

Constitution and By-Laws of the
Indiana Beta Chapter of the
Upsilon Pi Epsilon Association
An Honor Society in Computer Sciences

Article I: Name And Object

- 1) The name of this organization shall be the Beta of Indiana Chapter of Purdue University of the Upsilon Pi Epsilon Association, an honor society in the Computing Sciences.
- 2) The object of this chapter of the Association shall be the promotion of high scholarship and original investigation in the several branches of the Computing Sciences.
- 3) The Beta of Indiana Chapter of the Association shall be located at Purdue University of West Lafayette, Indiana.

Article II: Government

- 1) The Beta of Indiana Chapter shall be governed by this Constitution, together with amendments to the same, and by the By-Laws enacted to provide for those governmental functions of a more routine nature.
- 2) The By-Laws of this chapter shall be adopted and changes thereto enacted by an affirmative vote of two-thirds of the active members of the chapter.
- 3) The provisions of this Constitution shall be subordinate to those of the Constitution and By-Laws of the Upsilon Pi Epsilon Association and to appropriate regulations of Purdue University.

Article III: Membership

- 1) This chapter shall consist of members and honorary members.
- 2) The membership of the chapter shall be made up of individuals whose academic achievements, reputation and creative abilities deserve recognition, and whose membership would enhance the stature of the Association. Specifically, the membership shall include graduate and undergraduate students, former students, and faculty in Computer Sciences at Purdue University, elected according to the procedures detailed in Article IV of this Constitution.
- 3) Membership and participation shall be free from discrimination based on race, religion, ethnic group, national origin, handicap, or sex.
- 4) Honorary members shall be individuals of distinguished achievement in the Computing Sciences.

5) The active membership of this chapter of the Association shall consist of those members who satisfy any fiscal and attendance requirements set forth in the By-Laws. The privilege of voting in membership elections and participation in other official functions of the chapter shall be restricted to active members.

Article IV: Election Of Members

1) The eligibility of students, former students and faculty for election to membership in this chapter of the Upsilon Pi Epsilon Association shall be determined as follows:

a) A graduate student must be a candidate for a graduate degree in Computer Sciences, and must have completed at least fifteen semester hours towards that degree. Further, the candidate must have both a cumulative grade point average and a GPA within the Computer Sciences major of at least 3.5/4.0 exclusive of thesis hours or independent study classes. A student completing an undergraduate degree at Purdue University and now in the first year of graduate studies shall be judged eligible for membership if he or she would have been eligible at the time of graduation as an undergraduate, and if the student's current cumulative GPA is above 3.5.

b) An undergraduate student must be a candidate for an undergraduate degree in Computer Sciences, and must have completed at least sixty-four semester hours towards that degree, including 18 semester hours of Computer Sciences coursework. Further, he or she must have a cumulative grade point average of at least 3.25/4.0 and a GPA of at least 3.5/4.0 in the Computer Sciences.

c) A faculty member must have been teaching in the Computer Sciences program or in a field closely related to Computer Sciences at Purdue University for at least one year in order to be eligible for membership. He or she must have been in responsible charge of development, preparation, or presentation of courses, or in charge of research in the field of computer sciences. Achievements in research and teaching rather than scholastic achievements shall determine eligibility for a faculty member.

d) Undergraduate transfer students are eligible for membership after having been in residence for one year unless they transfer at the beginning of their senior year, in which case they may be considered after one semester in residence. In such cases, the grade point average will be computed on the basis of only those courses of college grade, which must include some basic Computing Science course taken at Purdue, and the minimum grade point average must be 3.5/4.0; and must rank in the highest thirty-five percent of their major in GPA provided, however, that the candidate must have completed at least eighteen (18) semester hours in the basic Computer Science courses to be eligible. In case the undergraduate transfer came from an institution where there is a Chapter of Upsilon Pi Epsilon, inquiry should be made of the Chapter as to the reason for his or her failure of election to membership at that institution.

- e) Students, faculty, and other potential members who do not qualify under the provisions of the previous subsections, but whose achievements in and contributions to the Computer Sciences qualify them, in the view of the Membership Committee, shall be eligible for election to membership in the Association.
- 2) Potential student candidates meeting the above criteria, as determined by some appropriate means, shall be screened by one or more faculty advisors in a manner consistent with University rules of privacy, including but not limited to consultation with the Dean of Students' office. Said screening will remove from consideration those students who have academic or disciplinary records inconsistent with membership in the Association. All remaining names will be reported to the Membership Committee for further consideration.
- 3) All candidates for election to membership, qualified according to the previous section, shall be reviewed by the Membership Committee. Those reported favorably by the Committee shall be proposed for election.
- 4) By 2/3 majority vote, the Membership Committee may also propose for election honorary member candidates.
- 5) Election of candidates to membership shall be by three-fourths affirmative vote, conducted by secret ballot, by the membership present and voting at a general meeting or a special meeting called for that purpose.
- 6) Each candidate must be discussed individually by name, and the balloting for his or her election shall be carried out before the next candidate is considered. In case a candidate fails a first ballot, he or she may be discussed further, and a second and final vote shall be taken.
- 7) The maximum number of members shall not be limited.
- 8) The election of new members shall be held in the six weeks before the end of the spring semester.
- 9) Membership should not be offered to a particular individual a second time if such membership had been previously declined by that individual for any reason with the exception of hardship cases.

Article V: Officers

- 1) The Executive Council of the chapter shall consist of the following elected officers: President, Vice-President, Secretary, Treasurer and Historian. All officers must be active student members of the chapter. The faculty advisor will be an ex officio, non-voting member of the Executive Council.
- 2) The duties of the President shall be to call and preside at all meetings, to appoint committees and to authorize payment of bills presented against the chapter, upon approval of the Executive Council.

- 3) The duties of the Vice-President shall be to perform the duties of the President in the absence of the President. He or she shall also become President in case of the resignation or disability of the President. In addition, he or she shall be responsible for the coordination of committees and the proper conduct of meetings.
- 4) The duties of the Secretary shall be to keep records of all transactions of the chapter, and in particular, to keep the minutes of the meetings. In addition, he or she will be responsible for the handling of all correspondence for the chapter.
- 5) The duties of the Treasurer shall be to collect all dues and assessments and to issue, with the assistance of the Secretary, notices of special assessments. He or she shall have charge of all funds of the chapter, and shall pay therefrom bills presented against the chapter and approved for payment. The Treasurer shall keep accounts, deposit the organization's funds and make expenditures in a manner approved by the office of the fiscal director of student finance.
- 6) The duties of Historian are to keep a systematic account, in chronological order, of events of the chapter.
- 7) The Faculty Advisor shall be a member of the Computer Sciences teaching faculty. The duties of the Faculty Advisor shall be to consult on matters of chapter policy and to act as auditor of chapter finances. He or she shall also be the presiding member of the Membership Committee.
- 8) The election of officers shall be held immediately after the election of new members each spring semester. Newly elected officers shall be installed and shall begin to serve at the meeting following their election.
- 9) Vacancies in any office other than the President shall be filled by appointment by the President with the approval of the Executive Council. Vacancies in the office of President will be filled by the Vice President for the remainder of the term of office; a new Vice President shall be appointed by the new President with the approval of the Executive Council.
- 10) The Membership Committee shall consist of the Executive Council, the faculty advisor and at least two additional faculty members of the Association appointed by the President. The termination of service of the members of the Membership Committee shall be by resignation, submitted to and accepted by the Executive Council of the chapter. The Membership Committee shall be responsible for the screening of students who meet the eligibility requirements of the Association and shall recommend for election those they deem otherwise qualified.

Article VI: Ratification

- 1) This Constitution shall become effective immediately upon ratification by a three-fourths affirmative vote of the charter initiates.
- 2) This Constitution shall remain in effect until revised or amended.
- 3) Amendments to this Constitution may be proposed by any member of the chapter at a regular

or special meeting. The proposed amendment shall be discussed and a vote for further discussion shall be taken; a simple majority of the active members present shall determine that consideration. On approval, the proposed amendment shall be formally framed by the Executive Council.

4) Amendments framed according to the previous section shall be circulated to the entire active membership of the chapter, together with appropriate commentaries and a written ballot. The ballots will be returned to the Secretary within two weeks of distribution. The Secretary and Vice-President shall tally the votes and make the results of the balloting public at the following regular meeting of the chapter.

5) All amendments to the Constitution or the By-Laws are subject to veto by the office of the Dean of Students.

6) A three-fourths favorable vote of the returned ballots shall be required for ratification of each amendment.

7) The amendment shall become effective immediately upon announcement of the results of the ratification election.

By-Laws

Article I: Scope of the By-Laws

- 1) The By-Laws shall govern the conduct of the chapter in those matters not specifically treated in the Constitution.
- 2) Provisions of these By-Laws shall be subordinate to those of the Chapter Constitution, National Constitution and By-Laws, and Purdue University Regulations.

Article II: Election of Officers

- 1) The officers of the chapter shall be elected at the last business meeting of each spring semester of the school year, after the initiation of new members.
- 2) In order to be eligible to hold office, the President must have been active in the chapter for at least one semester.
- 3) The officers of this chapter shall be elected by secret ballot and there shall be no voting of proxies allowed.
- 4) The faculty advisor shall be selected from the Computer Sciences teaching faculty by a majority vote of active student members.

Article III: Meetings

- 1) General meetings shall be scheduled at least monthly during the spring and fall semesters.
- 2) Special meetings may be called by the President, the Executive Council, or by petition of one-half of the active membership of the chapter.
- 3) A quorum shall consist of ten active members of the chapter.
- 4) Except as specifically stated in the Constitution and By-Laws, the parliamentary guide for the conduct of all meetings shall be Robert's Rules of Order.
- 5) The order of conduct of a regular meeting shall be as follows:
 - a. call to order
 - b. roll call
 - c. reading of minutes
 - d. committee reports
 - e. unfinished business
 - f. new business
 - g. announcements

- h. program or technical session (optional)
- i. adjournment

6) Initiation of new members may be conducted at a regular meeting or a special meeting called for the purpose.

7) Written notification of all active members shall be given by the Secretary one week prior to a special meeting. The notification shall state the purpose of the meeting.

8) No business other than that for which the meeting was called shall be conducted at a special meeting.

Article IV: Attendance

1) Active members are expected to attend all meetings of the chapter.

2) Any member who fails to stay current in Association and chapter dues and assessments shall be considered an inactive member.

3) Restoration of a member to active member status shall be by affirmative vote of a majority of the active members present at a meeting, and payment of those monies in arrears.

Article V: Chapter Finances

1) The minimum cash balance at the end of each school year shall be fifty dollars. Any deficiency from this amount shall be made up by an assessment of the active members.

2) The initiation fee charged each new member by the chapter shall be fifteen dollars, in addition to that of the Association.

3) Annual dues payable to the chapter shall be ten dollars, in addition to the dues of the Association. Annual dues are payable at the beginning of the fall semester each year.

4) Each initiate shall be required to pay all dues and initiation fees prior to his or her initiation.

5) One week prior to the election of officers, the Treasurer shall submit to the President and faculty advisor a written statement of the financial condition of the chapter. At the election meeting, this will be submitted to the chapter and entered into the minutes upon acceptance by the chapter.

6) Special assessments may be made at any time, upon approval of three-fourths of the active members in the chapter.

Article VI: Initiation

1) The initiation of new members shall be held within the semester of their election.

2) The initiation shall specifically avoid any practice that conflicts with Purdue University regulations or that constitutes an attack on the personal dignity of the initiates. Any initiation activities shall be devised to stimulate the candidate's interest in the computing sciences and to acquaint them better with members of the chapter.

Article VII: Election of Members

- 1) There shall be one election of new members each year.
- 2) The Membership Committee shall prepare a list of all eligible candidates, ordered with faculty members first.
- 3) The list prepared according to the previous section shall be submitted to faculty members of the Association, who shall be asked to make written remarks with respect to the fitness of the candidates with whom they are acquainted.
- 4) The list of eligible candidates, together with the faculty members' remarks, shall be submitted in complete confidence to the chapter Membership Committee for final screening.
- 5) Candidates approved by a majority vote of the Membership Committee will be presented to the Association for secret ballot, as per Article IV, sections 3 and 4 of the chapter Constitution.
- 6) The names of those elected to membership shall be given to the Secretary, who shall then issue them written invitations to become members of the Association, and of this chapter.
- 7) Failure of a member-elect to notify the chapter of his or her acceptance of the invitation to membership within two weeks of its issuance shall constitute a notice of refusal.

Article VIII: Standing Committees

- 1) Members of each standing committee shall be appointed yearly from the active general membership by the chapter President with the approval of the committee chair. The faculty advisor shall be an ex officio member of each standing committee.
- 2) There shall be a Standing Committee for Induction of Members. This committee shall be chaired by the chapter President and charged with planning the yearly induction ceremony and any associated activities.
- 3) There shall be a Standing Committee for Chapter Activities. This committee shall be chaired by the chapter Vice President and charged with planning chapter activities not associated with the yearly induction ceremony.
- 4) There shall be a Standing Committee for Awards and Scholarships. This committee shall be chaired by the chapter Treasurer and is charged with defining any chapter awards, and with naming recipients of those awards. No less than 1/4 and no more than 1/2 of this committee's membership shall be members of the faculty.

Article IX: Adoption and Amendment

- 1) These By-Laws shall become effective immediately upon adoption.
- 2) These By-Laws shall remain in effect until revised or amended.
- 3) A provision of these By-Laws may be temporarily suspended by a three-fourths vote of the active membership of the Chapter.
- 4) A two-thirds affirmative vote of the active membership of the chapter shall be required for the adoption of an amendment to these By-Laws.