

# BY-LAWS OF THE (Chapter Name) CHAPTER OF OMEGA CHI EPSILON

## Article I - Name and Objective

*Section 1* - The name of this organization shall be the \_\_\_\_\_ Chapter of Omega Chi Epsilon, National Chemical Engineering Honor Society. (See Note 1)

*Section 2* - The objective of this chapter 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 organizations 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 purposes set forth in the above Section 3 of Article I hereof. No substantial part of the activities of the Society shall be the carrying on 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 the 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 - Officers

*Section 1* - The elective officers of this Chapter shall be the President, Vice President, Secretary, Treasurer, and Faculty Advisor. (See Note 2)

*Section 2* - All active members of the Chapter shall be eligible to hold any office, except that no member may simultaneously hold more than one of the offices named in Section 1. The Faculty Advisor must hold rank of Assistant Professor or above.

*Section 3* - No member may hold the same office for more than one full term. A member succeeding to an unexpired term in any office is eligible for election to a complete term in that office.

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

- a. The President shall preside at all meetings, act as an official representative of the Chapter at any function requiring such a representative, and shall see that the other officers of the Chapter perform their duties in accordance with the By-Laws. (See Note 3) The President shall approve all disbursements. The President is the Chapter's member of the National Council.
- b. The Vice President shall perform the duties of the President in the absence of or in case of resignation of the President. In case the Vice President shall succeed to the Presidency of the Chapter, a successor shall be elected to fill the unexpired term as soon as it is practicable.
- c. The Secretary shall issue all notices and be responsible for all records of the Chapter, including an official copy of the Chapter's By-Laws. The Secretary shall furnish all members with a copy of these By-Laws, shall keep the roll of active members which shall be called at each meeting, shall keep the minutes of the Chapter meetings, and shall handle routine correspondence of the Chapter with other Chapters and the National Officers. The Secretary shall promptly report elections of officers and of new members to the Executive Secretary. Upon leaving office, the Secretary should leave a written report of Chapter activities and recommendations for improving Chapter operation for the incoming Secretary. Finally, the Secretary shall report Chapter activities annually to the Executive Secretary.
- d. The Treasurer shall collect and care for all money, properties, and financial records of the Chapter and shall make payments on the written approval of the President for Chapter expenses.
- e. The Faculty Advisor is an ex-officio member of the National Council (See Note 3) and shall serve as liaison between the Chapter and the school. The Faculty Advisor shall guide the Chapter in their actions and activities.

*Section 5 - The Officers' Council shall consist of the President, Vice President, Secretary, Treasurer, and Faculty Advisor.*

- a. The President shall be Chair of the Officers' Council.
- b. The Officers' Council shall conduct whatever business it deems necessary to facilitate the organization's regular business meetings.
- c. The President shall have the authority to call meetings of the Officers' Council.
- d. A majority shall constitute a quorum for a meeting of the Officers' Council.
- e. The Officers' Council shall keep a record of its meetings and the business conducted. This record becomes part of the minutes of the Chapter.

### Article III - Election of Officers

*Section 1 - Officers shall be elected in the Spring and shall serve for one year. (See Note 4)*

*Section 2* -The new officers shall take office at the adjournment of the election meeting.

*Section 3* - Nominations for office shall be made by the active members at a regularly scheduled meeting of the Chapter. Each nomination must be accompanied by the pledge of the nominee to serve in the office if elected.

*Section 4* -Three-fourths of the active members shall constitute a quorum for election of officers. A majority vote shall be required for election. If no nominee receives a majority on the first ballot, a second ballot shall be held between the two leading candidates.

*Section 5* -The Faculty Advisor shall be elected in odd-numbered years for a term of two years and may be re-elected. Elections shall be held at the same time as that of other officers in these odd-numbered years.

*Section 6* -A special election shall be held to fill any vacant office occurring before the next regular election, except that a vacancy in the office of President shall be filled by the Vice President until the next election.

*Section 7* - A recall election for any office may be initiated by action of the Officers' Council or by vote or written request of three-fourths of the active membership. Three-fourths of the active members shall constitute a quorum for a recall. A majority vote shall be required for recall.

#### Article IV - Membership

*Section 1* - Membership shall be restricted to those students who have attained a high scholastic record in their studies and have those traits of leadership that make them likely to succeed in their chosen profession.

*Section 2* -The membership of the Chapter shall consist of active and inactive members.

- a. Active members shall be those members of the Chapter who (1) are registered students of (name of university) and are working toward a degree in chemical engineering; or (2) have received a degree in chemical engineering and are working toward another degree in some other field and have expressed the desire to remain as active members; or (3) are no longer students of (name of university) but are attached to the University in some professional capacity and have expressed a desire to remain as active members.
- b. Members of the Chapter who are students of (name of university), but have not expressed the desire to remain active members, are inactive members.

*Section 3* -A member of another Chapter who transfers to (name of university) from another institution and who so desires shall be received into full fellowship of the Chapter upon presentation of his or her credentials to the President of this Chapter.

*Section 4* - Membership shall not be restricted on the basis of race, color, creed, national origin, gender, religion, handicap, or age.

Article V - Election of Members

*Section 1* - There shall be at least one but no more than two election meetings each year. The Chapter Officers shall determine the date and time of election.

*Section 2* - The eligibility of persons for election to the Chapter shall be determined as follows:

- a. The President shall appoint an Eligibility Committee to examine the records of the members of the junior, senior, and graduate classes in chemical engineering to determine those scholastically eligible for election. Should the problem of student access to records arise, the Faculty Advisor shall supply a list of the members of the junior, senior, and graduate classes who are scholastically eligible for election. No one shall be elected to membership in the Chapter who has not completed at least \_\_\_\_\_ semester hours of credit towards a degree in chemical engineering, including \_\_\_\_\_ hours of chemical engineering courses. (See Note 5) Those undergraduates having completed at least \_\_\_\_\_ semester hours of credit but not more than \_\_\_\_\_ hours shall be classified as juniors. Those having completed more than \_\_\_\_\_ hours who have not yet received a Bachelor's degree shall be classified as seniors. (See Notes 6 & 7)
- b. Juniors: Those juniors having a cumulative grade point average of \_\_\_\_\_ or higher or are in the upper \_\_\_\_\_ % of their class shall be eligible for election.
- c. Seniors: Those seniors having a cumulative grade point average of \_\_\_\_\_ or higher or are in the upper \_\_\_\_\_ % of their class shall be eligible for election.
- d. Graduates: Graduate students shall be eligible for election upon completion of \_\_\_\_\_ semester hours of courses in chemical engineering, counting towards a graduate degree in chemical engineering. Their grade point average, based upon their graduate work, including completed research, must be \_\_\_\_\_ or higher.
- e. The scholastic average of each candidate shall be determined as follows:

The letter grades given at (name of university) shall be given the following values: A=4, B=3, C=2, D=1, and F=0. The total hours for each grade received shall be multiplied by the numeric value assigned to each grade and these products totaled. This total is divided by the sum of the number of credit hours to obtain the average. (See Note 8)

*Section 3* - New members shall be elected as follows:

- a. The Chair of the Eligibility Committee shall distribute the eligibility list to the active members of the Chapter at least three days prior to the election meeting. The eligibility list must not be displayed to anyone who is not an active member and must be returned to the Secretary at the end of the meeting. All copies of the eligibility list shall then be destroyed,

except one copy for the Chapter files.

- b. The presiding officer shall read Article V of the By-Laws, "Election of Members," as the first act of the election meeting.
- c. Each candidate shall be considered individually. A candidate must be discussed and either elected or declined prior to consideration of the next candidate. Free discussion is permissible, however, the proceedings of the election meeting must be kept secret.
- d. Each candidate shall be considered from the standpoint of both scholarship and leadership. The candidate shall not be elected unless acceptable of both points.
- e. Three-fourths of the active members shall constitute a quorum for members to be elected. The candidate must receive at least 80% of the votes cast by active members to be elected to membership.
- f. In the event that a student is overlooked, he/she shall be considered at the next regular election meeting either upon the basis of the scholastic average that the student had at the time the candidate should have been considered, or upon the basis of the candidate's later scholastic average if it should be higher. If the student should graduate before the next election meeting, the candidate shall be considered at a special election at a regular business meeting.
- g. Failure of a person to be elected does not bar him/her from future consideration at election meetings.
- h. Those students who have been selected for membership shall be notified by letters delivered personally by members, preferably by friends of those elected.

*Section 4* - Honorary members may 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.

#### Article VI – Initiation

*Section 1* - Each candidate must formally accept the invitation to membership in writing.

#### *Section 2*

- a. Pledge duties, as determined by a three-fourths vote of the active membership, shall be permissible. However, they shall not consume an inordinate amount of the candidate's time to the detriment of his or her schoolwork.
- b. Each candidate shall read the Constitution of Omega Chi Epsilon and the Chapter By-Laws and make a written statement to that effect.

- c. No joint initiation exercises with any other organization shall be held.
- d. Offense to dignity or decency shall not be tolerated.

#### Article VII - Finances

*Section 1* - The expenses of the Chapter shall be met by the initiation fee and by such dues and pro rata assessments as may be voted by the Chapter.

*Section 2* - A favorable vote of three-fourths of the total active membership shall be required to change any fees or dues or levy any assessments.

#### Article VIII - Amendments

*Section 1* - A proposed amendment must be read at one meeting and voted on at the following meeting.

*Section 2* - A favorable vote of two-thirds of the total active membership shall be required to pass an amendment.

#### Article IX - Chapter Dissolution

*Section 1* - The dissolution of the Chapter can be brought about only by action of its active membership or dissolution of the National Omega Chi Epsilon Chemical Engineering Society.

*Section 2* - A favorable vote of two-thirds of the total active membership shall be required to dissolve the Chapter by its membership.

*Section 3* - Upon dissolution, the residual assets of the Chapter shall be conveyed to such organization then existent, dedicated to the perpetuation of objects similar to those of Omega Chi Epsilon so long as the organization selected by the Officers' Council is 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. If no such organization exists, the Officers' Council shall donate the residual assets in support of engineering education.

(See Note 9)

#### NOTES

1. The Chapter name will be assigned by National after approval of the petition for charter.
2. Each Chapter has the privilege of designating additional elected officers as conditions warrant.
3. Article IV, Section 4, of the National Constitution reads: "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."
4. Those Chapters that wish to elect officers for one semester or one quarter should change this section accordingly. Date requirements for elections may be included (e.g., by April 15).

5. To assure that candidates for membership are reasonably committed to a career in chemical engineering, the candidate should have successfully completed at least three semester hours of chemical engineering courses. The Chapter may choose to increase the number of hours of chemical engineering courses required for membership.
6. The minimum number of hours stated here should insure junior or senior status, respectively. Each Chapter should insert such figures as apply to their particular curriculum.
7. Article VII, Section 2, of the National Constitution states:  
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.
8. Adjust this section accordingly for other grading bases.
9. Remove all references to these notes (including this list of notes) after modifying the sample By-Laws for your new Chapter.