

CHI EPSILON

The CIVIL ENGINEERING HONOR SOCIETY
NATIONAL COUNCIL and Office of the EXECUTIVE DIRECTOR



Chi Epsilon Constitution and Bylaws November 2023



Preamble

Chi Epsilon serves as the honor society for civil engineering and civil-engineering-related disciplines, referred to herein as the civil engineering community. We, the members of the civil engineering community, at various colleges and universities, believing that a mark of distinction should be placed on the students and professionals who have upheld the honor of the community by high scholastic achievement, and believing that a society with the broad principles of scholarship, character, practicality, and sociability would be an incentive to greater achievements in the civil engineering community, do adopt these bylaws as a guiding instrument for this organization.

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1. Organization, Operational Name, Insignia, Jewelry, and Banner

- 1.1. The name of this organization shall be Chi Epsilon. The approved abbreviation of the name shall be XE. Chi Epsilon is incorporated in the State of Illinois as a 501 (c)(3) non-profit corporation and organization.
- 1.2. The design of the badge (as exemplified by the key) of the society, shall be as shown on the official detailed drawing on file in the office of the Executive Secretary.
- 1.3. The Emblem of Chi Epsilon
 - 1.3.1. The emblem of the society must be a scale reproduction of the superimposed Greek letters as they appear on the Key.
 - 1.3.2. 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 nonmembers of Chi Epsilon, the spelling of the name Chi Epsilon or the Greek letters XE can be used.
 - 1.3.3. When an award is presented to any Chi Epsilon member, either living or deceased, the use of the Chi Epsilon emblem is permitted.
 - 1.3.4. 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.
 - 1.3.5. The Chi Epsilon emblem is permissible for official Chi Epsilon use by any chapter.
 - 1.3.6. The name "Chi Epsilon" spelled out or any suitable form of the Greek letters may be used in place of the emblem.
 - 1.3.7. All other uses of the Chi Epsilon emblem and the name "Chi Epsilon" must be approved by Conference action or by approval of the National Council during the period between National Conferences, subject to review at the subsequent National Conference.
- 1.4. 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.
- 1.5. The appearance of Chi Epsilon jewelry shall not be altered.
- 1.6. All insignia (keys, badges, rings, pins, etc.) must be ordered through the Chi Epsilon National Office. Likenesses of keys must conform to standards set by the National Council.
- 1.7. The emblem is registered in the U.S. Patent Office.
- 1.8. The display of the official Chi Epsilon Banner and Charter is encouraged. The Banner may be obtained by the National Office.

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2. Vision, Purpose, and Mission

- 2.1. **Vision** - By recognizing outstanding students, graduates, and members of the civil engineering community for their scholarship, character, practicality, and sociability, Chi Epsilon seeks to foster excellence, connectivity, leadership, and engagement among those in the civil engineering community to improve our world.
- 2.2. **Purpose** - Chi Epsilon is organized exclusively for academic and charitable purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Chi Epsilon's academic and charitable purposes are advanced through co-curricular educational activities and scholarships and other awards.
- 2.3. **Mission** - The mission of Chi Epsilon is to achieve its vision through its four pillars:
 - Scholarship** – recognizing excellence and achievement in academic and professional endeavors.
 - Character** – upholding the integrity and responsibility of the civil engineering community through our service and the ethical practice of our profession.
 - Practicality** – educating and encouraging our members to improve our world through innovative and impactful solutions.
 - Sociability** – connecting our members while engaging the broader civil engineering community.

3. Organization, Membership, and Government

- 3.1. **Organization** - Chi Epsilon shall consist of (1) a National Council comprised of one representative from each district and (2) Chi Epsilon University Chapters operating at engineering schools and colleges.
- 3.2. **Basis for Membership** - Candidates for membership shall be chosen from within the civil engineering community. The selection of members shall be based upon Scholarship, Character, Practicality, and Sociability—the four primary attributes of a successful engineer. Membership is recommended by local chapters and approved by the National Council.
- 3.3. **Types of Membership**
 - 3.3.1. **Chi Epsilon Initiate** – one who has been invited to pledge Chi Epsilon and started, but not completed, the pledge process and has not yet participated in the initiation ritual. Students of civil engineering and related disciplines may be invited to pledge Chi Epsilon by their Chi Epsilon University Chapter if any of the following are true:

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- 3.3.1.1.** The student has completed at least one-fourth (25%) of the curricular requirements for the bachelor's degree and is in the top one-third of the cohort of eligible inductees by grade point average (GPA).
 - 3.3.1.2.** The student is selected from a pool of graduate students in accordance with the Chi Epsilon University Chapter's internal processes.
 - 3.3.1.3.** The student has demonstrated scholarship; however, due to unique circumstances, does not meet the minimum initiate GPA requirements. A student in this category may be invited to pledge Chi Epsilon upon the unanimous approval of the Faculty Advisor, the Department Head/Chair, and the District Councilor.
- 3.3.2. Student Member** – one who is enrolled in an undergraduate or graduate civil engineering or civil engineering related program who has followed the Chi Epsilon University Chapter initiation requirements, satisfactorily completed the pledge process, and has participated in the Chi Epsilon initiation ritual.
- 3.3.2.1.** The student pledge process shall be governed by the Chi Epsilon University Chapter as approved by the Faculty Advisor. The pledge process shall demonstrate the commitment of the Chi Epsilon Initiate to the four pillars of Chi Epsilon.
- 3.3.3. Member** – Chi Epsilon Membership is permanent and may only be revoked by unanimous vote of the National Council.
- 3.3.3.1.** A Student Member becomes a Member upon completion of the program for which they were enrolled at the time of Student Member initiation.
 - 3.3.3.2.** An Alumni from a university that has a Chi Epsilon University Chapter may be considered an Alumni Chi Epsilon Initiate if they: 1) were in the top third of their class at the time of graduation with a degree in civil engineering or civil engineering related discipline; 2) are nominated by the University Chapter in accordance with their internal processes; and 3) are approved by the Faculty Advisor. The Alumni Chi Epsilon Initiate will become a Member after participating in the Chi Epsilon initiation ritual.
 - 3.3.3.3.** A University Faculty Member from a university that has a Chi Epsilon University Chapter may be considered a Chi Epsilon Initiate if they: 1) teach in civil engineering or a civil engineering related discipline; 2) are nominated by the University Chapter in accordance with their internal processes; and 3) are approved by the Faculty Advisor (or Department Chair). The Faculty Chi Epsilon Initiate will become a Member after participating in the Chi Epsilon initiation ritual.

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3.3.4. Chapter Honor Member - In recognition of outstanding professional accomplishments in the civil engineering community, individuals may be recognized as Chapter Honor Members in accordance the following process options:

3.3.4.1. Chapter Honor Members shall have 1) a minimum of 10 years practicing engineering experience, 2) be a licensed Professional Engineer in good standing, 3) be approved by majority vote of the Student Membership of the Chi Epsilon University Chapter, and 4) be approved by the District Councilor.

3.3.4.2. Chapter Honor Members may be approved by a majority vote of the National Council.

3.3.5. National Honor Member – A Chapter Honor Member elevated by majority vote of the National Council.

3.3.6. Chi Epsilon University Chapter – Chi Epsilon University Chapters (“Chapters”) may be nationally or internationally located at universities with accredited civil engineering or civil engineering-related programs. Programs outside the US that are not accredited by the US standard appropriate to the engineering discipline must be accredited by a nationally (or regionally) recognized accreditation body.

3.3.6.1. Active Chapters have initiated student members during the current, or the previous, academic year.

3.3.6.2. Inactive Chapters did not initiate student members in either of the past two academic years.

3.3.6.3. Dormant Chapters have not had an initiation in the past three or more academic years.

3.3.7. New Chapter Installation

3.3.7.1. A New Chapter Petition shall be submitted for review and approval by the National Council. The Petition shall include: (1) the name and contact information for the proposed interim Faculty Advisor, interim Student President, interim Student Vice-President, and interim Student Secretary/Treasurer; (2) single-page statements from each of the three interim student officers describing how they (personally) have demonstrated their support of the Chi Epsilon mission and the four pillars; (3) the names and contact information of the Dean and Department Chair(s) administering the programs from which Chi Epsilon membership is drawn; (4) the numbers of graduates in Chi Epsilon

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applicable major(s) over the past five years; (5) a signed letter of support by the Department Chair(s); and (6) a nomination letter from an Active Chi Epsilon Chapter with a commitment of operational support through advising mentorship.

- 3.3.7.2.** Upon submission of the New Chapter Petition, an informal meeting with the Department Chair(s), Interim Faculty Advisor, and a representative of the National Council shall take place. The National Council representative shall act as an advocate for the New Chapter Petition to the National Council.
- 3.3.7.3.** Upon approval of the New Chapter Petition by the National Council, the initial Chapter Installation and inaugural initiation shall be performed by the District Councilor, the Executive Director, the National President, the Interim Faculty Advisor and the three Interim Pledge Officers in attendance.
- 3.3.7.4.** Chapters shall also be designated by the chapter number assigned at the time of installation. The chapter number refers to the chronological order of installation of all Chi Epsilon Chapters.
- 3.3.7.5.** Each chapter will have a unique abbreviation for use on chapter members' keys.

3.3.8. Dormant Chapter Reinstallation

- 3.3.8.1.** A Dormant Chapter Reinstallation Petition shall be submitted for review by the National Council. The District Councilor (DC) representing the district in which the dormant chapter is located will present the petition. The Petition shall include: (1) the name and contact information for the proposed Faculty Advisor, interim Student President, interim Student Vice-President, and interim Student Secretary/Treasurer; (2) a copy of the chapter pledge process; and (3) a signed letter by the Faculty Advisor attesting that the Chi Epsilon interim officer pledges have followed the pledge process.
- 3.3.8.2.** Once approved by the National Council, the ritual initiation ceremony may be performed by 1) a minimum of three different Chapter Chi Epsilon members reading the Ritual Parts of President, Vice-President, and Secretary/Treasurer along with the Faculty Advisor or, 2) by the National President, the District Councilor, the Executive Director, and the Faculty Advisor (elected or interim).

3.4. Government of the Society - The government of Chi Epsilon shall be vested in the General Assembly in coordination with the National Council.

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- 3.4.1.** The General Assembly shall consist of one official delegate (student member) selected from each active chapter AND in attendance at the National Conference.
- 3.4.2.** National Conference shall be convened at established periodic intervals as coordinated by the National Council.
- 3.4.3.** Chapters shall be grouped into geographical districts with one District Councilor selected from each district. A District Councilor shall be elected by a majority vote of the delegates from that district. A District Councilor must be a member of Chi Epsilon.
- 3.4.4.** Collectively, the District Councilors shall be known as the National Council. The National Council shall facilitate the operation of chapters and provide liaison between the chapters in the context of the larger organization. The National Council, as comprised of elected representatives of the Local Chapters in each district has the authority to manage the operations of Chi Epsilon between National Conferences.
- 3.4.5.** District Councilors serve two-year, renewable, terms. District Councilors are elected (or re-elected) during the District Caucus at the Annual National Convention by a majority vote of the Active Chapter delegates within the district the District Councilor is to serve.
- 3.4.6.** The National Council has authority over budgetary, operational, ceremonial, scholarships, awards, recognitions, districting, archival recording, and business management aspects of the Society as executed by the Executive Director in support of the vision, purpose, and mission of the organization.
- 3.4.7.** The National Council shall appoint an Executive Director renewable each year based on performance.
- 3.4.8.** The Executive Director shall manage the National Office and its staff.
- 3.4.9.** The National Council shall internally elect the President and Vice-President of Chi Epsilon.
- 3.4.10.** The Executive Director must be a member of Chi Epsilon.

3.5. Government of Chapters

- 3.5.1.** Each Local Chapter shall have full control of its individual affairs, subject to the Bylaws of Chi Epsilon.
- 3.5.2.** Each Local Chapter shall have a Faculty Advisor, who shall be elected by a majority vote of the Student Membership of the Local Chapter.
- 3.5.3.** Each Chapter shall manage its pledge and initiation process following the initiation ritual as provided by the National Council.
- 3.5.4.** Each Chapter shall have a minimum of three officers: a President, Vice-President, and Secretary/Treasurer and a Faculty Advisor.
- 3.5.5.** The Vice-President shall serve the role of both Vice-President and Marshal (or Pledge Marshal) during the Ritual should the Chapter not have a Marshal.

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- 3.5.6. Student Officers shall serve not more than one calendar year in any one position.
- 3.5.7. Each Chapter shall maintain a Chapter Policies and Rules of Procedure (PAROP) document outlining, at a minimum, their (1) ***Pledge Processes/Pledge Requirements*** consistent with the National Bylaws as approved by the Faculty Advisor and Department Chair, (2) ***Officer Positions and Duties*** and (3) ***Office Election and Transition Process***

4. Voting, Quorum, Bylaws, and Ritual

- 4.1. **In-Person Voting** - A motion shall be carried if the majority of the non-abstaining representatives at a meeting where a quorum has been reached vote in the affirmative.
- 4.2. **Email/Digital Voting** – A motion shall be carried if the majority of the responses vote in the affirmative by email. Non-responses are considered abstentions, and a quorum need not be reached.
 - 4.2.1. An email vote is considered null should two or more voting members object to the email vote OR the request for voting on a motion be less than four business days.
 - 4.2.2. New Charter Petition may NOT be approved by Email/Digital Voting.
- 4.3. **Quorum** – A quorum of the General Assembly is one delegate more than 50% of the number of Active University Chi Epsilon Chapters. A quorum for general meetings to conduct Chi Epsilon business shall be one more representative than 50% of the Active Chapters with voting privilege for the business. University Chi Epsilon Chapters conducting Chi Epsilon business shall set their own rules for establishing a quorum.
- 4.4. **Bylaws** – Bylaws may only be updated by a majority vote of the General Assembly provided a quorum is in attendance.
- 4.5. **Ritual** – Ritual/Initiation ceremonies are performed by each Chapter to initiate new student members, Chapter Honor Members, and to install new officers. Ritual ceremonies may also be conducted by the National Council during New Chapter Installation and Dormant Chapter Reinstallation as outlined herein. The Ritual of Chi Epsilon shall be maintained by the National Council.