

DRAFT
Sample Chapter Operations Manual

- This document is meant to be a guideline for chapter officers as they develop Operations Manual for their chapter.
- *Optional items are shown in red italics. They are suggestions, and may be rewritten as the chapter desires.*
- Required items are written in black and should not be substantially modified.

Chapter of IEEE-Eta Kappa Nu
Chapter Operations Manual

Established: _____

ARTICLE 1: Chapter Charter

Section 1: The name of this chapter is the _____ chapter of the IEEE-Eta Kappa Nu Association.

Section 2: This chapter is located at _____, _____, _____.
University City State

Section 3: Optional

*_____ Chapter was installed on _____,
By _____. The Charter Members of this Chapter are:*

<i>1.</i>	<i>7.</i>
<i>2.</i>	<i>8.</i>
<i>3.</i>	<i>9.</i>
<i>4.</i>	<i>10.</i>
<i>5.</i>	<i>11.</i>
<i>6.</i>	<i>12.</i>

*The organization may be referred to as _____ Chapter of IEEE-Eta Kappa Nu or
_____ Chapter, IEEE-Eta Kappa Nu.*

ARTICLE 2: Chapter Operations Manual

Section 1: This Chapter Operations Manual shall be the official governing document of _____ Chapter of IEEE-Eta Kappa Nu. This Operations Manual is subordinate to the IEEE-Eta Kappa Nu Operations Manual, the IEEE-Eta Kappa Nu Process Manual, and future changes in those documents. The most recent version of these documents are available electronically from the IEEE-HKN web site <http://www.hkn.org>.

Section 2: The original Chapter Operations Manual must be approved by a 2/3 majority vote of all student chapter charter members, any required university organizations, and the IEEE-Eta Kappa Nu Board of Governors.

Section 3: Amendments to this Chapter Operations Manual must be approved by a 2/3 majority vote of all student chapter charter members, any required university organizations, and the IEEE-Eta Kappa Nu Board of Governors.

ARTICLE 3: Chapter Objectives

Section 1: To uphold the purposes and ideals of IEEE-Eta Kappa Nu as set forth in the IEEE-Eta Kappa Nu Operations Manual.

Section 2: To promote and encourage excellence in electrical and computer engineering and IEEE-designated fields of interest for the betterment of fellow students, the university, and the public at large.

Section 3: To foster a spirit of respect and cooperation with the faculty of the _____ University.

Optional

Section 4: *To cooperate with and support the activities of the local IEEE student branch.*

Section 5: *To cooperate with the other honor societies on the campus.*

Section 6: *To cooperate with other chapters of Eta Kappa Nu.*

ARTICLE 4: Chapter Emblem, Colors, Insignia, and Publication

Section 1: The official emblem, colors, insignia, and publication of IEEE-Eta Kappa Nu are detailed in the IEEE-Eta Kappa Nu Operations Manual.

Optional

Section 2: *The official publication of _____ chapter shall be _____*

ARTICLE 5: Chapter Office, Records, and Trustees

Section 1: The records of the _____ Chapter, including chapter correspondence, membership signature book, financial records, checkbooks, chapter meeting minutes and other records deemed important, shall be located at _____

Section 2: A Faculty Advisor shall serve as a liaison between the Chapter and the university. The requirements and responsibilities of the Faculty Advisor are detailed in the IEEE-Eta Kappa Nu Operations Manual.

Section 3: A Trustees Committee shall be appointed by the school official who signed the chapter petition. The Trustees Committee shall be chaired by the Faculty Advisor. Should the chapter become inactive, the trustee committee shall:

- a. Be custodian of all funds, records, and paraphernalia of the chapter.
- b. Have full power to act and vote for the chapter during the period of inactivity exactly as if the chapter was in active participation.
- c. Have full power, with the approval of the IEEE-Eta Kappa Nu Executive Director, to reorganize and reactivate the chapter when it deems the time is appropriate.

ARTICLE 6: Eligibility and Qualification

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

Optional

Section 2: *Undergraduate candidates must have been in regular attendance at _____ University for at least one [semester or quarter] prior to the time of consideration.*

Section 3: *Undergraduate candidates must have completed the following minimum courses to be eligible for membership:*

- a. _____
- b. _____
- c. _____

Section 4: *Undergraduate candidates must have completed _____ hours of electrical or computer engineering courses, [with a grade of “C” or better in each ECE class taken]. THIS MUST BE IN AGREEMENT WITH THE STATEMENT ABOUT GRADUATE STUDENT ELIGIBILITY.*

Section 5. *No candidate shall be considered for membership if they have on their record a failure in any subject on the regularly prescribed curriculum.*

ARTICLE 7: Induction

Section 1: Eligible candidates shall be invited to attend an orientation reception. The purpose of the reception is to acquaint the prospective candidates with IEEE-Eta Kappa Nu, requirements for membership, and the current members with the prospective members.

Section 2: *Each 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 must be conducted in a dignified and serious manner, conforming with the ideals and aims of IEEE-Eta Kappa Nu.*

Section 3: Eligible students shall be elected to pledging candidates on the basis of the following three considerations:

- a. Compliance with the eligibility requirements in Section 6.
- b. Extra-curricular activities and/or outside work.
- c. Personality and character, without regard to sex, race, religion, political belief, or other legally protected status.

(Reference www.hkn.org for suggested activities for inviting students to membership, possible pledge activities, and additional procedures to encourage candidates to accept this invitation to membership.)

Section 4: Candidates shall be notified of their election individually by postal mail or electronic mail [within 48 hours] after the election. All letters shall be mailed simultaneously.

Section 5: All who accept the invitation to membership shall be notified of the induction date, time, place, dress code, and procedures for the induction.

Section 6: Names and contact information for all candidates to be inducted shall be sent to IEEE-Eta Kappa Nu headquarters a minimum of three weeks prior to the induction date to enable membership certificates to be prepared for the initiation ceremony.

(MEMBERSHIP IN IEEE-Eta Kappa Nu IS ONLY VALID WHEN INDUCTION FEES HAVE BEEN RECEIVED AND RECORDED BY HEADQUARTERS’ STAFF AND ALL ACCURATE INDIVIDUAL INFORMATION HAS BEEN ENTERED IN THE IEEE-Eta Kappa Nu DATABASE.)

Section 7: 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 MUST attend an induction ceremony. IEEE-Eta Kappa Nu headquarters must be notified of inductees whose fees and information have been paid and recorded but who fail to attend the induction ceremony.

ARTICLE 8: Chapter Officers

Section 1: Chapter officers shall be elected once every [semester, or year]. All newly elected officers shall take office at the conclusion of the last chapter meeting for the semester, or year. All outgoing officers shall transfer their files and explain the duties of the office to the incoming officers at or before the last meeting of the semester, or year.

Section 2: Elections are to be held to allow sufficient time to ensure a smooth transition of officers.

Section 3: The required officers and their duties are detailed in the IEEE-Eta Kappa Nu Operations Manual.

Section 4: Any vacancy in the chapter offices shall be filled at the first regular meeting after the vacancy occurs or, when possible, before the vacancy occurs.

Optional

Titles and responsibilities of other chapter officers are at the discretion of chapter officers as needed.

ARTICLE 9: Faculty Advisor(s)

Section 1: A Faculty Advisor shall serve as a liaison between the Chapter and the university. The requirements and responsibilities of the Faculty Advisor are detailed in the IEEE-Eta Kappa Nu Operations Manual.

Optional

ARTICLE 10: Executive Committee

Section 1: *The executive committee shall consist of the President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, News Correspondent, and Faculty Advisor.*

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 [____].*

Section 5: *The Faculty Advisor(s) must be invited to all executive committee meetings, but is not required to attend.*

Section 6: *The executive committee shall be authorized to make expenditures of [USD ____] or less for goods and services necessary for the operation of the chapter without a vote of the entire membership.*

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

Optional

ARTICLE 11: Committees

Section 1: *In addition to the standing committees specified below, the chapter president shall appoint such other committees as he or she deems necessary [with the approval of the executive committee], or as deemed necessary, by the chapter.*

Section 2: *Committee membership shall be on a volunteer basis by each chapter member.*

Section 3: *The president may appoint individuals to serve on any committee. Committee chairs shall:*

- a. *Be elected by the chapter members*
- b. **OR** *be appointed by the chapter president*
- c. **OR** *be elected by committee members.*

Section 4: *The Standing Committees of the Chapter are:*

[Insert committee descriptions as they apply to the chapter]

Section 5: Pledge Committee - *the Vice President shall be the chair of the pledge committee and may appoint a co-chair.*

- a. *Operates the pledging procedure in a dignified and serious manner.*
- b. *Arranges the proceedings of the induction of each group of inductees as prescribed by the IEEE-Eta Kappa Nu Operations Manual and IEEE-Eta Kappa Nu Induction Ritual.*
- c. *Arranges any other social affairs that may be held, including orientation receptions.*

Section 6: Web Committee

- a. *Maintains the chapter web page with accurate and up to date chapter activity and officer*

information

- b. *Maintains other electronic communications and email lists*
- c. *Provides updated chapter information on the chapter web page*
- d. *Maintains an electronic copy of the previous semester's [scrapbook annual report] on the chapter website*

Section 7: Tours Committee

- a. *Provides departmental tours at the request of the department*

Section 8: Tutoring Committee

- a. *Organizes tutoring schedules and coordinates member and pledge sign-ups for tutoring hours*
- b. *Arranges tutoring sessions for non-electrical engineering students, non-engineering students, high school students, and members of the community at large*

Section 10: Fundraising Committee *The treasurer shall serve as chair of the fundraising committee.*

- a. *Identifies and implements chapter fundraising activities.*

Section 11: Awards Committee

- a. *Obtains nominations for the various chapter, student, and faculty awards that are presented by the individual chapter.*
- a. *Coordinates the jury and selection process.*
- b. *Obtains the awards.*
- c. *Arranges award presentations.*

Section 12: Service Committee

- a. *Identifies and presents service opportunities to chapter members that may include departmental, university and community service projects.*

Section 13: Seminar Committee

- a. *Arranges guest speakers and seminars to be sponsored by the chapter*

ARTICLE 12: Chapter Meetings

Section 1: A quorum for the legal transaction of chapter business shall consist of at least [50%] 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 minimum of [____] regular meetings shall be held each semester according to a schedule published at the beginning of the semester.

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.

Section 4: The rules governing this organization for conducting business shall be, in order of precedence:

- a. The IEEE-Eta Kappa Nu Operations Manual
- b. The IEEE-Eta Kappa Nu Process Manual
- c. This Operations Manual
- d. The latest version of Robert's Rules of Order.

Section 5: Except as provided in this Operations Manual, all questions of order shall be decided by the Executive Committee.

Section 6: 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. Special Papers and Presentations
- k. Announcements, Discussion
- l. Adjournment

ARTICLE 13: Dues, Fees, and Assessments

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

Section 2: A local induction fee may be assessed by the chapter. This fee shall be equal to the local fee during the previous semester, unless the chapter has voted for a change in fees.

Optional

Section 3: *The Chapter's Executive Committee, at their discretion, can waive an individual's fees with just cause. The Treasurer shall be instructed to pay the Association's fee from chapter funds.*

ARTICLE 14: Chapter Funds

Section 1: There shall be a General Fund consisting of local 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: Monies shall be deposited in an account approved by the university and the officers of the Chapter.

Section 3: The name on the account shall be the _____ Chapter of IEEE-Eta Kappa Nu.

Section 4: The Treasurer shall establish and administer the General Fund and all accounts. The Treasurer shall have the authority to open accounts and to deposit funds.

Section 5: Multiple accounts may be opened to separate funds from various chapter programs.

Section 6: Disbursements from any chapter account shall be approved by the chapter members [or may be approved by the executive committee if under USD [_____]]. All disbursements require at least two signatures.

Section 7: 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 books open to inspection by any member of the Chapter during a regularly scheduled meeting.

Section 8: The newly elected treasurer and one other member appointed by the president shall perform an audit of the treasurer's books at the end of the treasurer's term.

Section 9: For bank accounts that require a Tax ID number, the Tax ID number for _____ chapter shall be used. This Tax ID number is [XX-XXXXXXX.] Chapter accounts shall not be established in any member's name, nor should the social security number of any member or faculty advisor be used on chapter accounts.

Section 10: The fiscal year for reporting revenue and expenses shall be July 1 through June 30.

Approvals:

The above Chapter Operations Manual was approved by the members of _____ Chapter at a (regular /special) business meeting held on _____, with _____ members present and was approved by a vote of _____ in favor and _____ opposed. This Operations Manual shall become effective on _____ (date).

Certified by: _____ Date: _____
Recording Secretary

Approval by the IEEE-Eta Kappa Nu Board of Governors and Executive Director:

President Date: _____

Vice President Date: _____

Past President Date: _____

Executive Director Date: _____