

CHI EPSILON

NATIONAL CIVIL ENGINEERING HONOR SOCIETY



Policy and Rules of
Procedure

(PAROP)

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POLICY AND RULES OF PROCEDURE

INTRODUCTION

The regulations governing the actions of an orthodox society invariably are based on accepted practices which, when passed on from generation to generation, become matters of law. Many such accepted practices govern the activities and decisions of Chi Epsilon and its chapters.

It is the purpose of this document to preserve in written form these practices of "Policy and Rules of Procedure" (PAROP) that have been accepted through extensive application. Further, it is the purpose of this document to provide a place for recording decisions of this society regarding policy and procedure to improve and facilitate its government.

This document is intended to be a supplement to and/or an interpretation of the Constitution and Bylaws of Chi Epsilon, and if any statement in this PAROP appears to be in conflict with the Constitution and Bylaws, this PAROP shall be considered void.

The National Council shall be empowered to modify the PAROP so that it is consistent with the latest edition of the Constitution and Bylaws of Chi Epsilon.

ARTICLE I - Name, Insignia, Jewelry, Banner

- A. The approved abbreviation of the name of the society shall be XE
- B. The design of the badge (as exemplified by the key) of the society, as described in the Bylaws, shall be as shown on the official detailed drawing on file in the office of the Executive Secretary. (1972)
- C. The Emblem
 - 1. The emblem of the society must be a scale reproduction of the superimposed Greek letters as they appear on the Key.
 - 2. Chi Epsilon emblem shall not be used upon an award presented to any persons who are not members of the society. On these awards to non-members of Chi Epsilon, the spelling of the name Chi Epsilon or the Greek letters XE can be used.
 - 3. When an award is presented to any Chi Epsilon member, either living or deceased, the use of the Chi Epsilon emblem is permitted.
 - 4. During pledge periods, the emblem may be used by initiates on the assumption that they will become members; in any cases where the initiates are not accepted or refuse to pledge, their use of the emblem shall cease.
 - 5. The Chi Epsilon emblem is permissible for official Chi Epsilon use by any chapter. (1964)
 - 6. The name "Chi Epsilon" spelled out or any suitable form of the Greek letters may be used in place of the emblem.
 - 7. All other uses of the Chi Epsilon emblem and the name "Chi Epsilon" must be approved by Conclave action or by approval of the National Council during the period between Conclaves, subject to review at the next Conclave. (1974)
- D. The members are encouraged to wear their key. No recommendation or restriction in the manner of displaying the key is made outside of the usual requirement that it be displayed in a fitting and respectful manner. (1974)
- E. The appearance of Chi Epsilon jewelry shall not be altered.
- F. Official insignia shall be published and advertised at least once a year. (1984)

- G. All insignia (keys, badges, rings, pins, etc.) must be ordered through the Executive Secretary. Likenesses of keys must conform to standards set by the National Conclave. (1984)
- H. The emblem is registered in the U.S. Patent Office. (1988)
- I. The display of the official Chi Epsilon Banner is encouraged. The design of the banner shall be as shown on a detailed picture on file in the office of the Executive Secretary, and the banner will be obtained from this same office. (1972)

ARTICLE II - Membership

A. Undergraduate Membership

1. In the selection of members, the eligibility list must include the entire upper one-third of those in the junior and senior civil engineering classes or a directly associated engineering option who will successfully complete the requirements towards an engineering degree. However, a chapter may require that a member of junior standing rank scholastically in the upper 1/4 of the junior class. Consideration should be given to only those candidates who have demonstrated exemplary character regardless of their scholarship, practicality, and sociability. Transfer students shall be considered for election only after demonstration to the local chapter of proficiency in accordance with the Bylaws. If grades are not available, determination of the upper one-third will be left to the discretion of the Faculty Advisor and Department Chairman. Factors influencing a candidate's acceptance, which should be considered, are:
 - a) The number of civil engineering courses taken by the candidate (1970)
 - b) Possible later consideration as a senior. (1970)
 - c) The future manpower requirements of the chapter. (1970)
2. The size of active chapters shall not be restricted as to minimum membership. (1958)
3. Members may not be elected posthumously.

B. Graduate Membership

1. Graduate students are to be active members of the chapter provided they remain in good standing, as defined by the individual chapters. If the graduate student desires to be declared in active, cause must be shown to the chapter. (1974)
2. In the selection of members in a 5-year program leading to a B.S.C.E. or associated C.E. option, and M.S.C.E. or associated C.E. option, or Master of C.E., the first four years of instruction shall be considered as undergraduate study and the fifth year of instruction shall be considered as graduate study. (1988)
3. Members may not be elected posthumously.

C. Faculty Membership

1. Reference Chi Epsilon Bylaws, Article I, Section 3(e).
2. Reference PAROP, Article VIII, Section D.
3. Clarification for Bylaws, Article I, Section 3 (e). The process by which requirements 1 and 2 may be waived is as follows:
 - a) A petition to the National Council by the sponsoring chapter must occur three months before initiation proceedings of sponsoring chapter.
 - b) The petition shall include a letter from the chapter president confirming Article I, Section 3 (e), of the Bylaws and recommending the candidate.
 - c) The National Council shall review the petition at least three months before the petitioning chapter initiation proceedings.

D. Chapter Honor Members

1. Reference Bylaws Article I, Section 4
2. Reference PAROP, Article VIII, Section C

E. National Honor Members

1. Reference Bylaws Article I, Section 5
2. Reference PAROP, Article XXVI

ARTICLE III - National Council

- A. The National Council shall hereafter be called the Council.

- B. Nominations and Election
 - 1. When a District Councillor's term has expired or in the event of resignation, disability, or death, the delegates of the affected District shall form a caucus at the Conclave for the purpose of nomination and election of a District Councillor. (1970)
 - 2. Each chapter of the District may nominate an eligible candidate for District Councillor. Eligibility requirements are noted in the Constitution, Article IV, Section 1(e). (1970)
 - 3. A district, in caucus, may elect its District Councillor by a two-thirds vote of the District chapter delegates present at the caucus. (1970)
 - 4. If a two-thirds vote cannot be obtained, the candidates must go before the National Conclave for a majority vote. (1970)
 - 5. Two national officers, the President and Vice President, shall be elected from members of the Council by a majority vote of the Conclave, each to serve for a term of two years. The Council elects other national officers, which are Historian and Marshal from its membership, to serve at the pleasure of the Council. (1974)

- C. The National Conclave may select Councillors Emeritus from those Councillors who have shown distinguished service to the society. (1974)

- D. The National Conclave may select Councillors-at-Large from those who have served as District Councillors in past years and whose experience could prove a valuable asset to the society. (1974)

- E. It shall be the practice of the society to recognize retiring national officers and Councillors with appropriate certificates or letters.

F. District Councillors should:

1. Communicate with each Faculty Advisor in their district at least once a year. (1980)
2. Visit each chapter in their district at least once between Conclaves, if at all possible. (1978)
3. Present a written report at each Conclave. This report will include, as a minimum, a tabulation of chapter visits, dates, and expenses related to chapter visitation since the last Conclave. (1984)
4. These reports shall be made available to the respective District Caucuses, the Nomination Committee, the Council, and any requesting delegates. (1984)
5. These reports shall be used in the evaluation of the District Councillors performance and their suitability for re-election. (1976)

ARTICLE IV - Ritual

- A. The Ritual shall be adhered to for all Chi Epsilon ceremonies. (1974)
- B. All chapter initiation and officer installation ceremonies shall be carried out as specified in the Ritual. (1958)
- C. Except when in use, the chapter's copies of the Ritual and ritual paraphernalia shall be kept in the hands of the Faculty Advisor. (1970) Copies of the appropriate Ritual for the chapter's Scenario can be downloaded from the on-line Chapter Administration System. (2008)
- D. In case the chapter does not have the required number of active members to carry out the ceremony, the chapter should make use of the chapter trustees as provided in Article XVIII.
- E. At no time shall pledges to Chi Epsilon be subjected to personal indignities during informal initiation proceedings. (1968)
- F. Selected guests (family, university officials, etc.) are encouraged to attend initiation ceremonies upon invitation of the local chapter or the Council. (1984)
- G. The Ritual is available to Chi Epsilon officers and Faculty Advisors on the website: www.chi-epsilon.org by clicking the "Chapter Administration" link. Sixteen differing Ritual Scenarios are there to be downloaded, depending on which scenario is appropriate for the current chapter ceremony. The chapter may download and make the necessary copies as needed for the Ceremonial Team.

ARTICLE V - Committees

- A. Normally, several working committees shall be appointed prior to each Conclave. Members of those committees shall be chosen from among the delegates to the Conclave. The Council has the authority to organize committees and appoint facilitators to these committees from the Council. The usual committees shall be:

Committees ¹	PAROP Article	Page
1. Membership (including International)	II	7
2. Government	VI	14
3. Policy & Rules of Procedure (PAROP)	VII	15
4. Chapter Affairs	VIII	15
5. Audit, (Finance and Fees)	IX	20
6. Publications	X	21
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8. Awards, Scholarships and Fellowships	XII	24
9. Nominations and Resolutions	XIII / XIV	32 / 33
10. Faculty Advisors	XVII	38
11. Alumni Advisors		
12. Communications and Technology		
13. Long Range Planning		

- B. Chapters shall be notified of their opportunity to express a committee preference as early as possible prior to the Conclave. Chapters may request committee assignments prior to the Conclave. Chapters shall be notified as early as possible prior to the Conclave. (2011)

The delegate and chapter will review all available material pertinent to the committee’s objectives. (Specifically the previous committee report)

¹ NOTE: Committee names adjusted to reflect current practice (R2014)

The delegate and chapter will review all Bylaws and the Constitution. (Specifically those portions of the Bylaws which are relevant to the committee and the previous committee report).

The delegate will prepare additional topics for discussion by the committee. (1984)

A chairman and secretary shall be elected from among the delegates to that committee. (1984)

- C. All communications dealing with matters of business between committees at Conclave must include Committee chair's and secretary's contact information (phone number and email). Proposed modifications, sent to other committees for review, should be provided in pdf electronic format. (R2014)
- D. Committee reports are to be prepared, presented to the Conclave in a format specified by the President (R2014) and digitally transmitted to the Executive Secretary at the Conclave.

ARTICLE VI - Government

- A. The Government Committee will review and consider all proposed changes to the Constitution and Bylaws.

- B. The Conclave transacts all business pertaining to the society. Between Conclaves, the National Council has the power to conduct the business of the society. However, any chapter may propose legislation or request the transaction of business by the society during the biennium between Conclaves. For a ballot to be submitted to the society at large, it must have the signed approval (a seconded action) of a member of the National Council. (1958) (R2014)

- C. On such ballots, the following mail voting procedure will be followed:
 - 1. Ballots shall be distributed for voting only between October 1 and March 1.
 - 2. The votes of the chapters and members of the Council must be submitted to the Executive Secretary within sixty days after receiving said ballot. A vote accepting, rejecting, or abstaining must be cast. (1972)
 - 3. Those votes, which are not cast, shall not be counted.
 - 4. For a mail vote to be valid, it must conform to the same requirements as pertain to a motion on the floor of the Conclave. The same quorum will be required and the same number of votes for passage will be required as are required for motions from the floor of the Conclave.
 - 5. Legislation so passed will become effective ten days after notification of the chapters and members of the Council of passage by the Executive Secretary. (1972)

ARTICLE VII - Policy and Rules of Procedure

PAROP shall be reviewed and revised, if necessary, at each Conclave. All statements of new policy or procedure should be incorporated at that time.

ARTICLE VIII – Chapter Affairs

The Committee for Chapter Affairs is responsible for review and revision of those elements in the governance documents (PAROP and Constitution and Bylaws) which effect the day-to-day operation of the Chapters. A *Table of References* is attached at the end of this ARTICLE. (R2014)

A. Fines and Levees

The following table outlines the cost of fines and/or levees authorized by the Conclave. NOTE: An email 'reminder' will be posted fourteen days prior to the due date for a particular action. This email will be sent to the chapter president, vice president, treasurer, faculty advisor and district councillor. The email will remind the chapter if the deadline is not met the fine(s) (as described below) will be imposed immediately. The District Councillor will be notified when fines are assessed. Failure to respond to the District Councillor and/or the National Office may result in further sanctions by the National Council. (R2014)

TABLE OF FINES

TITLE	REFERENCE Constitution and Bylaws VII	TIME LINE	FINE AMOUNT
Unauthorized Initiation	7.1.g	Issued if initiation or elevation occurs prior to National Office approval	First (\$20), Subsequent (\$50)
Failure to submit the Participation/Confirmation of Initiation	7.1.b	Issued if confirmation is not filed within 10 days after Initiation	\$20
Failure to Submit New Officer Installation	7.1.c	Issued if listing is not filed within 10 days after installation	\$20

TITLE	REFERENCE Constitution and Bylaws VII	TIME LINE	FINE AMOUNT
Failure to Submit Chapter Annual Reports	7.1.d	Issued when article does not meet deadline (See Website Deadline Table)	\$20
Failure to Respond to New Chapter Petition	7.1.e	Issued when not responding in a timely manner 60 Days after Petition (Not including July/Aug)	\$20
Failure to send a delegate to Conclave	7.1.f	Issued when not represented at Conclave	Cost of Registration for 1 delegate

- Any violation of, or failures to live up to, and comply with the Constitution and Bylaws of Chi Epsilon shall be fined as specified in Article VII, Section 1(a) of the Constitution & Bylaws.
- For any questions concerning fines or appeals, contact the National Office.

Fines and actions taken by the National Office of Chi Epsilon can be appealed. The appeal process starts by first contacting the Executive Secretary with an appeal statement that includes all factors to be considered. If a chapter wishes to appeal their situation further, after the decision of the Executive Secretary, they should send their appeal to the National Council, through their District Councillor. The decision of the National Council will be final, unless it is practical and timely for the National Conclave to decide, then the matter can be brought to the Conclave for the decision.

B. Discipline within chapters is the responsibility of each chapter. Records of all disciplinary action shall be kept in suitable form to be submitted to the Council in the event an appeal is made.

C. Elevation or Election of Chapter Honor Member (CHM).

1. It is beneficial for the chapter to honor notable contributors to the field of Civil Engineering from education, private practice, public practice, etc. In turn, their election adds prestige to the chapter. Chapter Honor Members should be considered at every election. With the exception of rare instances, no more than one CHM should be initiated or elevated at any one time. However,

CHM's may be initiated or elevated at times other than regular initiations. More than one may be initiated or elevated in one year.

2. A nominee shall be considered for Chapter Honor Membership by the recommendation of the chapter, with a letter stating that the chapter had a two-thirds vote of a quorum or better to nominate the candidate. The chapter is asked to send both a resume/c.v. as well as a summary biosketch, suitable for publication in the "Transit", and a printout from the state PE board showing registration information for each nominee, if applicable. (R2014) A digital photo (high resolution .jpg or .tiff file at least 1 Mb in size) should also be included if it is available without alerting the prospective CHM. These items shall be sent to the District Councillor for approval or disapproval. The District Councillor will forward these materials to the Executive Secretary for approval or disapproval. If both approve the recommendation, the nominee may be elected CHM. If one disapproves, the recommendation will go before the National Council for final decision. The biographical sketch shall not be published until the candidate's initiation has been confirmed. (1976)
3. The chapter must receive National Office approval of the nominee before the individual is notified of possible candidacy for Chapter Honor Membership. (1972)
4. Payment of the initiation fee by the chapter for CHM's is to be encouraged. It adds immeasurably to the honor bestowed and indirectly encourages the chapter to be selective.
5. It is recommended that chapters exercise careful consideration in selecting CHM's. Candidate qualifications should fully reflect the high honor bestowed.
6. It is further recommended that each chapter carefully review and consider qualifications of persons suggested to be so honored, and that a permanent file be established for future reference. Additions, to such a file of names, may be supplied by the Faculty Advisor, Civil Engineering Department members, Chapter Trustees, the District Councillor, or by the Vice-President of Chi Epsilon. (1970)
7. A chapter may elect a Chapter Honor Member who is a graduate of another school also having a chapter of Chi Epsilon. However, it is recommended that the chapter write a letter to the Chi Epsilon chapter at the school from which the candidate is a graduate. This letter should contain the candidate's qualifications; the reasons why the chapter wishes to make him/her a Chapter Honor Member, and request any information that may be of importance in the consideration of the candidate in question.

8. If the Chi Epsilon chapter at the school from which the candidate is an alumnus is also considering him or her for Chapter Honor Member, the candidate's Alma Mater should have precedence.
9. The phrasing "Outstanding professional accomplishment in the field of civil engineering," (Article III, Section 4, of the Constitution) shall be interpreted to mean "Outstanding professional services or creative work requiring civil engineering education, training, or experience, and the application of special knowledge of mathematical, physical, and engineering sciences to such professional services or creative work such as investigations, consultation, evaluation, planning, design, construction, or operation for the purpose of assuring compliance with plans, specifications, and designs in connection with projects of a civil engineering nature." Further requirements shall be per Article I, Section 4, of the Bylaws. (1980)

D. Election of Faculty Members

1. It is beneficial for the chapter to honor notable faculty members. Their election adds prestige to the chapter. A faculty member who has shown outstanding qualifications as a teacher in civil engineering or an allied field and has exhibited experience and ability worthy of emulation by young civil engineers may be elected as a member of Chi Epsilon by meeting the following requirements: (2014)
 - a. The individual should hold an engineering degree (or the technical equivalent as described by ABET) or should have experience that qualifies the individual as a practicing engineer, and be a faculty member on staff at the University where the chapter is located, and
 - b. Further requirements shall be per Article I, Section 3(e) of the Bylaws. (1994)
2. For each nominee, the chapter must transmit to the District Councillor a copy of a letter stating that the chapter had a two-thirds vote of a quorum of the active chapter members to nominate the candidate, a narrative biographical sketch (not a resume), and a high resolution digital photo in either .jpg or .tiff format (at least 1MB). NOTE: nomination forms package available on Chi Epsilon website. (2014)
3. On approval by the District Councillor, the biographical sketch should be forwarded to the National Office so that database records can be updated. (2014)

- E. Loan Fund: Chapters are to be encouraged to establish and provide a loan fund for the benefit of initiates with respect to their initiation fee. Chapters must inform initiates of financial assistance for the required fees, if available. It is recommended that the loans be required to be repaid in a reasonable length of time, interest free or at a low rate of interest.
- F. Restrictions: Chapters are not permitted to:
1. Participate as a chapter in politics, though individual students are encouraged to participate in political activities as they see fit. (1972)
 2. Maintain a house as a residence for their members. (1972)
 3. Have unapproved and uninvited guests at initiations. (1982)

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ARTICLE IX - Audit (Finance and Fees)

- A. Statements - Reports to the Conclave
1. Balance sheets
 2. Summary of Receipts and Disbursements
 3. Summary of Investments
 4. Statement of Publication & Technology expenses
 5. Statement of Conclave expenses
 6. Statement of Visitation expenses
 7. Statement of General Fund with itemized schedule of expenses
 8. Statement of Income by Chapters
- B. Investment - The investment of Chi Epsilon funds shall be made by the Executive Secretary with the approval of the Executive Committee and on the advice of a qualified brokerage firm. (1978)
- C. Initiation fees to be paid to the Executive Secretary by the chapter for each newly elected member shall be as follows (R2014-August 1):
- New Initiates:
- | | |
|---------------------------------|---------|
| 2014 "Lifetime Membership Dues" | \$82.00 |
|---------------------------------|---------|
- New Chapter Honor Member:
- | | |
|---|---------|
| 2014 "Lifetime Chapter Honor Member Dues" | \$50.00 |
|---|---------|
- The member, at additional expense, may order a 10K gold key. (1976) Prices of Keys, Certificates and Wallet Cards are affected by Market Costs as well.
- D. A technology fee of \$10.00 per year will be paid by each chapter to the Executive Secretary, when invoiced (usually 15 August of each year). (R 2008)

ARTICLE X – Publications

- A. Each chapter is supplied with a copy of Duties and Responsibilities of the Associate Editor of "The Transit".

- B. The official publication of Chi Epsilon, "The Transit", shall be published semi-annually.

The approximate availability date of "The Transit" shall be April 15 and October 15 of each year. The Editor shall notify all Chapter Secretaries if said publication is not available within 30 days after these dates and shall specify an anticipated availability date.

The Associate Editor's report from each chapter shall be in the Editor's possession by December 1st or May 1st of each year, as specified by the Executive Secretary.

Fourteen days prior to due publication due dates (December 1 or May 1), chapters will be issued a single reminder identifying the type of document needed and the due date. If the required document is not submitted by the due date, a fine of \$20 will be assessed. The District Councillor shall be informed of all chapters that have not filed a report. In the event no report is received, the National Council may be asked to consider further disciplinary action. (R2014)

- C. The official publication of Chi Epsilon, "The Transit", may disseminate information concerning chapter activities, technical papers, newsletters, and other material found appropriate by the Editor. The Editor should compile a list of chapter activities of special interest. This list should be placed as a separate article in "The Transit". (1976)
- D. Copies of publications shall be made available on line to all subscribers and chapters. In addition, a limited number of hard copies will be available.
- E. The Editor should compile a list of publications of special interest. This list should be made available to the chapter once each year. (1984)
- F. The Editor shall be responsible for publishing "The Transit" and other Chi Epsilon publications, public relations, and keeping an account of all expenditures incidental to publications. The actions of the Publications Editor are subject to review by the Council and the Conclave. (1978)

G. Publication Committee (Conclave Duties):

The facilitator or Executive Secretary shall submit a proposed agenda to the chapters assigned to the committee. The Executive Secretary shall be responsible for furnishing to the Publications Committee, digitally, or online:

1. Copies of "The Transit" - one each for the past 2 years and 12 copies of the current issue.
2. A copy of the last Conclave Minutes that pertain to the Publication Committee for each committee member.
3. Copies of the "Duties of the Associate Editor of "The Transit".
4. Record of "Transit" costs.
5. At least four copies of the current PAROP.

H. Handbook for Faculty Advisors and Chapter Officers (2002).

The Executive Secretary should be responsible for making the Handbook for Faculty Advisors and Chapter Officers available on the Chi Epsilon website.

ARTICLE XI - Budget

- A. The Executive Secretary shall be responsible for the preparation of an estimated budget for the upcoming biennium, to be submitted to the Budget Committee. (1976)
- B. The Budget Committee shall be responsible for initiating actions for consideration by the Conclave relative to the budget of the society during the ensuing biennium. (1976)

NOTE: The main function of the Budget Committee shall be the critical review of the budget as proposed by the Executive Secretary. The Audit Committee shall review, after each biennium, the accounting procedures used. (1978)

ARTICLE XII – Awards, Scholarships and Fellowships

A. Harold T. Larsen Outstanding Service Award (R2014)

1. Qualifications of Nominee:
 - a. Must be a member of Chi Epsilon. (1976)
 - b. Must have shown outstanding service to Chi Epsilon. (1976)
 - c. Must have shown exemplary adherence to the four pillars of Chi Epsilon. (1976) (Scholarship, Character, Practicability, and Sociability)
2. A nomination letter shall be submitted to the National Council by the chapters of Chi Epsilon, by members of the Council, and by National Honor Members. (1976) (R2014)
3. Awardee selection shall be by the National Council. REF: Article XXVI. (R2014)
4. It shall be generally understood that no more than one per year shall be awarded, with the presentation being made at a Conclave or a chapter initiation. (1976)
5. National Council members shall not be eligible for this for two years after the individual's completion of service on the Council. (1976) (R2014)

B. James M. Robbins National Excellence in Teaching Award. (1984)

1. The only criteria for this award shall be that the candidate must have shown a dedication to teaching in the civil engineering profession or associated engineering fields. The candidate of the award need not be a member of Chi Epsilon.
2. Each chapter may select, with a simple majority, one candidate to submit to the District Councillor by November 15. Nomination forms are available online at the Chi Epsilon Website. The chapter will include a resume, a photograph, and a letter of recommendation outlining the outstanding teaching qualities and personal characteristics of the candidate. (R2006)
3. Each District Councillor shall choose one of the nominees and send the nomination to the Executive Secretary by January 1st and shall notify the district winner. (R2014)

4. The Executive Secretary shall supervise the final selection of the national winner whom the Council has chosen to be the best qualified to receive the award, in the spirit which James M. Robbins exhibited in his dedication to teaching in civil engineering. The Executive Secretary shall notify the winner's chapter by January 31. (1986)
5. Selection criteria (R2014):

JAMES M. ROBBINS EXCELLENCE IN TEACHING AWARD

Factor	Points Allowed	Points Earned
PE	3	
Professional Society Member	2	
Teaching Load Rating	10	
Teaching Related Service	15	
Teacher's Statement	25	
XE Student Reference	15	
Other Reference	15	
Other Reference	15	
TOTAL	100	

- Teaching Load Rating: # of credits taught in past three years

6. Each district winner shall receive a certificate stating "The District of Chi Epsilon recognizes for excellence in teaching, in the spirit of James M. Robbins" recognizing this achievement and a letter of congratulations from the National President of Chi Epsilon. (1990) (R2014)
7. The national winner shall receive a plaque recognizing this achievement and a monetary award. (R2014)

C. Undergraduate Scholarships and Graduate Fellowships (R2014)

1. Chi Epsilon shall distribute the following ten national-level undergraduate scholarships: two John A. Focht National Chi Epsilon Scholarship Awards of \$3,500 each on an annual basis and, two Brother Austin Barry National Chi Epsilon Scholarship Awards of \$3,500, one Joseph M. Brandes National Chi Epsilon Scholarship Award of \$3,500, one Arthur N.L. Chiu National Chi Epsilon Scholarship Award of \$3,500, one Dexter C. Jameson National Chi Epsilon Scholarship of \$3,500, one Olin K. Dart, Jr. National Scholarship of \$3,500, one Eugene A. Glysson National Scholarship of \$3,500 and one Neil J. Rowan National Scholarship of \$3,500. (R2014)
2. Chi Epsilon shall also distribute two national-level graduate fellowships of \$3,500 each. (R2014)
3. The National Office shall notify all Faculty Advisors one month in advance of the deadlines for submitting Scholarship and Fellowship applications. (2014)
4. National scholarship and fellowship recipients will be chosen from the district scholarship and fellowship candidates. (R2014)
5. Recipients of a National undergraduate Scholarship shall not receive a district scholarship in addition to the National Scholarship, within a scholarship year. All Scholarship applications received by the National Office will be placed in a pool from which ten (10) National Scholarship winners are chosen, and the remaining applicants will receive a \$2,000 District Scholarship. To be eligible for a scholarship, the recipient must be an enrolled student when applying for the scholarship. (R2014)
6. All graduate fellowships received by the national office will be placed in a pool from which two National Fellowship winners are chosen. (R2014)
7. A student may apply for Chi Epsilon Scholarships and Fellowships more than one time, but may only receive one undergraduate scholarship and one graduate fellowship. (R2014)
8. An initiate does not qualify, since membership is a basic criterion for a scholarship or fellowship. (R2014)
9. Awarding of scholarships or fellowships is based on the four pillars of Chi Epsilon membership: Scholarship, Character, Practicality, and Sociability.
10. Guidelines for the application procedure are as follows:

- a. All applications are to be submitted to the Chapter Faculty Advisor.
- b. Each chapter's Faculty Advisor must submit all applications to the District Councillor by November 1st. (1986) (R2014)
- c. The application forms, available online at the Chi Epsilon web site, shall be completely filled out prior to being submitted to the Chapter Faculty Advisor:
 - 1) GPA for fellowships, both undergraduate and graduate work will be considered
 - 2) Offices Held
 - 3) Honors
 - 4) Extracurricular Activities
 - 5) Work/Research Experience
 - 6) Personal Essay: One page describing your professional goals and objectives and any other information pertinent to the application. (R2014)
 - 7) Letters of Recommendations: Two letters of recommendation, at least one of which must be from a Faculty member in the applicant's department. One may be from a fellow student or colleague familiar with your personal characteristics. (R2012)
 - 8) Unofficial Transcript(s) showing all college work. (R2014)
 - 9) Resume (two pages maximum)
 - 10) All winners will be required to submit a high resolution portrait-style photo (head and shoulders against a neutral background and with professional attire) in .jpg or .tiff format (at least 1Mb in size) within 30 days of being notified of winning a scholarship or fellowship by the District Councillor. (R2014)
 - 11) Scholarship and fellowship applications shall be ranked as set out below: (2012) (R2014)
 - (a) GPA = 20 points (computed using continuous equation)

$$4+16*(GPA-3) \quad (R2014)$$
 - (b) Essay = 20 points
 - (c) Two Letters of Recommendations = 20 points
At least one must be from a Faculty member in the applicant's department
 - (d) Work/Research = 15 points
 - (e) Outside Activities = 10 points
 - (f) Honors = 5 points
 - (g) Officer Positions Held = 10 points

- d. The District Councillor shall select the first and second place applicants and notify all applicants by January 1st. (R2014)
- e. The District Councillor shall send to the Executive Secretary the complete application for the first and second place applicants, to be pooled for consideration for national-level awards. (R2014)
- f. The Executive Secretary shall appoint a committee for the selection of the national-level awards. (R2014)

D. Conclave Spirit Award (1996)

- 1. The Conclave Spirit Award rewards a student chapter attending a National Conclave on the basis of (1) the number of delegates sent, including those sent as proxies for other chapters, (2) the distance traveled, and (3) the proportion of delegates to chapter size.
- 2. Only chapters physically present (not by proxy) shall be considered for the award.
- 3. The award, in the form of a plaque or certificate shall be presented at the final banquet of the Conclave.
- 4. The chapter having the highest score, as computed to the third decimal place by the following formula, shall be declared the recipient: (R2008) (R2014)

$$[\text{Travel Score}]/2 + [\text{Participation Score}]/2 = \text{Score}$$

$$\{[5(M/M_{\text{max}}) + 5(D/D_{\text{max}})]/2\} + \{[?]/2\} = \text{score}$$

Where:

M = number of miles traveled by a chapter (x1.5 if driven)

M_{max} = maximum number of miles traveled by any one chapter

D = number of delegates from a chapter

D_{max} = maximum number of delegates from any one chapter

? = Participation score criteria to be determined

NOTE: Participation score criteria not determined during 2014 Conclave. Committee felt some sort of nomination from district councillors, district caucuses and facilitators of committee meetings should be considered in the future.

5. The maximum number of delegates sent by any one chapter(Dmax) shall be supplied by the host chapter to the AS&F committee, and the maximum number of miles traveled by any one chapter (Mmax) will be supplied by the Executive Secretary (at the Conclave) to the AS&F Committee. The number of miles traveled by a chapter (M) will be that number already supplied to each chapter by the Executive Secretary, in accordance with Article XXV, Section B, paragraph 5.
6. An Awards Form will be sent to each chapter, along with the travel allocation forms and the value of M above, before the Conclave. The Awards Form shall be submitted to the AS&F Committee during the first meeting of the committee.

E. Arthur N.L. Chiu Outstanding Faculty Advisor Award (R2014)

1. The Arthur N.L. Chiu Outstanding Faculty Advisor Award is established to recognize the contributions of outstanding Faculty Advisors. One Chiu Outstanding Faculty Advisor award should be presented every two years at the banquet at each National Conclave in the form of a plaque or certificate, and a monetary award. (1996) (R 2008).
2. Each chapter may nominate their Faculty Advisor by providing a letter of recommendation, along with the Nomination Form, found online at the Chi Epsilon website, and submitting it to their District Councillor before November 15 of the year prior to the forthcoming Conclave. (R2014)
3. Each District Councillor chooses one nominee from nominations received from the student chapters to compete for the national award.
4. Each District Councillor shall submit the selected nominee to the Executive Secretary for distribution to the National Council selection committee.
5. A recipient may receive the award only once.
6. Recipients shall be listed in the Bylaws.

7. Selection criteria:

ARTHUR N. L. CHIU OUTSTANDING FACULTY ADVISOR AWARD

Factor	Points Allowed	Points Earned
# years faculty advisor (1 pt/year)	5	
Activities		
Meets with Officers	10	
Preparation & rehearsal for initiation	10	
Coordinate and participate in socials	10	
Coordinate and participate in service activities, etc.	10	
Degree of guidance concerning applications and other docs	10	
Availability for advice and counsel	10	
Reference #1	10	
Reference #2	10	
TOTAL	85	

F. Susan C. Brown Outstanding Performance Award (2008)

1. The Susan C. Brown Outstanding Performance Award is established to recognize all active chapters that have diligently followed all administrative procedures. The award should be presented at the banquet at each National Conclave. A primary delegate from the receiving chapter must be at the conclave for the chapter to receive this award. (R2012)
2. The Chapter to be eligible must not have received any disciplinary actions within a two-year period in accordance with Article VII, Section 1, of the Bylaws of Chi Epsilon.
3. The chapter to be eligible must have responded promptly to all National correspondence in accordance with the given schedule.

4. At the time of receiving the award, chapter must not owe money to National Chi Epsilon.
- G. All awards described above, and the associated award recipients, shall be recognized at the National Conclave, for the current and previous year.

ARTICLE XIII - Nominations and Elections

- A. Chapters shall have the following officers who shall be elected by the chapters themselves:
 - 1. President
 - 2. Vice-President
 - 3. Secretary
 - 4. Treasurer
 - 5. Associate Editor of "The Transit"
 - 6. Marshal
- B. It is recommended that only undergraduate members be elected to the offices of President and Vice-President of any Chi Epsilon chapter.
- C. Attention is called to Article II, Section 2, paragraph (g), of the Bylaws, which states: "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." (1964)
- D. Any vacancy occurring in an elected office may be filled by a special election, according to the chapter's regular nomination and election procedure. See Bylaws Article I, Section 2, paragraph (g). (1986)
- E. It is recommended that all offices be filled by students who will be in school throughout the term of office to avoid discontinuity. (1986)

ARTICLE XIV – Resolutions (No PAROP is established at this time.)

Refer to previous Conclave minutes as necessary

ARTICLE XV - Chapter Officers' Duties

- A. The general duties of all chapter officers shall be as specified in Article II of the Bylaws.
- B. The specific duties of the chapter officers shall be as follows:
 - 1. President
 - a. (The President) shall have general supervision of all of the activities of the chapter and shall preside at all meetings. (1970)
 - b. Represent Chi Epsilon at all Engineering Council (or similar group) meetings, or send a chosen delegate. (1974)
 - c. Designate and arrange for meeting places and dates.
 - d. Assign to the proper officers or committees such duties as occur during the current term, and observe that they are properly performed. (1970)
 - 2. Vice-President
 - a. (The Vice-President) shall, in the absence of the President, or upon disability, assume the duties of the President. Upon resignation or death of the President, the Vice-President shall become President. (1974)
 - b. Assist and advise the Marshal in the performance of specified duties. (1974)
 - c. Supervise committees, as directed by the President. (1970)
 - d. Be official custodian of the chapter charter. (1970)
 - 3. Secretary
 - a. (The Secretary) shall handle and keep a record of all transactions, business, and correspondence. (1970)
 - b. Keep minutes of the chapter meetings to be presented to the chapter at the next meeting. (1970)

- c. Maintain an active file of all members' addresses and pertinent information, and inform them of all activities of the chapter. (1970)
- d. Be custodian of all the chapter's books, records, and other chapter property; be responsible for ensuring that the chapter has current editions of all Chi Epsilon publications; and hand over the same to the succeeding Secretary or to the Faculty Advisor during the summer vacation. (1988)
- e. Submit a list of the officers-elect, with addresses, to the Executive Secretary within ten days after their installation. (1972)
- f. Tender accurately and at proper times all required reports and forms to the Executive Secretary. (1972)
- g. Each chapter shall notify its District Councillor at least six weeks prior to its initiation ceremonies and indicate their desire for the Councillor's attendance. This notification will enable the District Councillor to make arrangements to attend the ceremonies, if possible. (1986)

4. Treasurer

- a. Collect:
 - 1) Dues promptly and effectively, and report to the President all delinquent members.
 - 2) Assessments.
 - 3) All other money forthcoming, and act as custodian thereof. (1970)
- b. Keep appropriate books and be prepared to report on the finances of the chapter at each meeting. (1970)
- c. Audit, with the Faculty Advisor and the incoming Treasurer, the books and finances to insure proper order of the books. (1970)
- d. Notify the Secretary of fee-submission deadlines when appropriate to do so.(1970)
- e. Familiarize the Treasurer-elect with the formalities pertaining to the Executive Secretary, the university, banking, etc.

5. Associate Editor of "The Transit"
 - a. Act as general publicity director of the chapter, working with all school publications. Every effort should be made to widen the recognition of Chi Epsilon. (1970)
 - b. Prepare such reports as required in Article II, Section 2, paragraph (l), of the Bylaws, and Article X of the PAROP.

6. Marshal
 - a. Arrange and direct all chapter initiations and ritual ceremonies and instruct the members in their parts. (1970)
 - b. Act as program chairman for all chapter functions other than business meetings. (1970)

ARTICLE XVI – Orientation of New Chapter Officers

- A. It shall be the duty of the retiring officers to acquaint their successors fully with the duties of their respective offices. Further, each retiring officer should pass on to the new officer the file of the office held in good form, so that it may be used effectively by the successor.
- B. New officers should study thoroughly the Constitution, Bylaws, PAROP, and the Handbook for Faculty Advisors and Chapter Officers, especially those sections pertaining to their particular office. They should also read over the minutes of the meetings of the previous year. Publications can be found by using the home web page (www.chi-epsilon.org). One should click the 'Student Chapters' link and select the appropriate publication.
- C. There should be at least one meeting of the old and new officers for orientation and planning the next year's program. At this meeting of officers, the Constitution and Bylaws, the PAROP, and the Handbook for Faculty Advisors and Chapter Officers should be reviewed and discussed.
- D. The new President should appoint the standing committees early.
- E. The new Secretary should check the mailing list and see that it is complete; that it includes all Chi Epsilon members on the faculty, all active alumni members in the community, and the District Councillor. (1970)

ARTICLE XVII - Faculty Advisors

- A. The Faculty Advisor, who must be a member of Chi Epsilon, is the mainstay of the chapter and represents continuity from year to year as student chapter officers change. The Advisor keeps in close touch with chapter officers, counsels them on plans and operations, attends meetings, and furnishes information and general guidance.
- B. The Advisor's duties include stimulating the chapter with ideas, encouraging them in their undertakings, and checking that they meet their deadlines.
- C. The Advisor will be custodian of the chapter files when school is not in session.
- D. The Advisor should contact the District Councillor when help or information is needed.
- E. The Advisor is chairman and liaison between the chapter and chapter trustees. The Advisor is responsible for keeping the trustee membership fully manned; and must supply a trustee for special service as needed.
- F. It is desirable, but not required, that the Faculty Advisor should not serve as Faculty Advisor if currently a member of the National Council.
- G. The Faculty Advisor may be re-elected by the chapter any number of times.

ARTICLE XVIII - Chapter Trustees

- A. It is recommended that each chapter shall have and maintain a Board of Trustees. (2010). This Board shall consist of at least three Chi Epsilon members who are graduates, faculty members, or CHM's (1980).
- B. Nominations for the Trustees shall be selected in the following order of preference:
 - 1. Honor members who are not members of the faculty.
 - 2. Graduate alumni.
 - 3. Members of the teaching staff.
 - 4. Any other non-voting member. (1968)
- C. Chapter Trustees are to be appointed by the Faculty Advisor with the advice and consent of the chapter. (1970)
- D. Duties of the Chapter Trustees.
 - 1. When notified by the Faculty Advisor, a Chapter Trustee shall 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.
 - a. 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. (1968)
 - b. When serving as an appointed officer of a chapter, the Trustee shall have the right to vote at all chapter meetings. (1968)
 - c. Trustees that are appointed as chapter officers need not be installed under Ritual provisions. (1968)
 - 2. When the voting membership of a chapter decreases to zero, the Chapter Trustees shall:
 - a. Notify the Executive Secretary of the fact. (1972)
 - b. Assume responsibility for the safe-keeping of the Charter and chapter records and property; and

- c. Stand prepared to reactivate the chapter if and when the opportunity arises. (1968)
 - 3. The Chapter Trustees will act as an impartial hearing board during action for suspension of a member. (1974)
 - 4. The Chapter Trustees may be consulted, with respect to candidates, for election to membership. (1968)
 - 5. A Chapter Trustee may be called upon to review the books of account of the chapter. (1968)
 - 6. A Chapter Trustee may be called upon to perform specific duties at the discretion of the chapter. (1968)
- E. The Faculty Advisor shall serve as chairman of the Board of Trustees. (1968)
- F. Chapter Trustees shall serve for two year terms, staggered at the discretion of the chapter, and may be retained in this capacity, if willing, as long as the chapter desires. Replacement shall be the responsibility of the Faculty Advisor and the chapter. (1968)
- G. The Faculty Advisor shall be responsible for maintaining a current list of the Chapter Trustees and submitting this list to the District Councillor each spring. (1976)

ARTICLE XIX - Suggested Calendar of Events

- A. Plan the first meeting to be held during the first full month of school; make sure your Faculty Advisor is present.
- B. Revise the mailing list
- C. Plan activities of the chapter
- D. Prepare eligibility list
- E. Select Chapter Honor Members and/or Faculty Members
- F. Secure CHM's and/or FM's approved by the District Councillor and the National Council.
- G. Plan initiation of new members
- H. Submit chapter order 6 weeks before ceremony
- I. Elect new officers
- J. Submit news to "The Transit"
- K. Prepare Chapter Annual Report
- L. Select Conclave delegates

ARTICLE XX - Chapter Activities

The following activities are successfully carried on by many chapters and are listed here for the guidance of others:

- A. Fundamentals of Engineering Program (FE)
- B. Student tutoring program
- C. C.E. Department projects
- D. Encourage Professional Interaction
- E. Seminar programs
- F. Operation of science fairs
- G. Counseling underclassmen on civil engineering
- H. Providing tours through the department and laboratories
- I. Keeping the bulletin board active with Chi Epsilon news
- J. Promoting fund raising programs for useful purposes
- K. Arranging social activities
- L. Promoting cooperation with other honor societies on campus
- M. Distinguished alumni awards
- N. Encourage District Meetings on odd-numbered years
- O. Encourage a District newsletter
- P. Encourage annual or semi-annual chapter newsletters, published along or in conjunction with departmental/society newsletters
- Q. High school outreach
- R. Incorporate e-mail and Web pages for chapters

ARTICLE XXI - Meetings

- A. To promote worthwhile monthly meetings, the following topics are suggested:
1. Combined efforts with ASCE
 2. Field Trips
 3. Speakers – particularly practicing engineers and students
 4. Professionalism/ethics
 5. Function and operation of professional technical societies, which students might join after graduation
 6. Education - Accreditation Board for Engineering & Technology (ABET)
 7. Cross-curriculum development
 8. Multi-disciplinary activities.
- B. Business meetings should be conducted according to Roberts' Rules of Order Newly Revised, 1990 Edition.

ARTICLE XXII - Relations with ASCE and Other Organizations

- A. The object and purpose of Chi Epsilon shall be kept clearly in mind as the chapter functions on campus.
- B. Recognizing the value of ASCE to the profession and of the ASCE Student Chapter to the students, Chi Epsilon should do all in its power to foster and promote an active, energetic program in ASCE.
- C. In no way should Chi Epsilon conflict with ASCE or any other engineering or technical society on campus. (1976)
- D. Where possible, Chi Epsilon may seek out other campus honor societies and engineering technical societies to discuss common interests and promote joint meetings. (1976)
- E. One member of the Council shall be appointed as a representative of Chi Epsilon to the ACHS (Association of College Honor Societies).

ARTICLE XXIII - Chapter Bylaws

- A. Each chapter shall have its own chapter bylaws, subject to and consistent with the Constitution and Bylaws of Chi Epsilon.
- B. Each chapter shall submit copies of its Bylaws to the Executive Secretary. (2010)
- C. Each chapter will find it helpful to use PAROP as a model for its bylaws.

ARTICLE XXIV - Pledging Activities

- A. Pledging activities shall be dignified and in the spirit of the honor they represent.
 - 1. Initiates may be asked to make pledge books and collect signatures of faculty, chapter honor, graduate, and active Chi Epsilon members; along with the signatures of the other initiates. This idea is suggested to let pledges become acquainted. (1974)
 - 2. A casual social event may be held to become acquainted. (1974)
 - 3. Initiates may be required to take part in a service project designated by the student chapter.
- B. A written paper may be requested from initiates; a prize may be awarded for the best paper.
- C. Initiates may be required to take an examination on engineering subjects.
- D. All initiates should be required to read the Constitution and Bylaws and PAROP, be able to answer questions relative to them, and be aware of the functions of Chi Epsilon.
- E. Individual chapters should establish a policy regarding initiate participation in chapter functions. This policy may include denial of membership. (1980)

ARTICLE XXV – Conclaves

A. Preparation for and conduct of Conclave.

1. All chapters or districts are encouraged to host a National Conclave. A letter of intent shall be submitted to the Executive Secretary. A formal presentation shall be made at the Conclave, following notification of the Executive Secretary. Preference will be given to those chapters submitting a letter of intent four years prior to the Conclave they wish to host. (1984)
2. Facilities needed: Rooms for meetings, computers with word processing and printers preferred, duplicating equipment, living accommodations, and accessibility to other chapters. Facilities shall also satisfy the requirements of the National Council. (1974)
3. It is the duty of the National Council to establish the time, place, and program of the Conclave. (1966)
4. Each host entity, following the completion of the Conclave, should prepare a summary of their procedures, problems, solutions, forms, expenses, correspondence, etc., and send it to the Executive Secretary. The Executive Secretary will transmit a copy of the report to the chapter selected as host for the following Conclave. This report shall be used by the future host chapter or district as a guide in its preparations. (1972)
5. A pre-conclave packet shall be compiled for distribution to each chapter before each Conclave. The packet shall include the following information:
 - a. Letter from the National President concerning the upcoming Conclave
 - b. Travel allotment arrangements
 - c. Letter concerning the Conclave committees and committee assignments
 - d. Minutes of the previous Conclave - on jump drive
 - e. Policy and Rules of Procedure – on jump drive
 - f. A summary of Parliamentary Procedures

In addition, the host for the Conclave shall compile an abstract containing specific location details, maps, housing arrangements, tentative schedules, and other important information. This literature shall be sent to the Executive Secretary on or before December 15 of the year preceding the Conclave. The Executive Secretary shall compile the information contained in the packet for distribution to each chapter during January of the year of the Conclave. (1982)

Hosting chapter or district must post an online registration form on the Conclave Website, which can be completed and/or submitted online at least one month before registrations deadline. Host must also send a letter to all chapters providing an option to request registration by mail. This option is offered for those chapters without web access. (2002)

6. It is recommended that the facilitator to each committee distribute, prior to the Conclave, information to each school on the committee, pertaining to committee responsibilities and suggested advance preparations for the meetings. (1982)
7. The host chapter will provide the most economical transportation to and from the local airport to the site of the National Conclave of Chi Epsilon and will be reimbursed by the Executive Secretary following the Conclave, if needed. (1986)
8. The primary consideration for determining the Conclave location shall be minimizing travel cost. (1982)

B. Eligibility for Travel Allotments to Conclave

1. Every active chapter is eligible to receive a travel allotment for one Conclave delegate. (1968)
2. A new chapter shall be allotted transportation funds for the first Conclave following their installation, in the same manner as all other chapters. (R2006)
3. The above is a travel allotment only. It is not expected to cover all of the expenses of a delegate to the Conclave. Additional funds will be needed from the chapter treasury or from other sources.
4. The Executive Secretary, in his Pre-Conclave correspondence, shall recommend to each chapter that subsequent funds may be available from university funds, engineering societies, departmental members, engineering related firms, and alumni by solicitation. The solicitation is most effective by incorporating the help of department members. (1980)

5. Travel allotments are intended to assist the local chapters with expenses incurred in sending one delegate to the National Conclave. These allotments to chapters will be made on minimum highway mileage obtained from the travel website that the National Council finds appropriate, in accordance with the following guidelines: (2010)
 - a. One Hundred and Fifty dollars (\$150.00) plus twenty-five percent (25%) of the IRS rate of the year prior to the Conclave per mile based on round trip mileage.(R2006)
 - b. Travel allotments for schools traveling from outside the continental U.S. will be calculated at 70% of the airline mileage rate to the nearest port of entry (Seattle, WA for Alaska and Los Angeles, CA). From this point to the Conclave will be figured above procedure.
 - c. Allotment adjustments will be paid according to the following schedule after approval by the Audit Committee. These adjustments will be paid after the conclave has concluded. The delegate must supply the Audit Committee with a written request for an allotment adjustment and must provide receipts to justify the request to the committee prior to the closing of the first Audit Committee meeting. NOTE: If the delegate elects to fly to the Conclave, the ticketed price must be for economy/coach airfare to be considered by the Audit Committee. (R2014)

Allotment Adjustment Schedule

1. Excess travel costs above routine allotment
 2. Baggage fees (1 bag – two way travel)
 3. Parking / transport (shuttle, taxi, etc.) fees
- d. The Executive Secretary shall notify each chapter of its mileage and allocated funds on or before November 1st of the year before the Conclave. Allocated funds shall be disbursed to each chapter at least 60 days prior to the date of the Conclave. Appeals will be acted upon by a committee consisting of the Executive Secretary and members of the Audit Committee. The list of chapter allocated funds shall be available to all attendees of the Conclave and provided to the Audit Committee.(R2008)
 - e. A chapter which provides a 'proxy' delegate for another chapter in the same district can be awarded an additional travel allotment provided the following conditions are met (R2014):

- i. The chapter providing the proxy must have two or more delegates present at the conclave.
 - ii. Both the chapter requesting the proxy and the designated proxy chapter must have a written agreement between the two chapters.
 - iii. The chapter requesting the services of a proxy must have sent a check for ½ the registration fee expenses to the proxy chapter.
 - iv. A copy of the written agreement and receipt showing payment of the required fee must be provided to the National Office at least 45 days prior to the event. On receipt, the National Office will ask the proxy chapter to change the 'status' of one of the additional delegates to reflect the additional delegate will be serving as a proxy for a specific chapter.
 - v. The proxy chapter is entitled to receive the travel allotment for the chapter asking for a proxy or the proxy chapter's travel allotment whichever less is.
- b. Unexpended travel allotments from chapters not in attendance at this Conclave shall be returned to the Executive Secretary.
 - c. Any reimbursement less than \$10.00 will be credited to the chapter's account.
 - d. Prospective chapters, as defined in Bylaws Article IX, Section 1a, are encouraged to attend the National Conclave where practical. A small travel allotment of \$150 per prospective chapter in attendance has been set aside for this purpose. (R2014)
 - e. The Executive Secretary is authorized to 'zero balance' Chapter accounts held by the National Office by adding to or subtracting from the Chapter's Travel Allotment prior to the Conclave. (R2014)

C. Conclave Attendance of Faculty Advisors and Trustees

1. Faculty Advisors are urged to attend each Conclave whenever suitable arrangements can be made. An award of \$100.00 will be given to each chapter (except the Host Chapter) with at least one official delegate in attendance (not proxy) whose Faculty Advisor is also in attendance at the Conclave. The chapter delegate must answer the roll call each session.

The Faculty Advisor will submit a form to verify his or her attendance at the Conclave to the Executive Secretary (1998). The registration fee for each Faculty Advisor attending the Conclave will be waived by the host committee/district. Funding for this waiver and award will be recovered by adding an amount to the registration fee for each member, who is not a Faculty Advisor, equal to the sum of the funding needed to provide the waiver divided by the number of members in attendance. (R2014)

2. Chapter Trustees shall be encouraged to attend the National Conclave.

D. Attendance and Quorum at the National Conclave

1. A quorum shall consist of the representatives of two-thirds of the total number of official delegates of the chapters in good standing. A chapter in good standing is an active chapter that has initiated at least one new member in the immediate past biennium. (2002)
2. Each chapter is expected to send a delegate to the National Conclave. The delegate must be an active member of the chapter.
3. Chapters are required to send a primary delegate to at least one conclave every six years. Failure to do so will result in probation (Article VII Section 2 of Bylaws) or disciplinary action -- such as a fine, inactivation of the chapter, or other action taken against the chapter at the discretion of the National Council. (2014)
4. At least three months prior to conclave, chapters planning to use a proxy must submit a letter to the National Office expressing reason for requesting a proxy. National office must approve or deny use of proxy.
 - a. If request to send a proxy is denied or failure to submit letter, the chapter must send a primary delegate to conclave. Failure to send primary delegate will result in a fine of the full registration.
 - b. If approved, chapter must pay half of registration fee for proxy. This fee must be paid prior to the Conclave. Failure to pay this fee at least 45 days prior to the event negates the proxy agreement between the two chapters. (R2014)
 - c. In the event the only registered delegate cannot attend the Conclave due to emergency or extenuating circumstance, a proxy chapter delegate will be chosen to represent the chapter not in attendance. Additional considerations:

- i. The chapter which is not able to attend because of emergency or extenuating circumstance will not be fined for failure to attend the conclave.
 - ii. The chapter must refund its travel allotment to the Executive Secretary within 10 days following the event.
 - iii. The delegate serving as a proxy will be awarded a travel allotment in accordance with Article XXV.B.5.e.v (above). (R2014)
5. The National Office is to contact a chapter that has not sent a primary delegate to two consecutive Conclaves one year before the next Conclave to remind them of Article XXV.D.3 above. (2012)

E. Non-attendance of Conclave by Chapters

1. It is recommended that the District Councillor contact the Faculty Advisor, Department Chair, and/or Dean in a timely fashion in the event that a chapter fails to register a delegate to the Conclave, and encourage that the chapter be represented at that Conclave.
2. It is recommended that the District Councillor notify the Dean, Department Chairman, and Faculty Advisor of the absence without proxy of their chapter at the Conclave, soon after the Conclave and again before the following Conclave. (1988)
3. If a chapter has not been in attendance or represented by proxy in two consecutive Conclaves, the year following the last missed/proxied conclave, the National Office will notify the chapter that they must send a delegate (not a proxy) to the next conclave. Failing to send a delegate to the conclave (2012), it is recommended that the National Council review that chapter for probation. (1988)
4. If a chapter has not been in attendance at a Conclave, even if served by a proxy, its absence is subject to publication in Chi Epsilon literature. (1994)

F. Conclave Spirit Award (1996) See Article XII, Section F for details.

G. Outstanding Faculty Advisor Award (1996) See Article XII, Section G for details.

H. District Conferences (2004)

1. It is recommended that District Conferences be organized by District Councillors.
2. Chapters within the district may volunteer to host the conference.
3. Conference organization will be paid for the by the host chapter and travel expenses will be met by participating chapters and delegates.
4. A reimbursable travel allotment of \$200.00 per chapter is intended to assist local chapters with expenses incurred in sending delegates to the District Conference. (R2014)
5. A reimbursable travel allotment of \$150.00 per qualified prospective chapter(s), as defined in ARTICLE IX, Section 1a, of the Bylaws, is intended to assist these prospective chapters with expenses incurred in sending delegates to the District Conference. (R2014)

ARTICLE XXVI - National Honor Membership

- A. National Honor Member must:
1. Be a member of Chi Epsilon.
 2. Have a distinguished and pre-eminent accomplishment record in civil engineering, and have furthered the object and purpose of Chi Epsilon.
- B. Preliminary nomination of a candidate may be made by:
1. A Chi Epsilon Chapter
 2. A previously elevated National Honor Member
 3. A member of the Council
- C. Nominations will be carried over (kept in the pool) and voted upon for a period of at least five years. (See paragraph G below for modification). (1970)
- D. It is recommended that only one National Honor Member be elevated at one ceremony. (1972)
- E. A strong effort should be made to elevate a National Honor Member at each National Conclave.
- F. If a National Honor Member should be elevated during the interim between Conclaves, it should then be in conjunction with an initiation of undergraduate or graduate students. Plans for such an elevation shall anticipate the presence of at least three members of the Council.
- G. The Executive Secretary will prepare a list of the nominees for National Honor Member, and send it to the members of the Council well in advance of the proposed date of elevation. The members of the Council shall vote on the nominees by first, second, third choice, etc. Each nominee will be scored with one point for first choice, two points for second, etc., and the total score obtained. If there is not a clear and distinct majority in favor of one candidate, then a new ballot will be prepared by dropping those with the highest scores who appear to have no chance of eventually attaining a clear majority, and a second vote taken. When consideration for National Honor Member comes up again, those names that were dropped will be put on the ballot for five years, or until it is very definite that the candidate has no chance of being approved. (1972)
- H. It is anticipated that the voting will be completed and the candidate selected by the Council at least four months prior to the date of the elevation.

ARTICLE XXVII -- New Chapter Petitions

(Step-by-step Procedure to be Followed by Institutions Interested in Establishing a Chi Epsilon Chapter)

These steps for forming new chapters were adopted at the 1968 Conclave, pages 26 and 27 of the Minutes.

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, it must gain and hold the confidence and enthusiastic support of the college faculty. It 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.

- A. Opening inquiries from interested institutions should be addressed to the Executive Secretary, Chi Epsilon, University of Texas at Arlington, Box 19316, Arlington, TX 76019-0316. This letter may be a simple letter of inquiry.
- B. Upon receipt of a letter of inquiry from any institution having at least 20 B.S. graduates per year from an ABET (Accreditation Board for Engineering & Technology) accredited civil engineering curriculum or an ABET accredited civil engineering option, the Executive Secretary will respond by sending a copy of the current Constitution and Bylaws, Policy and Rules of Procedure (PAROP), and "The Transit" of Chi Epsilon. The Secretary will inform them that they must form a local Honor Society similar to that set forth in the Constitution and Bylaws of Chi Epsilon--the eligible list from which to select members is the upper one-third of the classes. (See Article XXVII, Section H, concerning honor societies.) This local Honor Society must be in existence for at least one year before it can petition for a Chapter of Chi Epsilon. Neither in its name nor in its Constitution should there be any information that the local society is a chapter of Chi Epsilon. The Executive Secretary will send explicit directions, to include a copy of a petition of a recently installed chapter, for preparing the petition, as described in PAROP. (1986)
- C. The Honor Society will arrange for a visit of the appropriate Chi Epsilon District Councillor prior to its submission of a new chapter petition. The visit will be for the purpose of meeting with the local Honor Society's Faculty Advisor and officers, and for assistance with the preparation of the petition. (1986)
- D. The Honor Society will prepare a petition with the following minimum content:
 - 1. The number of civil engineering graduates during the past five years.

2. The number of civil engineering students enrolled for the past five years, by class and by semester, or by quarter.
3. The petition must contain brief copies of the professional records of each academic member of the civil engineering faculty. The records shall not exceed two pages per faculty member. These records shall include information indicating membership in Chi Epsilon, states in which registered as a professional engineer, and grade of membership in professional organizations such as ASCE. (1986)
4. The names of other honor groups, local or national, in the College of Engineering.
5. The nature and extent of activities of the local civil engineering students in professional student societies (such as ASCE) and campus activities in general.
6. A college catalogue describing the curriculum.
7. The length of time the institution has taught civil engineering.
8. Names (and description of activities) of honor societies or professional groups - either local or national - which are open to civil engineering students on campus.
9. The petition must contain letters from the Dean of Engineering and the Head of the Civil Engineering Department, and as many letters as may be attainable from the faculty of the Department of Civil Engineering. The letters shall include a statement of their sincere approval of, pledge of active support for, and personal commitment to their chapter of Chi Epsilon. Personal letters rather than form letters, from each faculty member, are preferred. A letter from a faculty member who would be willing to serve as Chapter Faculty Advisor or who has been serving as the society's Faculty Advisor, is required. (1986)(2006)
10. The petition must contain a list of the names, relative class rankings, and activity records of each petitioner undergraduate in the group. (1970)
11. The petitioners must pledge that if the petition is approved and a chapter of Chi Epsilon is installed on campus, the petitioners shall be responsible for all chapter duties and responsibilities as outlined in the Constitution, Bylaws, and PAROP.(R2014)

- E. Upon receipt of the directions for preparing a petition, a petitioning group will prepare a petition, in accord with ARTICLE XXVII, Section D and, mail copies directly to each Councillor, using addresses in the current Constitution or as supplied by the Executive Secretary. (1972)
- F. Appraisal by the Council: The object of the Councillor's appraisal shall be to determine the relative capacity of the petitioning institution to produce civil engineering graduates equipped to attain true professional stature, as idealized by the four "pillars" of Chi Epsilon. Basis for rejection of this capacity may be:
1. Lack of ABET accreditation of the civil engineering curriculum will result in the denial of a petition. (1986)
 2. Evidence that any engineering honor society established at the petitioning institution has ever been suspended or withdrawn for any cause may be, by itself, a basis for denying a petition.
 3. Evidence that a member of the faculty in the civil engineering department of a given institution has ever been declared guilty of violating any engineering society code of ethics may be, by itself, a basis for denying a petition.
 4. Failure to give written evidence that the proposed chapter has the wholehearted approval of the Dean of Engineering and the Civil Engineering Department Head may be, by itself, a basis for denying a petition.
 5. If the institution has given degrees in civil engineering for fewer than ten (10) calendar years, this, by itself, may be a basis for denying the petition.
 6. If professional records of faculty are notably lacking in evidence of engineering society activity, this fact shall be considered a demerit against the petition.
 7. Marked scarcity of civil engineering courses, ABET accredited or otherwise, may be considered a demerit against the petition.
 8. If the expressed idealism, as recorded in the history of the institution, is not acceptable, the petition may be viewed unfavorably.

G. Balloting by Council on the Petition

1. Councillors will examine the data independently and send a first ballot with a letter explaining reasons for a “yes” or “no” vote to the Executive Secretary. (1972)
2. The Executive Secretary will review the ballot, and if the result is unanimously “no” or “yes” will declare the voting complete, and will announce the results to the petitioning group and Councillors. (1972)
3. If the vote is other than unanimous, then the Executive Secretary shall summarize the negative arguments in a general letter to the Council and call for a second ballot. (1972) (R2014)
4. This second ballot will be conducted as in Article XXVII, Section G, paragraph 1, and a two thirds “yes” vote shall be sufficient to declare the petition approved by the Council.
5. A petition that does not secure Council approval on the second ballot shall be denied, but such action shall be reported to the next Conclave, for the record.
6. A group whose petition has been denied may present a new petition after the passage of two full years. (1968)

H. The Executive Secretary will advise the petitioning group on organizing a local honor society. The local Honor Society is intended to provide the founding membership and organization for the new chapter. (1972)

1. Civil Engineering faculty members who qualify as members under Article I, Section 3 of the Bylaws of Chi Epsilon may be included among the founding members of the local society.
2. The local Honor Society shall not elect alumni members.
3. Members of a local Honor Society who graduate shall be eligible for election to Chi Epsilon as alumni members, when the local Honor Society has attained national status. Such alumni members, who were founding members of the local Honor Society, may also be recognized as founding members of the new chapter of Chi Epsilon.
4. The rule recommending election of only one Chapter Honor Member per initiation (See Article VIII, Section D, paragraph 1 of PAROP) shall not apply to local Honor Societies; however, no Chapter Honor Member is to be elected from outside the faculty.

5. The local Honor Society shall hold meetings at least once each month during the school year, in accordance with Article III, Section 2, of the Bylaws of Chi Epsilon.
 6. The Secretary of the local Honor Society shall send to the Executive Secretary copies of the minutes of all meetings of the local Honor Society, and of the committees of the local Honor Society. If the minutes are unsatisfactory, the Executive Secretary will so notify the member chapter and the Council. (1972)
 7. The Editor/Historian of the local Honor Society shall send to the Executive Secretary interesting releases describing the activities of the local Honor Society to be published.
- I. Approval of a Petition by the Chapters: Once a petition has been approved by the Council, as provided in Section G preceding, the chapters shall be so notified. A synopsis of the petition shall also be included in this notification.
1. After copies of the synopsis have been mailed to each qualified active chapter, the Executive Secretary will notify the recipient chapters that ballots, to be valid, must be received by the Executive Secretary not later than 60 days (exclusive of July and August) from the date of the first notification. (1972)
 2. Each active chapter shall have one vote or ballot cast on a given petition. A negative vote, to be counted as valid, must be accompanied by a supporting statement describing specifically the basis for such a vote.
 3. The Executive Secretary shall receive and count ballots, and unless one-fourth of the total of active chapters have voted negatively within this sixty-day period (excluding July and August), the new chapter shall be admitted. The Executive Secretary shall then proceed to notify the petitioners of the official action of Chi Epsilon. (1972)
- J. Upon being notified of admission to Chi Epsilon, the local Honor Society shall make arrangements with the District Councillor for an appropriate date for the installation.
1. The local Honor Society shall notify the District Councillor regarding its selection of Chapter Honor Members and Trustees (see PAROP, Articles VIII and XVIII) so that approval of the National Council may be secured prior to the installation.

2. The honor society may, at this time, select an alumni member as specified in Article I, Section 3, of the Bylaws, to be initiated at the installation of the Chi Epsilon chapter.
3. A newly installed chapter shall pay the National Secretary/Treasurer an installation fee of \$150 to help offset costs of said installation. (1986)

ARTICLE XXVIII - Chapter Annual Reports

All chapter annual reports and forms sent to the Executive Secretary should be neatly submitted as per the requirements of the Editor of the Transit, and in accordance with "The Handbook for Faculty Advisors and Chapter Officers", in its latest revision. (2008)

ARTICLE XXIX - Standard Forms for Reports

The annual report to "The Transit" should consist of:

A narrative of 200 words or less (1984) NOTE: Since we are now publishing the Transit in an online version, this restriction has been somewhat relaxed. (R2014)

A separate paragraph describing the activities of special interest in the narrative (1976)

A separate listing of new officers and new initiates (1978)

ARTICLE XXX – Alumni Affairs (2004)

- A. An Alumni Association is an association composed of individuals who:
 - 1. Have been duly initiated into chapter membership.
 - 2. Have obtained their undergraduate degree, and are not active members in any undergraduate chapter. (1976)
- B. Alumni Associations should be comprised of members residing in a general area, regardless of the alma mater of the individual members.
- C. An Alumni Association should bear the name of the geographical area rather than of a specific school.
- D. Alumni Associations should be primarily formed to:
 - 1. Promote Chi Epsilon
 - 2. Benefit regional student chapters
 - 3. Benefit alumni members
 - 4. Encourage joint social activities with student chapters
- E. Potential benefits to regional student chapters may include:
 - 1. Professional development opportunities (mentorship, mock interviews, speakers, etc.)
 - 2. Chapter guidance
 - 3. Expanded financial support
 - 4. Professional networking opportunities
 - 5. A list of Chapter Honor Member nominee candidates

F. Potential benefits to regional Alumni Association members may include:

1. Recognition among colleagues
2. Contact with student members for future employment
3. Maintain contact with fellow alumni
4. Opportunities to support local chapters

G. Suggested methods of starting Alumni Associations:

1. That the regional chapters from each area communicate to organize an Alumni Association in that area.
2. That each chapter does its best to contact the National Office to obtain a list of all chapter members and identify regional or local firms with alumni.
3. That each coordinating chapter notifies the alumni in the area that there exists a desire to form an Alumni Association in that area, and request responses from interested alumni.
4. That the coordinating chapter(s) shall arrange and conduct an organizational meeting(s). The purpose of the organizational meeting(s) will be:
 - a. Determine officers needed on a case by case basis
 - b. Constitution and bylaws for the new alumni association
 - c. Develop mission statement/guidelines
5. That each chapter should provide the regional Alumni Association with recent graduate contact information.

H. All alumni members who currently subscribe to "The Transit" shall be on the Executive Secretary's mailing list for pertinent correspondence. (1972)

Appendix A

Conclave Planning

This appendix provides a chronological outline of the tasks to be performed by the host chapter to assure a successful National Conclave. There is no “best” organizational structure for accomplishing this task; however, past experience has shown that it is a good idea to elect a dedicated, capable chapter member as Conclave chairperson who will coordinate all activities from beginning to end. It is also recommended that several working committees be formed. These should be limited in number to provide that all committees have a reasonable workload throughout the year. Possible committee designations are:

Budget and disbursements

Food and hospitality

Housing and registration

Program

Chronology

A. At least one year before the Conclave:

1. Formulate a preliminary budget based on that of the previous Conclave.
2. Organize fund raising activities.
3. Decide where the Conclave activities will take place. (On or off campus, hotel or convention center)

B. About one year before Conclave:

1. Reserve sufficient hotel accommodations. The number of rooms needed depends on the number of guests expected and allowed per room. Most hotels have specialists to assist in the planning.
2. Contact school officials about the Conclave (i.e. Deans, department chairpersons, administrators). Learn about university policies that apply to the Conclave and services the university will be able to provide.
3. Develop a preliminary schedule of Conclave events.

4. Reserve rooms for meetings and social events. A high capacity auditorium will be needed for general business sessions and 10 to 12 smaller rooms for meetings.

C. Nine to twelve months before the Conclave:

1. Make arrangements for food service. You should plan on at least a continental breakfast, lunch, and dinner each day the Conclave is in session. Snacks and refreshments are served during meeting session recesses. Often one or two social events are also scheduled.
2. Consult with Council as to the amount of registration fee.
3. Compose a registration form. The Executive Secretary will provide past examples.
4. The host chapter will likely be the site of an off-year National Council meeting.(R2006)

D. Six to Nine months before Conclave:

1. Design invitation/information packet to be sent to the chapters. Include:
 - a. Maps, directions
 - b. Climate of the area
 - c. Hotel/housing information
 - d. Preliminary programs or schedules
2. Begin normal chapter pledging procedures.

E. Three to six months before the Conclave:

1. Maintain continuous communication with the establishments with whom prior arrangements have been made (hotels/caterers). (THIS IS VERY IMPORTANT!)
2. Determine how registration forms will be processed as they are received.

3. Contact potential guest speakers and invite those who are available to give appropriate presentations.
4. Design programs for the Conclave and the banquet and have them printed professionally.

F. One to three months before Conclave:

1. Working with the housing facility, set up check-in procedure for the guests as they arrive.
2. Make arrangements for greeting guests at the local airport. Perhaps special ground transportation can be provided.
3. Arrange for clerical supplies: computers, copying, paper, overhead projectors or screens for computer use, extension cords, for all committee rooms, NC room, etc.
4. Hire professional photographers for group photo.
5. Send in paperwork for host chapter pledges to be initiated at the Conclave.

G. Two weeks to two months before Conclave:

1. During this time registration forms will be arriving from the guests. Be certain that all are processed properly, including:
 - a. Name tags - bold and legible with special designations (such as colors) for Councillors, Faculty Advisors, and host chapter
 - b. Deposit of registration fee
 - c. Special needs of registrants
2. Give final counts of guest numbers to housing and food service facilities
3. Assemble a portfolio to be given to each guest containing: Name tag, local information, gifts/ souvenirs, and general Conclave information

Appendix B

Revision History

Dec 28, 2012 Reformat PAROP for WORD format. Eliminate unnecessary spaces and tabs. Fix paragraph numbering and indent system.

June 4, 2013 *Revisions made by National Council during off-year meeting*

Minor spelling corrections. Remove reference to University Activities in Scholarship evaluation section, and reference 'and Awards' from Item 3 in Scholarship evaluation section.

Remove text from ARTICLE XII, Section B. Add modifier to title (No PAROP established at this time)

ARTICLE XXV, Section H, 4 modified reimbursable travel allotment for chapters attending district conferences from \$100.00 to \$200.00

ARTICLE XXV, Section H, 5 Added prospective chapter travel allotment (\$150.00) for district conferences National Council vote March 15, 2013.

March 13 – 16, 2014 Revisions during 43rd National Conclave

Revisions made by Awards, Scholarships and Fellowships Committee

Revision ARTICLE XII

Change title of Article to Awards, Scholarships and Fellowships
Remove Items A & B – Neither of these are referenced by other documents

Change Harold T. Larson Award to Harold T. Larsen "Outstanding Service" Award

Minor wording changes for clarity throughout article

Remove XE member requirement from rubric

Change ASCE member to Professional Society Member

Alter point totals on selected line items

Revision Section C – Undergraduate Scholarships and Graduate fellowships

Minor name change

Minor wording changes for clarity throughout section

Official transcript no longer required

Changed instructions regarding submission of photo

Change GPA from step function to continuous function

Conclave Spirit Award
Modified Travel Score criteria used to determine winner
Did not complete Participation Score criteria
Arthur N.L. Chiu Outstanding Faculty Advisor Award
Minor wording changes for clarity

Revision ARTICLE XXV.H.4:
Increase District Conference travel allotment from \$100 to \$200 per chapter. Provide travel allotment of \$150 to prospective chapters attending District Conference.

Revision ARTICLE XXIX – Standard Forms for Reports (Executive Secretary)

Relaxing restriction on Transit narrative word count because Transit now published in an online version

Revisions by Budget and PAROP Committee

Revision ARTICLE IX – Audit
Adjust initiation fees to reflect “Lifetime Membership Fee” = \$82
Adjust CHM fees to reflect “Chapter Honor Member Fee” = \$50

Revisions made by Chapter Affairs Committee

Revision ARTICLE VII
Added introductory material and pushed Table of References to end of Article
Removed fine 7.1.h
Adjusted Table of Fines to reflect new fee structure
Modified ARTICLE VII.C.2 to include: resume/c.v. and biosketch, printout of PE Board registration (if applicable) and high resolution .jpg or .tiff (at least 1 Mb).

Revision ARTICLE VIII.D
Item 1 – modify description of faculty member who can be considered for election as a member of Chi Epsilon
Item 2 – clarification of nomination package contents
Item 3 – Required information to be transmitted to the National Office

Revision ARTICLE X – Publications (Made by Chapter Affairs Committee)
Modified frequency and number of email reminders concerning report due dates.
Modified fine for not providing required Chapter Annual Reports (\$20)

Revisions made by Government and PAROP Committee

Revision ARTICLE V

Adjusted committee names to reflect current practice

Adding ARTICLE V.C

Added new section to provide inclusion of committee Chair and Secretary's contact information (phone number and email) to all communications transmitted between committees. Also provides that modifications be transmitted in PDF format.

Renumbered former ARTICLE V.C to V.D

Amplification ARTICLE VII.A

Outlines list of recipients for 14-day reminder emails

Modification of ARTICLE VIII.D.1.c

Delete reference to length of time on staff

Revision ARTICLE XXV.B.5

Complete rewrite of item 5. Removes all references to travel other than travel allotment for the primary delegate based on ground mileage. Changes strengthen requirements for serving as a proxy representative. Adds authority for Executive Secretary to 'zero balance' chapter accounts prior to sending travel allotment.

Revision ARTICLE XXV.C.1

Rewrite of item C.1

Revision ARTICLE XXV.D:

Change title of section – Attendance and Quorum at the National Conclave

Revision ARTICLE XXV.D.3

Move item XXV.D.3.d to new item 3
Renumber items in D accordingly

Revision ARTICLE XXV.D.4.b

Add time frame for payment of fees to proxy chapter

Revision ARTICLE XXV.D.4.c

Rewrite of item D.4.c

Revision XXVII.D.11

Remove reference to Conclave Fund