

CHI EPSILON

NATIONAL CIVIL ENGINEERING HONOR SOCIETY



The Bylaws of Chi Epsilon¹

National Headquarters
Office of the Executive Secretary
University of Texas at Arlington
Box 19316
Arlington, Texas 76019-0316
Toll Free: 866-554-0553

Email: xehq@chi-epsilon
Website: www.chi-epsilon.org

Latest Revision: March 2016

¹ Separated Bylaws from Constitution 4-1-2016

TABLE OF CONTENTS

Bylaws of Chi Epsilon

Article I	Organization and Membership	3
Article II	Government	6
Article III	Meetings	1
Article IV	Motto, Insignia, Ritual, Awards	12
Article V	Publications	14
Article VI	Finance	15
Article VII	Disciplines	16
Article VIII	Committees	20
Article IX	Expansion	20
Article X	Policy and Rules of Procedure	21
Article XI	Methods of Amending Bylaws	21

Appendix A

Revision History	22
------------------	----

BYLAWS OF CHI EPSILON

ARTICLE I

Organization and Membership

Section 1 Chapter Designation

Chapters shall be designated by the names of the colleges and universities at which they are located. Alumni chapters may be established and named according to their geographical location.

Section 2 Membership

To become a member of Chi Epsilon a candidate must participate in a formal initiation ceremony. The three grades of membership are Member, Chapter Honor Member, and National Honor Member. No one shall be eligible for National Honor Member who has not been previously initiated as a Member or Chapter Honor Member.

Section 3 Member Eligibility

Membership eligibility shall be extended to persons who are currently enrolled, have completed, or are faculty of an ABET Engineering Accreditation Commission (EAC) accredited program within the civil engineering community, including but not limited to Environmental Engineering, Architectural Engineering, Construction Engineering, and closely related fields. Additional membership requirements shall be as follows (2016):

- (a) Undergraduate Students. To be eligible for membership, an undergraduate must rank scholastically in the upper one-third of his or her class (2016). This requirement is to be considered the sole scholastic criterion for membership, and it is not the prerogative of the individual chapter to lower this criterion in any manner. The candidate must also satisfy the additional requirements specified in the Constitution, Article. III, Sections 2 and 3.

A chapter may petition the District Councillor for authorization to waive the above scholastic requirements for a candidate due to mitigating circumstances.

- (b) Transfer Students and Second Degree Students. A transfer student, or a student who was previously enrolled in a different program, (2016) may be eligible for membership provided he or she is ranked scholastically in the upper one-third of his or her class. The class standing should be based upon the grade point average earned in the student's current program (2016). Prior to consideration the candidate should have been registered in a civil engineering program (2016) for at least one academic year at the candidate's current institution. The candidate must also satisfy the additional requirements specified in the Constitution, Article III, Sections 2 and 3.
- (c) Graduate Students. A graduate student who was initiated as an undergraduate may be an active member of the chapter at the school he or she is presently attending. A graduate student is eligible (2016) for membership provided the student has shown outstanding ability and has completed the equivalency of one-half of one academic year in the graduate program where the student is currently enrolled. The student must be nominated by a member of Chi Epsilon, endorsed by two Chi Epsilon faculty members, and elected by three-quarters of an election quorum. Graduate student members may be considered as inactive members at the discretion of the chapter. However, if inactive status is desired, cause must be stated and approved by the chapter president and the faculty advisor.
- (d) **Alumnus.** An Alumnus (2016) from an institution which had no chapter of Chi Epsilon at the time of his or her graduation, but presently has a chapter, may be eligible for membership in that chapter or another, if he or she was graduated in the upper one-third of his or her class, and fulfills all other requirements of an undergraduate candidate. If a student graduates and becomes eligible for membership at the same time, he or she shall be eligible for membership.
- (e) Faculty. A faculty member may be elected as a member of Chi Epsilon by meeting the following requirements: (2014)
1. A two-thirds vote of a quorum as defined by Article II section 2(a) is required to recommend to the District Councillor the conferring of chapter membership on an individual. The chapter must send a letter to the District Councillor attesting to the vote held by the chapter. (2014)
 2. The District Councillor will check with the National Office to verify the

membership status of the individual being nominated for faculty membership. If the individual is not a member, the nominee will need to be inducted. If the individual is already a member, they will need to be 'associated' with the university or school. (2014)

- (f) Alumni chapters shall have no power to elect members; however, at the invitation of an active chapter, an alumni chapter should have the power to initiate duly elected honor members, subject to National Council approval.
- (g) Election of members shall be by secret ballot of election quorum of the chapter, and shall be held within one month of the date when the list of eligible students shall become available. An election quorum shall consist of at least two-thirds of a chapter's active membership.
- (h) No chapter shall initiate candidates prior to receiving authorization from the National Council.
- (i) [Active chapters may initiate eligible students who attended institutions that do not have an active Chi Epsilon chapter \(2016\)](#). The approval of the District Councillor is required for each such prospective member prior to initiation.
- (j) Alumni who were eligible for membership at graduation but were not initiated may be considered for membership at a later date.
- (k) Post doctorates are eligible if they graduated from an ABET/EAC accredited Civil Engineering curriculum and may be considered for membership as Post-Doc Alumni Members. (revised at 2008 Conclave)

Section 4 Chapter Honor Membership

Chapter Honor Membership may be granted to anyone who, by virtue of his or her professional accomplishments in the field of civil engineering, has attained a degree of eminence in the profession, and who exhibited experience and ability worthy of emulation by young civil engineers. Requirements shall be as follows:

- (a) The candidate shall possess a minimum of ten years' experience in the civil engineering profession as a licensed professional engineer, or otherwise be

identified as an eminent civil engineer by the National Council.

- (b) A two-thirds vote of a quorum as defined by Article II section 2(a) is required to recommend to the National Council the conferring of chapter honor membership on an individual.
- (c) Approval of the National Council prior to the notification and initiation of the candidate for membership is required.
- (d) A Chi Epsilon member may be elevated to the position of Chapter Honor Member if the member meets the above three qualifications.

Section 5 National Honor Membership

Members of Chi Epsilon, by distinguished and preeminent accomplishment in civil engineering, and in outstanding furtherance of the object and purpose of Chi Epsilon, are eligible for elevation to National Honor Membership. Preliminary nominations of candidates for National Honor Membership may be made by a Chi Epsilon chapter, a previously elevated National Honor Member, or by a member of the National Council.

Such nominations must be submitted to each member of the National Council. The National Council may elect the available nominations. The ceremony of elevation shall require the participation of at least three members of the National Council.

ARTICLE II Government

Section 1 Government of the National Society.

- (a) Active chapters shall be those chapters that have initiated at least one new member in the immediate past biennium and have been certified as being in good standing by the National Council. A chapter declared inactive may be reinstated by the National Council upon proof that the chapter is capable of meeting all requirements of the Constitution and Bylaws.
- (b) Inactive chapters may not initiate members into Chi Epsilon.
- (c) A two-thirds representation of the chapters in good standing constitutes a

quorum of a National Conclave. A simple majority of those eligible to vote as defined in Article IV, Section I (b) of the Constitution shall be required to secure positive action on any main and subsidiary motion, as defined in the authorized rules of parliamentary procedure (Revised, Robert's Rules of Order (Newly Revised) 10th 1990 Edition). Those chapters not attending the conclave shall proxy their vote to another chapter in good standing, except that no chapter shall serve as proxy for more than one other chapter. Chapters are required to send a primary delegate to at least one conclave every six years. Failure to do so will result in probation or disciplinary action - such as a fine, inactivation of the chapter, or other action taken against the chapter at the discretion of the National Council. (R2014)

- (d) The National Conclave shall be the final court of appeals in all matters, including but not limited to the interpretation of the Constitution and in all disciplinary actions.
- (e) The National Council shall consist of elected members: District Councillors, Councillors Emeritus, and Councillors-at-Large. Each member of the National Council shall be entitled to one vote. The National Secretary/Treasurer shall not be a member of the National Council. In the event that the office of the National Secretary/Treasurer and the Editor of The Transit are combined, this single office will be called the Executive Secretary and the office holder shall not be a member of the National Council. In the event that a conclave elects a Councillor Emeritus and/or a Councillor-at-Large, each one shall vote as a regular member of the Council.
- (f) The Councillors shall, in general, be elected to serve for two conclave periods (four years). District Councillors may serve a maximum of four terms (sixteen years). Councillors elected before 1998 shall be allowed to serve until 2014. (revised at 2010 Conclave) The District Councillors shall have overlapping terms of office; one-half being elected at one conclave, and one-half at the next. One District Councillor shall be elected from each of the districts within the United States.
- (g) In general, districts shall be equitably proportioned with respect to the number of chapters. If a disproportionate situation exists, the National Council is authorized to temporarily redistrict and to appoint an additional temporary councillor for each new district. Permanent redistricting shall be decided by the next National Conclave.
- (h) In general, districts involved in redistricting are to be so arranged that the existing

elected councillors shall continue to serve out their terms. If it appears appropriate to redistrict in such a manner that more than one existing elected councillor has their office within the proposed new district, action on such redistricting shall be deferred until the next National Conclave.

- (i) On occasion, it may be in the best interest of Chi Epsilon for a councillor in one district to serve as the councillor to a chapter in an adjoining district. Such an arrangement is subject to mutual agreement between the two councillors involved and the president and faculty advisor of the affected chapter.
- (j) The National Conclave shall elect from the members of the National Council a national President and Vice-President for a term of two years. The number of consecutive terms which can be served by the President and Vice-President of Chi Epsilon shall be two terms in their respective offices,
- (k) The executive committee of the National Council shall consist of the President, the Vice-President, the National Marshall, and the immediate past President if they remain a member of the National Council. (R2014) It shall be the duty of the executive committee to review the routine operation of Chi Epsilon and its employees, to approve investments, and to make recommendations to the National Council on the administering of the society, and to plan the National Conclaves.
- (l) The National Council shall elect an Executive Secretary from the membership of Chi Epsilon.
- (m) The Executive Secretary shall be paid a salary, the amount of which shall be fixed by the National Conclave.
- (n) The National Council shall require an adequate fidelity bond for the Executive Secretary and Full-Time Staff of the National Office, the premium for which shall be paid from Chi Epsilon funds.
- (o) A National Marshal shall be selected by the National Council from the regularly elected councillors. The National Marshal shall be responsible for National Conclave initiations and ritual ceremonies. In addition, he or she will assemble and study all suggestions for improvements in the Ritual and will be responsible for it being consistent with the other instruments of Chi Epsilon. (R2014)
- (p) A National Historian shall be selected by the National Council from among the regularly elected councillors. He or she shall maintain a complete and up-to-date file of The Transit and of all historical records of Chi Epsilon.

- (q) The National Council shall make a report to the delegates before each National Conclave which shall include the financial statement, the minutes of the previous National Conclave, and a summary of the actions taken by the National Council since the last National Conclave. The detailed management of the affairs of Chi Epsilon shall be exercised by the Executive Secretary of Chi Epsilon acting upon authority from the National Council.

It shall be the duty of the National Council to collect and disburse through its Executive Secretary all assessments levied by the National Conclave. It shall publish all catalogues and the official publication of Chi Epsilon, issue all certificates of membership for newly elected members, and keep all official documents of Chi Epsilon.

- (r) In the event of the resignation or death of any member of the National Council, the Council shall appoint a replacement to serve in the vacated position until the next National Conclave. At that time the National Conclave shall elect a Chi Epsilon member to serve the remainder of the term. Such a Councillor shall have the same qualifications as required for the original Councillor. In the event the President or Vice-President resigns or dies, the National Council shall select from its own members a replacement for that office.
- (s) In the event that a district councillor does not fulfill their duties as specified in the Councillor's Handbook, Article II, Section F, a special recall election may be held at any time during that councillor's term by the respective district following a two-thirds vote by chapters within the district. The recall election shall take place pending National Office approval. In the event a councillor steps in to fill a position as a result of a recall, this term shall not be counted against the individual's term limit as described in Article II, Section 1, subsection F of the Bylaws.

Section 2 Government of the Chapters

- (a) A quorum for the election of officers and/or members shall consist of at least two-thirds of the active membership of the chapter. A quorum for transactions by the chapter, other than elections, shall be governed by the chapter bylaws.
- (b) The elected officers of each chapter shall consist of a President, Vice-President, Secretary, Treasurer, Associate Editor of The Transit, Marshal, and any other officers provided for in the chapter bylaws.
- (c) For election to office, the candidate must receive a majority of votes cast. If no

candidate receives the required number on the first ballot, the candidate with the lowest number of votes shall be dropped from the list and a new ballot taken; this procedure being repeated until one candidate receives a majority.

- (d) A Faculty Advisor, a member of Chi Epsilon, is to be elected by the chapter for a term of two years, and may be re-elected any number of times. He or she is to act in an advisory capacity to the chapter, and the Faculty Advisor is obligated to make the chapter officers aware of their duties. The Faculty Advisor shall serve as chair of the Chapter Trustees, and also as the custodian of the chapter's rituals and paraphernalia.
- (e) All officers shall be elected once a year, or once a semester, at the discretion of the chapter.
- (f) In the event of the resignation or death of any officer other than the President of the chapter, the chapter shall hold an election at the next business meeting to elect a replacement for the remainder of the term.
- (g) No member shall be qualified to act as an officer in any meeting of the chapter until after taking the oath of office in accordance with the Master Ritual.
- (h) The President shall have general supervision of all of the activities of the chapter, and shall preside at all meetings.
- (i) The Vice-President shall, in the absence or disability of the President, assume the duties of President. Upon resignation or death of the President, the Vice-President shall become President.
- (j) The Treasurer shall collect all fees, assessments, and all other money forthcoming to the chapter and act as custodian thereof, keep appropriate books and be prepared to report on finances of the chapter at each meeting; and audit, with the Faculty Advisor and the incoming Treasurer, the books and finances to insure proper order of the funds.
- (k) The Secretary shall handle and keep a record of all transactions, business and correspondence; keep minutes of the chapter meetings to be presented to the chapter at the next meeting; maintain an active file of all members, addresses, and pertinent information; and inform all members of activities of the chapter.
- (l) The Associate Editor of The Transit shall handle all publicity for the chapter, writing such reports as are required to be sent to the National Office.

- (m) The Marshal shall arrange and direct all chapter initiations and ritual ceremonies, instruct the members in their parts, and act as program chairman for all chapter functions other than business meetings.
- (n) At least three Chapter Trustees, members of Chi Epsilon, are to be appointed by the Faculty Advisor, with the advice and consent of the chapter, to serve under the Faculty Advisor as Chair. Chapter Trustees shall serve for two-year terms, or until replaced, staggered at the discretion of the chapter.

A Chapter Trustee, a member of Chi Epsilon, shall serve as a replacement for a chapter officer during an initiation ceremony in case of the absence or disability of an officer, or because of the lack of the membership in the chapter.

ARTICLE III Meetings

Section 1 National Conclave

- (a) The National Conclave shall meet every two (2) years, on the even years, unless otherwise directed by the National Council.
- (b) The time and place of each conclave shall be fixed by the National Council.

Section 2 Chapters

- (a) The first meeting of each school year shall be held within one month after the school year begins.
- (b) Regular meetings shall be held to conduct chapter business as needed.

ARTICLE IV

Motto, Insignia, Ritual, Awards

Section 1

The motto of Chi Epsilon is Chi Delta Chi, which symbolizes our English motto: Conception, Design, and Construction.

Section 2

The official badge of Chi Epsilon shall be a key made to resemble a full front view of an engineer's transit with the superimposed letters "XE" between the standards of the transit. In the space representing the objective of the transit, a red jewel shall be placed. The dimensions of the badges shall be filed in the office of the National Secretary/Treasurer.

- (a) For members and Chapter Honor Members, the official badge of Chi Epsilon shall be made of yellow gold or a suitable substitute approved by National Council.
- (b) For National Honor Members, the official badge of Chi Epsilon shall be made of white gold.

Section 3

Additional jewelry may be specified by National Conclave action and detailed in the Policy and Rules of Procedure of Chi Epsilon.

Section 4

The colors of Chi Epsilon are purple and white.

Section 5

The Ritual ceremonies are performed by the National Councillors, in person or by proxy. When no National Councillors are present for a given ceremony, duly elected chapter officers may serve as proxies for the appropriate National Council member of Chi Epsilon, to suit immediate circumstances. Any National Councillor being present at a ceremony may delegate his or her ritual position to suit the prevailing circumstances.

Section 6

The Ritual is a part of the Bylaws of Chi Epsilon and the authority to initiate members into Chi Epsilon is derived from the Constitution.

Section 7

The Harold T. Larsen Outstanding Service Award is given by Chi Epsilon in memory of Harold T. Larsen, a founding member of Chi Epsilon. To qualify for this award, the nominee must be a member of Chi Epsilon, must have shown outstanding service to Chi Epsilon, and must have adhered to the four pillars of Chi Epsilon - Scholarship, Character, Practicality, and Sociability.

Section 8

The James M. Robbins Excellence in Teaching Award shall be given to a faculty member who shows dedication to teaching in [the civil engineering community \(2016\)](#).

Section 9

The District Scholarship Awards shall be given to an active Chi Epsilon member in recognition of a National Honor Member. Selection will be based on the four pillars of Chi Epsilon.

Section 10

The Certificate of Distinction may be awarded to those persons who have shown outstanding service to Chi Epsilon.

Section 11

The Arthur N.L. Chiu Outstanding Faculty Advisor Award shall be given to recognize the contributions of outstanding faculty advisors. Arthur N.L. Chiu, Councillor Emeritus and Past President, served the University of Hawaii chapter as Faculty Advisor with distinction for 40 years.

ARTICLE V Publications

Section 1

The official news publication of Chi Epsilon shall be The Transit. The Transit shall be published periodically under the direction of the National Council.

Section 2

Other publications of Chi Epsilon:

- (a) The Constitution of Chi Epsilon
- (b) The Bylaws of Chi Epsilon
- (c) Chi Epsilon Newsletter - a biannual publication
- (d) Minutes of National Conclaves
- (e) Policy and Rules of Procedure (PAROP)
- (f) Councillor's Handbook
- (g) Ritual of Chi Epsilon (initiation ceremonies)
- (h) Handbook for Faculty Advisors and Chapter Officers
- (i) Regional Publications
- (j) National Web Page

ARTICLE VI

Finance

Section 1

Receipts and Disbursements

Initiation fees to be paid to the Executive Secretary by the chapter for each newly elected member shall be established by the National Conclave for each succeeding biennium. Initiation fees may be adjusted in the interim by the Executive Secretary, but only to the extent they reflect changes in Jewelry, Certificate and Wallet Card costs. (R2014) In case of emergency, the distribution of the national initiation fees as established by National Conclave may be changed by a three-fourths vote of the National Council, the action subject to final action at the next National Conclave.

Section 2

Disposition and Investment of Funds

- (a) Initiation fees shall be used to pay a portion of the proper expenses of Chi Epsilon. These fees will be deposited into the General Fund. The General Fund shall be used to defray National Conclave expenses. The General Fund shall also be used to defray expenses of District Councillors in visiting chapters in their district. (R 2014)
- (b) All money received by the Executive Secretary shall be deposited in a federally insured financial institution that has been approved by the National Council. (R 2014)
- (c) A cash balance, not to exceed that which is insurable by the Federal Deposit Insurance Corporation, shall be carried in any financial institution acting as depository for Chi Epsilon. The accounts shall be in the name of Chi Epsilon with the Executive Secretary authorized to make deposits and withdrawals.
- (d) The Executive Secretary shall be empowered to invest funds of Chi Epsilon in securities, as trust funds, and also to sell or exchange such securities, after approval by the Executive Committee.
- (e) Whenever registration fees collected by the host committee/district are insufficient to cover the National Conclave expenses, the deficiency shall be prorated among the chapters. (R 2014)

- (f) At each National Conclave the Executive Secretary shall present to the delegates a financial statement which shall include a report by a certified public accountant of Chi Epsilon's accounts and the records relating thereto. This statement and report shall be audited by a committee of the National Conclave.
- (g) The fiscal year of Chi Epsilon shall be the calendar year.

Section 3 Financial Management

- (a) The Executive Secretary shall be responsible for the financial management of Chi Epsilon and hire such personnel necessary for routine operations.
- (b) The National Council shall establish and initiate a model for the accounting procedures of Chi Epsilon. This model shall be included in the Policy and Rules of Procedure.

ARTICLE VII Discipline

Section 1 Fines and Levies upon Chapters

A chapter may be fined for any single reason stated in the following; each infraction subjects the chapter to a fine not to exceed \$20.00 (R2014) unless otherwise stated.

- (a) Violation of or failure to live up to, and comply with the Constitution and Bylaws of Chi Epsilon.
- (b) An unauthorized initiation (a chapter conducting an initiation before receiving the authorization from the National Office) will result in a fine of \$20.00 for the first offense and \$50.00 for the second offense and any subsequent offenses. This fine is reset to the \$20 amount after each Conclave. (R2014)
- (c) The failure of a chapter to submit online to the Executive Secretary the Initiation/Elevation Participation Confirmation Notification for each member within ten days after the candidate has been initiated.

- (d) The failure of a chapter to submit online the names of new officers to the Executive Secretary within ten days after their installation.
- (e) The failure of the Associate Editor of The Transit to send required materials to the National Office by the date of deadline.
- (f) The failure of a chapter to act within sixty days on the petition of a new chapter (Excluding July & Aug).
- (g) The failure of a chapter to send an official delegate or a proxy to the Conclave will result in a fine equal to the registration cost of one delegate. Exceptions, due to any extraordinary circumstances, may be approved by the National Council.

Section 2 Probation of Chapters

- (a) The National Council shall have the power to place a chapter on probation and to remove a chapter from probation.
- (b) A chapter may be placed on probation if it initiates candidates before receiving authorization from the National Council or for any single, combination, or accumulation of reasons for the imposition of fines as stated in Section 1 of Article VII of these Bylaws.
- (c) A chapter may be removed from probation by the National Council, if, in the opinion of the National Council, the chapter has shown a willing and conscientious effort to perform its obligations and to rectify its past acts of negligence.
- (d) The National Council, in consultation with the District Councillor, shall have the power to apply appropriate sanctions to chapters on probation. (R2014)
 - i. While on probation a chapter must develop a plan for correcting deficiencies and a reasonable time table for this process
 - ii. While on probation a chapter must submit in a timely manner:
 - Annual Chapter Reports
 - Initiation Participation/Confirmation Reports
 - Update Chapter Officers Lists
 - (Basically, not have any 'fineable' offenses)
 - iii. Must be self-represented at next Conclave

(National Council Current Standard – 2014)

Section 3 Discipline of Active Members

The discipline of a member shall be in the hands of the chapter, in accordance with that chapter's bylaws.

- (a) An active member may be suspended by completion of the following procedure:
 - 1. Signed charges must be brought by at least four active members.
 - 2. A thorough investigation of the charges must be made, and the member so charged given an impartial hearing by the Chapter Trustees (as appointed in accordance with Article 11, Section 2(n) of these Bylaws).
 - 3. If the Chapter Trustees find sufficient grounds, the matter must be voted on by the local chapter, and a four-fifths vote of the chapter upholding the charge, will result in suspension.
- (b) A suspended member may appeal to the National Council and the National Council must act upon the matter prior to or during the next National Conclave.

Section 4 Discipline of a Chapter Officer

The discipline of a chapter officer shall be in the hands of the local chapter and/or the National Council.

- (a) Disciplinary action, including removal from position of an officer by the chapter, shall be the same as for a member as stated in Article VII, Section 3 of these Bylaws.
- (b) The chapter officer whose dereliction adversely affects the operation of Chi Epsilon is subject to action by the National Council.

Section 5 Removal of Suspension

A member suspended by a chapter may be reinstated by a four-fifths vote by that same chapter upon evidence satisfactory to the chapter that the circumstances bringing about the suspension have been rectified.

Section 6
Membership and Insignia

Any member suspended by a chapter or the National Council shall not display a Chi Epsilon Certificate, wear any Chi Epsilon Insignia, or claim any affiliation with Chi Epsilon.

Section 7
Discipline of Inactive Members and Alumni Chapters

All matters of discipline concerning inactive members and alumni chapters shall be the jurisdiction of the National Council.

Section 8
Conclave Attendance

When a chapter fails to send a delegate to the National Conclave, the chapter must submit a proxy (See Article VII Section 1 (f)). Two consecutive failures to submit a delegate or a proxy will result in an appropriate disciplinary action at the discretion of the National Council.

Section 9
Discipline of District Councillor

Any chapter may report its disapproval of its District Councillor and/or his actions to the National Council.

Section 10
Disciplinary actions of all types can be appealed to the National Council

ARTICLE VIII

Committees

Section 1

The President of Chi Epsilon shall appoint, with the approval of the Executive Committee, prior to or during a National Conclave, such committees as he/she deems necessary for the conduct of business at a National Conclave. Each committee shall have a member of the National Council act as facilitator. The President shall charge each committee with its duties, and each committee is to submit a report in the format specified by the President (R2014).

Section 2

The President of Chi Epsilon may appoint from time to time committees of the National Council for the conduct of Chi Epsilon business between National Conclaves.

ARTICLE IX

Expansion

Section 1

Establishment of Chapters

- (a) A charter may be granted for the organization of a chapter at any college or university said institution meets the following qualifications:
 - 1. The college or university must have an ABET EAC accredited program [within the civil engineering community. \(2016\)](#)
 - 2. The petitioning group must assure Chi Epsilon that there will be a sufficient number of eligible students in succeeding years to assure the chapter's viability.
- (b) There shall be a fee assessed for a charter for any new chapter, the amount of which shall be established by the National Conclave for each succeeding biennium.
- (c) The National Council shall investigate and make recommendations to the chapters as to the eligibility of the petitioning group as defined under Section I (a) of this article. The recommendation, along with a summary of the petition for char-

ter, shall be submitted to the chapters for final acceptance or rejection. This acceptance or rejection should be reported by each chapter to the National Council, by a date set by the National Secretary/Treasurer which will allow a chapter sixty days to review the petition. Unless one-fourth of the total chapters vote negatively, by the specified date, the chapter shall be admitted.

ARTICLE X Policy and Rules of Procedure

Section 1

Chi Epsilon shall maintain Policy and Rules of Procedure (PAROP) which shall be the official interpretation of the Constitution and Bylaws.

Section 2

Recommended changes in PAROP shall be voted upon in the same manner as authorized in Article XI of the Bylaws.

Section 3

In the interim between National Conclaves, the National Council shall have the authority to issue tentative changes and/or additions to PAROP, subject to their ratification by the next National Conclave.

ARTICLE XI Methods of Amending Bylaws

Section 1

These Bylaws may be amended by a majority vote of the official delegates and members of the National Council at a National Conclave.

Appendix A

Revision History

Dec 28, 2012

Reformat Constitution and Bylaws for WORD format. Eliminate unnecessary spaces and tabs. Fix paragraph numbering and indent system.

March 13-16, 2014

Revisions made during 43rd National Conclave

Revision Bylaws Article I.3.d

Wording revision to remove qualifications statement, need to teach civil engineering or allied field, experience, and worthy of emulation

Revision Bylaws Article 1.3.e

Rewording of item e. - Faculty. A faculty member who has shown outstanding qualifications as a teacher in civil engineering or an allied field and has exhibited experience and ability worthy of emulation by young civil engineers may be elected as a member of Chi Epsilon by meeting the following requirements: (2014)

Rewording of item e.1

Approval to come from District Councillor rather than National Office

Rewording of item e.2

District Councillor verifies membership status with National Office – if non-member nominee must be inducted. If already a member – nominee will be associated with university or school

Revision Bylaws Article II.1.c

Add statement requiring chapters to provide primary delegate to at least one conclave every six years.

Add statement concerning potential results for not attending conclave

Revision Bylaws Article II.1.k

Minor rewording of executive committee membership

Revision Bylaws Article II.1.o

Removal of requirement for copies of Ritual to be distributed by the National Marshal and reference to custodian of Master Ritual

Revision of Bylaws Article VI.1

Allows initiation fees to be adjusted by Executive Secretary, but only to the extent the adjustments reflect changes in Jewelry, Certificate and Wallet Card costs.

Revision of Bylaws Article VI.2.a

Removes reference to Conclave Fund.

Revision of Bylaws Article VI.2.b

Removes references to banks and savings and loan institutions in favor of the words 'financial institutions'

Revision of Bylaws Article VI.2.e

Removes reference to Conclave Fund

Allows for prorated charge back to chapters to cover financial loss incurred during Conclave

Revision Bylaws Article VII.1

Minor wording changes for clarity, changed amount of initial fine to \$20.00

Revision Bylaws Article VII, Section 1, Item (h):

Remove from use – never authorized by Conclave 2010

Revision of Bylaws Article VII.2

Adds current standard being utilized by National Council
Provides additional thoughts relative to probation

Revision Bylaws Article VII.2.d

Add Section - d allowing National Council, in consultation with District Council-
lor, to apply appropriate sanctions to chapter on probation

Adjustment of award names to match PAROP

March 12, 2016

Revision Article 1, Section 3 – Member Eligibility

Add an introductory paragraph at beginning of Section 3 describing the gen-
eral membership eligibility requirements

Revision Article 1, Section 3 (a) – Undergraduate Students

Revise first sentence to read: “To be eligible for membership, an undergradu-
ate must rank scholastically in the upper one-third of his or her class.”

Revision Article 1, Section 3 (b) – Transfer and Second Degree Students

Revise first sentence to read: “A transfer student, or a student who was previ-
ously enrolled in a different program, may be eligible for membership...”

Revise second sentence to read: “The class standing should be based upon
the grade point average earned in the student’s current program. (2016)”

Revise third sentence to read: “Prior to consideration the candidate should
have been registered in a civil engineering program for at least one academic
year at the candidate’s current institution.”

Revision Article 1, Section 3 (c) – Graduate Students

Revise second sentence to remove text “in civil engineering”

Revision Article 1, Section 3 (d) – Alumnus

Add section header “Alumnus.” Prior to first sentence

Revise first sentence to remove text “Civil Engineering” and replace “A” with
“An”

Revision Article 1, Section 3 (i)

Adjust first sentence to read: "Active chapters may initiate eligible students who attended institutions that do not have an active Chi Epsilon chapter. (2016)"

Revision Article IV, Section 8

Adjust to read: "The James M. Robbins Excellence in Teaching Award shall be given to a faculty member who shows dedication to teaching in the civil engineering community. (2016)"

Revision Article IX, Section 1 (a).1

Revise 1 to read: "The college or university must have an ABET/EAC accredited program within the civil engineering community. (2016)"

April 1, 2016

Separate Constitution and Bylaws into two distinct documents

Remove all history, tables and lists from body of Constitution & Bylaws, separate into distinct document

CHI EPSILON

NATIONAL CIVIL ENGINEERING HONOR SOCIETY



National Headquarters
Office of the
Executive Secretary

University of Texas at Arlington
Box 19616
Arlington, Texas 76019-0316
Toll Free: 866-554-0553

Email: xehq@chi-epsilon.org
Website: www.chi-epsilon.org

Please stop by and visit us at the National Office whenever you are in town!