By-Laws of the Chapter of the
UPSILON PI EPSILON ASSOCIATION
at North Central College

Date of Charter Ceremony:  May 5th 2017

Article I:  Scope of the By-Laws

1.  These By-Laws shall govern the conduct of the chapter in those matters not specifically treated in the Constitution.
2.  Provisions of these By-Laws shall be subordinate to those of the Constitution.

Article II:  Election of Officers

1.  The officers of the chapter shall be elected at the last business meeting of each Spring term of the school year, immediately after the election of new members.
2.  Installation of officers shall take place immediately following their election.  The new officers will assume their duties upon installation.
3.  In order to be eligible to hold office, the President must have been active in the chapter for at least one term.
4.  The officers of this chapter shall be elected by secret ballot and there shall be no voting of proxies allowed.
5.  The faculty advisor shall be selected from the Computer Science teaching staff.

Article III:  Meetings

1.  Membership meetings will be held as scheduled every other week during the Fall and Spring terms.
2.  Special meetings may be called by the President, the Executive Council, or by petition of one-half of the active membership of the chapter.
3.  The quorum shall consist of one-half of the active members of the chapter in the conduct of the business of the chapter.
4.  Except as specifically stated in the Constitution and By-Laws, the parliamentary guide for the conduct of all meetings shall be held to North Central College's rules of conduct.
5.  The order of conduct of a regular meeting shall be as follows:
    A.  Call to order
    B.  Roll call
    C.  Committee reports
    D.  Unfinished business
    E.  New business
    F.  Program or technical session (optional)
    G.  Adjournment
6.  Initiation of new members may be conducted at a regular meeting or at a special meeting called for the purpose.
7.  Notification of all active members shall be given by the Secretary one week prior to a special meeting.  The notification shall state the purpose of the meeting.
8.  No business other than that which the meeting was called for shall be conducted at a special meeting.

## Article IV:  Attendance

1. Active members shall be required to attend three (3) chapter meetings per term.
2. Any member who fails to attend a minimum of three (3) meetings, or who misses three consecutive meetings, shall automatically revert to inactive status.
3. Inactive members cannot vote in meetings, cannot accept graduation chords, and cannot participate in organization outings without re-activating their membership.
4. Restoration of a member to active status shall be by affirmative vote of a majority of the active members present and the payment of one year's dues to the chapter.

## Article V:  Service

1. Members will be required to spend a minimum of 12 hours each term tutoring in a computer science discipline. Members will be held accountable by the Membership Committee.
2. Throughout the academic year members shall research at least one topic of their choice and present to the society before the final academic year meeting.
3. Special community events may be held at any time, upon approval by three-fourths of the active members of the chapter.
4. Any member who fails to meet the service requirements shall automatically revert to inactive status.

## Article VI:  Finances

1. The minimum cash balance at the end of each school year shall be $100 dollars.  Any deficiency from this amount shall be made up by an assessment of the active members or a local fundraising event.
2. There will be a $15 initiation fee charged in addition to that of the UPE National Association (a one-time fee payable to UPE of $60) for a total of $75.
3. Each initiate shall be required to pay all dues and initiation fees prior to his or her initiation.
4. One week prior to the election of officers, the Treasurer shall submit to the President and faculty advisor a written statement of the financial condition of the chapter.  At the election, this will be submitted to the chapter and entered into the minutes upon acceptance by the chapter.
5. Special assessments may be made at any time, upon approval by three-fourths of the active members of the chapter.

## Article VII:  Initiation

1. The initiation of new members shall be held within four weeks of the time of their election.
2. The initiation shall specifically avoid any practice which conflicts with North Central College's regulations or which constitutes an attack on the personal dignity of the initiates. The activities shall be devised to stimulate the candidate's interest in computer science and to acquaint them better with members of the chapter.

## Article VIII:  Election of Members

1. There shall be three elections of new members each year.
2. The Membership Committee shall prepare a list of all eligible candidates, ordered with faculty members first, followed by students ranked according to decreasing grade point average.

3. The list prepared according to the previous section shall be submitted to faculty members who are members of the Association, who shall be asked to make written remarks with respect to the fitness of the candidates with whom they are acquainted.
4. The list of eligible candidates, together with faculty members' remarks, shall be submitted to the chapter Membership Committee for final screening.
5. The names of those elected to membership shall be given to the Secretary, who shall then issue invitations to become members of the Association, and of this chapter.
6. Failure of a member-elect to notify the chapter of his or her acceptance of the invitation to membership within two weeks of its issuance shall constitute notice of refusal.

## Article IX:  Adoption and Amendment

1. These By-Laws shall become effective immediately upon adoption.
2. These By-Laws shall remain in effect until revised or amended.
3. A provision of these By-Laws may be temporarily suspended by a three-fourths vote of the active membership of the chapter.
4. A two-thirds affirmative vote of the active membership of the chapter shall be required for the adoption of an amendment to these By-Laws.