

OMEGA CHI EPSILON

NATIONAL CONSTITUTION

INTRODUCTION

Omega Chi Epsilon had its inception at the University of Illinois in the Spring of 1931. The idea for such an organization originated with Mr. F. C. Howard. With the counsel of Professors Keys and Krase, A. Garrell Deem, Ethan M. Stifle and John W. Bertetti undertook to develop the idea. They drew up a set of By-Laws, designed a key and petitioned the Council of Administration for a charter, which was subsequently granted. They thus became the Alpha Chapter of Omega Chi Epsilon.

Article I - Name and Objective

Section 1 - The name of this organization shall be *Omega Chi Epsilon, Chemical Engineering Honor Society*.

Section 2 - The objective of the Society shall be to recognize and promote high scholarship, original investigation and professional service in Chemical Engineering.

Section 3 - This Society is organized exclusively for charitable, educational and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 4 - No part of the net earnings of the Society shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the above Section 3 of Article I hereof. No substantial part of the activities of the Society shall be the carrying of propaganda, or otherwise attempting to influence legislation, and the Society shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Society shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Article II - Rules of Order

The rules of order for the Society shall be those contained in Robert's Rules of Order.

Article III - National Officers

Section 1 - The National Officers shall be the Past President, National President, National Vice President, Executive Secretary and National Treasurer.

Section 2 - Duties of the National Officers shall be as follows:

- a. In addition to performing the duties listed in Robert's Rules of Order, the National President shall be Chairman of the Executive Committee.
- b. The National Vice President shall perform the duties designated by the National President and shall assume the responsibilities of the National President in the absence of the National President.
- c. The Executive Secretary shall keep the records of the Society, issue charters for new chapters and, at the direction of the National President, arrange for the installation of new chapters.
- d. The National Treasurer shall be bonded for an amount sufficient to guarantee all the Society's funds, provided the funds in his possession are in excess of \$100. He shall provide an audited annual report for the period June 1 through May 31 to the Executive Committee and the chapters on the financial status of the Society. Other reports may be required at the direction of the National President. He shall preserve the financial records of the Society.

Section 3 - Election of National Officers:

- a. The National President, National Vice President and National Treasurer shall be elected in the Spring of even-numbered years; each shall serve for two years and shall be eligible for re-election.
- b. Nominations for National President, National Vice President and National Treasurer shall be submitted to the Nominating Committee no later than February 15 of even-numbered years. Each chapter may nominate no more than one person for each office.
- c. Only faculty or staff members holding the rank of at least Assistant Professor or equivalent are eligible for nomination as National Officers.
- d. Each chapter shall have three votes, two by the chapter itself and one by the chapter Faculty Advisor.
- e. The National President, National Vice President and National Treasurer shall be elected by majority vote of the ballots returned within five weeks after the official mailing of ballots.
- f. The Executive Secretary shall be appointed by the other National Officers at the annual meeting of even-numbered years, shall serve for two years, and shall be eligible for reappointment.
- g. The new officers shall assume their respective duties on June 1 of even-numbered years with the exception of the Executive Secretary. The term of the Executive Secretary will run from one month after appointment until one month after the appointment of a successor.
- h. Ad interim vacancies which occur shall be filled by majority vote of the Executive Committee.

Article IV - Committees

Section 1 - Executive Committee

The Executive Committee shall consist of the National Officers and shall be chaired by the National President.

Section 2 - Nominating Committee

- a. The Nominating Committee shall consist of the three most recent Past Presidents and shall be chaired by the immediate Past President.
- b. The Nominating Committee shall prepare and submit ballots to each chapter as soon as feasible but no later than March 15. The marked ballots shall be returned by the local chapter to an address provided by the Nominating Committee within four weeks after the official mailing.
- c. Results will be reported to the Council within one week of the ballots being counted.

Section 3 - Council

The Council shall consist of the National Officers, the Faculty Advisors and the Presidents of the individual chapters. It shall give general oversight and direction to policies under which the Society operates.

Article V - Chapters

Section 1 - A Chapter may be established at any institution whose curriculum leading to the first degree in Chemical Engineering has been accredited by the American Institute of Chemical Engineers (AIChE) and the Accreditation Board for Engineering and Technology (ABET).

Section 2 - A petition for a charter for the establishment of a new chapter shall be sent to the National President. Upon unanimous approval of the Executive Committee, the petition or a condensation thereof shall be referred to the Council for consideration. The petition will be considered as approved unless negative votes are received from at least five (5) members of the Council within five (5) weeks of the date the petition is distributed. If a petition is disapproved, the submitting group shall be told of the reason for disapproval and invited to resubmit the petition as soon as the cause of disapproval has been resolved.

Section 3 - A charter for a new chapter shall be issued by the Executive Secretary, according to the following form:

Be it hereby known that a charter for the establishment of a chapter of the Society at, to be known as the chapter, is hereby granted to the following persons as charter members, conveying to them and their duly elected associates and successors all the privileges conferred by the Constitution of the Society.

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In witness thereof the signatures of the National President and Executive Secretary and the seal of the Society are hereunto affixed on this day of in the year of our Lord

Section 4 - For the charter which each chapter receives at the time of its installation, a fee established by the Executive Committee shall be paid into the National Treasury.

Section 5 - The chapters shall be named with single Greek letters, in alphabetical order, according to the time of their installation. When all single Greek letters have been used, chapters shall be named in alphabetical order with double Greek letters, as Alpha Alpha, Alpha Beta, Alpha Gamma, etc.

Section 6 - A chapter which has not elected members or officers for two consecutive years, according to the records of the Executive Secretary, shall be designated *inactive* by the Executive Committee. The Executive Secretary shall notify a chapter in writing prior to such designation. The chapter will be given one month to indicate in writing why it should not be designated *inactive*.

Section 7 - An inactive chapter may petition the Executive Committee through the Executive Secretary for a removal of *inactive* status. Such petition should be accompanied by a list of new officers and a list of new members initiated.

Article VI - Chapter Officers

Section 1 - The elective officers of each chapter of this Society shall be the President, Vice President, Secretary, Treasurer and Faculty Advisor. Each chapter shall have the privilege of designating additional elective officers as conditions warrant. All chapter officers shall be elected in accordance with the chapter's By-Laws.

Section 2 - The Faculty Advisor must hold the rank of at least Assistant Professor or equivalent. He or she shall be a member *ex officio* of the Council and shall serve as liaison between the chapter and the school.

Section 3 - Each officer shall be elected by a majority vote of the active members of the chapter. He or she may be removed from office by a three-fourths vote of the active members of the chapter.

Section 4 - The duties of the officers shall be as follows:

- a. The President shall perform all the duties usually pertaining to the office and shall also be a member of the Council.
- b. The Vice President shall perform the duties of the President in the absence of the President.
- c. The Secretary shall perform the duties usually pertaining to the office, issue all notices, be responsible for all records of the chapter, make an annual report on chapter activities to the Executive Secretary, and keep the Executive Secretary informed of the names and addresses of all chapter officers.
- d. The Treasurer shall collect and care for all money and properties (other than records) belonging to the chapter, and shall make payments only on the written approval of the President.

Article VII - Membership

Grading patterns vary, so those chapters which consider candidates in the upper 1/4 or 1/3 of their class are expected to maintain such high scholastic standards that no candidate is elected whose scholastic record is not keeping with the high standards of the Society. Each person elected must have traits and characteristics of leadership that make him or her likely to succeed as a truly professional Chemical Engineer.

Section 1 - The Society shall consist of Active, Associate and Honorary members.

Section 2 - Active membership shall be limited to:

- a. Juniors (designated as those who have completed at least 50% of their degree requirements) who:
 1. have completed at least three hours of chemical engineering course work, and
 2. are in the upper one-fourth of their class, or
 3. have a grade point average of 3.25/4.00.
- b. Seniors (designated as those who have completed at least 70% of their degree requirements) who:
 1. are in the upper one-third of their class, or
 2. have a grade point average of 3.00/4.00.
- c. Graduate students with a major in Chemical Engineering who have successfully completed at least nine semester-hours (or equivalent in quarter hours) of graduate courses in Chemical Engineering and a GPA of 3.5/4.0 or higher.

Section 3 - Associate membership shall consist of professors, instructors or other members of the staff of the institution who have shown noteworthy achievement in Chemical Engineering.

Section 4 - Honorary membership shall consist of persons of national reputation in Chemical Engineering.

Section 5 - A member of any chapter whose residence changes to the home of another chapter shall be entitled to enroll in the latter upon presentation of satisfactory credentials.

Section 6 - Members who do not wish to remain active members become *inactive members*.

Article VIII - Election of Members

Section 1 - There shall be at least one but no more than two election meetings each year at which active and inactive members can be elected. The time of election shall be set by the chapter.

Section 2 - Honorary members shall be nominated by a chapter. Nominations shall be submitted to the National President. A person receiving the approval of the National President and three-fourths vote of the Council shall be elected to honorary membership.

Section 3 - All resident members shall be properly notified of a meeting for the election of members at least three days in advance. Three-fourths of the active members shall constitute a quorum for the election of members.

Section 4 - All students scholastically eligible shall be considered for election to active membership. Voting, on the basis of character and leadership, shall be by secret ballot. An affirmative vote of at least 80% of the active members present shall be required for election.

Article IX - Initiation

Section 1 - Immediately after the election, all candidates shall be notified by the Secretary or an individual designated by the President of the chapter.

Section 2 - Members shall be initiated according to the ceremony adopted by the Society. Either a *closed* or *open* ceremony is allowed at the discretion of the chapter.

Section 3 - A membership certificate shall be presented to each member. The certificate shall be signed by the National President and the chapter President and stamped with the official Seal of the Society. The badge (key or tie tack or pin) shall be engraved with the initials of the member and shall bear the member number and chapter letter(s).

Section 4 - An initiation fee set by the Executive Committee, which includes charges for the membership certificate, shall be paid to the Executive Secretary for each active and associate member initiated.

Section 5 - The Society shall pay for the certificates presented to honorary members.

Article X - Insignia

Section 1 - The badge of the Society shall be a key or tie tack or pin consisting of a black Maltese cross background upon which is superimposed a circular crest. This crest bears the letters $\Omega X E$ on a white band across a horizontal diameter. Above the white band are two crossed retorts in gold on a background of maroon. Below the white band, also on a background of maroon, are the gold figure symbols of mathematics and physics, respectively.

Section 2 - The Seal shall consist of two concentric circles bearing at the top of the region between the two circles the words *Omega Chi Epsilon* and the words *Founded 1931* at the bottom. In the center of the Seal shall be the letters of the Society.

Article XI - Dues

Section 1 - There shall be no national dues other than those designated in Article V, Section 4.

Section 2 - Each chapter may assess its members for chapter activities as it sees fit.

Article XII - Annual Meeting

Section 1 - An Annual Meeting shall normally be held at the same time and place as the Annual Meeting of the American Institute of Chemical Engineers.

Section 2 - Each active chapter may send as many representatives as desired, but each active chapter shall have only one vote in the business transacted at the meeting, by the officially designated chapter representative or alternate.

Article XIII - National By-Laws

The Society may adopt Rules and By-Laws to outline the methods by which the Society shall transact business. These By-Laws must be approved by a three-fourths vote of the chapters.

Article XIV - Amendments to the Constitution

Amendments proposed must be passed by a three-fourths vote of all active chapters. This must be done either at the National Annual Meeting, provided chapters have been furnished with copies of the proposed amendments one month in advance of the meeting, or at other times during the year, by chapters being furnished with copies of the proposed amendments. Chapters must express their vote in writing to the Executive Secretary within one month of receipt of the proposed amendments.

Article XV - Dissolution

Upon the dissolution of Omega Chi Epsilon, National Chemical Engineering Honor Society, the residual assets of Omega Chi Epsilon, National Chemical Engineering Honor Society remaining thereafter shall be conveyed to such organization then existent, dedicated to the perpetuation of objects similar to those of Omega Chi Epsilon, National Chemical Engineering Honor Society, so long as whichever organization is selected by the Executive Committee of the Society at the time of dissolution shall be exempt under Section 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954 as amended, or such successor provision of the Code as may be in effect at the time of dissolution of Omega Chi Epsilon, National Chemical Engineering Honor Society.