

CHI EPSILON

NATIONAL CIVIL ENGINEERING HONOR SOCIETY

**POLICY AND RULES OF PROCEDURE
(PAROP)**

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Latest Revision: August 2006

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.

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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 (National Secretary/Treasurer). (1972)
- C.
 - 1. The emblem of the society must be a scale reproduction of the superimposed Greek letters as they appear on the badge.
 - 2. The 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 National Secretary/Treasurer. 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 drawing on file in the office of the National Secretary/Treasurer, 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 inactive, 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 E.
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 four months before initiation proceedings of sponsoring chapter.

ARTICLE II – cont’d

- b. The petition shall include:
 - (1) Three letters of recommendation espousing the contribution of the candidate to the C.E. profession.
 - (2) 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 D.

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(c). (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)

ARTICLE III – cont'd

- 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 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 ritual and ritual paraphernalia shall be kept in the hands of the Faculty Advisor. (1970)
- 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)

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 advisors to these committees from the Council. The usual committees shall be:

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12. Long Range Planning		

- B. Chapters shall be notified of their opportunity to express a committee preference a minimum of twelve months prior to the Conclave. Chapters may request committee assignments up to ten months prior to the Conclave. Chapters shall be notified of their committee assignments a minimum of six months prior to the Conclave. (1978)

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

The delegate and chapter will review all Bylaws and the Constitution. (Specifically the Bylaws concerning the committee).

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. Committee reports are to be prepared and presented electronically and in writing to the National Secretary/Treasurer at the Conclave.

ARTICLE VI - Government

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

ARTICLE VI – cont’d

- B. The Conclave transacts all business pertaining to the society. Between Conclaves the, 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 Council. (1958)
- 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 National Secretary/Treasurer 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 National Secretary/Treasurer. (1972)

ARTICLE VII - Policy and Rules of Procedure

- A. 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

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ARTICLE VIII—cont'd

- A. The Committee on Chapter Affairs shall deal with the problems of:
 - 1. Discipline
 - 2. Fines
- 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. Chapters may require that fines on the chapter by the society be paid, in part, by the member or officer responsible for the fines. Chapters may wish to establish an escrow fund of \$5.00 from each officer from which any fine against the chapter, due to an officer's negligence, can be paid. This may help alleviate some of the unexpected financial pressures incurred by chapters having limited financial assets. (1972)
- D. Elevation or Election of Chapter Honor Member
 - 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 Honor Member should be initiated at any one time. However, Chapter Honor Members may be initiated at times other than regular initiations. Several may be initiated 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. For each nominee, two copies of a narrative biographical sketch (not a resume) must be prepared for publication in "*The Transit*". A glossy picture should also be included if it is available without alerting the prospective Chapter Honor Member. These items shall be sent to the District Councillor for approval or disapproval. The District Councillor will forward these materials to the National Secretary/Treasurer for approval or disapproval. If both approve the recommendation, the nominee may be elected Chapter Honor Member. If one disapproves, the recommendation will go before the 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 Chapter Honor Members 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 Chapter Honor Members. 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

ARTICLE VIII – cont'd

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 or her its 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 Bylaws) 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)

E. Election of Faculty Members

1. It is beneficial for the chapter to honor notable faculty members. Their election adds prestige to the chapter. The faculty member must have made a significant contribution to the field of civil engineering, and meet the following requirements (1980):
 - 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
 - b. The individual must teach or work in a field requiring civil engineering knowledge, and
 - c. Further requirements shall be per Article I, Section 3(e) of the Bylaws. (1994)
2. Nomination shall be 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. For each nominee, two copies of a narrative biographical sketch (not a resume) must be prepared for publication in "*The Transit*". These copies shall be sent to the District Councillor for approval or disapproval. (1976)

- F. 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.

ARTICLE VIII – cont’d

G. 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)

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 “*Transit*” Fund with itemized schedule of expense
5. Statement of Conclave Fund
6. Statement of Visitation Fund
7. Statement of General Fund with itemized schedule of expenses
8. Statement of Special Funds with itemized schedule of expenses
9. Statement of Income by Chapters

B. Investment - The investment of Chi Epsilon funds shall be made by the National Secretary/Treasurer 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 National Secretary/Treasurer by the chapter for each newly elected member shall be as follows (R2004):

Conclave Fund	\$13.00
General Fund	13.25
Transit Subscription (3 years)	10.00
Key and Certificate (Goldgloss Key)	16.25
Visitation Fund	<u>2.50</u>
TOTAL	\$55.00

For a Chapter Honor Member:

Key and Certificate (Goldgloss Key)	\$22.00
Transit Subscription (3 years)	<u>10.00</u>
TOTAL	\$32.00

The member, at additional expense, may order a 10K gold key. (1976)

D. A Technology fee of \$10.00 per year will be paid by each chapter to the National Secretary/Treasurer, when invoiced (usually 15 August of each year). (1984, R 1994)

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 mailing date of “*The Transit*” shall be April 15 and October 15 of each year. The Editor shall notify all Chapter Secretaries if said publication has not been mailed within 30 days after these dates and shall specify an anticipated mailing date.

The Associate Editor's report from each chapter shall be in the Editor's possession by December 15 or May 15 of each year, as specified by the National Secretary/Treasurer.

If no report is received by December 15 or May 15, two warning notifications will be issued before a fine of \$10.00 is assessed. Immediately following these dates, the District Councillor shall be informed of all chapters that have not filed a report. The District Councillor will then notify the Faculty Advisor of the chapter concerned that no report has been filed. If no report is received after this action, the Council may be asked to consider further disciplinary action. (1970)

- 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 mailed to all subscribers and chapters. In addition, a limited number of complimentary copies will be issued. At the time of initiation, a copy of the current “*Transit*” should be supplied to each initiate.
- 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 advisor shall submit a proposed agenda to the chapters assigned to the committee. The Editor shall be responsible for furnishing to the Publications Committee:

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*”.

ARTICLE X - cont'd

4. Record of "*Transit*" costs.
5. At least four copies of the current PAROP.

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

The Editor should be responsible for distributing two (2) copies of the Handbook for Faculty Advisors and Chapter Officers to each chapter.

ARTICLE XI - Budget

- A. The National Secretary/Treasurer 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)

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

ARTICLE XII – Awards, Ritual, and Jewelry

A. National Awards

(No PAROP is established at this time.)

B. Chapter Awards

To receive these awards, a person:

1. Must have demonstrated extraordinary effort in support of Chi Epsilon. (1978)
2. Must be nominated by an active Chi Epsilon chapter member or a Council member.
3. Must be approved by a two-thirds vote of the chapter and by the Council of Chi Epsilon.

C. Harold T. Larsen Award

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. Nominations may be made to the Council by the chapters of Chi Epsilon, by members of the Council, and by National Honor Members. (1976)

ARTICLE XII – cont'd

3. Awardee selection shall be by the Council using the same process used for selection of National Honor Members. (1976)
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. It shall be understood that Council members shall not be eligible for the Harold T. Larsen Award for two years after the individual's completion of service on the Council. (1976)

D. "James M. Robbins 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 associate 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 to be included in the biannual information packet provided by the national office. The chapter will include a resume, a photograph, and a typewritten 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 packet, with photo, to the National Secretary/Treasurer by January 1 and shall notify the district winner by letter.
4. The National Secretary/Treasurer 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 National Secretary/Treasurer shall notify the winner's chapter by January 31. (1986)
5. Each district winner shall receive a certificate recognizing this achievement and a letter of congratulations from the National President of Chi Epsilon. (1990)
6. The national winner shall receive a plaque recognizing this achievement and 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."

E. District and National Scholarship Awards. (1984, R2000, R2002)

1. Each district shall distribute a scholarship of \$1,500 in recognition of a different National Honor Member. (1990) (R2006)
2. Chi Epsilon shall distribute two John A. Focht National Chi Epsilon Scholarship Awards of \$3,000 each on an annual basis and, two Brother Austin Berry National Chi Epsilon Scholarship Awards of \$3,000, one Joseph M. Brandes National Chi Epsilon Scholarship Award of \$3,000, and one Arthur N.L. Chiu National Chi Epsilon Scholarship Award of \$3,000 each, for a total of six (6). (R2006)

ARTICLE XII – cont’d

3. National Scholarship recipients will be chosen from the district scholarship candidates.
4. Recipients of the National Scholarship shall not receive a district scholarship in addition to the National Scholarship, within a scholarship year. When the recipient of a district scholarship wins a national scholarship, the runner-up in that district will receive that district’s scholarship. To be eligible for a scholarship, the recipient must be a full-time student when receiving the scholarship. (R2006)
5. An initiate does not qualify, since membership is a basic criterion for the scholarship.
6. The awards of the scholarships are based on the four pillars of Chi Epsilon membership: Scholarship, Character, Practicality, and Sociability.
7. Guidelines for the application procedure are as follows:
 - a. Each chapter's Faculty Advisor must submit all applications to the District Councillor by November 15. (1986) (2006)
 - b. The application packet supplied by the National Office shall be completely filled out for the recommended candidates pertinent to the applications:
 - (1) membership in organizations;
 - (2) offices held;
 - (3) honors, awards, and scholarships received;
 - (4) outside activities and hobbies;
 - (5) copy of transcript;
 - (6) two recommendations (at least one from a faculty member);
 - (7) a brief summary written by the candidate, which will state professional goals and objectives;
 - (8) any other information which the applicant feels is pertinent to the application; and
 - 9) a photo of candidate (full face/shoulders quality for publication)
 - c. The District Councillor shall select the winner and notify all applicants by January 1.
 - d. The District Councillor shall send to the National Secretary/Treasurer the complete packet (including photo) for the winner and for the 2nd place winner (runner-up), to be pooled for other scholarships.
 - e. The National Secretary/Treasurer shall appoint a committee for the selection of the National Scholarship Awards.

F. Conclave Spirit Award (1996)

1. The Conclave Spirit Award, handled by the Awards, Rituals, and Jewelry Committee (AR&J), is to reward a student chapter attending a National Conclave on the basis of (1)

ARTICLE XII – cont’d

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 supplied by the host chapter, 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: (2002)(R2006)

$$5(D/D_{\max}) + 2(M/M_{\max}) + 3(P/P_{\max}) = \text{score}$$

Where:

D = # of delegates from a chapter

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

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

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

P = % of chapter size attending

P_{max} = maximum % of chapter size attending from any one chapter

5. The percentage of current chapter size attending for (P) above shall be calculated as the number of delegates present divided by the number of chapter initiates in the past two years as reported in the current National Secretary’s Report. (R2006)
6. The maximum number of delegates sent by any one chapter(D_{max}) shall be supplied by the host chapter to the AR&J committee, and the maximum number of miles traveled by any one chapter (M_{max}) will be supplied by the National Secretary-Treasurer (at the Conclave) to the AR&J Committee. The # of miles traveled by a chapter (M) will be that # already supplied to each chapter by the National Secretary-Treasurer, in accordance with Article XXV, Section B, paragraph 5.
7. 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 AR&J Committee during the first meeting of the committee.

G. Arthur N.L. Chiu Faculty Advisor Award (1996) (2006)

1. The Outstanding Arthur N.L. Chiu Faculty Advisor Award is established to recognize the contributions of outstanding Faculty Advisors. The award should be presented at the banquet at each National Conclave in the form of a plaque or certification. (1996)
2. Each chapter may nominate their Faculty Advisor by writing a letter of recommendation, attaching it to the application, and submitting it to their District Councillor before November 15 of the year prior to the forthcoming Conclave. The application will be sent to each chapter, along with the travel allocation forms. (R2006)

ARTICLE XII – cont’d

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 AR&J Committee at their first meeting.
 5. The AR&J Committee shall choose the recipient from among the nominees (no more than one per district) at the National Conclave.
 6. A recipient may receive the award only once.
 7. Recipients shall be listed in the Bylaws.
- H. All awards and recipients, described in Sections C, D, E, F, & G, 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 3, 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.)

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 National Secretary/Treasurer within ten days after their installation. (1972)
 - f. Tender accurately and at proper times all required reports and forms to the National Secretary/Treasurer. (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)

ARTICLE XV – cont’d

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 National Secretary/Treasurer, 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 (I), of the Bylaws, and Article X of the PAROP.
 - c. Include as part of the semi-annual report to “*The Transit*” a list of the forwarding addresses of all students graduated in the interim period between reports, and a current list of any and all changes of address of members. (1964)
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.
 - c. (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.
- C. There should be at least one meeting of the old and new officers for orientation and planning the new 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.

ARTICLE XVI – cont’d

- 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 Council.
- G. The Faculty Advisor may be re-elected by the chapter any number of times.

ARTICLE XVIII - Chapter Trustees

- A. Each chapter shall have and maintain a Board of Trustees. (1968). This Board shall consist of at least three Chi Epsilon members who are either graduates, faculty members, or Chapter Honor Members. (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)

ARTICLE XVIII – cont'd

- 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 National Secretary/Treasurer 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. Plan initiation of new members
- G. Elect new officers
- H. Submit news to "*The Transit*"
- I. Prepare Chapter Report
- J. 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

ARTICLE XX – cont’d

- 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 National Secretary/Treasurer. (1976)
- 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. Pledges 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 pledges. 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 prospects; 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 pledge 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 are encouraged to host a National Conclave. A letter of intent shall be submitted to the National Secretary/Treasurer. A formal presentation shall be made at the Conclave, following notification of the National Secretary/Treasurer. 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. Host chapter's facilities shall also satisfy the requirements of the Council. (1974)
3. It is the duty of the Council to establish the time, place, and program of the Conclave. (1966)
4. Each host chapter, following the completion of the Conclave they have hosted, should prepare a summary of their procedures, problems, solutions, forms, expenses, correspondence, etc., and send it to the National Secretary/Treasurer. The National Secretary/Treasurer 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 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
 - e. Policy and Rules of Procedure
 - f. A summary of Parliamentary Procedures

In addition, the host chapter 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 National Secretary/Treasurer on or before December 15 of the year preceding the Conclave. The National Secretary/Treasurer shall compile the information contained in the packet for distribution to each chapter during January of the year of the Conclave. (1982)

Hosting chapter 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. Hosting chapter 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 Advisor 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)

ARTICLE XXV – cont'd

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 National Secretary/Treasurer following the Conclave. (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. (1966)(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 National Secretary/Treasurer, 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 latest edition of Rand-McNally Road Atlas software, in accordance with the following guidelines: (1982)
 - 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. If the driving distance exceeds 1200 miles round trip, and
 - (1) If the trip is made by plane:
 - i. The difference between the air fare, round trip excursion fare and the travel allotment calculated from the highway mileage will be paid following the Conclave. This is paid provided written notice, including the airfare receipts, is received prior to the closing of the first Audit Committee Meeting.
 - ii. If outside the Continental U.S., the travel allotment will be calculated at 70% of the airline mileage rate to the nearest port of entry (Seattle, WA for Alaska and Los Angeles, CA for Hawaii). From this point to the Conclave, the allotment will be figured on the above procedure.
 - iii. Allotment adjustments for those who fly to the National Conclave site will be based on a 21-day advance ticket purchase. For those tickets purchased between 7 and 21 days in advance, 50% of the allotment

ARTICLE XXV- cont'd

adjustment will be awarded. Those ticket purchases made 0 to 6 days in advance will not receive any allotment adjustment. A delegate submitting a ticket purchased within the period from 0-21 days may receive an allotment adjustment, if it can be documented by the delegate that it is less expensive than tickets purchased earlier. This documented information must be official information from the airlines or a travel agent and must be submitted to the Audit Committee prior to the close of the first Audit Committee meeting. (R2002)

- (2) If the option to fly is not exercised by chapters sending 3 or more delegates, exclusive of proxies, an adjustment will be made for an additional allotment of fifteen percent (15%) of IRS rate of the year prior to the Conclave per mile for every mile exceeding 1200 miles round trip based upon highway mileage, as specified in Article XXV, Section B, paragraph 5.(R2006)
- c. The National Secretary/Treasurer shall notify each chapter of its mileage and allocated funds on or before November 15th 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 National Secretary/Treasurer and members of the Audit Committee.
- d. Any chapter sending a second delegate will receive an allotment of an additional 60% of the allotment of the first delegate, not to exceed \$125.
- e. A chapter receiving a proxy is entitled to its regular travel allotment or the allotment of the original delegated school, whichever is less. A greater travel allotment for a proxy is subject to approval of the National Secretary/Treasurer.
- f. Unexpended travel allotments from chapters not in attendance at this Conclave shall be returned to the National Secretary/Treasurer and held in the Conclave Fund.
- g. Any reimbursement less than \$10.00 will be credited to the chapter's account.
- h. The minimum travel allotment shall be \$80.00 (2002)
6. Qualified prospective chapters, as defined in ARTICLE IX, Section 1a, shall be reimbursed travel allotments of \$200.00, subject to confirmed attendance at the Conclave.(R2006)

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 National Secretary/Treasurer. (1998)
2. Chapter Trustees shall be encouraged to attend the National Conclave.

D. Establishment of a 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)

ARTICLE XXV- cont'd

2. Each chapter is expected to send a delegate to the National Conclave. The delegate must be an active member of the chapter.
3. In the event that a chapter is unable to send a delegate, representation will be established by proxy. The procedure for establishing proxy is as follows:
 - a. Assignment to another chapter must be in writing, by the chapter that is unable to send a delegate, at least two weeks before the Conclave. The original notification of assignment shall be sent to the chapter assuming proxy. Copies of this notification shall be sent to the District Councillor and to the National Secretary/Treasurer.
 - b. In case of emergency after the two-week period, the chapter shall notify the National Secretary/Treasurer by FAX at 817/272-2826 as to assignment of proxy.
 - c. In the event that a chapter fails to assign its proxy, it shall be subject to disciplinary action if the chapter had not sent a delegate.
 - d. No chapter shall receive more than one proxy. (It is the responsibility of both the receiving chapter and the giving chapter that this is the case.) (1986)

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, it is recommended that the 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.

ARTICLE XXV- cont'd

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 \$100 per chapter is intended to assist local chapters and qualified prospective chapters, as defined in ARTICLE IX, Section 1a, of the Bylaws, with expenses incurred in sending delegates to the District Conference. (2002)(R2006)

ARTICLE XXVI - National Honor Membership

- A. 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 National Secretary/Treasurer 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)

ARTICLE XXVI- cont'd

- 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 National Secretary-Treasurer, 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 National 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 National Secretary/Treasurer 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

ARTICLE XXVII –cont’d

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, it will contribute to the Conclave Fund a biennial sum determined by the Audit Committee.(1970) The petitioners shall be responsible for all chapter duties and responsibilities as outlined in the Constitution, Bylaws, and PAROP.(R2006)
- 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 National Secretary/Treasurer. (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.

ARTICLE XXVII –cont’d

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 National Secretary/Treasurer. (1972)
2. The National Secretary/Treasurer 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 there occurs a vote other than unanimous, then the National Secretary/Treasurer shall summarize the negative arguments in a general letter to the Council and call for a second ballot. (1972)
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 National Secretary/Treasurer 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)

ARTICLE XXVII –cont’d

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 chapter 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 mail to the National Secretary/Treasurer 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 National Secretary/Treasurer will so notify the member chapter and the Council. (1972)
 7. The Editor/Historian of the local Honor Society shall mail to the National Secretary/Treasurer 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 National Secretary/Treasurer will notify the recipient chapters that ballots, to be valid, must be received by the National Secretary/Treasurer 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 National Secretary/Treasurer 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 National Secretary/Treasurer 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.

ARTICLE XXVII –cont’d

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 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 Reports

- A. All chapter reports and forms sent to the National Secretary/Treasurer 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. (1980)

ARTICLE XXIX - Standard Forms for Reports

- A. The annual report to "*The Transit*" should consist of:
 1. A narrative of 200 words or less (1984)
 2. A separate list of the activities of special interest described in the narrative (1976)
 3. A separate list 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.

ARTICLE XXX-cont'd

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 National Secretary/Treasurer'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:

1. Budget and disbursements
2. Food and hospitality
3. Housing and registration
4. Program

I. 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 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.

APPENDIX A – cont'd

3. Compose a registration form. The National Secretary/Treasurer 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.
 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

APPENDIX A – cont'd

3. Assemble a portfolio to be given to each guest containing: Name tag, local information, gifts/souvenirs, and general Conclave information.

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