THE COLLEGE OF NEW JERSEY
CHI EPSILON
THE CIVIL ENGINEERING HONOR SOCIETY

CONCEPTION
DESIGN
CONSTRUCTION

Policies and Rules of Procedure (PAROP)

Chapter Number: 143

Institution/Chapter Name: The College of New Jersey

Date: February 2024

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TCNJ

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ARTICLE I – Membership Requirements

A. Student Invitation requirements to join Chi Epsilon (XE) are governed by the National Bylaws.

B. Faculty Membership, Alumni Membership, Chapter Honor Membership, and National Honor Membership are governed by the National Bylaws. Alumni membership requirements are outlined in a document published on the TCNJ XE website. Chapter Honor Members are nominated among distinguished civil engineering professionals who have made significant contributions to the civil engineering profession, to the Civil Engineering Department and to the Chapter.

C. Candidate requirements for Student Membership are governed by The College of New Jersey Chapter (Chapter). The Candidates are required to complete the following actions relevant to the four Pillars of XE.

1. All potential candidates are required to attend the invitation information meeting unless excused in advance by the Chapter President (alternate arrangements must be made if a potential candidate is excused). At the information meeting, the potential candidates will be instructed on how to complete their personal initiate charter that demonstrates fulfillment of the **Scholarship, Character, Practicality and Sociability** requirements. All potential candidates must submit an application form within one week following the information meeting in order to become recognized Chapter Candidates. The President will inform in writing all potential candidates if their application was approved.

    i. **Scholarship**

All candidates must have completed at least 10 units of classwork (combined) and must have completed at least two consecutive semesters at TCNJ with at least 3 units per semester. Students who fulfill these requirements but are not currently registered for classes are not eligible for membership.

Sophomore candidates must rank in the top two of their civil engineering class, have a Grade Point Average of at least 3.75, and be enrolled in CIV 251.

Junior and Senior candidates must rank in the top third of their civil engineering class and have a Grade Point Average of at least 3.0. Junior candidates must have completed CIV 251 and be enrolled in at least two junior level classes. Senior candidates must be enrolled in CIV 495.

The Faculty Advisor shall verify Scholarship requirements.

ii. **Character**

All candidates must complete the following requirements:

- Civil Engineering Department service: attend and help during an approved event (Open House, Accepted Students Day, or other Department sponsored event), or complete other Department service approved by the Department Chairperson.
- At least three hours of community service including one mandatory tutoring session: only Chapter sponsored or approved events will count. Service work completed up to 6 months before the initiation ceremony will be accepted. Service completed as a requirement for membership of another organization will not be accepted.
- Candidates should document completion of Department and community service using the Activities Form, which they must include in their initiate charter. Only one activity may be reported on a single Activities Form.
- All Candidates must include a fully signed Recommendation Form to their initiate charter. It is required to obtain signatures from four professors with whom the candidate has **completed** a class. For sophomore candidates at least one professor must be from civil engineering, and no more than two could be out-of-engineering. For junior candidates at least two professors must be from civil engineering, and no more than one could be out-of-engineering. For senior candidates all four must be engineering professors, and at least three must be from civil engineering. Candidates who are unable to fulfill the above requirements should speak with the Chapter Faculty Advisor immediately after the information meeting.

The Chapter Vice President shall approve of the proposed service activities and shall verify the initiate charter upon submission of the forms.

iii. **Practicality**

All candidates must attend one approved Chapter fundraising event, and one Chapter sponsored technical seminar. Candidates should document completion of these requirements using the Activities Form, which they must include in their initiate charter. Only one activity may be reported on a single Activities Form.

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The Chapter Vice President shall approve of the proposed fundraising activities and shall verify the initiate charter upon submission of the forms.

iv. **Sociability**

The Candidates are required to attend at least one Chapter sponsored social event, and the post-initiation celebration event. Attendance at the social events must be documented using the Activities Form, which the Candidates must include in their initiate charter.

The Chapter Vice President shall verify the initiate charter upon submission of the forms.

The Candidates are required to show their commitment to and pride in becoming members of XE during the 3-day long (Monday to Wednesday) Initiates Week. The Candidates will dress in business professional attire and will wear name tags identifying them as XE candidates. The dates for Initiates Week will be announced during the information meeting. The Candidates are required to attend the Executive Board meeting on the Wednesday of Initiates Week.

The Candidates shall document their initiation activities through written and visual media and complete a Scrapbook class project. The Scrapbook will be provided by the Chapter Faculty Advisor at the end of Initiates Week and must be completed at least one week before the initiation ceremony.

v. All Candidates are required to pay the membership fee. The membership fee is a one-time payment that includes the chapter initiation fee, and the lifetime national membership fee. The membership fee amount will be announced during the information meeting. The membership fee is due two weeks after the information meeting unless other arrangements are made with the Chapter Faculty Advisor.

vi. By a majority vote of the Executive Board officers, eligibility for membership **may** be denied in case a candidate has received a failing grade in any CIV or ENG course. Membership **will** be denied in case a candidate has received a disciplinary action taken by the College including, but not limited to, academic integrity, Title IX violation, and other sanctionable offenses. Students whose membership application was not approved may petition the Department Chairperson for reinstatement of their candidacy.

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vii.   Upon successful completion of all requirements, the Candidates will achieve the rank of Initiates and will become eligible to attend the Initiation Ceremony.

2. **Initiation Ceremonies.** In accordance with the National Council requirements, all Initiates shall go through the XE Ritual Ceremony. Initiation Ceremonies are held twice each academic year: in May and in December.

3. **Student Membership and Membership.** The Initiate shall be a Student Member of XE when 1) the Initiate Charter has been verified, 2) the student has participated in the XE Ritual Process, and 3) the General Record Number and Individual Chapter Number have been assigned by the National Council. The Student Member of XE shall become a Member of XE once they graduate from the institution at which they were initiated.

4. **Members in Good Standing.** All Candidates and Student Members are required to self-report participation in Chapter activities through Activity Logs. Weekday activities count for one point and weekend activities count for two points. To be in good standing, Members and Candidates must collect five points each semester. One of the points each semester must be a tutoring session. Mandatory events and meetings (Executive Board meetings, General Body meetings, Elections meeting, Initiation Ceremonies, required RSO events, Student Leadership meetings) are not eligible for points. If a member is not in attendance at a mandatory event, they are required to participate in one additional club activity. The number of points required to maintain a good standing status will increase commensurate to the number of missed mandatory events. Events not sponsored or endorsed by the Chapter are not eligible for points. If a member fails to collect five points by the end of the Fall semester, they may make up for one missing point by participating in an additional event during the Spring semester. If a member needs to make up for more than one point, or they don't have enough points in the Spring semester, they need to petition the Executive Board and explain the reason(s) that prevented them from participating in club activities. The Executive Board will inform the member of their eligibility to make up the points upon reviewing the petition. If approved, the Executive Board will specify which make-up activities the member must complete to restore their good standing status. Only those graduating Student Members who are in good standing are eligible to receive an honor cord and a stole.

ARTICLE II – Chapter Leadership

A. President: The President's duties and responsibilities include:

- Oversees all office positions and delegates tasks as needed.
- Presides over all chapter meetings and prepares and distributes the meeting agenda.
- Maintains external Chapter communications (National Office and Executive Director, Other XE Chapters, TCNJ, School of Engineering, Department of Civil Engineering).
- Attends National Conference.
- Completes required RSO yearly training and attends required RSO events and School of Engineering Student Leadership Meetings.
- Liaises with Chapter Trustees and TCNJ XE Alumni Association.
- Liaises with other TCNJ and School of Engineering student clubs.
- Liaises with School of Engineering Dean's Office.
- Meets weekly with the Faculty Advisor to discuss current objectives and tasks.

B. Vice President: The Vice President's duties and responsibilities include:

- Assists the President as needed and performs, to the best of their ability, the duties of the President during their absence or inability.
- Coordinates community service activities and outreach.
- Mentors Candidates.
- Prepares Newsletter once each semester before initiation ceremony. Distributes the Newsletter electronically to all Chapter members.
- Prepares and distributes surveys including award nominations.
- Attends School of Engineering Student Leadership Meetings.

C. Secretary: The Secretary's duties and responsibilities include:

- Maintains up-to-date contact information of all members of the Chapter.
- Maintains a record of Alumni eligible for membership.
- At the President's request maintains internal Chapter communications (Student Members and Candidates).
- Takes meeting minutes during every meeting.
- Takes attendance counts for all chapter meetings and activities.
- Makes sure activity logs are updated and organized.

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- Conducts all chapter administration tasks including email maintenance and Google drive maintenance.
- Maintains Google calendar.
- Prepares annual report.

D. Treasurer: The Treasurer's duties and responsibilities include:

- Keeps an accurate and up to date balance spreadsheet.
- Collects and maintains receipts for all expenses.
- Communicates with the SFB (reimbursements and deposits).
- Plans and coordinates fundraising activities.
- Completes required RSO yearly training and attends required RSO events.

E. Marshal: The Marshal's duties and responsibilities include:

- Heads the initiation and award ceremonies (prepares list of tasks and charges for each initiation ceremony, assures that all items needed are accounted for and at hand during the ceremony, supervises the room setup, briefs all participants about their role in the ceremony).
- Prepares initiation ceremony program.
- Reserves space for club meetings and initiation ceremonies.
- Plans social events.
- Plans technical seminars and posts announcements in Engineering Updates.
- Documents all events with photos and videos.
- Provides Faculty Advisor with description and photos for Chapter website.
- Manages Instagram, Roar, GroupMe and LinkedIn accounts, and makes appropriate posts.

F. Board of Trustees: The Board of Trustees members are Chapter Alumni who are appointed for a two-year term, renewable for an additional year. Trustees function in a mentoring and advising role and replace Chapter Officers in case of their absence or inability. They are the interface between the Chapter and the professional engineering community. The Board of Trustees is chaired by the Faculty Advisor.

G. TCNJ XE Alumni Association: The Alumni Association is a group of Alumni highly motivated to stay connected with the Chapter. The Alumni Association has a Liaison that connects with the Board of Trustees and the Chapter President.

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ARTICLE III – Officer Election and Transition Process

A. Nominations and Eligibility
1. All Chapter Student Members and Initiates are eligible to run for any position unless they uphold the position of a President at another student organization in which case they are not eligible to run for positions of the president and vice president.
2. Nominations and self-nominations bear equal weight in the election of the Chapter officers.

B. Terms and Elections
1. Officer elections shall be done one position at a time, anonymously, and in the following order: President, Vice President, Secretary, Treasurer, and Marshal.
2. All nominees for a particular position are required to present their platform to the Chapter before voting for that position commences.
3. The voting process shall follow the standards of the National Bylaws.
4. If a person is not successfully elected to a position, they are encouraged to run for other positions through the voting process.
5. All officers shall be elected for a one-year term.
6. Officer elections are held every fall semester on the second or the third Wednesday in November.
7. The President-Elect, Vice President-Elect, Secretary-Elect, Treasurer-Elect, and Marshal-Elect are sworn in as part of the Fall Ritual Ceremony for the new initiates.
8. Officers start their term On January 1st and continue until December 31st of the current calendar year.

C. Officer Transitions
1. The transition period is considered to last between the day of the Fall Initiation Ceremony and December 31st of the current calendar year.
2. During the transition period it is the responsibility of the outgoing officers to provide the incoming officers with proper training to be successful in their position.