



Eta Kappa Nu

Reference Guide

For

College Chapter Faculty Advisor

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The HKN Standing Committee
For
Faculty Advisor Support

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Section I

Faculty Advisor Mission Statement

The Eta Kappa Nu Faculty Advisor is the vital link between the college chapter, the ECE Department leadership and faculty, and the HKN Headquarters and Board of Governors. Faculty advisors must keep the best interests of all parties in the guidance and counseling of the college chapter and its officers. The success of the college chapter is dependent on an active chapter advisor. An effective advisor:

- Maintains the long-term health of the organization through active involvement
- Facilitates appropriate chapter activities
- Encourages and mentors chapter officers in all decision making

The role of the Faculty Advisor is to provide guidance and leadership to chapter members.

Section II

The Association

Mission: Eta Kappa Nu (HKN) is the Honor Society for Electrical and Computer Engineering, whose primary mission is to encourage educational excellence for the benefit of the public by:

- Offering honor recognition to junior, senior and graduate students in accredited Electrical and/or Computer Engineering (ECE) institutions. Offering such recognition opportunity enhances the attractiveness of the profession and the institution to new students, rewards the achievements of current students, encourages educational excellence, and affords an additional channel for wide exposure and recognition of the school.
- Providing a network of local chapters that support the leadership and professional development of ECE students and the professional activities of the host institution.
- Conducting a wide range of recognition activities to encourage educational excellence and serve as role models of excellence:
 - Annual recognition of the nation's most outstanding ECE students.
 - Annual recognition of Outstanding Chapters' achievements that benefit other students, their ECE Department and college, the engineering profession, and the public.
 - Annual recognition of the nation's most outstanding ECE college teachers.
 - Annual recognition of the nation's most outstanding young ECE practitioners in industry, education, or government.
 - Annual recognition for the nation's most outstanding technical achievement.
 - Annual Honor Roll recognition for outstanding Eta Kappa Nu college chapter Faculty Advisors.
 - Aperiodic recognition for long and distinguished volunteer contribution to Eta Kappa Nu.
 - Aperiodic conferring of Eminent Member status for those individuals who, by their technical attainments and contributions to society, have shown themselves to be outstanding leaders in the field of electrical or computer engineering, and great benefactors to society.

Guiding Principles: To enroll men and women with exceptional intellectual, character and leadership qualities, and to foster a diverse and supportive community of students, faculty, alumni, and business partners.

Guiding Theme: People of excellence in the field of Electrical and Computer Engineering working together for the benefit of the public and the profession.

Founding of the Organization: On September 23, 1904, two students at the University of Illinois met on the steps of the campus engineering building to discuss forming what is now known as Eta Kappa Nu, the electrical and computer engineering honor society. The primary founding student, Maurice L. Carr, later recalled the

enthusiastic agreement that such a society was needed; although their views on exactly what the organization would achieve would vary widely. A total of 10 students created Alpha Chapter at the University of Illinois on October 24, 1904.

Section III

Governance

Eta Kappa Nu is a non-profit charitable [IRS 501(c)(3)] corporation chartered in the State of Delaware. It is governed by a Board of Governors that is elected by the student chapters. This Board includes six Directors, a President, Vice President, and Past President, all nine of whom are volunteers providing their services without pay.

Alumni Chapters provide assistance with HKN activities, in particular the various awards programs, on other standing committees of HKN, and mentoring and assistance to college chapters.

The governing documents are the Constitution, which sets the policy, and the Operating Procedures. These documents define the powers vested in the Chapters, the Board of Governors, and the Executive Director. The governing documents are available on the Association's web site www.hkn.org

The administration is the responsibility of the International Engineering Consortium (IEC). The **Headquarters Office** is located at 233 South Wacker Drive, Suite 8400, Chicago, IL 60606-6338 USA and the **Executive Director** is Roger Plummer. Contact information: Telephone: 1-800-406-2590, FAX: 1-800-864-2051, Web: www.hkn.org, and E-mail: info@hkn.org.

Section IV

Faculty Advisor Guidelines

Preface. Eta Kappa Nu (HKN) is the honor society for Electrical Engineers and Computer Engineers. Election to membership is a scholastic honor and is a recognition of a member's character. It also provides the individual a lifelong opportunity to develop in association with distinguished members who are noted for both technical accomplishments and character. Becoming a member is a desirable asset and a beneficial distinction for a lifetime. Becoming a Chapter Officer is a unique opportunity to practice leadership and effective management in a college campus environment. Faculty Advisors are liaisons to the ECE department, the ECE faculty and the HKN headquarters and they provide advice, motivation, and encouragement.

Eta Kappa Nu remains viable because many loyal members have given of their wisdom, time, and effort. Student officers of HKN chapters are the managers and leaders of college chapters. The Faculty Advisors facilitate the chapter activities, support chapter continuity, and serve the long-term interests of HKN. On the officers and Faculty Advisors rests the responsibility to keep HKN viable, useful and visible on college campuses. The chapter remains active by initiating eligible new members who maintain high scholastic standards and display exemplary character by using their endowed skills to help their fellow man. Alumni members continue to have similar opportunities throughout their lifetime to enhance the EE/EC profession by participating in the Association's activities. Such voluntary efforts are excellent leadership learning experiences, which become important life-long assets.

On the college campus, a Chapter represents the Eta Kappa Nu organization. The elected student officers are responsible for implementing the HKN constitution along with appropriate activities, which the chapter's members decide to establish as a service to students in the engineering school as well as to the faculty and the community at large. Local chapter activities should complement the activities of other professional and student organizations such as the Institute of Electrical and Electronics Engineers (IEEE). The activities that outstanding chapters have instituted are presented later. HKN encourages student officers and Faculty Advisors to perform in accordance with the information presented in this reference guide. Instructions for Chapters are also listed on the HKN web site.

Student officers are accountable to the Chapter members and the Faculty Advisor, who in turn is accountable to the EE/EC Department Head. HKN relies on this team to keep its college chapter productively active. The Faculty Advisor is primarily responsible for chapter performance by inspiring, guiding, and holding accountable the student officers in the development and implementation of activities most suitable for the local environment. The Faculty Advisor should keep the Department Head and the Executive Director of Eta Kappa Nu informed about the state of affairs of the chapter and of its achievements. By keeping the department head constantly involved in the chapter's problems and achievements, he/she will establish the proper environment that will motivate the student members to act professionally for the good of the department, the school, and the adjacent community.

Professionalism. Dr. Vannevar Bush, Eminent Member of HKN, defined professionalism in the following elegant way: *"The hallmark of a profession, originating how far in the dim past we cannot surmise, is that its members minister to the people. It is out of this concept of ministry -- of assuming of responsibility for the vital affairs of others because of superior specialized knowledge that there have grown the idealism of the professional person; and the recognition in the person, by others, of a quality of altruism which is its own reward. Upon the recognition by the people is based the continuance of a profession for it exists only as the people, because of confidence in its integrity and faith in its general beneficence, permit it to maintain its prerogatives and to speak with authority in its own field. A profession is a class apart, but apart because of admitted dedication, not because of special privilege or falsely assumed superiority".*

Responsibilities.

- Encouraging faculty members and alumni members to participate and support the activities of the chapter. Faculty members need to enthuse students about HKN and to create an environment that nurtures student interest in the affairs of Eta Kappa Nu.
- Maintaining contacts with alumni members of the chapter and inviting them to help the chapter by serving as mentor, speaker or in other appropriate ways.
- Assessing the chapter activities as a whole to ensure that the chapter is fulfilling its mission, is contributing to student life, and is satisfying its obligations. Chapter activities should be consistent with the purposes of HKN and the health of the profession.
- Submitting the appropriate paperwork including complete New Member Requisition Form (and dues), Notice of Election of Officers, Annual Chapter Report, Faculty Advisor Report, and awards nominations.
- Helping student officers to carry out their responsibilities by assuring that they implement their activities professionally and within campus rules and regulations. Officer training and ongoing counsel are appropriate whether of an informal or formal nature.

Section V

Faculty Advisor's Checklist

Introduction

This checklist is intended to supplement the material contained elsewhere in this handbook and provide a "quick reference" for the HKN Student Chapter Faculty Advisor related to his or her key responsibilities to the Chapter and to the HKN Association as a whole. The items in this checklist are given in more or less chronological order beginning with the start of the semester or term and continuing through the academic year to the summer recess.

Checklist Items

- Meet with Chapter Officers at the start of the semester and exchange contact information

- Decide whether your Chapter is or should be designated as an “official” university organization. (Often you can receive funding from the school.) Reapply if necessary.
- Finances:
 - Set up a checking account in a local bank or campus credit union
 - Ensure the FA and/or the Department Head is a co-signer on the account and the address is the department address
 - Balance the account and pay any outstanding bills
- Select eligible new members and hold an induction ceremony at least once per school year (although many schools hold one each semester.)
 - Without new members, your chapter membership will dwindle and the chapter will be inactive
 - Include a letter from the dept. head, you, the Executive Director etc. along with the recruiting flyer to invitees
 - Send HQ signed New Member Requisition Form and dues for each initiate. Without this complete information, initiates are not considered members of HKN
- Attend Chapter functions whenever possible
 - Encourage other faculty members to support HKN, be inducted if they aren’t already members, and attend initiation activities
- Elect new Officers. Weigh costs and benefits to electing officers for one academic segment (term/semester) versus the full year
 - Encourage active, enthusiastic members to become Officers but understand that some Officers will need more encouragement than others and the quality of the Chapter depends on its leadership
 - Submit the Notice of Election of Officers to HQ
- Obtain contact information for Chapter Officers during the summer.
 - It is encouraged, but not required, that Chapters meet during the summer
 - It is the FA’s responsibility to handle any Chapter business that may arise during the summer

Section VI

Chapter Governance

Bylaws. The Constitution imposes the following requirements on College Chapter Bylaws:

“Bylaws adopted by a College Chapter for its government shall not conflict with the Constitution. Such Bylaws and all changes thereto, must be approved by each member of The Executive Council. In the event of enactment of any future amendments to the Constitution, with which the chapter Bylaws may become in conflict, such conflicting Bylaws shall thereby become void.”

Sample customizable chapter Bylaws are downloadable from <http://www.hkn.org/> and should form the basis for all College Chapter Bylaws.

Section VII

Chapter Activities

HKN college chapters are often asked to help their department, college, or community, or do so without invitation, by virtue of the HKN guiding principles. To assist in formulating a worthwhile program of activities for your chapter, the following collection of actual Chapter activities can help.

At the end of the school year, each college chapter is required to report on their program of activities via their annual chapter report. The reports, in turn, become part of the Outstanding Chapter Award program. Chapters with outstanding or meritorious programs receive national awards and recognition for their accomplishments.

The Outstanding College Chapter Awards are presented by HKN to the Department Chairs of the winning College Chapters at the annual meeting of the Electrical and Computer Engineering Department Heads Association (ECEDHA). Great exposure for your school, the Department Head, and you and your Chapter.

Most Popular Activities

Awards. Chapters may set criteria for, and select recipients of awards made for outstanding junior or senior student, outstanding teacher, outstanding pledge, or outstanding high school student. Chapters also make awards to participants in local science fairs for entries and exhibits in the field of electrical and computer engineering.

Tutoring Services. Services can range from individual tutoring to class or seminar instruction. Tutoring off campus can also extend to pre-college students.

Fund Raising and Scholarships. Chapters may make gifts, including financial donations, to deserving charitable institutions. Chapters may also provide modest scholarships to outstanding high school or college students pursuing courses related to electrical and computer engineering. Here are some of the methods chapters have used to obtain funds:

- One chapter provided insurance against breakage of laboratory equipment. A small fee covered students for up to several hundred dollars accidental damage to lab equipment.
- A chapter obtained, cleaned, and painted a number of used gym lockers, and rented them to students. Another built and rented mailboxes to students.
- Several chapters raise funds from the sale of coffee and doughnuts in campus study rooms; one chapter sold hot dogs in the foyer of the engineering building.
- Several chapters have ‘hired out’ their services to faculty members, at a nominal rate, for such jobs as yard-work and gardening.

For large-scale fund raising, chapters have successfully solicited donations from industry and businesses. In many cases the donation was equivalent to the full amount of a scholarship or cash award.

Career Guidance. Chapter members have provided guidance to high school students on careers in engineering. On campus the members can arrange for freshman orientation courses in engineering. Chapters have organized and set up vocational and job-counseling seminars and symposiums. With the help of graduates, faculty members, and professional personnel representatives, they have presented forums on employment, the interview process, and the role of academic studies. Using a computer and nearby publishing services, many chapters have prepared a printed volume containing a uniform résumé for each job-seeking senior, and sold the volume to job interviewers as a recruiting aid.

Engineering and Career Days. Most campuses have functions of this type. Eta Kappa Nu members often guide tours or demonstrate equipment at displays. Some members have been asked to construct “state-of-the-art” exhibits related to electrical or computer engineering.

Faculty and Course Evaluations. Several chapters conduct student surveys to evaluate courses and instructors. The chapter prepares questionnaires and compiles the results. In every case, the faculty earnestly sought this kind of feedback.

Sponsoring Talks. Chapters may arrange for interesting speakers, often from outside of the field of electrical and computer engineering. Business people, industry spokespersons, and scholars can make presentations on topics that cover a broad range of interests. Such presentations can take place at open meetings or at the induction banquet.

Faculty and Graduate Directory. The chapter sets up and maintains an up-to-date directory of department faculty members or graduating seniors. Eta Kappa Nu members take photos for each. The faculty directory is of assistance to new ECE students, and visiting alumni appreciate seeing photos from years back.

Study Rooms. Chapters may convert a seldom-used college room into a year-round study room for electrical and computer engineering students. They provide it with furniture, suitable engineering texts, reference books, and industry magazines.

National Award Nominations. All chapters are encouraged to nominate their candidates for the Eta Kappa Nu Outstanding ECE Student Awards, the Outstanding ECE Teaching Award, and your Chapter for the Outstanding College Chapter Activities Award. Nominating forms, schedules, and information are available from the National headquarters Website, <http://www.hkn.org/>.

Community Activities. Activities of service to the surrounding community are very popular with HKN college chapters. Here are some that chapters have done:

- Played Santa Claus, and provided Christmas gifts for underprivileged children.
- Rewired electrical systems for low-income families.
- Built electrical aids for handicapped individuals (one chapter donated a closed-circuit TV reading aid that it had designed and built for the visually handicapped).
- Obtained electronic and other test equipment for use in local vocational high school courses.
- Gave holiday parties for children at a local hospital.
- Visited patients in nursing homes or hospitals.
- Helped fix up a local nature center, or a handicap facility.
- Adopted a Highway, picking up litter.
- Helped the Salvation Army give out holiday lunches on Thanksgiving Day.
- Recruited blood-drive donors for the Red Cross.

Social Activities. The induction banquet and pledge mixers are included in this category. However, the most popular social activities are those that include the faculty, such as student-faculty sports, picnics, or barbecues.

Cooperative Activities — Many activities can be more successful through cooperation with other professional and student organizations. Some chapters share social and service activities with interested organizations such as the local IEEE student branch.

Creative and Unique Activities

Student Laboratory. A few chapters have converted a room into a projects laboratory. Individual students can work on projects for honors programs, undergraduate research, and personal interests. The room included work areas, networked computers, various electronics stations, soldering equipment, stocks of parts and components, as well as donated or surplus laboratory equipment.

Chapter Web Sites. Typical sites contain the latest chapter news, pledging info, meeting announcements, chapter membership, chapter bylaws, and the like.

Merit Badge "University". A chapter set up an electronics-training center for area Boy Scouts to help them earn their electrical merit badge. The coordinated set of activities enabled the Scouts to complete the needed tasks in a fraction of the time it would normally take.

Virtual Tour. As a college recruitment aid a chapter produced a tour of their ECE building and its facilities for use on the Web.

Job Fair. A chapter organized, advertised, recruited and ran a job fair for electrical and computer engineering students. Forty companies participated and 700-1000 students attended.

Student Guidebook. A chapter developed an ECE Student Guidebook to help sophomores select electives in their junior and senior years.

Active Recognition. Some chapters encourage their undergraduate members to remain active in chapter activities through a participation points system. Members earn points for attending meetings, serving on committees, and participating in activities. Active members are given a special honors cord to wear at graduation and are listed in the graduation program.

Alumni Reunion. At the university reunion or at homecoming, invite your chapter alumni back for a special induction ceremony to “renew” their involvement with the Chapter. Induct new members at that time too.

Section VIII

Important Tasks of Student Officers

President

- Provide enthusiastic and professional leadership to members of the chapter.
- Carry out the initiation of new members from the junior and senior classes to keep the chapter viable. Graduate students and faculty should also be considered. Faculty candidate considerations should be reviewed with the FA and the ECE Department Chair for approval before election by the chapter.
- Prepare meeting agendas and preside at the meetings.
- Assure that both the Faculty Advisor and Executive Director are kept informed and that all records and correspondence are carried out in a professional and timely manner.
- Implement programs that apprise students about HKN--its purpose, activities, and value to members.
- Plan, schedule and delegate specific assignments to members.
- Hold members accountable for carrying out the activities that were delegated to them. Check their progress often and take necessary action to get the job done.
- Meet with Faculty Advisor, other officers, and chapter members frequently to discuss the affairs and activities of the chapter and to seek their input and guidance.
- Prepare and send to the HKN Executive Director the required paperwork including the New Member Requisition Form and dues, Notice of Election of Officers, and Annual Chapter Report
- Review the Historian's records of important chapter events and make sure that a continuing record is kept of the chapter's history.
- Review the News Correspondent's chapter news to HQ and other publications
- Review the Secretary's minutes of meetings and correspondence on behalf of the chapter.
- Assure that the chapter is functioning as well as possible.
- Assure that the Chapter has in force a set of Chapter Bylaws that were approved by the Chapter members and the HKN Executive Council, as required by the HKN national Constitution.

Vice President

This officer should be prepared to perform the responsibilities of the president in the event of some emergency and to carry out tasks, which are delegated specifically to him/her. Often the VP is the program chairperson for the Chapter.

Secretary

- Record minutes of chapter meetings.
- Carry out correspondence for chapter.

- Carry out any other delegated tasks.

News Correspondent

- Send Chapter activity information and summaries, officer names, photos, and the Chapter Report to HQ for posting on the HKN website
- Act as publicity agent for the chapter by providing chapter news to university and local newspapers
- Send new inductee or officer information to hometown newspapers. Local newspapers often publish articles about their citizens in college
- Work with the college public relations staff

Treasurer

- Keep complete financial records for the Chapter.
- Arrange for checking account establishment and check signature authorizations.
- Counsel the Chapter officers and members regarding Chapter financial status.

Brief Review of Leadership and Management Principles for Student Officers

An effective manager is an enthusiastic leader who considers his or her position important in the structure of the organization, gives quality performance to it, and utilizes such tools as:

- **Planning**-- The act of deciding in advance what should and can be done, at some future time, and the best way to get it done. It is a guide to orderly achievement of desirable objectives. In short, planning is a bridge from where the chapter is today to where the members want it to be in the future.

A Plan Guide

Event Name and Date	Participants	Event Purpose
Officer Training & Planning First week of semester/term	Officers meeting with Faculty Advisor (FA)	Guidance from FA and establish achievement goals for the semester/term.
Chapter Organization Meeting Second week of semester/term	Entire chapter membership meets	Review goals and list of potential activities. Select activities and assign them to members to implement on a scheduled basis.
Business and Program Meetings. (Repeated as often as possible)	Orientation about HKN for EE/EC Freshman, sophomore, junior, senior, grad students, and interested faculty should be included.	Selected speakers should present the purpose of HKN and the values that accrue to members, followed by Q&A. Alumni valuable asset for this.
Pledging Events. Week four	Orientation about HKN for potential members. Review list of potential new members, which is prepared by FA.	Designate members to interview each potential new member and report to chapter. Then invite those approved to become members. Keep record of reasons why a candidate declines to be a member. Forward the reasons for declination to HKN Hq.
Entire semester/term	Publicize activities to make HKN visible to students	See list of activity examples

Awards Program and Initiation	Pledges, Officers, Members, and Faculty.	Recognize new members and award winners. Outside speakers can enhance the program.
End of Semester		

- **Organizing**-- Implementation of plans requires a cadre of enthused workers, preferably self-motivated volunteers from among its members. To set the example, a minimum team of motivated members should include a president, vice president, secretary, treasurer, and BRIDGE correspondent. Cooperative teamwork makes the organization effective.
- **Leading**--More often than not, people who are assigned tasks need to be stimulated into action. Self-motivated doers need recognition to keep them functioning effectively. Most people need an appropriate external form of encouragement. They may only need a reminder. Persuasion is a useful motivating tool. Whenever possible carefully define what needs to be done and why, but do not specify exactly how – let the doer develop their innovativeness. Follow the progress and offer help if needed.
- **Delegating**-- Success in this art requires trust and a supportive attitude by the leader to let a subordinate make some decisions about the assignment; but to willingly help the individual when it seems necessary to do so.
- **Control**--Depends very much on keeping informed about the status of chapter activities. If they are not being done well, redirection and reassignment are necessary.

Section IX

Finances

Since the operation of collegiate chapters of Eta Kappa Nu is entirely under the control of the local chapter on campus (except as regards minimum qualifications for membership and broad limitations imposed by the National Constitution), no central national records of chapter finances are kept.

However, the Chapter Treasurer must keep local Chapter financial records. Chapter funds should be placed into a checking account at a local Bank or Credit Union. Many colleges have their own Credit Union with an office on-campus. This would be a logical location to place the Chapter funds. To protect the Chapter's funds from being taken by the State (if the account becomes inactive for a period of time determined by the State) be certain to name either your college ECE Department, or national Eta Kappa Nu, as the contingent beneficiary on the Chapter account. The Faculty Advisor should be a co-signer for any account. The account address should be a college mailbox or the Faculty Advisor's department address.

Beyond the required one-time \$40 national dues, each chapter may charge an additional initiation fee as they deem required for successful operation of the Chapter. Some highly successful Chapters earn enough funding so that their local increment-fee is zero.

The \$40 dues provide each initiate with a certificate of membership, a two year subscription to *THE BRIDGE* magazine, and funds award programs and organization operations.

Section X

Faculty Advisor Honor Roll v. 1.0

Program Objectives: The Annual Honor Roll will recognize Faculty Advisors (FAs) for service to their chapters, HKN, and the profession. The award year shall be based on the previous academic year, July 1 through June 30. Annual recognition is given for FAs that meet the standards set forth in this guideline if the requirements are met by the indicated deadlines. FAs can be repeatedly named to the Annual Honor Roll for every year that they and their chapter meet the following requirements.

Chapter Requirements for Eligibility: An FA is only eligible for recognition if the chapter is an active student organization and is in full communication with HKN headquarters.

- The chapter has initiated new members and has submitted one or more New Member Requisition Forms for the award year.
- The chapter has submitted Notice of Election of Officers form(s) including current faculty advisor(s) and chapter contact information for the award year. Two submissions are required if officers are elected two times each academic year.
- The chapter has completed and submitted by the due date the Annual Convention Ballot to HKN Headquarters for the award year.
- The chapter has submitted an Annual Chapter Report for the award year.

These chapter requirements for eligibility must be met by June 30 of the award year.

Faculty Advisor Requirements: An FA must provide effective oversight and facilitation of the chapter for annual recognition. Also, an FA must maintain chapter compliance of bylaws requirements and of contact information. If a chapter has more than one FA, each FA must meet the requirements separately to be recognized on the annual honor roll.

- The FA(s) must be listed on the latest Notice of Election of Officers form as of June 30 of the award year. As required by the HKN Constitution, all FAs must be HKN members.
- The initial induction into the honor roll must include letters of recommendation from the department head and from a chapter president for the year of record. The letters must be received at the HKN Headquarters by of June 30 of the award year.
- The FA must complete and submit the Annual Faculty Advisors Report by June 30 of the award year. The required honor roll items on the report are as follows:
 - Participation in four or more chapter activities for the general membership during the award year. (Officer or executive committee meetings are specifically excluded.)
 - Participated in at least one planning or training meeting with chapter officers at or near the beginning of their term of office.
 - Confirmation that the chapter contact information listed at www.hkn.org are correct. The website includes E-mail, mail, website, and FA information for each chapter. (This information is pending for the HKN website. The requirement will be waived for items not currently on the website.) The website is updated according to the Notice of Election of Officers so be sure that report has been submitted.

The Honor Roll Program is administered by the HKN Faculty Advisor Support Committee.

Process: All Chapter forms and the Faculty Advisor Report form are available on the HKN website, www.hkn.org. Submission of these forms is required from each Chapter regardless of their interest of eligibility in the Faculty Honor Roll or Outstanding Chapter Award. If all forms have been submitted on time and all requirements have been met, the FAs will be automatically named to the Faculty Advisor Honor Roll for the academic year. Annual Honor Roll Recipients will be notified and posted on the HKN website.

Section XI

Eta Kappa Nu Resources

Chapters: Since 1904 Eta Kappa Nu has chartered more than 200 college chapters at accredited Electrical and/or Computer Engineering colleges in every state except New Hampshire and Wyoming. About 75 to 80% of those chapters are active today, inducting students, electing officers, conducting regular meetings, contributing to their college and local schools to encourage excellence in education, and learning and practicing leadership.

Current Status: Since its establishment Eta Kappa Nu has inducted into membership more than 200,000 exceptional men and women. Quite logically the annual membership growth was greatest in the late 1980's at the peak of EE college student enrollment.

Governing Documents: The ratification by the Chapters of the new Eta Kappa Nu constitution in January 2002 represented a milestone in improving and modernizing the Association. The current versions of the Constitution, Bylaws follow:

THE ETA KAPPA NU ASSOCIATION CONSTITUTION PREAMBLE

The Eta Kappa Nu Association was founded at the University of Illinois at Urbana in 1904 by Maurice L. Carr, to encourage excellence in education for the benefit of the public by: Marking in a fitting manner those who have conferred honor upon engineering education by distinguished scholarship, activities, leadership and exemplary character as students in electrical or computer engineering, or by their attainments in the field of electrical or computer engineering; Providing- educational and financial support to said students; and Fostering educational excellence in engineering colleges. To carry out the purposes and objects of this Association, we do hereby ordain and enact the following Constitution:

ARTICLE I CERTIFICATE OF INCORPORATION

Section 1. Incorporation. The Eta Kappa Nu Association is a not-for-profit corporation chartered in 1951 in the State of Delaware.

Section 2. Constitution and Bylaws. The governing bylaws of The Corporation are the Constitution and Bylaws.

Section 3. Governing Body. The Board of Directors for The Corporation shall be called The Board of Governors.

ARTICLE II NAME, SYMBOL, PUBLICATION

Section 1. Name. This organization shall be known as the Eta Kappa Nu Association, often referred to as Eta Kappa Nu.

Section 2. Symbol. The symbol shall be the early form of the Greek letters Eta, Kappa, and Nu. Use of the symbols HKN shall be permitted.

Section 3. Colors. Colors of the Association shall be navy-blue and scarlet.

Section 4. Emblem. The emblem of the Association shall be the Wheatstone bridge.

Section 5. Publication. The official publication shall be called THE BRIDGE, which shall be published at least four times each year.

Section 6. Geographic Regions. There shall be four geographic regions, with boundaries and names established by The Board.

ARTICLE III MEMBERS, CHAPTERS AND GENERAL GOVERNMENT

Section 1. Membership. Membership shall be by qualification, election, and induction.

Section 2. Chapters. Chapters of the Association shall include College Chapters, an Eta Chapter, and Alumni Chapters.

Section 3. Convention. Legislative powers shall be vested in The Annual Convention (The Convention).

Section 4. Board of Governors. Policy determination, advisory, and judiciary powers shall be vested in a Board of Governors (hereinafter often referred to as The Board).

Section 5. Executive Council. Administrative powers shall be vested in The Executive Council. The Executive Council shall report to The Board and be responsible for administrating the Association between meetings of The Board.

ARTICLE IV COLLEGE CHAPTERS

Section 1. Location. A College Chapter may be established at any school that awards the degree of Bachelor of Engineering or Bachelor of Science degree in electrical or computer engineering, or the equivalent, and that meets the requirements of a recognized regional or professional accrediting agency.

Section 2. Petition. A petition for the establishment of a College Chapter, or reestablishment of a Closed Chapter, may be made by no fewer than eight undergraduate students who are qualified for membership. It shall be accompanied by written endorsements of the President or Chancellor, the Dean of Students, the Dean of Engineering, and the Head of electrical or computer engineering of the petitioning school, or their equivalents.

Section 3. Approval. The petition for a College Chapter, or reestablishment of a Closed Chapter, requires unanimous approval of The Executive Council.

Section 4. Installation. College Chapters shall be installed by the Eta Kappa Nu President, or by a deputy appointed by the President.

Section 5. Charter Members. Charter members of a new chapter shall include all the petitioners duly inducted and any other members inducted at the installation ceremonies that the petitioners desire to be distinguished as charter members.

Section 6. Faculty Advisor. The chapter shall request the head of the electrical or computer engineering department to appoint a faculty advisor for the chapter. The Faculty Advisor shall be a member of Eta Kappa Nu and a faculty member in electrical or computer engineering of the school in which the chapter is installed. The Faculty Advisor shall serve as liaison officer between the chapter and the college.

Section 7. Active Membership. Active membership of a College Chapter shall consist of its undergraduate and graduate student Eta Kappa Nu members at the school, regardless of prior chapter affiliation, who signify their intent of remaining or becoming subject to the bylaws of the College Chapter.

Section 8. Officers. Officers of a College Chapter shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, BRIDGE Correspondent and Treasurer. If desired, any two of these offices may be combined by the chapter and assigned to a single member.

Section 9. Duties of the Chapter officers.

- A. The President shall exercise such jurisdiction over the chapter as is usually accorded the position. The President shall preside at all meetings and shall call special meetings at the request of not less than five members or whenever deemed necessary.
- B. The Vice-President shall, in the absence of the President, assume the President's duties. The Vice-President shall succeed to the presidency in case of resignation or disability of the President.
- C. The Recording Secretary shall keep a record of all meetings and shall issue notices of all special meetings.
- D. The Corresponding Secretary shall be responsible for all correspondence of the chapter, except that pertaining to the Treasurer and THE BRIDGE correspondent's office.
- E. THE BRIDGE correspondent shall submit reports of the chapter's activities to THE BRIDGE and perform all other duties pertaining to THE BRIDGE, including publicity for the chapter.
- F. The Treasurer shall collect all dues and be responsible for all chapter funds, which shall be paid out only upon order of the chapter and the signatures of the President and the Recording Secretary.

Section 10. Quorum. A quorum for the legal transaction of chapter business shall consist of at least one-half of the total active members of the chapter. Student members pursuing a cooperative program or off the campus on an industrial assignment at the time of balloting shall not be counted in the total membership for the purpose of determining a quorum.

Section 11. College Chapter Bylaws. Bylaws adopted by a College Chapter for its government shall not conflict with the Constitution. Such Bylaws and all changes thereto, must be approved by each member of The Executive Council. In the event of enactment of any

future amendments to the Constitution, with which the chapter Bylaws may become in conflict, such conflicting Bylaws shall thereby become void.

Section 12. Inactive Chapters. Whenever it appears that there will be an insufficient number of students on the campus to maintain an Active College Chapter, the chapter shall elect a trustee committee, consisting of three or more members of Eta Kappa Nu, who shall assume custody of chapter assets until reactivation of the chapter, and the chapter Faculty Advisor shall notify the Executive Director of their Inactive status. Absent such Inactive Chapter notification from a chapter, the Board shall declare as Inactive any College Chapter that has not inducted a new member in the most recent two year period. Chapters determined to be Inactive shall not have a vote in The Convention and shall not induct new members. An Inactive Chapter may be reactivated by submitting a letter request, signed by the Faculty Advisor or Department Chair, to the Executive Director requesting Active Chapter status. This letter may accompany a request to process new initiates.

Section 13. Closed Chapters. The Charter of any Chapter that has become permanently inactive (Closed) for reasons such as closure of the electrical or computer engineering department, loss of accreditation, college management decision to no longer host a chapter, etc., shall be withdrawn by action of the Executive Council. Said Closed Chapter may be reestablished in accordance with Section 2 of this Article. Closed Chapter names shall remain in the records of the Association and shall not be reassigned to another chapter.

ARTICLE V ETA CHAPTER

Section 1. Purpose. To provide for membership of qualified undergraduate and graduate students of electrical or computer engineering in schools which meet the same degree of accrediting requirements as for College Chapters and where no College Chapter of Eta Kappa Nu exists, there shall be a chapter known as Eta Chapter.

Section 2. Location. A branch of Eta Chapter may be established by unanimous action of The Executive Council, with approval of the college concerned.

Section 3. Officers. The Executive Council shall function as the officers of the Eta Chapter. The Eta Chapter shall have no vote in The Convention.

ARTICLE VI ALUMNI CHAPTERS

Section 1. Purpose. To provide for strengthening and furthering the aims of Eta Kappa Nu by alumni members, an Alumni Chapter may be established in any locality, upon petition of at least five members, and subject to the unanimous approval of The Executive Council.

Section 2. Limitations. An Active Alumni Chapter shall have limited power to confer membership in Eta Kappa Nu as specified in Article VII Section 9, shall not be subject to any assessment or dues other than by a vote of its own members, and shall not have a Convention vote on questions involving the levying of assessments or the expenditure of money (Article VIII, Section 2).

Section 3. Active Chapter. An Active Alumni Chapter must consist of 5 or more active members, elect officers, and must complete and submit an Alumni Chapter Annual Report to the Executive Director. Failure to submit an Annual Report form each year shall cause the chapter to be an Inactive Alumni Chapter. An Inactive Alumni Chapter shall not have a vote in The Convention, and shall have no member induction authority. An Inactive Alumni Chapter may be reactivated to Active status by having a minimum of 5 active members, electing officers, and submitting a petition as defined in Section 1 of this Article.

ARTICLE VII MEMBERSHIP

Section 1. Classes of Membership. Induction to membership in Eta Kappa Nu Association shall be as either a Member or an Eminent Member.

Section 2. Eligibility. To be eligible for induction as a Member, a candidate must meet at least one of the following conditions:

- A. An undergraduate or a graduate student at an institution having an Active College Chapter or a Branch of Eta Chapter.
- B. Upon installation or reactivation of an Eta Branch or a College Chapter (not preceded by an Eta branch), there may be inducted graduates of the institution who graduated less than two years prior to the induction or reactivation and would have been eligible for induction had there been a College Chapter or Eta Branch when the graduate was in attendance at the institution.
- C. Any member of the electrical or computer engineering faculty of any school that meets the same degree and accrediting requirements as prescribed herein for a College Chapter.
- D. An electrical or computer engineer who has done meritorious work in the profession and allied pursuits.

Section 3. Undergraduate Students. Undergraduate candidates shall be selected from those students in the Junior or Senior class who are pursuing courses leading to a Baccalaureate or equivalent degree in electrical or computer engineering.

- A. Juniors who have a cumulative scholastic rank in the upper quarter of their electrical or computer engineering class may be elected. A junior means any enrolled student in an accredited course in electrical or computer engineering who has completed one-half of the scholastic requirements for the bachelor's degree.
- B. Seniors who have a cumulative scholastic rank in the upper third of their electrical or computer engineering class may be elected. A senior means any enrolled student in an accredited course in electrical or computer engineering who has completed three-fourths of the scholastic requirements for the bachelor's degree.

Section 4. Qualifications. Candidates for membership to Eta Kappa Nu, in addition to having the required scholastic rank, must be of unimpeachable character, have ability to make use of the knowledge and information acquired, have capacity and willingness for hard work, and have a genial nature and ability to work in harmony with all types of people.

Section 5. Graduate Students. Graduate student candidates shall have graduated from a school of recognized standing and shall possess substantially the same scholastic and other qualifications required for undergraduate membership. Graduate students may be nominated to membership by any member of Eta Kappa Nu, provided they have completed the equivalent of one-half of one academic year of full-time study in the school wherein is located the College Chapter or branch of Eta into which the graduate student is proposed to be inducted, and further provided that such study is generally applicable to an advanced degree in electrical or computer engineering. Such nomination shall require endorsement by the Head of the electrical or computer engineering department of said school.

Section 6. Non-Students. In order for a non-student to be eligible for induction by an Active College Chapter, the faculty advisor of the nominating chapter and the Head of the department of the college shall give their approval.

Section 7. Period of Invitation. An invitation to membership is valid only for the specified term or semester in which it is offered. If it is not accepted the Active Chapter may tender a new invitation for a subsequent term or semester.

Section 8. Eminent Member. Induction as Eminent Member is reserved for those individuals who, by their technical attainments and contributions to society, have shown themselves to be outstanding leaders in the field of electrical or computer engineering, and great benefactors to society.

- A. Nominations to eminent membership may be made by an Active College Chapter, an Alumni Chapter, or by any member of Eta Kappa Nu. The Eminent Member Recommendation Committee shall review and prioritize nominees for submission to The Board.
- B. Election of an Eminent Member shall require three-fourths affirmative vote of all members of The Board.

Section 9. Conferring Membership. Active College Chapters may confer membership in Eta Kappa Nu. Alumni Chapters may confer membership in Eta Kappa Nu only as provided in Section 2.D. of this Article, and subject to the approval of The Executive Council. The Board may confer membership and Eminent Membership in Eta Kappa Nu.

Section 10. Diverse Classes of Membership. Members who have heretofore been elected to diverse classes of membership shall continue to hold their certificates as issued with all rights and privileges as heretofore.

Section 11. Discipline. Each chapter shall have the power to discipline its own members.

Section 12. Exceptions. Any exceptions to the provisions of this Article must be made on an individual basis and have the prior approval of The Executive Council.

ARTICLE VIII ANNUAL CONVENTION

Section 1. Types of Convention. Actions for the regulation of the Association, not in conflict with this Constitution, may be enacted or repealed by The Annual Convention (The Convention) in the exercise of its legislative powers. The Convention may be either a Mail Convention or an Assembled Convention. The Board shall determine the type of The Convention.

Section 2. Voting. Each Active College and Alumni Chapter shall have one vote, by delegate, at an Assembled Convention, or by ballot at a Mail Convention except Alumni Chapters shall not have a vote on questions involving the levying of assessments or the expenditure of money. Said Assembled Convention delegate shall be the Active Chapter President or the Active Chapter appointed alternate.

Section 3. Three-Fourths Majority. On matters in this Constitution which require approval or ratification by three-fourths of the Active Chapters voting, each said chapter shall require a two-thirds majority approval by the active members voting.

Section 4. Items to be Considered. In preparation for The Convention, the Executive Director shall communicate with all Active College and Alumni Chapters and with The Board, calling for the nomination of candidates, proposals for new legislation, and other matters to be submitted to The Convention for approval. The Executive Director shall set a reasonable deadline by which all nominations and proposals shall be received.

Section 5. Determination of Any Question. Except as otherwise specifically provided, a majority of votes cast shall be necessary for the determination of any question, including the election of officers and directors and repeal or enactment of contracts. In the case of a tie vote on any question, The Board, by plurality vote, shall cast the deciding vote.

Section 6. Mail Convention.

- A. A Mail Convention will be held annually by mail or equivalent electronic means. Dates for the Mail Convention shall be set by the Board.
- B. The Executive Director, after compiling all items to be considered by The Convention and receiving approval from the Executive Council, shall promptly transmit them to each Active College and Alumni Chapter with a ballot for voting, and shall set a date when the election closes, with due regard for the time required if a run-off ballot should be necessary.
- C. A special Mail Convention may be held at the discretion of The Board.

Section 7. Assembled Convention

- A. An Assembled Convention will be held when The Board determines that funds are available and that a need for an Assembled Convention is indicated. The cost of hosting The Convention shall be paid from the funds of the Association. This includes expenses for one official delegate from each Active College Chapter and the members of The Board.
- B. The Executive Director, after compiling all items to be considered by the Convention and receiving approval from the Executive Council, shall transmit them to each Active College and Alumni Chapter with sufficient time for consideration before The Convention.
- C. If an Assembled Convention is held, the time and place thereof shall be established by The Executive Council.
- D. The members of The Board, other than the President, shall be non-voting ex officio delegates. The President of The Board shall have one vote, which shall be cast only in case of a tie.
- E. A special Assembled Convention may be held on the petition of at least five Active College Chapters, including no less than one chapter from each geographic region, or at the discretion of The Board. Such convention shall be called by the Executive Director and the time and place shall be established by The Executive Council, provided that three-fourths of the Active College Chapters voting approve the holding of such a convention, and further providing that a means satisfactory to The Board has been provided to pay the expenses of The Convention.
- F. In order for an Assembled Convention to conduct business, a quorum of at least one half of the voting members must be present.

ARTICLE IX OFFICERS

Section 1. Officers. The Officers of the Association shall be the President and Vice-President, and such Other Officers as may be designated and selected by the Board pursuant to Section 6 of this Article.

Section 2. Duties of Officers.

- A. The President shall be responsible for the coordination of the work of the other members of The Executive Council and of all general executive duties. The President shall be responsible for the appointment of all committees, which are to serve during the President's term of office. The President shall have charge of and preside at an Assembled Convention and shall preside at all meetings of The Executive Council and of The Board. The President shall install new College Chapters, either in person or by official representation. The President shall sign all membership certificates and charters.
- B. The Vice-President shall assume any duties assigned by the President. The Vice-President shall preside in the absence of the President.

Section 3. Terms of Office and Election.

- A. The term of office for the President and Vice-President shall be one year beginning July 1 following their election. The election of President and Vice President shall be by vote of either a Mail or Assembled Convention. The President and Vice President may be re-elected.
- B. In the event the result of the annual election is not determined by July 1, the current President and Vice President shall continue to serve until their successors are elected.

Section 4. Nominations and Eligibility for Office.

- A. The candidates for President and Vice President must have previously served as a Director or member of the former National Advisory Board; such service may immediately precede service as President or Vice President.

- B. No one may serve simultaneously as both an Officer and a Director, unless a Director is selected as an Other Officer as specified in Section 6 of this Article.
- C. The Board shall nominate one candidate for each of the positions of President and Vice-President.
- D. Groups of at least five Active College Chapters including at least one chapter from each geographic region may also nominate candidates for the offices of President and Vice President.

Section 5. Vacancies.

- A. If the President becomes unable to serve or the position otherwise becomes vacant, the Vice-President shall assume the duties and responsibilities of the President. The Board shall appoint an individual, satisfying the eligibility of Section 4 above, to serve as Vice President until the next Convention.
- B. If the Vice-President shall become unable to serve or the position otherwise becomes vacant, The Board shall appoint an individual, satisfying the eligibility of Section 4 above, to serve as Vice President until the next Convention.

Section 6. Other Officers of the Corporation. The Board may designate and select such Other Officer positions that the business of the Association may require, each of whom shall have the title, hold office for the period, have the authority, and perform the duties as determined by the Board. These may include but are not limited to a Secretary and/or Treasurer. Other Officer positions shall not be members of The Board nor have a vote on the Board, unless an Other Officer is also a Director.

**ARTICLE X
BOARD OF GOVERNORS**

Section 1. Membership. The Board of Governors shall consist of the following nine members of Eta Kappa Nu.

- A. The President, the Vice President, and the Immediate Past President (hereinafter called Past President). If the outgoing President is unwilling or unable to serve on The Board as Past President, then The Board, by majority vote, shall appoint another previous President to serve in this role.
- B. Six Directors, one from each of the four geographical regions, and two at-large.

Section 2. Terms and Election of Directors.

- A. All Directors shall serve for three-year terms and may not be reelected. Two Directors shall be elected each year.
- B. Regional Directors shall be nominated by the Active College and Alumni Chapters of that region or by The Board. The Board shall solicit nominations from the Chapters in the appropriate region(s).
- C. The Board shall nominate candidates for the at-large Directors positions.
- D. The election of Directors shall be by vote of either a Mail or Assembled Convention.
- E. In the event the result of the annual election is not determined by July 1, the current Directors shall continue to serve until their successors are elected.

Section 3. Officers of The Board. The President and Vice-President shall be the Chair and Vice-Chair of The Board.

Section 4. Vacancy.

- A. If a Director shall become unable to serve or the position otherwise becomes vacant, the remaining members of The Board shall appoint, by a majority vote, an individual to serve the remaining portion of the Director's term.
- B. If the Past President shall become unable to serve or the position otherwise becomes vacant, The Board shall appoint, by a majority vote, an individual to serve the remaining portion of the Past President's term. The individual so appointed shall have previously served as President.

Section 5. Interpretation of Constitution. The Board shall be responsible for the interpretation of the Constitution. The Board shall request an analysis and opinion on the matter in question from the Constitution and Bylaws Committee before rendering an interpretation. Any such interpretation by The Board shall, at the request of any Active Chapter, be subject to majority approval by the next Convention.

Section 6. Bylaws. The Board shall determine the Bylaws and the policies of the Association.

Section 7. Meetings. The Board shall meet at least two times a year at dates and locations to be selected by the Executive Council. The Board may meet at other times at the request of the Executive Council or two-thirds of the membership of The Board.

Section 8. Records. The Board shall have access to all records of the Association and may call at any time upon an Officer, Director, Committee Chair, or any Active or Inactive College or Alumni Chapter for a written report on any of their activities.

Section 9. Committees. The Board has the authority to create committees to address the needs of the Association.

Section 10. Removal. The Board, by a two-thirds vote, shall have the power at any meeting to remove any member from The Board for good and sufficient cause. A copy of the motion for removal must have been provided to all Board members, including the individual whose removal is proposed, at least two weeks before the meeting. The individual shall have the right of defense.

**ARTICLE XI
EXECUTIVE COUNCIL**

Section 1. Membership. The Executive Council shall consist of the President, Vice-President, and Past President.

Section 2. Duties.

- A. The Executive Council shall be responsible for the administration and the execution of the Constitution, acts of the Convention, and of such Bylaws and policy as is established by The Board.
- B. The Executive Council shall manage the funds of the Association in conformity with fiscal policies established by The Board.

Section 3. Report of Actions. The Executive Council shall make a report of its actions to The Board.

**ARTICLE XII
EXECUTIVE DIRECTOR**

Section 1. Duties. The duties of the Executive Director shall be defined by The Board.

Section 2. Appointment. The Executive Director shall be appointed by The Board for a term not to exceed three years. The Executive Director may be re-appointed.

Section 3. Bond. Before assuming office, the Executive Director shall give an approved bond, the amount of which shall be fixed by The Executive Council.

Section 4. Compensation. The Executive Director may be compensated for his or her services. The Board shall set such compensation and related benefits.

**ARTICLE XIII
FEES, DUES, SUBSCRIPTIONS**

Section 1. Induction Fee. Each Active College Chapter shall be assessed an induction fee for each of its inductees to defray the cost of a certificate, a copy of the Constitution and a three-year subscription to THE BRIDGE magazine for each inductee, for expenses of The Board, and for the expenses of chapter services, including conventions and visitations. The amount of the induction fee shall be approved by The Board with any changes ratified by The Convention.

Section 2. Chapter Fees. Any chapter may fix assessments, dues or fees by a majority vote of its members, except that any local induction fee of a College Chapter shall be subject to approval by The Executive Council.

Section 3. Per Capita Tax. The Convention shall have power to fix and levy a per capita tax on each inductee and/or active member of an Active College Chapter or a branch of Eta Chapter, for expenses in the conduct of the business of the Association.

Section 4. Eta Chapter. Any per capita tax of a member of the Eta Chapter shall be the same as that fixed for members of College Chapters.

Section 5. Eminent Members. Eminent Members will not be subject to assessments, fees or dues.

Section 6. Subscription Price. The subscription price for THE BRIDGE shall be set by The Executive Council.

ARTICLE XIV DESIGNATED FUNDS

The Association may establish designated funds separate from other funds, by legislative action of The Convention or by action of The Board. Such action must have the unanimous recommendation of the members of The Executive Council. Such funds must be used for one or more of the following purposes: charitable, scientific, literary, recognition, scholarship, or educational. If the action is to be taken by The Convention, approval must be received from at least three-fourths of the Active College and Alumni Chapters voting. If the action is to be taken by The Board, approval must be received from at least three-fourths of all of the members of The Board.

ARTICLE XV BYLAWS

The Board may adopt bylaws, not in conflict with this Constitution, for the governing of the Association.

ARTICLE XVI DISSOLUTION

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private person. Upon dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of the corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE XVII AMENDMENTS

Amendments to this Constitution must be ratified by a three-fourths majority of the Active Chapters voting.