Date: August 25, 2019

TO: Chapter Officers and Faculty Advisors

RE: Welcome back!

As we ramp up for the 2019 – 2020 academic year, we here in the corporate office would like to take a moment to express our appreciation for the work each of you are doing for Chi Epsilon. Without you, the Civil Engineering Honor Society would not exist.

For some of you, the FE exam looms on the horizon. Fear Not! A little study time to brush out the cobwebs and polish those skills you've learned will not go to waste. On behalf of the Council and the staff here in the corporate office, we wish you success during the coming semester. If you need anything from the corporate office, please do not hesitate to contact us.

IMPORTANT DATES:

Scholarships / Fellowships and National Awards-

Scholarship/Fellowship applications and the nominations for the Robbins, Chiu and Larsen awards will be uploaded to the website by December 1, 2019.

The scholarship and fellowship applications and other award nominations must be completed and turned into your Faculty Advisor by February 1, 2020. Please don’t wait until the last minute to submit your application. On acceptance by the Faculty Advisor, application packages should be forwarded to the District Councilor for further consideration by March 15, 2020.

After the closing date, the District Councilor will submit all scholarship, fellowship applications, and the Robbins and Chiu nomination packages for the District to the District Selection Committee (DSC). The DSC will evaluate and rank the applications submitted. The DSC will forward the top three scholarship and fellowship applications, and the top Robbins and Chiu nomination package to the Office of the Executive Director (OED) by April 30, 2020, for further consideration by the Finalist Selection Committee.

The FSC will review and rank all the applications and nomination packages from all districts. The FSC will complete their review and transmit results to the OED by July 15, 2020.

The OED will issue checks to the recipients of scholarships, fellowships and the other Awards by August 1, 2020.

A summary of these dates may be found on the website home page by clicking on the Scholarship / Fellowship, and National Awards link found under the Deadlines area.

Please remember, undergraduate students who are enrolled at the time of application and who will be enrolled in the fall of the academic year as an undergraduate are eligible to apply for an undergraduate scholarship. A student may apply multiple times, but may only receive...
a scholarship, either $3,500 or $2,000, once.

Undergraduate students and graduate students who are enrolled at the time of application and who will be enrolled in the fall as graduate students are eligible to apply for a graduate fellowship only. A student can apply multiple times for a fellowship but can receive a fellowship only once.

Undergraduate or graduate initiates are eligible to apply but only if they will be members by February 1, 2020.

**Nominations for National Awards**-

**Nominations for the James M. Robbins ‘Excellence in Teaching Award’** must be submitted to your District Councilor by **February 1, 2020**, to be considered.

**Nominations for the Arthur N. L. Chiu ‘Outstanding Faculty Advisor Award’** must be submitted to your District Councilor by **February 1, 2020**, to be considered.

**Chapter Reports**-

Historically, **Annual Chapter Reports** are due for odd-numbered chapters by December 01. Even-numbered chapters must submit their reports by May 01 of the following year. These dates were originally created as a result of publication deadlines and volumes of materials to be printed and bound. **However, the days of physically publishing the annual chapter reports and the Transit have ended.** Additionally, the structure of the **Annual Chapter Reports** was substantially modified during the 2016 Conclave.

Basically, the General Assembly directed the National Council and the Office of the Executive Director to develop and implement an annual reporting system similar to that required for ASCE student chapter membership. The basic components to be included in the report are listed below.

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<tr>
<th>School Name</th>
<th>Nomination for the teaching award</th>
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<tr>
<td>Contact Information</td>
<td>Nomination for Faculty Advisor Award</td>
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<tr>
<td>Attendance (attendance v membership numbers)</td>
<td>Marketing to prospective students or sponsors</td>
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<td>Regular Meetings</td>
<td>Positive or Negative account balances</td>
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<td>Social Meetings</td>
<td>Fundraising</td>
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<td>Service Events</td>
<td>From School or Department</td>
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<td>Alumni Involvement</td>
<td>From Alumni</td>
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<td>Faculty Member Involvement</td>
<td>From Donations</td>
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<td>Initiation of Chapter Honor Members</td>
<td>From Other Sources</td>
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<td>Development of Trustees Council</td>
<td>Use of Chapter Effectiveness Program</td>
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<td>Development of annual Chapter Highlights video</td>
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NOTE: We proposed suspending the semi-annual practice of Chapters supplying chapter reports in the spring (May 1) and fall (Dec 1), at the beginning of the 2018-2019 academic year. However, in retrospect, our publications group recommends retaining the semi-annual practice for supplying chapter records.

Accordingly, for odd-numbered Chapters, your annual report delivery date will be December 1, 2019. For even-numbered chapters, your annual report delivery date will be May 1, 2020. Annual reports will not be accepted if the chapter has not paid its annual chapter fee and if the corporate office does not have contact information on file for the current set of officers. Additional details will be posted to the Associate Editor under the Communication Tab on the corporate website.

**Annual Chapter Fee:** Each chapter will be invoiced an annual chapter fee of $125 shortly after the start of the fall semester. This fee will cover Processing and Handling fees for two initiation events, pay state taxes (if applicable), and provide technology funding.

All other “deadlines” are set by your chapter officers, and they include:

**Date of initiation:** Remember, it can take up to 6 weeks to receive keys and certificates after your order is placed. Please allow plenty of time so that these items can be part of your ceremony. Orders for membership cards will not be sent to our vendor unless we have confirmed the initiate participated in the initiation ceremony. While there is a backlog, the corporate office is working to have membership cards to new members before the end of the semester in which they are initiated.

**Date of Participation / Confirmation Report:** Remember this report must be transmitted to the corporate office within 10 days following the date of initiation.

**Date of Officer Update:** It is critical that new or returning officers be updated within 10 days of installation and/or before the officer term ‘end date’ recorded on the last update report.

**IRS News:**

We now have 24 chapters that have been reinstated since 2014. Unfortunately, we still have 17 Chi Epsilon chapters that have not applied for reinstatement. The cost for filing IRS Form 1023-EZ has been reduced and is now only $275. Please make applying for reinstatement a priority in your chapter during the coming year.

**New Chapters:**

Chapter #142 was installed in November at Boise State University. Chapter #143 was installed in December at The College of New Jersey. Our first international chapter, #144 (UAE 001), will likely be
installed in the fall of 2019 or the spring of 2020 at the American University of Sharjah.
Inactive Chapters:

Prior to 2017, Chi Epsilon had lost six chapters due to the closing of engineering programs or lack of desire to continue to keep the chapter active. Three more schools went inactive in 2017. Unfortunately, it appears that we will see six additional chapters become inactive by the end of 2018. Fellow members of Chi Epsilon, it is a shame to see 15 chapters (10.6%) shut down due to lack of vision and a commitment to uphold the high standards of our Society. Please work hard to keep your chapter healthy and active.

Closure:

In closing, thank you for allowing us to be of service to your chapter and its members. Please don’t hesitate to contact us when you have questions.

Respectfully,

Glenn C. Goss, Ph.D., P.E.
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