's members. The award is based on lifetime contributions to IEEE Eta Kappa Nu (or IEEE-HKN) and is limited to one recipient each year.

The award consists of an 11"x14" cherrywood matted and framed certificate.

C. Nominator

Non-members of the IEEE and IEEE-HKN are eligible to serve as a nominator of this award.

D. Candidates

Candidates for the IEEE-HKN Distinguished Service Award must be current IEEE-HKN Members who are also past members of the IEEE-HKN Board of Governors, or current or past members of IEEE-HKN Committees, but not current voting members of the IEEE-HKN Awards Committee.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE-HKN members.

F. Presentation Venue

This award is presented during the annual IEEE Educational Activities Board Award Ceremony, held in November each year.

16.1.5 Eminent Member Recognition Committee

A. Frequency

This award is offered annually and may be to one or multiple individuals; no award may be made in a given year.

B. Award Description

The IEEE Eta Kappa Nu Eminent Member Recognition was established in 1950 as the society's highest membership classification. It is to be conferred upon those select few whose attainments and contributions to society through leadership in the fields of electrical and computer engineering have resulted in significant benefits to humankind.

The award consists of an 11"x14" cherrywood matted and framed certificate.

C. Nominator

Non-members of the IEEE and IEEE-HKN are eligible to serve as a nominator of this award.

D. Candidates

Non-members of IEEE and IEEE-HKN are eligible for this award.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award.

F. Presentation Venue

This award is presented during the annual IEEE Educational Activities Board Award Ceremony, held in November each year.

- 16.1.6 Outstanding Chapter Award.** The purpose of the Outstanding Chapter Award is to recognize excellence in college chapters for their activities. The award is based on the content and description of Chapter activities that are contained in the Annual Chapter Report. The Annual Chapter Reports are due by 30 June of each year and summarize all activities for the previous academic year from 1 July to 30 June.

In bestowing an award, the Outstanding Chapter Award Committee attaches less importance to the number of a Chapter's activities than to their nature and quality. Of critical concern to the Committee in judging a Chapter are activities to improve professional development, to raise instructional and institutional standards, to encourage scholarship and creativity, to provide a public service, and generally to further the established goals of IEEE-HKN.

This award is presented during the Annual Meeting of the Electrical and Computer Engineering Department Heads Association (ECEDHA), usually held in March each year.

- 16.1.7 Alton B. Zerby and Carl T. Koerner Outstanding Student Award.**

The Alton B. Zerby and Carl T. Koerner Outstanding Student Award recognizes outstanding scholastic excellence and high moral character, coupled with demonstrated exemplary service to classmates, university, community, and country. This program is administered by the Los Angeles Area Alumni Chapter. Reasonable travel expenses for the winner are paid for by IEEE-HKN, and a USD 1000.00 award honorarium and engraved plaque are presented. The outstanding student may be described as "outstanding by virtue of scholastic excellence and high moral character, coupled with demonstrated exemplary contributions to classmates, school, and community."

The Outstanding Student Award Committee will screen all nominations and select approximately ten candidates for consideration by a Jury of Award comprising of several prominent electrical engineers representing both industry and academia.

All those submitting a Nomination Form will be notified of their nominee's status by the Committee Chair immediately following the Committee's screening process.

The candidates' nomination dossiers and letters of recommendation will then be submitted to the Jury of Award for their independent and individual consideration. The Award Committee tabulates the Jury's rank-order ballots. In addition to a winner, one or more honorable mentions may be selected with no relative rank indicated.

Those not selected by the Jury as the winner or an honorable mention will be declared finalists with no relative rank indicated. The winner, honorable mentions, and finalists will be named in the Awards Program. The names of those on the Jury of Award remain confidential until the selection process is completed but will also be named in the Awards Program.

This award is presented annually to Chapters during the Annual Meeting of the Electrical and Computer Engineering Department Heads Association (ECEDHA), usually held in March each year.

17. Financial Affairs

- 17.1.** Refer to the IEEE-HKN Operations Manual.
- 17.2.** The IEEE-HKN Operations Manual does not take precedence over the IEEE financial and investment process.

17.3 IEEE-HKN Treasurer

This position is appointed by the President, IEEE-HKN. The individual must be an IEEE Member, Senior Member or Fellow and also a member of IEEE-HKN. The Treasurer is the oversight and advisory person for all IEEE-HKN financial matters and, along with the IEEE-HKN professional staff, provides administration of the IEEE-HKN budget.

Following are the responsibilities of the IEEE-HKN Treasurer:

- Serves as chief financial officer of the IEEE-HKN
- Provides administration of the IEEE-HKN budget
- Reports administratively to the IEEE-HKN-BOG Chair
- Develops the IEEE-HKN budget, in consultation with the IEEE-HKN professional staff
- Ensures compliance with IEEE and IEEE-HKN policies and procedures in all financial matters relating to IEEE-HKN
- Ensures sound financial management of the IEEE-HKN Department, the IEEE-HKN Standing and Ad Hoc Committees

Along with the EA professional staff, the IEEE-HKN Treasurer:

- Continually reviews financial viability and performance of IEEE-HKN activities
- Develops budgets for future years
- Reviews new initiative requests for funding
- Reviews the financial impact of agenda items being considered by IEEE-HKN
- Represents the IEEE-HKN on all IEEE financial matters

18. IEEE-HKN Director

18.1. Refer to the IEEE-HKN Operations Manual.

19. Parliamentary Procedures

19.1. The conduct of IEEE-HKN-BOG meeting shall be guided by Robert's Rules of Order (revised edition).

27-Oct-2014