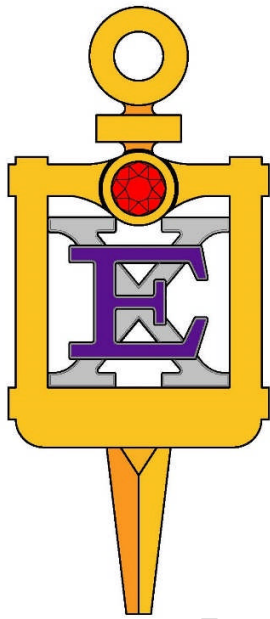


# CHI EPSILON

## THE CIVIL ENGINEERING HONOR SOCIETY



### The Bylaws of Chi Epsilon

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March 17, 2018

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APPENDIX A – REVISION HISTORY

# BYLAWS OF CHI EPSILON

## Article I. Membership

### Section 1.01 Membership Grades

Chi Epsilon offers three grades of membership: Member, Chapter Honor Member, and National Honor Member.

- 1) Election of members shall be by secret ballot of the chapter through a quorum vote of the active members of the chapter. This election shall be held as soon as practical, but no more than one month, after the list of eligible students became available.
- 2) A quorum vote of a Chapter is defined as follows:
  - a. A majority vote of a quorum of the active membership of the Chapter. Each Chapter will define the requirements for a member to be an active member.
  - b. A quorum shall be a majority of the Chapter's active members.
- 3) All grades of membership shall be conferred at the formal initiation ceremony.
- 4) No chapter shall initiate candidates prior to receiving authorization from the Office of the Executive Director.
- 5) Alumni of the chapter who were eligible for membership at graduation but were not initiated may be considered for membership at a later date.
- 6) Members are expected to remain active within the Society by keeping their contact information up-to-date with the Office of the Executive Director, staying connected to their home Chapter, participating in Chi Epsilon events at local, district and national levels, committee involvement, and by providing support for Chi Epsilon in the form of an annual donation.
- 7) Alumni Chapters shall have no power to elect members. However, at the

invitation of an active Student Chapter, and Alumni Council may have the power to initiate duly elected honor members, subject to approval by the National Council and the Office of the Executive Director.

- 8) Constitution Article 3, Section 3.02, prohibits discrimination when selecting members. Chapters are also reminded that retaliation against persons who oppose a discriminatory practice, file a charge of discrimination, or testify for, assist in, or participate in an investigative, administrative or judicial proceeding relating to discrimination is prohibited. Constitutionally protected expression will not be considered discrimination or harassment under this policy.

## Section 1.02 Membership Eligibility

Membership eligibility shall be extended to persons who are currently enrolled in, have completed, or are faculty in a Civil Engineering program accredited by the Engineering Accreditation Commission (EAC) of ABET, Inc. (or internationally recognized equivalent). Eligible programs are those within the civil engineering community, including but not limited to Civil Engineering, Environmental Engineering, Architectural Engineering, Construction Engineering, and other closely related engineering fields. Membership may also be extended to graduate students in departments where the related BS degree(s) is/are accredited.

Additional membership requirements shall be as follows:

- 1) **Undergraduate Students** – To be eligible for membership, an undergraduate student must have been registered in an eligible program for at least one academic year at the candidate's current institution. In addition, an undergraduate must have completed at least one-half of the curricular requirements for the bachelor's degree, and rank scholastically in the upper one-third of their class. The class standing should be based on the grade point average earned in the student's current program.

In addition, the student must, in the opinion of the chapter, demonstrate the pillars of character, practicality and sociability.

The Chapter may select less than the top third, but not more than the top third. Any such variation from the Constitution or Bylaws of Chi Epsilon must be recorded in the Chapter Bylaws.

- 2) **Master's Students** – A master's candidate in an eligible program may be considered for membership, provided the student is ranked scholastically in the upper one-third of their class, and has completed at least one-half of their required course work in residence. Additionally, the student must demonstrate the pillars of character, practicality and sociability.

A master's student who was initiated as an undergraduate is considered a member of the chapter where they are attending school for voting and activity purposes.

- 3) **Ph.D. Students** – A Ph.D. student may be considered for membership if he or she has shown outstanding ability and has completed the equivalent of one academic year in the graduate program where the student is currently enrolled. The student must be nominated for membership by a member of Chi Epsilon and endorsed by two Chi Epsilon faculty members. In addition, these students must demonstrate the pillars of character, practicality, and sociability. Ideally, Ph.D. students should have completed at least one-half of the course work and research required for their degree.

A Ph.D. student who was initiated as an undergraduate or master's student is considered a member of the chapter where they are attending school for voting and activity purposes.

- 4) **Post-Doctoral Scholars** - Post-doctoral scholars may be elected as members of Chi Epsilon at the discretion of the chapter and with approval of the Faculty Advisor. Post-doctoral scholars must have graduated from a university with ABET/EAC accredited program within the civil engineering community.

- 5) **Faculty Member** - A faculty member may be elected as a member of Chi Epsilon.

- a. The chapter must submit the official nomination form for a Faculty Member to the District Councillor. The nomination form is provided on the national website.

- b. The National Office will verify the membership status of the individual being nominated for faculty membership. If the individual is not a member, the Chapter will need to initiate the nominee.
- 6) **Civil Engineering Alumnus** - An alumnus from an institution which had no chapter of Chi Epsilon at the time of their graduation, but presently has an active chapter, may be eligible for membership in that chapter or another, if candidate was graduated in the upper one-third of their class, and fulfills all other requirements of an undergraduate candidate.

### Section 1.03 Chapter Honor Membership

Chapter Honor Member (CHM) - Chapter Honor Membership shall be in recognition of outstanding professional accomplishments within the civil engineering community. The individual shall have attained a degree of eminence in the profession and have exhibited experience and ability worthy of emulation by young civil engineers.

- 1) The candidate shall possess a minimum of ten years' experience in the civil engineering profession or allied profession as a licensed professional engineer, or otherwise be identified as an eminent civil engineer by the National Council.
  - a. A quorum vote of the National Council is required to advance the nomination of candidate not possessing ten years' experience as a licensed professional engineer.
- 2) The official nomination form for a CHM is provided on the national website.
- 3) A quorum vote of the Chapter is required to recommend to the District Councilor the conferring of Chapter Honor membership on an individual.
- 4) The Office of the Executive Director will verify the membership status of the individual being nominated as a CHM. If the individual is not a member of Chi Epsilon, the Chapter will need to initiate the candidate.
- 5) The candidate may be elevated to the position of CHM only upon approval by the Office of the Executive Director.

## Section 1.04 National Honor Member

Elevation to National Honor Member (NHM) shall be in recognition of distinguished and preeminent accomplishment in the civil engineering community, and outstanding contribution to the vision and mission of Chi Epsilon.

NHM candidates may be nominated by Chi Epsilon Chapters, a previously elevated National Honor Member, members of the National Council, members of the Board of Directors, or the Executive Director.

- 1) To be eligible NHM nominees must have been previously recognized as a Chapter Honor Member.
- 2) A maximum of two individuals, one per year, can be elevated to this position per biennium.
- 3) The official nomination form for a NHM is provided on the national website.
- 4) Nominations must be submitted to each member of the National Council for review. Selection of the NHM is made by vote of the National Council.
- 5) The elevation ceremony shall require the participation of at least three members of the National Council and the Executive Director.
- 6) The NHM ceremony does not have to take place at the Convention.

## Section 1.05 Affiliate Status

Chi Epsilon may also grant Affiliate status to individuals and corporations who have made significant contributions of time or resources to further the mission of local chapters, districts, or Chi Epsilon. By definition, Affiliates are not members of Chi Epsilon because they have not been initiated as members. Affiliates may be nominated by any member and are selected by the Executive Director with the approval of the Board.



## Article II. Government

Chi Epsilon shall be governed by the General Assembly, the Board of Directors, and the National Council. Duties and responsibilities for these bodies are generally outlined below. The General Assembly gathers at the National Convention.

### Section 2.01 General Assembly

The General Assembly shall consist of one official delegate from each active student chapter and alumni council. The General Assembly meets during the National Convention.

- 1) The General Assembly is tasked with providing strategic vision for the Society. The General Assembly is not empowered to direct tactical solutions for specific issues. Tactical implementation is the responsibility of Board and the Office of the Executive Director. However, the General Assembly may always offer resolutions or recommendations asking the Board, the Executive Director, or the National Council to evaluate specific actions.
- 2) The General Assembly has responsibility for:
  - a. Selecting, organizing and prioritizing initiatives to be presented to the Board for further consideration and implementation,
  - b. Approving resolutions to guide achievement of specific goals which will further define the overall strategic vision for the Society,
  - c. Reviewing and approving the biennial budget as presented by the Board, and
  - d. Amending the Society's governance documents following review of recommendations presented by the Board of Directors.
- 3) A quorum vote of the General Assembly is defined as follows:
  - a. A majority vote of a quorum of the delegates at the National Convention, where

- b. A majority of the active chapters and councils are represented by delegates.
- 4) Chapters, councils and/or associations are required to send at least one member to each biennial Convention.
- 5) Each delegate is entitled to a single vote during the Convention.

## Section 2.02 The Board of Directors

A Board of Directors (the Board) shall be responsible for the business, property, and affairs of Chi Epsilon and the Board appoints the Executive Director.

- 1) There shall be a minimum of five and a maximum of nine directors serving on the Board.
  - a. The number of directors may be changed from time to time, within the minimum and maximum, by the Board of Directors and the Executive Director without further amendment of the Bylaws.
- 2) Board members shall in general be elected by the General Assembly at each Convention to serve staggered, four-year terms beginning on June 1 following election, or at a time specified by the General Assembly. The first Board of Directors shall be an interim Board selected by the Executive Director in consultation with the National Council. Subsequent Board members shall be elected by the General Assembly. Chi Epsilon will operate without a Board until the first Board is installed by August 1, 2018.
- 3) Directors shall serve without compensation for staggered terms of four years, or until their successors are chosen and qualified. Typically, one half of the Board will be elected at each Convention.
- 4) Members of the Board are limited to two consecutive four-year terms with at least two years off before being eligible to take office again.
- 5) The Executive Director of Chi Epsilon shall serve as a non-voting, ex-officio member of the Board.

- 6) The Board is vested with full power to conduct all business of Chi Epsilon between meetings of the General Assembly, and shall develop governing policies that concern objectives, executive limitations, board processes, and the Executive Director.
- 7) Board shall not take actions for Chi Epsilon that are contrary to the vision of the General Assembly.
- 8) A member of the Board may be suspended or removed from office by the National Council working in concert with the Executive Director for the inability to fully and satisfactorily discharge the duties of the office, turpitude, incompetence, dereliction of duty, or malfeasance of office.
- 9) Each member of the Board shall be entitled to one vote.
- 10) A quorum vote of the Board is required for the transaction of business unless a greater number is specified elsewhere in the Bylaws. A quorum vote of the Board is defined as follows:
  - a. a majority vote of Board members present, and
  - b. a quorum is a majority of Board members.
- 11) The Board of Directors shall report to the Convention General Assembly on its supervisory and fiduciary responsibilities, to recommend policies to achieve goals, and to monitor the values and perspectives of Society members.
- 12) The Board of Directors has the responsibility for working with the National Council to provide the Convention General Assembly with the information needed to do its specified work.
- 13) No member other than a Society employee shall receive compensation for service to the Society, unless specifically authorized by the Board of Directors.

- 14) The Executive Director may authorize reimbursement of expenses incurred in the performance of Board's duties for the Society and prescribe procedures for approval and payment of such expenses.
- 15) Meetings of the Board
  - a. The Board shall hold at least two meetings per year.
  - b. These meetings may be conducted as a face-to-face meeting, a conference call or other electronic means as long as all members can participate.
  - c. The Board Secretary shall keep accurate minutes that shall be signed by the Board Chair and Secretary. An original of the minutes shall be bound into the official Board Minutes Book. Additionally, a copy of the minutes shall be placed on file in the Office the Executive Director.
  - d. During even numbered years, the Board meeting shall be held at the Convention.
  - e. Chair of the Board shall make a report to the General Assembly detailing the activity and actions of the Board since the previous Convention.
- 16) Nominations for the Board
  - a. Any member of Chi Epsilon may nominate one or more individuals to serve on the Board.
  - b. The member making such nomination shall provide a written statement from the nominee stating their willingness to serve actively on the Board if elected.
  - c. Nominations shall be made to the Board through the Office of the Executive Director before January 15 each Convention year.
  - d. The Executive Director and the National Council will interview, qualify, and prepare a list of eligible candidates for the nomination. The

Executive Director and the Board shall also prepare information regarding each candidate for distribution to the active chapters for their consideration at least 30 days before Convention.

- e. The General Assembly shall vote only on the nominated individuals. A quorum vote, described in Bylaws Section 2.01, Item 3, is required to elect members of the Board.
  - f. In case of an unexpected vacancy, the Board shall appoint an individual to serve out the unfinished term with the approval of the Executive Director.
- 17) Elected positions within the Board are the Board Chair, Chair-Elect, and Secretary.
- a. The Board shall meet following each Convention to elect these officers from the members of the Board.
  - b. Individuals filling these officer positions shall be selected by the Board.
  - c. The term of office for elected positions within the Board shall be two years.
  - d. The Chair-Elect shall perform the duties of the Chair in absence of the Chair or the inability of the Chair to act. The Chair-Elect shall automatically advance to Chair at the end of the previous Chair's term of office.
  - e. In the event the Chair or Vice Chair resigns or becomes incapacitated, the Board shall select from within its own members a replacement for that office.
  - f. No member shall be eligible to serve more than two consecutive, two-year terms in the same office.
  - g. The Secretary shall keep accurate minutes of all meetings of the Board and maintain an official Minutes book with the minutes of each meeting signed by the Chair and Secretary. A signed copy of the

minutes shall be furnished to and maintained on file by the Office of the Executive Director.

- 18) Board requests to student chapters and Alumni Chapters for information or action shall be acted upon by the chapters and councils by the date specified by the Executive Director. The Executive Director will typically send the requests on behalf of the Board and will collect the responses. Each chapter and council must report its action or vote. If a chapter or council does not respond within the allotted time-frame, this shall be taken to mean the chapter or council has granted the Board of Directors the authority to act and vote for the chapter or council as the Board may believe to be in the best interests of the Society.

### Section 2.03 The National Council

The National Council acts to facilitate chapter operations within districts and to oversee the ceremonial and recognition aspects of the Society. Additionally, the National Council is tasked with working with the General Assembly to provide strategic vision for the long-term direction of Chi Epsilon. Finally, the National Council will provide liaison among chapters, the Board and the Office of the Executive Director.

- 1) Chapters in each district shall elect a District Councillor. The District Councillor shall be an alumnus member of Chi Epsilon. Collectively, the group of District Councillors shall be known as the National Council.
- 2) Faculty Advisors, Chapter Advisors, District-level Trustees, or Alumni members may be considered for election as District Councillors.
- 3) Each member of the National Council shall be entitled to one vote on issues being considered by the National Council.
  - a. The Executive Director will typically send nomination forms, new chapter petitions, supporting information, and ballot (with an associated closing date,) to each member of the National Council. Each member of the Council must report their vote within the allotted timeframe.

- b. If a member of the Council does not respond within the allotted time-frame, this shall be taken to mean the Councillor has granted the Executive Director the authority to act and vote for the Councillor as the Executive Director may believe to be in the best interests of the Chapter.
- 4) A quorum vote of the National Council is required for the transaction of business unless a greater number is specified elsewhere in the Bylaws. A quorum vote of the National Council is defined as follows:
  - a. a majority vote of National Council members present, and
  - b. a quorum is a majority of National Council members.
- 5) The Executive Director of Chi Epsilon shall serve as a non-voting, ex-officio member of the National Council.
- 6) The National Council shall elect from within their ranks a President, Vice President, Secretary and National Marshal. Collectively, this group, including the immediate past President, is known as the Executive Committee.
  - a. The President shall have direction and supervision of all activities of the National Council and shall preside at council meetings. The President shall provide leadership to the National Council. The President shall appoint members of the National Council to serve as facilitators to the various committees meeting at Convention.
  - b. In the absence of the President, at any gathering of Chi Epsilon or of the National Council, the Vice President shall assume the duties of the President, provided a quorum is present. Upon resignation or incapacitation of the President, the National Council shall elect from its own members a replacement.
  - c. The Secretary of the National Council shall keep accurate minutes of all meetings of the National Council and the Executive Committee and maintain an official minutes book with the minutes of each meeting signed by the President and Secretary. A signed copy of the minutes shall be furnished to and maintained on file by the Office of the Executive Director.

- d. The Marshal's duties include:
  - i. Receiving and considering suggestions for changes to the Ritual,
  - ii. Determining if the Ritual is consistent with the other instruments of Chi Epsilon, and
  - iii. Being responsible for all matters in connection with the Ritual and related ceremonies, subject to approval by the General Assembly.
  
- 7) Meetings of the National Council
  - a. The National Council shall meet to discuss chapter and district issues, oversee the ceremonial and recognition aspects of Chi Epsilon, review and approve Chapter Honor Member nominations for those who have less than 10 years of experience as a licensed professional engineer, elect the National Honor Members, maintain the Ritual, and authorize new Chapters.
  - b. National Council should meet at least twice each year.
  - c. A meeting of the Council or any committee of the Council can be conducted via a face-to-face meeting, a conference call or other electronic means as long as all members can participate.
  - d. Voting by the National Council on routine activities may be conducted through e-mail.
  - e. The National Council Secretary shall prepare minutes for the various meetings. A signed copy of the minutes shall be maintained in book form. Additionally, a signed and dated copy of the minutes shall be transmitted to the Office of the Executive Director.
  - f. Minutes from meetings of the National Council shall be provided to each District Councillor as soon as practical after the National Council meeting has concluded.





be taken to mean the chapter or council has granted the National Council the authority to act and vote for the chapter or council as the National Council may believe to be in the best interests of the Society.

## Section 2.04 The Executive Director

The Executive Director shall be appointed by the Board on a full-time basis. The Executive Director shall be an alumnus member of Chi Epsilon and shall hold office unless suspended or removed for just cause.

- 1) Executive Director shall be the executive head of Chi Epsilon.
- 2) The Executive Director is a non-voting, ex-officio member of the Board.
- 3) The Executive Director is a non-voting, ex-officio member of the National Council.
- 4) The Executive Director may be suspended or removed from office by the Board for the inability to fully and satisfactorily discharge the duties of the office, turpitude, incompetence, dereliction of duty, or malfeasance of office.
- 5) The Board shall determine the salary of the Executive Director.
- 6) The Board shall review the performance of the Executive Director at least annually.
- 7) The Executive Director shall:
  - a. Implement the budget through management of the Office of the Executive Director;
  - b. Act as corresponding secretary of Chi Epsilon;
  - c. Determine district boundaries in consultation with individual District Councillors;
  - d. Keep or cause to be kept complete records of the membership of Chi Epsilon;

- e. Keep the official copies of the Constitution and Bylaws, the seal of Chi Epsilon, and all the official documents belonging to Chi Epsilon;
  - f. Oversee all publications as may be prescribed by the Board, the General Assembly, or the Bylaws;
  - g. Designate an individual to serve as the Secretary of the Convention who must prepare detailed minutes of all meetings of the General Assembly;
  - h. Keep the financial records of Chi Epsilon and provide them to the Board upon request;
  - i. Receive and disburse money as authorized by the Board or as prescribed in the Constitution and Bylaws;
  - j. Make and present a written annual report to the Board and the General Assembly;
  - k. Perform such duties as may be prescribed in the Constitution, the Bylaws and as directed by the Board.
- 8) Relationship with the Board

To facilitate optimum organizational performance, the Board recognizes its responsibility as being generally confined to establishing governing policies, leaving implementation and any reasonable interpretation of policies, within executive limitations, to the Executive Director of the Society.

- a. Delegation to the Executive Director
  - i. The Board shall select a member of Chi Epsilon to serve as the Executive Director of the Society.
  - ii. Upon resignation or incapacitation of the Executive Director, the Board shall elect from its own members a replacement until such time as a suitable replacement has been selected and installed as the Executive Director.

- iii. The Executive Director shall be responsible for all operations of the headquarters office.
- iv. Only the Board, by majority agreement, has authority over the Executive Director.
- v. The Board shall develop policies which promote the Mission of Chi Epsilon; these policies shall be developed systematically from the broadest, most general level to more defined levels. While Board policies direct the Executive Director to achieve certain results, executive limitations policies constrain the Executive Director to act within acceptable boundaries of prudence, ethics, legality, efficiency, and effectiveness.
- vi. All Board delegation (to staff) is through the Executive Director who is accountable to the Board.
- vii. The Executive Director may use any reasonable interpretation of Board policies to make decisions, take actions, and develop activities. The Board may, by extending its policies, recall areas of the Executive Director's authority, but will respect the Executive Director's choices as long as the delegation continues. Delegation does not prevent the board from obtaining information about activities in the delegated areas.

b. Unity of Control

Only officially passed motions of the Board of Directors are binding on the Executive Director. Accordingly,

- i. Decisions or instructions of individual Board members, officers, or committees are not binding on the Executive Director except in rare instances when the Board has specifically authorized such exercise of authority.

- ii. In the case of Board members or committees requesting information or assistance without board authorization, the Executive Director can refuse such requests that require, in the Executive Director's opinion, an excessive amount of staff time or funds or are disruptive.

- a. Accountability of the Executive Director

The Executive Director is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Executive Director. Accordingly,

- i. Neither the Board nor members of the National Council will give instructions to persons who report directly or indirectly to the Executive Director.
- ii. The Board will not evaluate, either formally or informally, any staff other than the Executive Director.
- iii. The Board will view the Executive Director's performance as identical to organization performance, so that organization accomplishment of the Board's stated ends and avoidance of Board proscribed means will be viewed as successful Executive Director performance

## Section 2.05 Student Chapters

- 1) Each chapter shall have control of its affairs, subject to the Constitution and Bylaws of Chi Epsilon.
- 2) The internal business of a chapter may be conducted in its local language and currency.
- 3) Each chapter shall enact Bylaws for its guidance, and such Bylaws shall not be in conflict with the Constitution and Bylaws of Chi Epsilon and shall not be suspended except with written consent of a majority of the Advisory

Board of the Chapter. The Chapter must submit its Bylaws to the Office of the Executive Director when first written and whenever changed thereafter.

- 4) Election of new members and Chapter Honor Members shall require a quorum vote of the Chapter. A quorum vote is defined in Article 1, Section 1, Item 1, of these Bylaws. Each Chapter will define the requirements for a member to be considered an active member.
- 5) The officers of the local chapter shall be elected from the active members of that chapter.
- 6) The officers of the Chapter shall include the President, Vice-President, Secretary, Treasurer, Associate Editor, and Marshal. The Secretary and Treasurer positions can be combined into a single Secretary-Treasurer position. Other officers, as provided for in the Chapter Bylaws, may also be elected to serve. Depending on availability of active members, it is permissible for a student to serve in multiple officer positions.
- 7) All officers may be elected for terms as specified in the Chapter Bylaws.
- 8) 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 Ritual as approved by the Convention General Assembly.
- 9) Each chapter shall have a Faculty Advisor, who shall be elected by the chapter for a term of two years and may be re-elected any number of times. Faculty Advisors must be members of Chi Epsilon. The advisor shall guide the chapter and its officers, provide continuity from year to year, and coordinate the interests of the chapter, the academic unit, the college and the university.
- 10) Chapters are encouraged to elect a Chi Epsilon alumnus member to serve as the Chapter Advisor. This individual may be a Chapter Trustee.
  - a. The Chapter Advisor need not have been a member of the chapter served.

- b. The Chapter Advisor may assist the chapter with alumni relations, program development, service-learning opportunities, mentoring programs, and other professional activities.
- 11) The Faculty Advisor and the Chapter Advisor are obliged to make the chapter officers aware of their duties while providing broad counsel regarding chapter plans and operations, motivation and inspiration, and general guidance. Either of the Advisors may serve as the custodian of the chapter's documents, history and Ritual paraphernalia during the absence of chapter officers during academic breaks.
- 12) Chapters shall elect at least four alumnus Trustees to serve on the Advisory Board. Any one of the Trustees may serve as the Chapter Advisor.
- a. Trustees are members of Chi Epsilon who are not students.
  - b. Trustees need not have been members of the chapter served.
  - c. The Trustees serve staggered four-year terms.
  - d. The initial Trustees shall be elected to serve for periods of one, two, three, and four years respectively.
  - e. Trustees should be selected following consultation with the Faculty Advisor or Chapter Advisor.
  - f. A Chapter Trustee may serve as a replacement for an officer of the chapter, in the event of the absence or disability of an officer, or due to the lack of membership in the chapter.
    - i. When acting as an officer of the chapter, a Trustee shall have all the powers and responsibilities of an active member, as recorded for the post being filled.
    - ii. When serving as an appointed officer of a chapter, the Trustee shall have the right to vote at all chapter meetings.
    - iii. Trustees that are appointed as chapter officers need not be installed under Ritual provisions.

- g. Chapter Trustees may be consulted regarding election of candidates to membership.
- h. A Chapter Trustee may be called upon to review the books of account of the chapter.
- i. A Chapter Trustee may be called upon to perform specific duties at the discretion of the chapter.
- j. The Trustees may assist the Secretary and Associate Editor in making records of activities throughout the year. The Executive Director may ask the Trustees to assist if the student chapter is derelict in its duty.
- k. The Trustees may assist the Secretary and Associate Editor with preparing and transmitting reports to be sent to the Office of the Executive Director. The Executive Director may ask the Trustees to assist if the student chapter is derelict in its duty.
- l. The Chapter Advisory Board shall consist of the President, Vice President, and Secretary of the chapter, the Faculty Advisor and the Trustees.
  - i. The Advisory Board shall provide advice and guidance and may review Chapter activities as requested or when needed.
  - ii. The Advisory Board shall review any proposed changes in the Chapter Bylaws and provide recommendations to the chapter.
- m. New members shall be elected and initiated by the chapter, subject to the Constitution and Bylaws of Chi Epsilon and the Bylaws of the Chapter.
- n. At least one member of the chapter shall attend the Convention. This individual will be the official Chapter delegate. The Chapter may send additional members to the Convention as desired.



- o. The chapter shall have one vote in the General Assembly, provided that the chapter is in good standing with the Office of the Executive Director and is in attendance at the Convention.

## Section 2.06 Alumni Chapters

The 5th pillar of Chi Epsilon is the Alumni Council. Although not mandated in the Chi Epsilon Constitution or Bylaws, they augment the four pillars of Chi Epsilon to make it stronger. Chi Epsilon encourages the formation of Alumni Chapters to provide support for an individual student chapter or group of nearby chapters. A key duty of the Alumni Council is to facilitate fundraising to assist student attendance at local, regional and national Chi Epsilon events.

- 1) An Alumni Council may be chartered by the Board when the application is made by at least ten members of Chi Epsilon and on payment of a charter fee to Chi Epsilon.
- 2) Each Alumni Council shall enact Bylaws for its guidance, and such Bylaws shall not be in conflict with the Constitution and Bylaws of Chi Epsilon and shall not be suspended except with written consent of a majority of the Advisory Board of the Chapter.
  - a. The Alumni Council shall be self-governing and shall submit its Bylaws to the Office of the Executive Director when first written and whenever changed.
  - b. Alumni Chapters shall be composed of members of Chi Epsilon who are not students and who have signified their desire to become affiliated with an Alumni Council and their willingness to comply with its Bylaws.
- 3) Each Alumni Council shall elect annually, or as designated in the council's Bylaws, a President, a Vice President, a Secretary, and a Treasurer. The offices of Secretary and Treasurer may be combined into one office of Secretary-Treasurer.
- 4) There shall be an Advisory Board consisting of the officers and such additional members as the chapter may elect.

- 5) Members of each Alumni Council shall continue to uphold the principles, *esprit de corps*, and ideals of Chi Epsilon, to advance the mission of Chi Epsilon, and to be of service to local members of Chi Epsilon and the membership of neighboring student chapters.
- 6) At least one member of the Alumni Council is encouraged to attend the Convention. This individual will be the official Council delegate. The Council may send additional members to the Convention as desired.
- 7) The Alumni Council shall have only one vote in the General Assembly, if the council is in attendance, and is in good standing with the Office of the Executive Director.
- 8) The Alumni Council may not vote if its parent Alumni Association is voting.

## Section 2.07 District Alumni Associations

District Alumni Associations shall be composed of Alumni Chapters which are associated with an individual student chapter or group of nearby chapters within a District or individual alumni within the District. A key duty of these District Alumni Associations is to facilitate fundraising to provide District wide scholarships, fellowships, and recognition awards.

- 1) An Alumni Association may be chartered by the Board when the application is made by at least ten members of Chi Epsilon and on payment of a charter fee to Chi Epsilon.
- 2) Each Alumni Association shall enact Bylaws for its guidance, and such Bylaws shall not be in conflict with the Constitution and Bylaws of Chi Epsilon and shall not be suspended except with written consent of a majority of the Advisory Board of the Association.
  - a. The District Alumni Association shall be self-governing and shall submit its Bylaws to the Office of the Executive Director when first written and whenever changed.

- b. The District Alumni Association shall be composed of members of Chi Epsilon who are not students and who have signified their desire to become affiliated with an Alumni Council and their willingness to comply with its Bylaws.
- 3) Each District Alumni Association shall elect annually, or as designated in the Associations' Bylaws, a President, a Vice President, a Secretary, and a Treasurer. The offices of Secretary and Treasurer may be combined into one office of Secretary-Treasurer.
- 4) There shall be an Advisory Board consisting of the officers and such additional members as the Association may elect.
- 5) Members of each District Alumni Association shall continue to uphold the principles, *esprit de corps*, and ideals of Chi Epsilon, to advance the mission of Chi Epsilon, and to be of service to members of Chi Epsilon located in a specific District
- 6) At least one member of the District Alumni Association is encouraged to attend the Convention. This individual will be the official Association delegate. The District Alumni Association may send additional members to the Convention as desired.
- 7) The District Alumni Association shall have one vote in the General Assembly, if the Association is in attendance, is in good standing with the Office of the Executive Director, and if no subsidiary Alumni Chapters have a vote.
- 8) If an District Alumni Association and its subsidiary Alumni Chapters are present, they must state whether the District Alumni Association alone or each of the Alumni Chapters will vote.

## Section 2.08 Indemnification and Bond

- 1) Each member of the Board, Auxiliary Director, District Councillor, and each officer, their heirs, executors, and administrators, shall be indemnified by Chi Epsilon against the expenses reasonably incurred by such person in connection with any action, suit, or proceeding to which the member may be made a party by reason of serving or having served as a member of the

Board or as an officer of Chi Epsilon, except in relation to matters as to which the member shall be finally adjudged in such action, suit, or proceeding, to be liable for negligence or misconduct in the performance of duties. Such expenses shall include the cost of reasonable settlement made to curtailment of litigation, reasonable cost of employment of counsel, and the reasonable expense incurred in the preparation and trial of the litigation. The preceding right of indemnification shall not be exclusive of other rights to which such person may be entitled as a matter of law.

- 2) All officers, directors, councillors, and employees of Headquarters shall be bonded to a proper amount or have equivalent insurance protection at the expense of Chi Epsilon.

## Article III. Meetings

### Section 3.01 National Convention

National Conventions shall be regularly convened at established periodic intervals to transact Society business.

- 1) The General Assembly shall meet during the National Convention every two years, on the even years, unless otherwise directed by the Council.
- 2) The time and place for each Convention shall be fixed by the Council.
- 3) A special National Convention may be called by a majority vote of the Council. Active chapters may petition the Council to hold a special National Convention.
- 4) Student Chapters and Alumni Chapters and Associations are eligible to vote in the General Assembly and shall be provided written notice of the location and time of a regularly scheduled National Convention at least six months in advance of the Convention. For special National Conventions, the time required for written notice may be reduced.
- 5) A quorum vote of the General Assembly is defined as follows:

- a. A majority vote of a quorum of the delegates at the National Convention, where
  - b. A majority of the active chapters and councils are represented by delegates.
- 6) Order of Business
- a. National Convention called to order by the President.
  - b. Roll Call
  - c. Reading of reports from the Board of Directors, the National Council, the Executive Director, and others as necessary.
  - d. The President and the Executive Director recommend a general order of business for the Convention, which is discussed, modified as necessary, and adopted by the General Assembly.
- 7) The Executive Director and National Council shall facilitate the actions of the General Assembly by developing and assigning committees to study issues and bring recommendations to the floor of the General Assembly.
- 8) The General Assembly shall provide a strategic vision for the long-term direction of Chi Epsilon, subject to the Constitution, and act in a representative capacity for all members.
- 9) The General Assembly shall communicate the values, perspectives, and priorities of the membership to the Board of Directors, either directly or via the National Council, for their consideration in overseeing the business operations of Chi Epsilon.
- 10) The General Assembly shall elect members of the Board of Directors as hereinafter provided. The first Board of Directors shall be an interim Board elected by the National Council. Subsequent Board members shall be elected by the General Assembly. Chi Epsilon will operate without a Board until the first (interim) Board is installed by August 1, 2018.

- 11) The Executive Director, the National Council and members of the Board shall review action(s) of the General Assembly to determine the impact of the action(s) on Chi Epsilon. This may result in disallowing actions of the General Assembly that are deemed to result in unforeseen negative impacts on Chi Epsilon.
- 12) The General Assembly may enact Bylaws for Chi Epsilon concerning chapter operations. The procedure for amending the Bylaws are stated in Article XIII of this document.
- 13) Minutes of the Convention. The Secretary of the Convention, as appointed by the Executive Director, shall take full and complete minutes of the actions of the General Assembly. The Secretary of the Convention will prepare and transmit the minutes of the Convention to the Office of the Executive Director within the deadline specified by the Office of the Executive Director. The final copy of the minutes shall be signed by the President and the Secretary of the Convention. The Executive Director shall post the minutes on the Chi Epsilon website.
- 14) Convention Attendance. Each Student Chapter and Alumni Council or Association shall send one active member as its official delegate to the biennial Convention.
- 15) Any member of Chi Epsilon shall be granted the privilege of the floor during a meeting of the General Assembly during Convention.
- 16) The General Assembly may suspend the Bylaws for a specified purpose by at least a three-fourths majority vote.
- 17) Meetings of the General Assembly shall be conducted in accordance with Robert's "Rules of Order" Revised, subject to the provisions of the Constitution and Bylaws.
- 18) The Marshal shall select National Council members to conduct an initiation with due formality for the instruction of the delegates at the Convention. The initiation should include induction of regular members, and Chapter Honor, and the National Honor Member, if a nominee is present.

## Section 3.02 Student Chapter Meetings

Student Chapter meetings shall be held periodically to transact chapter business.

- 1) Regular meetings shall be held, as needed, to conduct chapter business which includes selection and initiation of new members.
- 2) Additional meetings shall be held for the purpose of providing technical programs, workshops, and social activities.

## Section 3.03 Alumni Chapters and District Alumni Associations

Alumni Chapter or District Alumni Association meetings should be held periodically to transact business, conduct service projects, provide technical presentations or social gatherings. Simultaneous meeting of the District Alumni Association and the Student Chapters in a district-wide Conference is encouraged.

## Section 3.04 District Conference

Chapters in each district should meet at least once in a biennium to conduct District business.

- 1) Each District Councillor shall convene a meeting of their District chapters, which shall be called a District Caucus, during each National Convention.
- 2) District Conferences may be convened at other times.
- 3) Caucus or Conference activities may include elections of the District Councillor, discussion of Convention agenda items, as well as other items provided by the Bylaws or suggested by the District Councillor or Conference organizers.
- 4) The time and place for these conferences should be equally shared between Chapters within the District. The location of the next Conference should be announced at the conclusion of the current Conference.

## Article IV. Committees

The Board Chair may appoint members to serve on or lead standing committees; these members are not necessarily on the Board. Standing committees are History and Heritage, Scholastic Awards, Alumni Affairs, Expansion, and Sustainability and Legacy Development. Committee Chairs may recruit non-Board members as necessary to conduct the work of the committee.

### 1) History and Heritage (H&H) Committee

The History and Heritage committee is charged with collecting, cataloging and preserving Chi Epsilon documents and memorabilia.

A Chi Epsilon Historian shall be selected by the Board in consultation with the History and Heritage committee and the Executive Director from among those members having an interest in maintaining the history of Chi Epsilon. The Chi Epsilon Historian should monitor and chronicle the work of this committee. Additionally, the History and Heritage committee should work closely with the Editor of the Transit while preparing stories for publication in the Transit.

All documents and memorabilia shall be maintained at the Office of the Executive Director.

### 2) Scholastic Awards Committee

The committee will develop and recommend modifications to the Scholastic Awards program which will encourage participation by our student members, review and update program applications, increase the number and size of the available awards, and facilitate the creation of and oversight for awards to be presented at district level events.

### 3) Alumni Affairs Committee

This committee will stimulate and maintain alumni interest and support for Chi Epsilon, encourage the formation of alumni chapters and associations, and their support. represent the alumni at the Convention and before the Board. This committee should consider the Pacific District Alumni Association model in its organizational planning.



4) Expansion Committee

This committee will work to expand national and international interest for establishing new student and alumni chapters of Chi Epsilon. The committee and the Office of the Executive Director will assist prospective chapters with the development and operations of civil engineering honor societies at colleges and universities which have expressed an interest in starting a Chi Epsilon Student Chapter on their campus. The committee and the Executive Director will also assist the assigned District Councillor in helping the prospective chapter prepare their petition for membership in our Society.

5) Sustainability and Legacy Development

This committee will work with the Board Treasurer and the Office of the Executive Director to stimulate alumni donations, corporate sponsorship, and philanthropic giving in support of the long-term interests of Chi Epsilon. The goal of this committee is to produce a sustainable income stream which will significantly reduce the cost of membership for graduate and undergraduate candidates.

## Section 4.01 Board Committees – Ad hoc

In addition to the standing committees as specified above, the Chair may from time-to-time appoint ad hoc committees for the purpose of developing and reviewing mission policy statements, evaluation of supervisory and fiduciary responsibilities, creation of a search committee, and other similar operations. Minutes from the ad hoc committees will be incorporated into the Board's annual report to the General Assembly.

- 1) The Board may prepare a list of proposals for adoption by the General Assembly. After discussion, the proposals shall be voted upon by the General Assembly.
- 2) Ad hoc committees may be established or dissolved by the Board as necessary without modification to the Constitution or Bylaws of Chi Epsilon.

## Section 4.02 Council Committees

The National Council has been charged with summarizing observations of chapter operations, strengths, challenges and issues for presentation to the Board of Directors. Occasionally, the President of National Council may appoint ad hoc committees within the National Council for the purpose of reviewing and recommending modifications to the Society's governance documents.

## Section 4.03 Convention Committees

Prior to a meeting of the General Assembly (at the Convention), the President in conjunction with the Executive Director shall create such committees as necessary for the conduct of Chapter related business at the Convention. The President shall charge each committee with its duties. A member of the National Council will be assigned to each committee to act as facilitator for the meeting. Facilitators shall refrain from introduction of materials not originating from within the committee members present. Delegates will either select a committee or be assigned to one by the Office of the Executive Director.

- 1) Delegates may express a committee preference prior to Convention.
- 2) The Chapter and its delegate shall review all available materials pertinent to the committee's objective prior to attending Convention.
- 3) The delegate should review the Society's governance documents prior to attending Convention.
- 4) The delegate may bring additional topics for discussion by any committee to the Convention. The delegate shall give this topic to the Executive Director or the facilitator before the Committee meeting begins.
- 5) The Committee Chair and Secretary shall be elected from among the committee delegates.
- 6) All communications dealing with matters of business between committees at Convention must include Committee Chair and Secretary's contact information (phone number and email). Proposed modifications, sent to other committees for review, should be provided in a format approved by the Office of the Executive Director.

- 7) Elements of the strategic vision will be discussed during meetings of various committees during the Convention.
  - a. Committees will address specific topics as determined by the National Council or the Board.
  - b. Committees are tasked with developing a consensus opinion on the topic discussed.
  - c. The committee should prepare recommendations and establish performance goals for the proposed initiative.
  - d. The committee should also establish an implementation priority for the proposed initiative.
- 8) Committee reports presented to the General Assembly shall be submitted in a format approved by the Office of the Executive Director.
- 9) Recommendations do not require approval by the General Assembly. However, resolutions to modify the intent or wording of governance documents must be voted upon by the General Assembly. This same rule applies to resolutions intended to guide achievement of specific goals which will further define the overall strategic vision for the Society.
- 10) Should the resolutions of a particular committee come to vote, the committee Secretary will be responsible for updating all presentation materials to reflect the approved final wording for the resolution.
- 11) The committee Secretary shall submit the final report, including modifications made from the floor of the General Assembly, to the Secretary of the Convention prior to end of Convention in a format approved by the Office of the Executive Director.

## Article V. Finance

### Section 5.01 General Policy

- 1) Chi Epsilon shall be run on a cash basis.
- 2) The Office of the Executive Director shall be responsible for the financial management of the national office and is empowered to hire such personnel necessary for the operation of the Society.
- 3) Funding for Chi Epsilon operations, other than Convention, shall be derived from annual fees assessed student and alumni chapters, new initiate fees, annual membership dues, member and non-member donations, corporate sponsorship, and income from long-term investments.
- 4) Funding for all Chapter travel should be provided by donations from alumni members, Chapter Honor Members, Chapter fundraising events and local or district alumni associations. In addition, chapter members are encouraged to request travel support from the department Chair or Head. Supplemental funding from Chi Epsilon headquarters may be used to offset travel costs provided excess funds are available and as authorized by the Board.
- 5) Convention funding, i.e., registration fees, food service, venue and local transportation, shall be the responsibility of the Office of the Executive Director. If Convention expenses exceed income, the deficiency shall be reduced by collection of registration fees from those chapters not in attendance. Any further residual deficiency shall be prorated among the chapters.

### Section 5.02 Initiation Fees

Candidates elected to membership in the Society shall be assessed a two-part initiation fee, the fees associated with the National Society, and additional fees assessed by the Chapter.

- 1) The fee associated with the National Society shall be determined annually by the Board. These fees will take effect at the start of the academic year, typically August 1. The new fee rates will be posted on the national website by July 1 each year. The additional fees are determined by the Chapter.
- 2) The national initiation fee shall provide each new member with a Certificate of Membership, a Membership card, and Chi Epsilon's Official Key (Key optional as determined by the chapter).
- 3) On a case-by-case basis, each chapter may elect to forgo purchase of the Society's Key. This decision can be changed from order-to-order, but not on an individual basis within a single order.
- 4) The national initiation fee shall be paid to the Office of the Executive Director at least six weeks prior to the scheduled initiation to insure delivery of the Keys and Certificates in time for the initiation ceremony. Wallet cards will be issued following confirmation of participation in the initiation ceremony.
- 5) Fees paid to the Office of the Executive Director are non-refundable after the Chapter's order has been placed, invoiced and paid.
- 6) The Executive Director may adjust the initiation fee to reflect changes in the direct costs of Jewelry (if selected by the Chapter), Certificate, and Wallet Card.
- 7) The National Society is not responsible for additional fees assessed by the Chapter.

### Section 5.03 Annual Student Chapter and Alumni Council and Association Fees

- 1) The annual fee for each Student Chapter shall be determined by the Board. The annual Student Chapter fee must be paid by a specified due date. Student Chapter initiation events will not be authorized unless this fee is paid.
- 2) Each Alumni Council or Association will be assessed annual dues based on the number of participants in the alumni chapter. The Annual Alumni or Association fee must be paid by a specified due date.

## Section 5.04 Annual Dues

All members initiated after August 1, 2018, be assessed annual dues subject to the following conditions. The amount of the dues shall be determined annually by the Board of Directors.

- 1) Upon graduation, members will become Alumni Members and will be billed for annual dues unless the member becomes a full-time graduate student. Full-time graduate students will not be assessed the annual dues.
- 2) Dues for Alumni Members are due on December 31<sup>st</sup> for members who graduated between July 1 and December 31 and due and payable on June 30<sup>th</sup> for students having graduated between January 1<sup>st</sup> and June 30<sup>th</sup>.
- 3) The Board shall establish the annual dues.
- 4) Non-paying members will no longer receive the annual membership card.

## Section 5.05 General Obligation of Members

Members of Chi Epsilon will also be asked to make a voluntary annual donation which will be used to further the mission of Chi Epsilon.

## Section 5.06 Disposition and Investment of Funds

- 1) All money received by the Office of the Executive Director shall be deposited in a federally insured financial institution that has been approved by the Board.
  - a. The cash balance carried by any financial institution acting as depository for the Society, shall not exceed that which is insurable by the Federal Deposit Insurance Corporation.

- b. The account(s) shall be in the name of Chi Epsilon with the Executive Director or designated staff members authorized to make deposits and withdrawals.
- 2) All initiation fees shall be deposited into the General Fund and used to help pay a portion of the proper expenses for Chi Epsilon.
- 3) In addition to paying routine and customary expenses associated with the Office of the Executive Director, the General Fund shall be used to defray expenses incurred by the Board.
- 4) Disbursements from the General Fund shall also be used to defray expenses associated with the Societies Marketing and Development Office.
- 5) Excess funds derived from the biennial Convention, less 25%, shall be held for use in subsequent Conventions. The residual 25% shall be transferred to the General Fund to defray Convention management expenses incurred by the Office of the Executive Director.
- 6) The Executive Director shall transfer a percentage, to be determined by the Board, of all General Fund donation income into long-term investments.
- 7) The Board shall provide advice to the Executive Director regarding the investment of the funds of Chi Epsilon. The Executive Director will inform the Board prior to removal of funds from long-term holdings.
- 8) At each meeting of the General Assembly, the Board 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. The financial statement shall be prepared by the Office of the Executive Director in coordination with the Board Chair.

## Article VI. Awards

### Section 6.01 Society Awards

The following Society awards are presented by the Chi Epsilon.

- 1) 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.
  - a. Each chapter may select, with a simple majority, one candidate to submit to the District Councillor by November 15th. Nomination forms are available online at the Chi Epsilon Website. The chapter must include a completed nomination form, a resume, a photograph, and letters of recommendation outlining the outstanding teaching qualities and personal characteristics of the candidate.
  - b. Each District Councillor shall choose one of the nominees to represent the district and forward their nomination to the Office of the Executive Director by January 1st for further consideration. The District Councillor shall notify the district winner.
  - c. The Executive Director shall supervise the final selection of the national winner, selected by the Robbins review committee, to be the best qualified to receive the award in the spirit by which James M. Robbins exhibited in his dedication to teaching in civil engineering. The Executive Director shall notify the winner's chapter by March 1st.
  - d. Each district winner shall receive a certificate. The national recipient shall receive a plaque recognizing this achievement and a monetary award.
  - e. The recipient of the national Robbins Excellence in Teaching Award can only receive this award once.
  - f. Recipients shall be listed on the national website.



- 2) The Arthur N.L. Chiu **Outstanding Faculty Advisor** Award shall recognize the contributions of outstanding faculty advisors. This award is presented once every two years at Convention. Arthur N.L. Chiu, Councillor Emeritus and Past President, served the University of Hawaii chapter as Faculty Advisor with distinction for 40 years.
- a. Each chapter may nominate their Faculty Advisor by providing letters of recommendation, along with the Nomination Form, found on the national website, and submitting them to their District Councillor before November 15th of the year prior to the forthcoming Convention.
  - b. Each District Councillor chooses one nominee from nominations received from the student chapters to compete for the national award.
  - c. Each District Councillor shall submit the selected nominee to the Office of the Executive Director for distribution to the National Council selection committee.
  - d. Each recipient may receive the Chiu Outstanding Faculty Advisor award only once.
  - e. Recipients shall be listed on the national website.
  - f. The national recipient shall receive a plaque recognizing this achievement and a monetary award.
- 3) 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.

Recipients of the Larsen Outstanding Service Award shall be listed on the national website.

- 4) The **Certificate of Distinction** may be awarded at the discretion of the Executive Director to those persons who have shown outstanding service to Chi Epsilon.
- 5) **National Scholarship Awards**<sup>1</sup> shall be given to active Chi Epsilon members in recognition of those members of Chi Epsilon who have made significant contributions to the Society.
  - a. The applicant must certify they shall be an undergraduate student as of April 1st of the year of the award, typically the year after the application is made. (The applications are typically due in the fall of each year.)
    - i. The application form is on the national website.
    - ii. Scholarship applications shall be submitted to the Faculty Advisor by the date specified by the Office of the Executive Director.
    - iii. The Faculty Advisor will review the applications for technical content and forward the applications to the District Councillor for further consideration.
    - iv. The District Councillor shall review and rank the applications according to the approved National Scholarship rubric.
    - v. The selection of the national scholarship recipient from within the District will be based on further consideration by the National Scholarship Awards committee of the top three candidates for District Scholarship awards.
    - vi. Recipients of National Scholarship Awards will be notified once the final selection process is completed. Checks for the awards will be processed and mailed on or about August 15 in time for fall semester registration.

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<sup>1</sup>National Scholarship Awards not used for tuition and books may be subject to taxation by the IRS. Recipients are responsible for all tax liability.

- vii. Recipients may only receive one National Scholarship Award in their lifetime.
  - b. Each National Scholarship Award will be in the amount of \$3,500.
  - c. The total number of awards presented shall equal the number of Chi Epsilon Districts at the time of the award.
  - d. Naming rights for additional endowed scholarships are permitted upon establishment of named scholarship endowments.
- 6) **National Fellowship Awards**<sup>2</sup> shall be given to active Chi Epsilon members in pursuit of advanced degrees.
- a. The applicant must certify they shall be a graduate student as of April 1st of the year of the award, typically the year after the application is made. (The applications are typically due in the fall of each year.)
  - b. Each National Fellowship Award will be in the amount of \$3,500.
  - c. The total number of awards presented shall be determined biennially by the Board of Directors.
  - d. Naming rights for additional endowed fellowships are permitted upon establishment of named fellowship endowments.
  - e. Selection of national fellowship recipients will be based on further consideration by the National Fellowship Awards committee of the top fellowship candidate from each District.
  - f. Recipients of National Fellowship Awards will be notified once the final selection process is completed. Checks for the awards will be

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<sup>2</sup>National Fellowship Awards not used for tuition and books may be subject to taxation by the IRS. Recipients are responsible for all tax liability.

processed and mailed on or about August 15 in time for fall semester registration.

- g. Recipients may only receive one National Fellowship Award.

## Section 6.02 District Awards

District Scholarship and Fellowship awards shall be presented to successful applicants following review and ranking by the District Award Review Committee. This committee will be appointed by the District Councillor in coordination with the District Trustees or the District Alumni Association. Specific guidelines for the application process are detailed on the national website.

“Seed” money and size of disbursement for these awards may be authorized by the Board of Directors.

- 1) **District Scholarship Awards<sup>1</sup>** shall be given to active Chi Epsilon members in recognition of a National Honor Member. Selection will be based on the four pillars of Chi Epsilon.
  - a. The size and number of scholarships awarded within the District are left to the discretion of the District Councillor, District Trustees, or the District Alumni Association.
  - b. District Scholarship Awards shall be received prior to the start of the fall semester.
  - c. Selection of the national scholarship recipient from within the District will be based on further consideration by the National Scholarship Awards committee of the top three candidates for District Scholarship awards.
- 2) **District Fellowship Awards<sup>2</sup>** may be given to active Chi Epsilon members in pursuit of advanced degrees, if the District offers this award.

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<sup>3</sup> District Scholarship Awards not used for tuition and books may be subject to taxation by the IRS. Recipients are responsible for all tax liability.

<sup>4</sup> District Fellowship Awards not used for tuition and books may be subject to taxation by the IRS. Recipients are responsible for all tax liability.

- a. The size and number of District Fellowship Awards are left to the discretion of the District Councillor, District Trustees, or the District Alumni Association.
- b. District Fellowship Awards shall be received prior to the start of the fall semester.
- c. The top fellowship candidate from each District shall be forwarded to the Office of the Executive Director for further consideration as nominees for available National Fellowships.

### Section 6.03 Convention Awards

#### 1) **Convention Spirit Award**

The **Convention Spirit Award** rewards a student chapter attending the biennial Convention on the basis of a two-part formula.

- a. The Travel score contains the following elements:
  - i. The number of members sent,
  - ii. The distance traveled, and
  - iii. The proportion of delegates relative to chapter size.
- b. The Participation score contains the following elements:
  - i. Service performed by the Chapter between National Conventions as documented in the Chapter's annual reports,
  - ii. Service performed on behalf of the Chapter by its members at the National Convention,
  - iii. Participation at each of the various Convention events,
  - iv. Attendance at Roll Call for General Assemblies, and

- v. Activity on social media outlets sponsored by Chi Epsilon Headquarters.
- c. Both scores hold equal weight in determining the winner of the **Convention Spirit Award**.

2) Susan C. Brown **Outstanding Chapter Award**

The Susan C. Brown **Outstanding Chapter Award** recognizes top performing chapters at District-level with a certificate. District recipients are then evaluated, using a process to be determined by the National Council or appropriate ad hoc Council committee, and a single top performing chapter is selected and awarded a suitable certificate or plaque.

It is intended that the application form for this award be coupled with the annual Chapter report currently required. The exact structure of the form is to be determined by the National Council or appropriate ad hoc Council committee.

3) The **Exemplary Chapter Award**

The **Exemplary Chapter Award** will recognize chapter programs which perform beyond normal expectations. To win this award, Chapters' must develop and follow a program during the course of a typical academic year. At a minimum, this program should be able to address each of the elements contained in the Exemplary Chapter Rubric as posted on the web-site.

The Chapter must also qualify for the Susan C. Brown **Outstanding Chapter Award** and have participated in the National Service Project, as described on the national website, during the same academic year. The exact nature of the Award will be determined by the National Council.

## Article VII. Expansion

### Section 7.01 Introduction

The Chi Epsilon chapter aims to promote scholarship, character, practicality, and sociability on the campus by making its influence felt constructively in all four areas. To do so, the chapter must have support of the engineering college, civil engineering department, and faculty. Additionally, the chapter must have an understanding of the basic aims, and a deeply seated desire to introduce the idealistic and practical professional benefits of Chi Epsilon to the college campus.

The information given below provides the basis for both national and international expansion. This information must be periodically adjusted to accommodate increased awareness of the process and procedures encountered as Chi Epsilon moves forward with establishing international chapters.

### Section 7.02 So, you want a Chi Epsilon Chapter?

Institutions interested in establishing a Chi Epsilon Chapter should contact the Office of the Executive Director. Please send the following basic information in your correspondence.

- 1) The names of the degree programs for which authority to initiate members is sought, e.g., civil engineering, environmental engineering, structural engineering, architectural engineering, etc.
- 2) Basic contact information regarding the institution including physical and mailing addresses. We also require contact information for the Dean of Engineering, the Department Chair or Head, and the Faculty member selected to become the Faculty Advisor for the petitioning group.
- 3) How long has your civil engineering program been accredited by the EAC of ABET, Inc., or internationally recognized equivalent accrediting agency?
- 4) How many students have graduated each year with a BS degree for the past five years?

- 5) How many students (both undergraduate and graduate) which place in the upper third of their class, are committed to creating a new Chapter of Chi Epsilon at the institution? Please list names of students and their anticipated date of graduation.
- 6) The finished document should be signed by the petitioners, typically students, with copies being forwarded to the proposed Faculty Advisor and the Chair or Head of the Civil Engineering Department. The inquiry letter can be sent to the national office via email (as a PDF) and/or in hard copy as desired.

### Section 7.03 Establishment of the Civil Engineering Honor Society

With support of the school and the faculty, and verification of ABET-EAC (or internationally recognized equivalent) accreditation the Office of the Executive Director will authorize establishment of a local Civil Engineering Honor Society (CEHS).

- 1) The Office of the Executive Director
  - a. will assign a District Councillor to monitor the operations of the CEHS and to be a source of information for the CEHS, and
  - b. inform the Board for their input, support, and monitoring.
- 2) The organizational structure and operation of the CEHS must be similar to the requirements for Chi Epsilon chapters as set forth in the Constitution, Bylaws, and PAROP of Chi Epsilon.
  - a. This will provide the students and the faculty an opportunity to learn the procedures by which new members are selected and the required documentation.
  - b. Please refer to Article XXVII of the PAROP (New Chapter Petitions) for more detailed information.
- 3) The CEHS will operate for a period of one year before it can petition to become a Chapter of Chi Epsilon. During this time, the assigned National Councillor should



- a. interact with the founding officers and one new set of officers,
- b. review program and meeting minutes, and
- c. make at least one site visit.

## Section 7.04 Establishment of the new Chapter

Once the assigned National Councillor is satisfied with the progress of the nascent chapter, the chapter can prepare the petition for admission as a new Chapter of Chi Epsilon.

- 1) After the National Councillor reviews the petition, it is sent to the Office of the Executive Director for distribution to the National Council.
- 2) The National Council reviews and votes on the petition. Should a Councillor not approve the petition, the National Council will recommend changes which must be made before the approval process continues. Once the issues are remedied (with the help of the assigned National Councillor), the National Council once again votes on it.
- 3) Once the National Council has approved the petition, a summary of the petition is developed by the Executive Director. This summary is submitted to each active Chapter for their vote. Unless one-quarter of the chapters vote negatively by the specified date, the National Council will authorize the new Chapter.
- 4) The Office of the Executive Director will
  - a. designate the Chapter by the name of the college or university at which it is located,
  - b. assigns a sequential Chapter number, and
  - c. assigns the Chapter to a District.

- 5) Installation Costs
  - a. A Charter fee to include the cost of production, mounting, framing, and shipment of the Chapter Charter. The amount of the fee is established by the Office of the Executive Director.
  - b. The new Chapter must also cover the transportation costs of the installation team (National Council President, District Councillor, and Executive Director) and representatives of the local Alumni Council and/or Association (if present).
  - c. As a professional courtesy and to further the spirit of community, each active Chapter is asked to provide a nominal monetary gift (suggested \$25) to the prospective chapter to assist them with start-up costs. This funding should be sent to the Office of the Executive Director for deposit into the new chapter account.

## Article VIII. Chapter Compliance Issues

The Chapter Affairs and PAROP committees have developed guidelines and performance levels to assess Chapter interaction with the Office of the Executive Director. Implementation of these guidelines followed ratification by the Convention General Assembly. Records of compliance issues will be maintained by the Office of the Executive Director and monitored by the chapter's District Councillor.

Each Chapter should strive to be active and in good standing with the Office of the Executive Director. Chapters not in good standing will not be considered for the Susan C. Brown Award and the Exemplary Chapter Award.

### Section 8.01 Active Chapters

A Chapter is active and in good standing if:

- 1) the Chapter has initiated at least two new members in each of the past two years,

- 2) the Chapter is current in providing required documentation to the Executive Director (the list of compliance areas is in Section 4 below), and
- 3) the Chapter's outstanding balance on accounts payable to Chi Epsilon is less than 60 days old.

## Section 8.02 Suspension of Chapter

The Office of the Executive Director shall have the authority to place a Chapter on temporary suspension due to non-payment of fees.

- 1) When a chapter's open balance is in excess of 90-days old, the Executive Director shall temporarily suspend the Chapter privileges for initiating new members until such time as the open balances have been paid.
- 2) The Chapter will come off of suspension when its open balance is zero or less than 90-days old.

## Section 8.03 Probation of Chapters

- 1) The Office of the Executive Director shall summarize Chapter compliance issues and shall report these to the District Councillor and National Council on a semi-annual basis. The list of compliance areas is provided in Section 4 in this Article.
- 2) A Chapter may be placed on probation by the National Council if it is in violation of one or more conditions as described in Section 1 of this Article.
- 3) While on probation a Chapter must develop a plan for correcting deficiencies and a reasonable time table for this process. This plan must be submitted to the District Councillor for approval and implementation.
- 4) While on probation a chapter must submit in a timely manner:
  - a. Annual Chapter Reports

- b. Participation/Confirmation Reports
  - c. Updated Chapter Officer Reports
  - d. Annual Financial Reports
- 5) A chapter may be removed from probation by the Office of the Executive Director, 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.

## Section 8.04 Compliance Areas

The following list identifies those areas of required Chapter compliance:

- 1) Any violation of or failure to live up to, and comply with the Constitution and Bylaws of Chi Epsilon,
- 2) Failing to initiate at least two new members each year,
- 3) An unauthorized initiation (a chapter conducting an initiation before receiving the authorization from the Office of the Executive Director),
- 4) Failure of a chapter to submit a Participation Confirmation Report to the Office of the Executive Director within ten days following the initiation ceremony,
- 5) Failure of a chapter to submit the names of new officers to the Office of the Executive Director within ten days after their installation,
- 6) Failure of the Chapter's Associate Editor to transmit required materials to the Editor of the Transit on or before the required deadline,
- 7) Failure of a chapter to send the required annual financial summary to Office of the Executive Director within forty-five days following the end of the fiscal year,

- 8) Failure of a chapter to respond to the Office of the Executive Director by the specified date on any new chapter petition or other national initiative,
- 9) Failure of the chapter to participate in some form of the Chi Epsilon's Service Program Initiative, and
- 10) Failure of a Chapter to be represented at the Convention by a delegate.

### Section 8.05 Inactive Chapter Status

Chapters on probation will be considered inactive if any of the following conditions are observed:

- 1) The Chapter fails to respond to inquiries from the Board, the National Council, or the Office of the Executive Director within six months,
- 2) The Chapter's active membership drops to zero,
- 3) The Chapter is unable to meet the requirements in Section 3 of this Article for a period of one year, and
- 4) Or other circumstances as presented by the Faculty Advisor and/or the Chapter Advisor, the District Councillor and/or the Office of the Executive Director.

### Section 8.06 Restoring a Chapter to Active Status

An Inactive Chapter desiring to emerge from inactive status may appeal to the Office of the Executive Director and District Councillor to upgrade their status to Probationary. This appeal must be made by the Faculty Advisor and/or Chapter Advisor on behalf of students meeting the requirements for membership in Chi Epsilon.

Additionally, with approval of the District Councillor, the chapter must satisfy the following conditions:

- 1) The Faculty Advisor or Chapter Advisor must identify a group of potential candidates for membership in Chi Epsilon,

- 2) These students must be invited to become members as soon as possible after the beginning of the semester,
  - a. The Faculty Advisor or Chapter Advisor will schedule the chapter initiation date to allow for timely arrival of Keys and Certificates for the new members (at least 6 weeks needed by vendors),
  - b. Additionally, the Faculty or Chapter Advisor will collect initiation fees and transmit the required Initiate Data Forms to the National Office,
- 3) Candidates will select from among themselves officers to fill the positions of (acting) President, Vice-President, Secretary/Treasurer, Marshall and Associate Editor,
- 4) Student officers will create an activity/meeting plan for the semester,
- 5) The Secretary will prepare and transmit minutes from the various activities to the Faculty Advisor, the Chapter Advisor (if any), and the District Councillor shortly after the event concludes,
- 6) The Secretary or President will invite the District Councillor to the initiation event,
- 7) The District Councillor, Faculty Advisor and Chapter Advisor will be responsible for having sufficient alumni members present at the initiation event to supply readers for the Ritual,
- 8) Following initiation of the new members, the acting officers will be installed in their offices,
- 9) The new officers shall be responsible for filing the required Participation Confirmation Report with the National Office,
- 10) The new officers shall be responsible for working with the Faculty Advisor and/or Chapter Advisor to prepare for the initiation in the following semester or quarter.

- 11) While on probation a chapter must develop a plan for correcting deficiencies and a reasonable timetable for this process.
- 12) While on probation a chapter must submit in a timely manner
  - a. Annual Chapter Reports,
  - b. Initiation Participation/Confirmation Reports,
  - c. Updated Chapter Officer Reports,
  - d. Annual Financial Reports, and
  - e. The Chapter must send a delegate to the next Convention.

## Article IX. Publications

### Section 9.01 The Transit

The official news publication of Chi Epsilon is the Transit. The Transit shall be published periodically by the Office of the Editor of the Transit.

### Section 9.02 Other publications of Chi Epsilon

| <b>Governance Documents</b>           | <b>Other Documents</b>               | <b>On-Line Documents</b> |
|---------------------------------------|--------------------------------------|--------------------------|
| The Constitution                      | The Ritual                           | The Transit              |
| The Bylaws                            | The Handbook for Faculty and Chapter | Website                  |
| Policy and Rules of Procedure (PAROP) | The Handbook for Chapter Officers    | Newsletter               |

| <b>Governance Documents</b> | <b>Other Documents</b>                | <b>On-Line Documents</b>                              |
|-----------------------------|---------------------------------------|---|
|                             | The Handbook for District Councillors | General Assembly Minutes<br><br>Regional Publications |

### Section 9.03 District Level Publications

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### Section 9.04 Chapter Level Publications

- 1) Annual Chapter Report
- 2) Chapter Financial Report

## Article X. Motto, Insignia, Ritual and Awards

### Section 10.01 Motto

The motto of Chi Epsilon shall be: **Chi Delta Chi**, which symbolizes our English motto: **Conception, Design, and Construction** representing the first three elements of any Civil Engineering project. It should be remembered that *Maintenance* and *Operations* are vital elements of any Civil Engineering Project.

### Section 10.02 Insignia

- 1) Colors

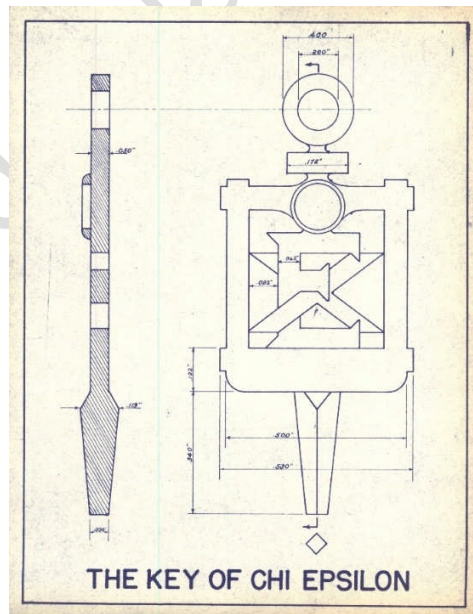
The official colors of Chi Epsilon are purple and white.



2) Official Members Key

The official key of Chi Epsilon shall be a key made to resemble a full front view of an engineer's transit with the interlocking or superimposed letters "XE" between the standards of the transit. A red jewel shall be placed in the space representing the objective of the transit. The official dimensions of the key shall be filed in the office of the Executive Director. This emblem shall be trademarked with the United States Patent Office<sup>3</sup>.

- a. For members and Chapter Honor Members, the official key of Chi Epsilon shall be made of yellow gold, or a suitable substitute approved by the National Council.
- b. For National Honor Members, the official key of Chi Epsilon shall be made of 10K white gold.
- c. Additional jewelry may be created using approved designs. Final approval for any particular design shall be obtained from the Office of the Executive Director.



<sup>3</sup> U.S. Registration No. 4,431,690 registered November 12, 2013; Class 200 – indicating membership in a civil engineering honor society

3) Official Affiliate Badge (TBD)

The official Affiliate emblem of Chi Epsilon shall be a small <shape> lapel or hat pin. This pin will depict an engineer's transit sighting on a target held by rod. On the target will be the interlocking or superimposed letters "XE." The words Chi Epsilon and Affiliate will be shown at the top and bottom of the pin. The dimensions of the badge will be filed in the office of the Executive Director. This emblem shall be trademarked with the United States Patent Office. *Note: once finalized, the corrected information will be inserted into the Bylaws as an editorial change by the Office of the Executive Director. This change shall not require balloting to the Convention General Assembly.*

Section 10.03 Ritual

The Ritual ceremony shall be performed by members of the National Council. When no Council members are present for a given ceremony, duly elected Chapter Officers may serve as proxies for the appropriate Council member of Chi Epsilon, to suit immediate circumstances. Any Councillor being present at a ceremony may delegate their position in the Ritual to suit prevailing circumstances.

The Ritual shall be considered as part of the Bylaws of Chi Epsilon and the authority to initiate members into Chi Epsilon is derived from the Constitution.

## Article XI. Policy and Rules of Procedure (PAROP)

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

- 1) Recommended changes in PAROP shall be voted upon in the same manner as authorized in Bylaws Article XIV.
- 2) In the interim between biennial meetings of the Convention General Assembly, the National Council shall have the authority to issue changes and/or additions to PAROP, subject to ratification by General Assembly at the next Convention.

## Article XII. Methods of Amending Bylaws

These Bylaws may be amended by one of two methods:

- 1) A majority vote by the voting members in attendance at the Convention, or
- 2) A majority vote by the active Chapters and members of the National Council responding to a ballot prepared by the Office of the Executive Director at the direction of the Board.

## APPENDIX A

### REVISION HISTORY

March 17, 2018      Complete revision of Constitution

Revised Bylaws 4-12-2018

# CHI EPSILON

## THE CIVIL ENGINEERING HONOR SOCIETY



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