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By-Laws of Omega Chapter
Eta Kappa Nu Association
Oklahoma State University
Stillwater, OK

Article I: Principles

Members of Omega Chapter shall act always to enhance the profession of electrical engineering by: upholding the principles and practices presented in the constitution and ritual of Eta Kappa Nu Association; promoting scholarship, extra-curricular activities and cooperation with the faculty at Oklahoma State University and cooperating effectively with other honor societies and professional societies on this campus, and with other chapters – both college and alumni – of Eta Kappa Nu.

Article II: Membership

Section 1. An active member is any member of Omega Chapter, other than alumni members, who has not been declared inactive, as set forth in Section 2 of this article.

Section 2.

1. Any active member, not an alumni member, who misses two posted meetings during a semester, and does not present the president of the chapter with a valid written excuse for missing a meeting prior to the next chapter meeting or the end of the semester, whichever occurs first, shall be declared inactive
2. For an inactive member to be reinstated as an active member, the inactive member must submit a written petition to the chapter stating reasons for desiring reinstatement as an active member. This petition must be approved by a majority of the members present at a posted chapter meeting.
3. An inactive member will lose all voting privileges and will not be allowed to participate in any chapter activities until he has been reinstated as an active member.
4. The president of the chapter shall notify any member who has missed two unexcused meetings during a semester that he will be declared inactive at the next scheduled meeting. This shall be done prior to the next meeting.
5. The president of the chapter will declare members inactive during the meeting immediately following the meeting missed by them which made them inactive.

6. Inactive members will be notified in writing by the president of the chapter within one week of their being declared inactive that they are an inactive member

Section 3. Alumni members shall consist of graduate student members and faculty members of Omega Chapter. These members shall not be declared inactive because of inadequate attendance. Alumni members shall have full voting privileges in chapter meetings but may not be elected to any chapter office, except that faculty members may hold the office of Faculty Advisor.

Article III: Election to Membership

Section 1. A Junior or Senior in the School of Electrical and Computer Engineering at Oklahoma State University or those persons who are referred to in Section 9 on this article shall be eligible for membership provided: (1) he or she has attended Oklahoma State University for at least one semester; (2) his cumulative scholastic average shall meet the requirements of Section 5 of this article; (3) he shall have completed at least one course in electrical engineering; (4) he shall have contributed effectively to extra-curricular activities and/or he shall have engaged in an extensive program of work for his support during his college career; and particularly, (5) he shall be of unimpeachable character.

Section 2. For the purpose of determining the student's eligibility for membership, the prospective member shall be considered of Junior standing if he has completed at least 60 semester credit hours, and Senior standing if he has completed at least 94 semester credit hours.

Section 3. The cumulative scholastic average of a candidate for membership shall be reviewed by a standing committee of the organization and the candidates' eligibility noted for the invitation list mentioned below. (The chapter shall choose and describe the methods of selection for nomination, interviewing and election along the lines indicated in the following sections.)

Section 4. To achieve the objectives of Article I, the members of Omega Chapter shall act at all times to collect data on the personality, scholastic performance, and extra-curricular activities of all students in Electrical and Computer Engineering at Oklahoma State University. Students with good qualities shall be encouraged to enhance them; students with deficiencies that may retard their professional development shall be helped and encouraged to overcome their deficiencies.

Section 5. As soon as possible after the beginning of the Spring and Fall semesters, the Membership Committee shall compile a list of candidates whose grade point average

places them in the upper one-fourth of the electrical and computer engineering junior class or in the upper one-third of the electrical and computer engineering senior class. Those whose names appear on the above list shall be sent an invitation to the Semi-Annual Eta Kappa Nu Cookout.

Section 6. The purpose of the Semi-Annual Cookout is to introduce prospective members to the Eta Kappa Nu and to explain the pledge program. All those invited to the Smoker are eligible to become members of the pledge class if they so desire.

Section 7. Informal induction and initiation procedures may be determined by the chapter and formal induction shall proceed according to the Ritual of the Association.

Section 8. Prior to the informal initiation, members of the chapter shall be called to an official meeting. This meeting shall be to elect members of the pledge class including persons qualifying in Section 9 of this article to full membership in the chapter. After open discussions on each candidate, a secret ballot will be taken. At least three-fourths of the active members of the chapter shall vote on each nominee and election is achieved for all candidates receiving no contrary votes. Those who receive contrary votes will immediately be reconsidered; if in reconsideration and discussion, subsequent secret ballots show the number of contrary votes does not exceed one-tenth of the membership present and voting or four votes, whichever number of votes is smaller, the candidate is declared elected.

Section 9. Faculty members and graduate students in the School of Electrical and Computer Engineering who qualify for membership according to the requirements set by the National Association will be extended invitations to the Semi-Annual Smoker and will be considered for membership as described in Section 8 of this article. These candidates for alumni membership will not be required to participate in informal induction and initiation.

Article IV: Government of the Chapter

Section 1. The government of the chapter shall be in accordance with the National Constitution.

1. The offices of Student Council Representative, and President-Elect are established as additions to the six offices listed in the basic document (The National Constitution).

Duties:

Student Council Representative - (1) To effectively represent the chapter on the Engineering Student Council in a manner

commensurate with the high standards and ideals set forth in Article I.

President-Elect – (1) To understudy the position of President as Vice-President and (2) to assume the office of President at the conclusion of the semester of his service as President-Elect.

2. The President shall in the first regular meeting of the semester appoint a parliamentarian.

Section 2.

1. Terms of offices shall be one regular semester for all offices except for the Student Council Representative, Treasurer and the Faculty Advisor, which shall be for a full year. All officers will assume office at the conclusion of the semester during which they were elected.
2. Eligibility to hold office is established as (1) a minimum of one full regular semester remaining prior to graduation, (2) active undergraduate membership as outlined in Article II, and (3) the absence of current service in the office being considered. In the case of the President-Elect and the Student Council Representative, a minimum of two regular semesters or one full year remaining prior to graduation, whichever is applicable is required.

Section 3. The term for Faculty Advisor is two full school years. After this period, a quorum, as defined in Section 5 of this Article, may decide to either keep the current advisor or select a new faculty advisor to fill the role. The Faculty Advisor serving at the time this Section is approved shall serve at least one additional term before his or her term expires.

Section 4. Alumni members shall have voting privileges at any meeting as outlined in Article II, Section 3. Such members are not considered in a determination of a quorum. See Section 5 below.

Section 5. A quorum, consisting of a majority of the active members, is required to be present at any meeting to transact chapter business.

Section 6. Any officer may be removed from office at any regular meeting with three-fourths of the active members present and three-fourths of those present approving such action.

Section 7. The chapter parliamentarian shall be the interpreter of the By-Laws and shall act as parliamentarian at all meetings. He shall interpret the By-Laws, notify the

chapter when it is violating the By-Laws, and recommend amendments to the By-Laws as they are needed. Any disputes arising out of his discharge of duties here described will be resolved by the Faculty Advisor.

Section 8. Regular chapter meetings shall be held twice monthly whenever practical. Dinner meetings will be at the discretion of the President.

Article V: Committees

Section 1. The chapter shall elect a Trustee Committee of five members of Eta Kappa Nu who are faculty members of Oklahoma State University or alumni members. The Trustee Committee shall, in case of the suspension of the chapter: be custodian of all funds, records, and other effects of the chapter; have power for the chapter during the period of suspension; and have power, with the approval of the National Executive Council, to reorganize the chapter for the purpose of terminating the suspension. The Trustee Committee shall be elected for an indefinite term, except that the chapter may choose to change its membership or replace members who move away from the site of the chapter.

Section 2. The President shall appoint three standing committees, and other committees that are deemed necessary by the chapter: The Membership Committee shall collect and organize data on candidates eligible for election to membership as described in Article III, Section 5; the Chapter Activities Committee shall carry out the plans for activities, either within the chapter itself or in cooperation with other participating groups; and the Annual Report Committee shall prepare plans and implement them to the final production of a report presenting clearly and concisely the activities of the chapter.

Article VI: Election of Officers

Section 1. The election of officers will be held once each semester. The election of the officers for the coming semester will be held sufficiently in advance of the retirement of old officers so that the newly-elected individuals can be properly instructed in the conduct of office.

Section 2. **The order of officer selection shall be as follows: President-Elect, Recording Secretary, Treasurer, Corresponding Secretary and Student Council Representative.** The Faculty Advisor shall be elected at a meeting held for that purpose each spring semester.

Section 3. A majority vote of members present is established as the minimum required for election. An election will be valid only when 75 percent or more of active members are present and voting.

Section 4. No member shall be considered for an office unless he is in attendance at the voting meeting or unless he has sent a written statement requesting that he be considered. No member shall be allowed a proxy vote.

Article VII: Fees

Section 1. The membership fee is set by a vote of the chapter. Concurrence of three-fourths of the active members of the chapter shall be necessary to change the amount. The fee will include payment for the membership pin, the shingle, a subscription to the BRIDGE for three years plus the year of initiation, national fees, and chapter expenses. The membership fee does not include expenses incurred by the prospective member during the week of pledging.

Article VIII: Chapter Funds

Section 1. The General Fund of the chapter shall be established and administered by the Treasurer for the receipt of dues, fees and assessments, their deposit in savings fund or checking account, and their disbursement for the purposes determined by the chapter. All disbursements shall be signed by the Treasurer and Faculty Advisor.

Section 2. The Treasurer shall keep books always open to inspection by any member of the chapter; he shall report to each regular meeting of the chapter; and the Vice President and one other member selected by the Vice President shall audit the Treasurer's books when relinquishing his office to his successor. The Treasurer will also keep a password-protected copy of the books available on the Eta Kappa Nu website so the members have access to the books at all times. In order to maintain the security of the document, the password should be changed each semester and distributed to active members in person at the first meeting of the semester.

Article IX: Amendments

Section 1. These By-Laws shall be made available online and in a printed copy in the Eta Kappa Nu room to assure that the information contained herein is disseminated to all members.

Section 2. These By-Laws may be amended at any designated meeting of the chapter by an affirmative vote of three-fourths of the active members of the chapter; but such

amendment, to be effective, must be approved by the National Executive Council of the Eta Kappa Nu Association.