

Bylaws of the Kappa Chapter of HKN

Eta Kappa Nu
Cornell University
205 Phillips Hall
Ithaca, NY 14853

revision: 2015-05-08

Article 1: Chapter Charter

Section 1: Name

The name of this chapter shall be *Kappa Chapter of Eta Kappa Nu (HKN)*.

Section 2: Location

This chapter shall be located at Cornell University in Ithaca, New York.

Article 2: Bylaws

Section 1: Governance

These Bylaws shall be the official governing document of Kappa Chapter of Eta Kappa Nu and are subject to the Constitution and Bylaws of the Eta Kappa Nu Association and to future changes in those documents.

Section 2: Approval

Amendments to these Bylaws must be approved by a simple majority of chapter members voting.

Article 3: Emblem and Insignia

Section 1: Emblem

The official emblem of the chapter shall be the Wheatstone Bridge.

Section 2: Insignia

The official graduation insignia for the chapter shall be the Eta Kappa Nu Honor Stole and/or Honor Cord.

Article 4: Chapter Objectives

The objectives of Kappa Chapter of Eta Kappa Nu shall be:

1. To uphold the purposes and ideals of the Eta Kappa Nu Association as set forth in the Association's Constitution and Bylaws.

2. To promote and encourage excellence in Electrical and Computer Engineering education for the betterment of fellow students, the School of Electrical and Computer Engineering, the Cornell College of Engineering, and the public at large.
3. To promote and encourage among the students of Cornell University a desire for higher scholastic standing and greater knowledge in the studies prescribed in the Electrical and Computer Engineering Curriculum.
4. To foster a spirit of respect and cooperation with the faculty of Cornell University.
5. To cooperate with other organizations at Cornell University.
6. To cooperate with other chapters of Eta Kappa Nu.

Article 5: Office, Records, and Trustees

Section 1: Office

The office for the Kappa Chapter shall be located in 205 Phillips Hall.

Section 2: Records

The records of the chapter, which include chapter correspondence, membership, signature book, financial records (including checkbooks), and other records deemed important, shall be located in 205 Phillips Hall.

Section 3: Trustees

The trustee committee for the chapter shall consist of the ECE faculty at Cornell University. The Faculty Advisor(s) of the chapter shall chair this committee. Upon the resignation of, or incapacity of said chair, the committee shall elect its chair from its membership.

Section 4: Inactivity

Should the chapter become inactive, the trustee committee shall:

1. Be the custodian of all funds, records, and paraphernalia of the chapter.
2. Have full power to act and vote for the chapter during the period of inactivity exactly as if the chapter was in active participation.
3. Have full power, with the approval of the HKN Executive Director, to reorganize and reactivate the chapter when he or she deems the time appropriate.

Article 6: Membership Eligibility and Qualification

Individuals are eligible for consideration for membership in the Kappa Chapter of Eta Kappa Nu if they are of unimpeachable character, have the ability to make use of the knowledge and the information acquired, have the capacity and willingness for hard work, and have a genial nature and ability to work in harmony with all types of people and meet the academic qualifications for membership as specified below. Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.

Section 1: Juniors

Any enrolled student who has junior standing for the Bachelor of Science degree in Electrical and Computer Engineering, and has a cumulative ranking in the upper quarter of their class as determined by the College of Engineering.

Section 2: Seniors

Any enrolled student who has senior standing for the Bachelor of Science degree in Electrical and Computer Engineering, and has a cumulative ranking in the upper third of their class as determined by the College of Engineering.

Section 3: Graduate Students

Any student currently enrolled in a program of study leading to a masters or doctoral degree in Electrical and Computer Engineering and has completed one full academic term at Cornell University.

Section 4: Faculty

All faculty members shall be eligible for membership by virtue of their faculty position.

Section 5: Professional Member

Any electrical or computer engineer who has done significant meritorious work in the Electrical or Computer Engineering profession or allied pursuits. Professional members may not vote or hold office.

Section 6: Additional Approval

Candidates who are graduate students, faculty members, or professionals must have the written approval and endorsement of the chapter Faculty Advisor and the head of the ECE department.

Section 7: Miscellaneous

We do not haze, according to New York and Cornell University law. We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services).

Article 7: Member Election**Section 1: Meeting**

Eligible candidates shall be invited to attend an orientation reception. The purpose of the reception is to acquaint the prospective candidates with the Eta Kappa Nu organization and requirements for membership, and to better acquaint the current members with the prospective members.

Section 2: Criteria

Eligible students shall be elected to pledging candidates on the basis of the following three considerations:

1. Scholastic rank in Electrical and Computer Engineering class.
2. Extra-curricular activities and/or outside work.
3. Personality and character.

Eligible students shall not be discriminated against for any of the reasons listed in Article 6 Section 7.

Section 3: Notification

Candidates shall be notified of their election individually within 48 hours after the election. All who accept the invitation to membership shall be notified of the induction date, time, place, dress code, and procedures for the induction.

Section 4: HKN Nationals

Names and information for all candidates to be inducted shall be sent to HKN headquarters a minimum of three weeks prior to the induction date to enable membership certificates to be prepared for the initiation ceremony.

Section 5: Induction

The formal induction shall proceed according to the Induction Ritual of the Association as shown on the Eta Kappa Nu Website. To become a member of Eta Kappa Nu, an inductee MUST attend an induction ceremony. If they are on co-op or cannot attend for another reason, they will be required to attend the next possible induction ceremony. Eta Kappa Nu headquarters must be notified of inductees whose fees and information have been paid and recorded but who fail to attend the induction ceremony.

Article 8: Active Membership**Section 1: Determination of Inactivity**

At the end of each semester, the Executive Committee will determine those members who shall be placed on inactive or probationary status.

Section 2: Service Requirement

Each member shall be required to earn 7 hours of HKN service for each of the Fall and Spring Semesters. The maximum number of claimable hours shall be announced by Officers for each service opportunity.

Section 3: Service Opportunities

An event can only be counted towards a semester's service hours if it has been created by the Executive Committee, or if it is a co-sponsored activity with HKN. Any request to count another organization's event as HKN service hours must be approved through the Executive Committee.

Section 4: Meeting Attendance

A maximum of 3 service hours can be obtained through meeting attendance.

Section 5: Probationary Status

A member who does not obtain the prescribed amount of hours shall be placed on probation during the subsequent semester. Members with probationary status may not hold a chapter office, wear the honor cord/stole during the graduation ceremony, or receive a letter of reference or recommendation from the Faculty Advisor. A member may regain good standing by obtaining an amount of hours prescribed by the Executive Committee, which when added to the previous semester's hours, will not exceed the number of hours expected in a year prescribed by these bylaws.

Section 6: Inactive Status

A member who does not obtain the prescribed amount of hours for two consecutive semesters shall be regarded as inactive. An inactive member cannot regain any privileges of membership in HKN.

Section 7: Appeals

A member may appeal probationary or inactive status to a board comprised of the President, Vice President, and Faculty Advisor.

Section 8: Exceptions

Co-op students are exempt from the requirement to attain the required number of service hours during the semesters in which they are not enrolled as students on campus. Faculty and Professional Members are not required to obtain service hours.

Section 9: Committees

The Chapter President shall appoint committees as he/she deems necessary, with the approval of the Executive Committee.

Article 9: Chapter Officers**Section 1: Term of Service**

Chapter officers shall be elected once every spring semester. All newly elected officers shall take office at the conclusion of the last chapter meeting for the semester. All outgoing officers shall transfer their files and explain the duties of the office to the incoming officers at or before the last meeting of the semester.

Section 2: Election Date

Elections are to be held during or near the last three weeks of the semester as determined by the Executive Committee.

Section 3: Officer Positions

The Chapter executive officers for the chapter shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and News Correspondent. Other officers may be elected to meet the Chapter's needs.

Section 4: Duty Delegation

If the active membership of the chapter is insufficient to fill existing positions, any two offices may be combined, or one individual may be elected to two offices. In addition to the specific duties listed below, each officer must perform any additional duties delegated by the President.

Section 5: Vacancies

Any vacancy in the offices of the Chapter shall be filled at the first regular meeting after the vacancy occurs, and when possible, before the vacancy occurs.

Section 6: President

The president is in charge of the overall activities of the chapter. The president must preside at all meetings and is responsible for conveying the agenda of the meeting to the chapter. With the help of the other chapter officers, the president will prepare an outline of what will make a good program for the year, and convey this to the chapter. The president must also be part of the induction ceremony. The president will also resolve any internal conflicts and should be able to answer any questions about the chapter. The president also serves as the primary contact for the faculty advisor.

Section 7: Vice President

The vice president serves as the president's right-hand in creating plans for the year. The VP assumes the duties of the president in his/her absence. In addition to helping the president plan, the VP will primarily be responsible for keeping track of chapter activities and attendance, and ensuring that all members contribute the required amount of active membership to be considered in good standing with the chapter. The VP will keep in close contact with the president and assist in any other duties delegated to him/her by the president.

Section 8: Treasurer

As fiscal officer of the chapter, the Treasurer has charge of its funds. The treasurer is required by the Constitution to collect all dues. This is interpreted to mean all fees for induction, local dues if charged, any assessments that may be levied for any purpose, and for any enterprises, such as dinners, mixers, or other activities that are conducted by the chapter. The Treasurer shall pay out funds for any purpose only on the order of the chapter. Checks should be cosigned by the President or Faculty Advisor. This is very important, as otherwise it is impossible to keep a satisfactory check on the chapter's finances. No variation from this procedure should be permitted. In order that there may be no difficulty in presenting proper reports of the activities, the Treasurer should keep records in which are entered all financial transactions, and a balance should be kept for the inspection of the chapter at any meeting or when it is requested by the president. The Treasurer should see to it that all college requirements governing the handling of funds by student organizations are complied with, particularly those regarding the method of making payments, keeping records and having audits made. He/She should also handle any other duties of any sort that are delegated to him by the President.

Section 9: Recording Secretary

The Recording Secretary's responsibilities include keeping a record of all meetings. A suitable record (digital or hard copy) should be provided for keeping a record of the meetings of the chapter. In this the Recording Secretary should enter the minutes, name of all in attendance, motions made and action taken on them. The Recording Secretary signs the membership certificates. The Recording Secretary shall perform all other duties assigned to him/her by the President.

Section 10: Corresponding Secretary

All correspondence with National Headquarters is, in general, conducted by the Corresponding Secretary. It is his/her duty to confer with the president of the chapter in all matters which concern National Headquarters, to see that action is taken and to report back to Headquarters without delay. Securing membership certificates and keys for the elected members in time for the induction is one important duty of the Corresponding Secretary.

Section 11: News Correspondent

Along with the other officers, the News Correspondent should take a part in laying plans for the year and should take a definite responsibility for some phase of each program. The News Correspondent should also act as the publicity agent of the chapter. The News Correspondent will be primarily in charge of keeping the website up to date with the latest chapter news and information about upcoming events. He/She should also furnish news of the chapter to the ECE department and Cornell Engineering department as appropriate. The pledging/initiation of new members and the election of new officers are always acceptable subjects for news items.

Section 12: Other Positions

As needed before elections, the Executive Committee may create or destroy other officer positions and shift duties correspondingly.

Section 13: Succession

In the event that any executive officer is unable to perform his or her duties, then a special meeting shall be held to elect a replacement. The order of succession is President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, News Correspondent. The officer immediately below the vacant office shall assume the duties of both offices until a replacement can be elected.

Article 10: Executive Committee**Section 1: Members**

The Executive Committee shall consist of the officers outlined in Article 9 Section 3.

Section 2: Governance

The Executive Committee shall have the power to make decisions affecting the day-to-day operation of the chapter between regularly scheduled meetings.

Section 3: Planning

The Executive Committee shall serve as a planning committee for activities throughout the semester and shall propose the initial agenda for all meetings.

Section 4: Quorum

A quorum for transaction of business at an Executive Meeting shall be a two-thirds majority.

Section 5: Attendance

Executive Committee Meetings shall be open to all officers and members who wish to attend. The Faculty Advisor is invited to all Executive Meetings, but is not required attend.

Section 6: Overriding

Decisions of the Executive Committee may be overturned by a two-thirds majority vote of the active members of the chapter.

Article 11: Chapter Meetings**Section 1: Quorum**

A quorum for the legal transaction of chapter business shall consist of at least one-half of the active members of the chapter.

Section 2: Regular Meetings

A minimum of six regular meetings shall be held each semester according to a schedule determined by the Executive Committee. The purpose of regular meetings is to keep those interested in and responsible updated about the day-to-day business of the chapter.

Section 3: Executive Meetings

Executive meetings shall be held each semester according to a schedule decided by the Executive Committee. The purpose of executive meetings is to discuss higher-level plans and business of the chapter.

Section 4: Special Meetings

The chapter president may call a special meeting at any time, and shall be required to call a special meeting within two weeks upon request of five active members or the faculty advisor.

Section 5: Governing Rules

The rules governing this organization for conducting business shall be, in order of precedence:

- A) The Constitution of the Eta Kappa Nu Association.
- B) The Bylaws of the Eta Kappa Nu Association.
- C) The Bylaws of this Chapter of Eta Kappa Nu.

Except as provided in these Bylaws, all questions of order and governance shall be decided by the Executive Committee.

Article 12: Dues, Fees, and Assessments

Section 1: National Induction Fee

The national induction fee shall be determined by the current Bylaws of the Eta Kappa Nu Association.

Section 2: Local Induction Fee

The local induction fee shall be established by the Executive Committee, and shall not exceed the amount of the HKN National induction fee.

Section 3: Waiver

The Executive Committee may, at their discretion, waive an individual's local and/or national fees with just cause. Such cause is at the sole discretion of the Committee. In such cases, the Treasurer shall be instructed to pay the fees from chapter funds.

Article 13: Amendements

Section 1: Ratification

Amendment of these chapter Bylaws must be approved by a simple majority vote of all active members present at regular meetings. All amendments, additions, or deletions to this document must be reflected in this document as soon as the amendments are effective. The Amended Chapter Bylaws will become effective upon:

- A) The Required Chapter vote.
- B) Receipt of approval from any required university organization.
- C) Approval by the HKN Executive Council.

Article 14: Chapter Funds

Section 1: General Fund

There shall be a General Fund consisting of local chapter dues, fees, assessments, bank interest, and proceeds collected from other chapter activities. The general fund shall be used to pay all operating expenses of the chapter.

Section 2: Account

Monies shall be deposited in a university or department account or in a savings or checking account in a bank approved by officers of the Chapter.

Section 3: Administrator

The Treasurer shall establish and administer the General Fund and all accounts. The Treasurer shall have the authority to open accounts and to deposit funds.

Section 4: Multiple Accounts

Multiple accounts may be opened to separate funds from various chapter programs.

Section 5: Disbursements

Disbursements from any chapter account shall be approved by the treasurer.

Section 6: Financial Report

The treasurer shall prepare a financial report upon the request of the Executive Committee. The financial report shall include current balances, reports of deposits, and expenditures since the last meeting, and an estimate of upcoming deposits and expenditures. The treasurer shall keep books open to inspection by any member of the Chapter during a regular scheduled meeting.

Section 7: Audit

The newly elected Treasurer and optionally one other member appointed by the president shall perform an audit of the treasurer's books at the end of the treasurer's term.

Section 8: Fiscal Year

The fiscal year for reporting revenue and expenses shall be July 1 through June 30.

Article 15: Special Note Regarding IRS Requirements**Section 1: Exceeding \$25,000 in Revenue**

If the chapter receives more than \$25,000 in total revenue in any given fiscal year, special tax forms must be filed. Eta Kappa Nu headquarters must be contacted whenever the chapter anticipates that revenues will exceed \$25,000 during a fiscal year.

Section 2: Large Investments

IRS section 509(a)(2) regulations restricts Eta Kappa Nu chapters from holding large investments. The IRS restricts the amount of income a chapter may earn from interest and dividends on investments to less than one-third of the total chapter income. Eta Kappa Nu headquarters must be contacted if the chapter expects to receive over one-third of its annual revenue from interest and dividends.

Section 4: Grants and Contributions

All income received from Grants and Contributions is restricted for use for charitable purposes as defined by the IRS for projects promoting excellence in electrical and computer engineering education. No portion of these funds may be used for food, social events, or other non-charitable chapter activities. Eta Kappa Nu headquarters should be contacted for specific guidance if needed. Strict accounting must be followed for any monies received from Grants and Contributions.

Section 5: Dissolution

The property of this chapter is irrevocably dedicated to charitable purposes and no part of the net income or assets of this chapter shall ever inure to the benefit of any officer or member thereof

or to the benefit of any private person, or any organization not 501(c)(3) qualified by the IRS. Upon dissolution of the chapter, any assets remaining after payment, or provision of payment, of all debts and liabilities of the organization shall be returned to Eta Kappa Nu headquarters, which is organized and operated exclusively for charitable purposes and has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.

Article 16: Et Cetera

Section 1: Political Endorsements

This organization shall not endorse candidates for political office or decisions on ballot propositions. This organization shall not allow its name to be used in any such endorsement, except for a candidate listing of his/her own activities in a way that does not mislead voters into believing that the organization endorses him/her or any other candidate or decision.

Section 2: Religious Affiliation

No assets of this organization may be consumed by religious services.

Article 17: Approval

The above Bylaws were approved by the members of Kappa Chapter at a regular meeting held on May 8, 2015, with NUMBER members present and was approved by a vote of NUMBER in favor and NUMBER opposed. These Bylaws shall become effective on May 15, 2015.

Certified by:

Recording Secretary

Date

Approval by the Eta Kappa Nu Executive Council:

President

Date

Vice President

Date

Faculty Advisor

Date