
Gamma Theta Chapter of IEEE-Eta
Kappa Nu

Chapter Operations Manual

Manual Approved: 2023

ARTICLE I: Name, Charter Date, and Mission of the Chapter

Section 1: The name of this Chapter is the *Gamma Theta* Chapter of IEEE-Eta Kappa Nu; hereafter referred to as the Chapter. On campus, the Chapter may be referred to as Gamma Theta Chapter of IEEE-Eta Kappa Nu; Gamma Theta Chapter, Eta Kappa Nu; HKN; IEEE-HKN; or IEEE-Eta KappaNu.

Section 2: The Chapter resides with Electrical and Computer Engineering and Computer Science Departments at *Missouri University of Science and Technology* in Rolla, Missouri.

Section 3: The *Gamma Theta* Chapter was chartered on *April 26, 1952*.

Section 4: IEEE-Eta Kappa Nu is the honor society of the Institute of Electrical and Electronics Engineers (IEEE). The mission of the Chapter is to recognize outstanding students, faculty, and professionals in IEEE technical fields of interest with a particular focus on the traditional fields of electrical engineering, computer engineering, and computer science. IEEE-HKN chapters promote excellence in the profession and in education through an emphasis on *scholarship, character, and attitude*. Chapters further strive to foster community and cooperation among its active members and the host department(s) as well as other local honor societies *and the local IEEE student branch*.

ARTICLE II: Governance of the Chapter

Section 1: This Chapter Operations Manual shall be the official governing document of the Chapter *and may be considered to be its constitution and/or bylaws*. This Chapter Operations Manual is subordinate to the IEEE-Eta Kappa Nu Operations Manual and the IEEE-Eta Kappa

Nu Process Manual. The most recent versions of these documents are available electronically from the IEEE-HKN web site <https://hkn.ieee.org>. IEEE-Eta Kappa Nu is an organizational unit of IEEE; policies of IEEE including the IEEE Code of Ethics are available at <http://ieee.org>. The rules governing this organization for conducting business shall be, in order of precedence:

- The IEEE-Eta Kappa Nu Operations Manual
- The IEEE-Eta Kappa Nu Process Manual
- This Chapter Operations Manual
- The latest version of Robert's Rules of Order.

Section 2: For administrative and voting functions, the active members of the Chapter shall be those students who meet the following requirements (*Alumni are not allowed to participate in voting functions*):

- Inducted into IEEE-Eta Kappa Nu,
- Enrolled in the host university for the *SEMESTER* in question and are not off campus for a cooperative assignment or industrial assignment,
- Be considered an Active Member for the most recent semester in which the member was an enrolled student not on cooperative assignment or industrial assignment.

Section 3: Active Members are those who have completed the induction, and for the semester in question, have complete the following requirements in the previous academic semester:

- Participate in a minimum of 2 general meetings
- Complete a minimum of 1 hour of service (approved by the Chapter Executive Committee)
- Complete a minimum of 1 additional hour of the member's choice (general meeting, service, social)
- Participate in the Constitution Review meeting every even year, when applicable

Furthermore, candidates who completed the induction process and other requirements detailed in Article VI will be considered an Active Member for the semester immediately following the Induction in which the candidate is not on cooperative assignment or industrial assignment.

Section 4: The adoption and approval of amendments to this Chapter Operations Manual require a 2/3-majority vote of all active members of the Chapter, approval by all necessary University bodies, and approval by the IEEE-Eta Kappa Nu Board of Governors. Amendments may take effect immediately upon approval by the active membership of the Chapter. Amendments rejected by the IEEE-Eta Kappa Nu Board of Governors shall be returned to the chapter and rendered void.

Section 5: The Chapter's constitution must have the approval of Student Organization Recognition Committee.

Section 6: Final approval of the Chapter's constitution must come from the Vice Chancellor of Student Affairs for this constitution to be valid and take full effect.

Section 7: Amendments are to be submitted in writing to the Chapter's Executive Committee and Advisor(s) outlining the following information:

- The proposed change,
- Explanation for change,
- How the change would affect the Chapter Operations.

Furthermore, the member(s) who proposed the amendment are to present the proposed change at a Chapter Meeting, detailed in Article X, for a minimum of 1 minute to a maximum of 5

minutes. Immediately after the presentation, a discussion period will commence for a minimum of 3 minutes. A vote, detailed in Article II Section 3 will be carried out.

Section 8: Members will be notified of a proposed amendment via email at least 1 week before a vote can take place. If a Chapter meeting is less than a week away, the proposed amendment will become a required agenda item. If a Chapter meeting is not scheduled within 2 weeks of member notification, and the matter is deemed urgent by the Executive Committee or Advisor(s), a special meeting can be called, as outlined in Article X.

Section 9: Amendments to the Constitution that encompass minor grammar and spelling fixes, a 2/3 majority of the active membership is not required. 2/3 approval of the Executive Committee will suffice.

Section 10: Student Involvement will be notified of any amendments voted in and provided with a copy of the changes made.

ARTICLE III: Symbols and Media of the Chapter

Section 1: The Chapter shall use the official symbols of IEEE-Eta Kappa Nu Chapter including the emblem, shield, and colors as detailed in the IEEE-Eta Kappa Nu Operations Manual.

Section 2: The *Gamma Theta* Chapter shall maintain its directory page at <https://hkn.ieee.org> and other media including

- Chapter Website: <https://hkn.mst.edu/>
- Facebook: <https://www.facebook.com/SandTHKN/>
- Twitter: <https://twitter.com/SandTHKN>
- Instagram: <https://www.instagram.com/sandthkn/?igshid=q9y9i7u1v7ph>
- LinkedIn: <https://www.linkedin.com/company/ieee-hkn-gamma-theta-chapter/>

ARTICLE IV: Records, Faculty Advisor(s), and Trustees of the Chapter

Section 1: The records of the *Gamma Theta* Chapter, including correspondence, membership signaturebook, financial records, general meeting minutes, and other records, shall be located at *the Student Projects Laboratory (Emerson Electric Hall 202)*.

Section 2: The Chapter shall have at least one faculty advisor who is on the host department(s)' faculty and may have additional faculty advisors or other advisors such as industry advisors. Faculty Advisor(s) and other advisors shall serve as liaisons between the Chapter and the university. The requirements and responsibilities of the Faculty Advisor(s) are detailed in the IEEE-Eta Kappa Nu Process Manual. All Faculty Advisors shall be approved by the head of a host department *as well as a vote of the active membership every even year*.

Section 3: A Trustees Committee shall be appointed by the head of the chapter's host department should the chapter become inactive. The Trustees Committee shall be chaired by a member of the host department(s)' faculty and the committee shall

- Be custodian of all funds, records, and paraphernalia of the Chapter and

- Reorganize and reactivate the Chapter when it deems the time is appropriate. Reactivation of the Chapter requires the approval of the IEEE-Eta Kappa Nu Director.

ARTICLE V: Eligibility and Qualification

Section 1: Undergraduate students, graduate students, and meritorious professionals such as faculty or distinguished alumni may be eligible for induction into IEEE-Eta Kappa Nu. The requirements for induction are detailed in IEEE-Eta Kappa Nu Process Manual.

Section 2: Undergraduate and graduate student candidates shall have been in regular attendance at *Missouri University of Science and Technology* for at least one *SEMESTER* prior to the time of consideration.

Section 3: *In addition to the requirements specified in the IEEE-HKN Process Manual, undergraduate candidates shall have completed the following minimum coursework to be eligible for membership:*

- *Completed a minimum of 12 hours of coursework within the Electrical and Computer Engineering and Computer Science departments with a grade of “C” or better in each course*
- *Candidates pursuing an Electrical Engineering or Computer Engineering degree are encouraged to complete the following courses: Circuits I (EE2100), Circuits II (EE2120), Introduction to Electronic Devices (EE2200), Introduction to Digital Logic (CpE2210), and Computational Problem Solving (CS1500) and/or Introduction to C++ Programming (CS1570)*
- *Candidates pursuing a Computer Science degree are encouraged to complete the following courses: Computational Problem Solving (CS1500), Introduction to C++ Programming (CS1570), Introduction to Digital Logic (CpE2210), Discrete Mathematics for Computer Science (CS1200), and Theory of Computer Science (CS2200)*

Section 4: Eligible students shall be invited to attend an orientation reception. The purpose of the reception is to acquaint the prospective candidates with IEEE-Eta Kappa Nu and requirements for election and induction and to acquaint the current members with the prospective candidates.

Section 5: All prospective candidates shall exemplify strong character and a positive attitude as described in the IEEE-Eta Kappa Nu Induction ritual and Process Manual. The Chapter may decline to induct academically eligible candidates if it determines, via a written policy approved by the IEEE-Eta Kappa Nu Board of Governors, that the candidate does not exemplify these values. See Article VI for election details.

Section 6: Candidates are undergraduates, graduates, or professionals who meet the above-mentioned qualifications, but have not yet been inducted. Candidates cannot cast votes and cannot run for an officer position. Candidates can attend and participate in all other Chapter activities.

Section 7: Members are those who have completed the induction. They can attend and participate in all Chapter activities, excluding voting functions.

Section 8: Active Members can participate in all Chapter activities, including voting functions.

Section 9: Members cannot be removed from the Chapter by the Chapter members or advisors.

If an individual would like to petition for the removal of a Chapter member, the individual must provide a detailed written statement to the Chapter Advisors and to the HKN Board of Governors. The Board of Governors has the final say in the member's removal.

ARTICLE VI: Election, Requirements, and Induction

Section 1: Students become candidates upon election by a majority vote of the active members of the chapter. Considerations for this vote shall include, but shall not be limited to

- Compliance with the stated eligibility requirements related to academic record, character, and attitude,
- *Completion of the membership interview, and*
- Intent to complete candidate requirements and the induction.

Candidates shall be notified of their election within 48 hours after the election.

Section 2: Each prospective candidate shall be interviewed before the election meeting to acquaint the members with the candidate. Such interviews shall be held at a time that is convenient to both the candidate and the members. The interview shall be conducted in a dignified and serious manner, conforming with the ideals and aims of IEEE-Eta Kappa Nu.

Section 3: Student candidates at the undergraduate and graduate levels shall complete the following requirements:

- *Completion of a minimum of 2 hours of Chapter service activities. Service hours with other organizations may be approved by the Chapter executive committee.*
- *Attendance at a minimum of 2 Chapter meetings or other non-service activities for undergraduate members and 1 for graduate candidates.*
- *Satisfactory completion of an HKN plaque per distributed rules (optional for graduate candidates)*
- *Completion of an Electrical and Computer Engineering (ECE) or Computer Science (CS) exam –depending on the candidate's host department— with a score of 70% or greater.*
- *Completion of a Constitution Exam that covers chapter operations, chapter history, and chapter activities with a score of 70% or greater.*
- *Reproducing the Constitution Preamble with zero mistakes, including punctuation and capitalization.*
- *Payment of the IEEE-HKN induction fee and the local induction fee.*
- *Attendance at the IEEE-HKN induction ceremony.*

Review material and study sessions will be provided to candidates prior to the ECE/CS Exam and Constitution Exam. The ECE/CS Exam, Constitution Exam, and Preamble may be retaken if failed on the first attempt, with 2 re-attempts allowed. After 3 total attempts, the candidate will be asked to review the material and join in a following semester. Candidates shall be notified regarding these requirements, in particular the schedule, procedure, and expectations for the induction.

Section 4: Faculty and Professional candidates must meet the requirements in IEEE-HKN governing documents. Such candidates must be approved by a host department head and the faculty advisors. They must pay the IEEE-HKN induction fee, the local induction fee, and attend the Induction Ceremony.

Section 5: MEMBERSHIP IN IEEE-ETA KAPPA NU IS ONLY VALID WHEN INDUCTION DOCUMENTATION AND FEES HAVE BEEN RECEIVED AND RECORDED BY

HEADQUARTERS' STAFF AND ALL ACCURATE INDIVIDUAL INFORMATION HAS BEEN ENTERED IN THE IEEE-ETA KAPPA NU DATABASE. Names and contact information for all candidates to be inducted shall be sent to IEEE-Eta Kappa Nu headquarters a maximum of one week following the induction date for membership certificates.

Section 6: The formal induction shall proceed according to the Induction Ritual shown on the IEEE-Eta Kappa Nu website. To be inducted into IEEE-Eta Kappa Nu, an inductee shall attend an induction ceremony.

Section 7: IEEE-Eta Kappa Nu headquarters shall be notified of inductees whose fees and information have been paid and recorded but who fail to attend the induction ceremony. These candidates may be inducted at a future ceremony, and IEEE-HKN headquarters will re-issue the membership certificate with the new date of induction. If the candidate has completed all requirements outlined in Article VI Section 3, the candidate can participate in the induction ceremony the semester following the missed induction if and only if they complete the activities required to be considered an Active Member. If the candidate does not participate in the next available induction ceremony or fails to retain Active Member status, the candidate will no longer be eligible for induction and must repeat the candidate process over if they candidate is still eligible.

ARTICLE VII: Officers of the Chapter

Section 1: The officers of the Chapter shall be President, Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, Bridge Correspondent, Student Council Representative, Pledge Chair, Laboratory Chair, and Service Chair. Officer duties are detailed in the IEEE-Eta Kappa Nu Operations Manual and in the following sections.

Section 2: Any member may call for the removal of an officer by providing a written statement to the Chapter Advisors and the Executive Committee. A 2/3 vote of the Executive Committee or Active Members and approval from a Chapter Advisor will qualify for the removal of the officer. A vote to remove the officer must be announced one week prior.

Section 3: The Bridge Correspondent has the same duties as the News Correspondent, as detailed in the IEEE-Eta Kappa Nu Operations Manual.

Section 4: The Student Council Representative has the following responsibilities:

- Attend Student Council meetings and cast votes on behalf of the Chapter
- Attend Student Council sub-committee meetings
- Bring report back to HKN of events and campus news

Section 5: The Pledge Chair has the following responsibilities:

- Assists with pledging and recruitment activities
- Conducts interviews of prospective pledges
- Tracks pledge progress and reports back to the Vice President
- Assists in proctoring the ECECS and HKN Exams
- Holds study sessions for ECECS and HKN Exams
- In charge of coordinating in class presentations with faculty and assigning presenters

If the Pledge Chair is not elected, the Vice President will assume the responsibilities of Pledge Chair in addition to the detailed responsibilities of Vice President.

Section 6: The Laboratory Chair has the following responsibilities:

- Keeper of binders/photos/antiques and HKN Resources in the laboratory
- Tracks, records, and ensures that HKN Officers are hosting Open Laboratory Hours
- Tracks and coordinates any activities involving the laboratory, Coffee Table, and Soda Fridge
- In charge of stocking items for the Coffee Table and Soda Fridge
- Maintain a book of all items purchased/donated for the Coffee Table and Soda Fridge

Section 7: The Service Chair has the following responsibilities:

- Create and organize all service events
 - Keep records of all service events including who attended and for how long
 - Send out reminder notifications
- Help treasurer create and organize fundraisers
- Help the Bridge Correspondent:
 - Take event/service pictures
 - Log service events
 - Gather information for the Annual report
- Coordinate with the Pledge Chair on service opportunities for candidates

Section 8: Chapter officers shall be elected once every *SEMESTER*, no later than the end of the *SEMESTER*. All newly elected officers shall take office at the conclusion of the last Chapter meeting for the *SEMESTER*.

Section 9: Officers must be active members of the Chapter and current IEEE members at the time of election. Members who are on cooperative assignment or industrial assignment may be elected as officers if they will be active members for the semester of their return to campus.

Section 10: A nomination form will be sent out a minimum of one week before elections are held. Any member may nominate another member for an officer position. Nominations will only be considered if the nominee accepts the nomination and meets the qualifications required by the position.

Section 11: The outgoing Chapter officers shall provide to IEEE-HKN Headquarters the required submissions for their term including induction documentation and fees and the election results. The report of election results shall be submitted within one week of the election. The ongoing Chapter officers shall transfer officer materials and otherwise prepare incoming officers for their positions.

Section 12: Any vacancy among the officers for the Chapter shall be filled at the first regular meeting after the vacancy occurs or, when possible, before the vacancy takes effect. If a position remains unfilled, the most senior elected officer will appoint a member to the position.

Section 13: Refer to Article X Section 3 for the election process of officers.

ARTICLE VIII: Executive Committee

Section 1: *Voting members of the executive committee shall consist of the President, Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, Bridge Correspondent, Pledge Chair, Service Chair, Student Council Representative, and Laboratory Chair. The Faculty Advisor(s) and other advisors shall be non-voting members.*

Section 2: *The executive committee shall have the power to make decisions affecting the day-to-day operation of the Chapter between regularly scheduled Chapter meetings.*

Section 3: *The executive committee shall serve as a planning committee for activities throughout the semester and shall propose the initial agendas for the regular or special Chapter meetings.*

Section 4: *A quorum for transaction of business at an executive committee meeting shall be 50%.*

Section 5: *The Faculty Advisor(s) and other advisors shall be invited to all executive committee meetings but are not required to attend.*

Section 6: *The executive committee shall be authorized to make expenditures of \$500 USD or less for goods and services necessary for the operation of the Chapter without a vote of the entire membership. Exceptions to this limit are due payments and banquet payments.*

Section 7: *Decisions of the executive committee may be overturned by a majority vote of the active members of the Chapter.*

ARTICLE IX: Committees of the Chapter

Section 1: *The president of the Chapter has the right to form committees at their discretion and appoint the Chair(s).*

ARTICLE X: Meetings of the Chapter

Section 1: *A quorum for the transaction of Chapter business shall consist of at least 30% of the active members of the Chapter. Student members pursuing a cooperative program or those who are off the campus on an industrial assignment at the time of a meeting shall not be counted in the total membership for the purpose of determining a quorum.*

Section 2: *A meeting schedule shall be published at the beginning of each SEMESTER. A minimum of 2 regular meetings shall be held each SEMESTER. Any member is welcomed and encouraged to attend.*

Section 3: *The Chapter president may call a special meeting at any time and shall be required to call a special meeting within two weeks upon request of five active members or the Faculty Advisor(s).*

Section 4: *A special elections meeting will be held once a semester. It will follow the below procedure:*

- a. *The meeting will be announced a minimum of one week prior to the event.*
- b. *Members will be notified via email.*
- c. *A quorum is required to host this meeting.*
- d. *Each nominee is required to have a small presentation prepared (2-3 slides) with*

personal information, HKN involvement, and ideas for Chapter improvement. The presentation will be 1-3 minutes with 1-3 minutes for questions. After all candidates running for a position have presented, the nominees will be asked to leave the room so a discussion period can commence.

- e. Voting will be anonymous, be conducted via survey, and employ a Trickle-Down Voting system. A simple majority will be required to elect a member to a position.
- f. A vote of “No Confidence” will be allowed for each position.
- g. If there is a tie or close vote, a period for more questions followed by another discussion period will be held before a second vote for the position is held.

Section 5: Executive Committee meetings will be held weekly or bi-weekly, depending on the time period (in semester or out of semester). Executive Committee members are expected attend. Advisors are welcome to attend, but it is not mandatory. The President will call and preside over these meetings. However, if Executive Committee members wish to call a special meeting and the President does not call one, a quorum of Executive Committee members may call a special Executive Committee meeting.

Section 6: Except as provided in this Operations Manual, all questions of order shall be decided by the Executive Committee.

Section 7: The recommended order of a general business meeting shall be as follows:

- a. Roll Call
- b. Reading of minutes of previous meeting
- c. Officer Reports
- d. Committee Reports
- e. Old Unfinished Business
- f. New Business
- g. Election of Officers (if on agenda)
- h. Election of New Members (if on agenda)
- i. Appointment of Committees (if needed)
- j. Program
- k. Announcements, Discussion
- l. Adjournment

Section 8: Every even year a special Constitution Review meeting shall be held. The purpose of this meeting is for all current members to review and provide feedback on the Constitution and suggest changes. This will also be the meeting in which changes passed down from governing bodies will be merged into the Constitution for approval.

ARTICLE XI: Dues, Fees, and Assessments

Section 1: The induction fee shall be determined by the IEEE-Eta Kappa Nu Board of Governors and published by IEEE-Eta Kappa Nu Headquarters.

Section 2: A local induction fee may be assessed, in addition to the induction fee, by the Chapter. This fee shall be set by a majority vote of the chapter officers and may not increase by more than 10% between two adjacent academic terms. The fee set by the chapter officers shall be reported to the chapter at the next chapter meeting. A simple majority of the chapter shall either confirm or modify the value of the local induction fee.

Section 3: *The Chapter's executive committee, at their discretion, may waive an individual's fees*

with just cause. The Treasurer shall be instructed to pay the induction fee from Chapter funds.

Section 4: Dues must be paid by the date decided by the Executive Committee. The date shall be published and made available to candidates at the candidate orientation meeting. The date will also be available in a published candidate packet that candidates will always have access to. If there is a change in date, proper notification will be required. Proper notification will be a minimum of 2 weeks' notice and multiple emails to candidates.

Section 5: If dues are not paid by the determined date, the candidate will not be inducted into the Chapter for the semester in question.

ARTICLE XII: Funds of the Chapter

Section 1: The Chapter shall maintain a general fund to pay all operating expenses of the Chapter. The general fund shall be used for all Chapter dues, fees, assessments, bank interest, and proceeds collected from other Chapter activities. The general fund shall be used to pay all operating expenses of the Chapter.

Section 2: Multiple accounts may be held to separate funds for various Chapter programs and the accounts shall be interest-earning whenever possible. Creation or changes to accounts of the Chapter shall be approved by the active membership of the Chapter *and the university*.

Section 3: The name on all Chapter accounts shall be "the *Gamma Theta* Chapter of IEEE-Eta Kappa Nu" and the authorized signers on the account(s) shall be the Treasurer, the President, and at least one of the Faculty Advisor(s) or other advisors. All withdrawals and disbursements shall be approved by at least two authorized signers.

Section 4: The Treasurer shall manage the Chapter's account(s) and shall maintain financial records in accordance with the policies outlined in the IEEE-HKN Process Manual as well as any regulations specified by *Missouri University of Science and Technology*. The Treasurer shall prepare a financial report for each regular meeting of the Chapter. The financial report shall include current balances, reports of deposits and expenditures since the last meeting, and an estimate of upcoming deposits and expenditures. The treasurer shall keep the books open to inspection by any active member of the Chapter.

Section 5: The newly-elected Treasurer and the previous Treasurer will review financial records at the end of the Treasurer's term.

Section 6: The fiscal year for reporting revenue and expenses shall be *1 June through 31 May*.

Section 7: The Treasurer shall be responsible for filing the appropriate tax forms and reports as specified in the IEEE-HKN Process Manual.

ARTICLE XIII: Rules and Regulations

Section 1: The Chapter will follow federal and state laws and abide by the rules of the university.

Section 2: The Chapter will follow the rules/regulations of national organization.

Section 3: The Code of Conduct for the Chapter members is the University of Missouri Code of Conduct and this Chapter Operations Manual.

Section 4: This organization is responsible for behaving in a manner compatible with the university's standard for student organizations and Title IX federal laws. All forms of hazing, condoning and sanctioning of physical abuse, sexual harassment and sexual violence towards prospective or current members are illegal and will be immediately reported to the Office of Affirmative Action, Diversity, and Inclusion or to the Office of Community Standards and Student Conduct for review and possible disciplinary action.

Section 5: Alcohol Use – This organization will not host, promote, or sponsor an event that includes alcohol or controlled substances.

ARTICLE XIV: Chapter Awards

Section 1: The Best Pledge Award is given to the pledge that exemplifies HKN ideals and enthusiastically completes the pledging process. Examples of decision criteria are completing the pledging process on time, attending extra meetings, performing extra service hours, or assisting other pledges. The winner of the award receives a credit applied towards their local and national induction fees. This award is decided by the Executive Committee.

Section 2: The Best Plaque Award is given to the pledge that has the best plaque. This plaque should show a fine attention to detail, careful painting, and meet the minimum requirements set by the Pledge Chair. The winner of the award receives a credit applied towards their local and national induction fees. This award is decided by the Executive Committee.

Section 3: The Founders Award is given to an active member who has made outstanding contributions to the chapter during the semester. These contributions may involve a single activity or a combination of activities. This award is decided by the chapter advisor(s).

Section 4: The Advisors' Leadership Award is given to a current officer who has shown an outstanding dedication to the chapter and exemplified HKN ideals in performance of their duties. This award is decided by the chapter advisor(s).

Section 5: The same pledge cannot win both the Best Pledge and Best Plaque award. The credits and any other recognitions, such as award certificates, for the Best Pledge and Best Plaque awards are set by the Executive Committee. An active member cannot win both the Founders Award and the Leadership Award in the same semester.