IEEE-ETA KAPPA NU

OPERATIONS MANUAL

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IEEE-Eta Kappa Nu (IEEE-HKN) Operations Manual

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1. About IEEE-Eta Kappa Nu (IEEE-HKN)

1.1 Definition of the Organizational Unit

IEEE-Eta Kappa Nu is established in accordance with IEEE Bylaw I-404. IEEE-Eta Kappa Nu (IEEE-HKN):

"IEEE-HKN shall be an organizational unit of the IEEE comprising (i) members of IEEE who have been inducted into the membership of IEEE-HKN, and (ii) members in good standing of Eta Kappa Nu prior to its merger into IEEE who continue to meet the requirements for membership in IEEE-HKN as specified in the IEEE-HKN Operations Manual. The purposes of IEEE-HKN shall be to encourage excellence in education for the benefit of the public by (1) recognizing individuals 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 fields of electrical or computer engineering, (2) providing educational and financial support to such students, (3) fostering educational excellence in engineering colleges, and (4) providing oversight of the IEEE-HKN membership, chapters, awards and other related activities. The IEEE-HKN Board of Governors (IEEE-HKN-BOG) shall be the governing body of IEEE-HKN and shall report to the Educational Activities Board."

1.2 History

IEEE-Eta Kappa Nu (IEEE-HKN) is the honor society of the Institute of Electrical and Electronics Engineers, Incorporated (IEEE). It promotes excellence in the profession and in education through an emphasis on *scholarship*, *character*, and *attitude*. The original perspective regarding qualifications for membership was that scholarship was essential, but that the selection of students with the character and attitude that would make them probable leaders of the profession was even more important. Membership is a lifelong designation and is by qualification, election, and induction. Members have distinguished themselves as students or as professionals in electrical engineering, computer engineering, computer science, and other fields of IEEE interest. The honor society provides a community for professional development and engagement and fosters a culture of service and volunteerism.

IEEE-HKN has been part of IEEE since 1 September 2010 and is organized as an international network of collegiate and alumni chapters. Prior to its formal affiliation with IEEE, the Eta Kappa Nu Association operated as an independent national honor society for electrical and computer engineering. This association began on 28 October 1904. The founders were a group of ten electrical engineering undergraduates led by Maurice L. Carr who formed the Alpha Chapter at the University of Illinois at Urbana-Champaign and created a national structure. Two of the founders, M. L. Carr and Edmund B. Wheeler, served as the first and second national presidents, respectively.

1.3 Nondiscrimination

IEEE-HKN is committed to a policy of equal opportunity for all persons and prohibits discrimination, harassment, and bullying against any person in line with the IEEE Policy Against Discrimination and Harassment. (IEEE Policy 9.27.)

2. IEEE-HKN Operations Manual, Governing Documents, Approval and Amendments

The purpose of this IEEE-HKN Operations Manual shall be to guide the activities of IEEE- HKN. This Manual shall conform to and not conflict with the provisions of New York not-For- Profit Corporation Law or IEEE governing documents, including the IEEE Certificate of Incorporation, Constitution, Bylaws, Policies and resolutions of the IEEE Board of Directors and the IEEE Educational Activities Board (EAB), and the EAB Operations Manual.

Amendments to this Manual shall be reviewed and recommended by the IEEE-HKN-BOG prior to approval by the EAB. Unless specified otherwise in this Manual, such recommendations shall require an affirmative vote of a majority of the members of the IEEE- HKN-BOG present at the time of the vote provided a quorum is present. There shall also be an IEEE-HKN Process Manual, which shall be approved by the IEEE-HKN-BOG and which shall contain detailed procedures to guide the Chapters in the implementation of actions and activities set forth in this Operations Manual.

Changes to the IEEE-HKN Operations Manual may be requested for consideration by any active Chapter following procedures defined in the Process Manual.

Unless otherwise stated, all official business of IEEE-HKN will be conducted in accordance with "Robert's Rules of Order" Revised, subject to the provisions of the governing precedence of the Society.

The IEEE-HKN-BOG shall resolve any issues related to the interpretation of this Operations Manual. Any such interpretation by the IEEE-HKN-BOG shall, at the request of any five (5) active School Chapters, be subject to review and ratification by the EAB.

3. Publications

IEEE-HKN shall maintain an official publication called ***THE BRIDGE***. There shall be an IEEE-HKN website, which shall be kept current as the primary communication vehicle for members and the public.

The IEEE-HKN and IEEE-HKN Chapters may, and are encouraged to, establish additional publications, discussion groups, websites, and newsletters. Any detailed provisions and guidelines related to such publications and activities shall be specified in the IEEE-HKN Process Manual.

4. Naming, Abbreviations, Colors and Emblem

The official name of the IEEE organizational unit is IEEE-Eta Kappa Nu, and it is

often referred to as "Eta Kappa Nu." Eta Kappa Nu uses as a symbol a combination of the Greek letters Eta, Kappa and Nu. Consequently the use of the abbreviation IEEE-HKN shall be permitted.

The colors of IEEE-HKN shall be navy-blue and scarlet.

The emblem (logo) of IEEE-HKN shall be the Wheatstone bridge.

5. Membership

Membership in IEEE-HKN shall be by qualification, election, and induction. Membership shall be recognized by all IEEE-HKN Chapters.

Induction to membership in IEEE-HKN shall be as either a *Member* or an *Eminent Member.*

Other requirements notwithstanding, all candidates for membership in IEEE-HKN shall be of unimpeachable character, have the ability to make use of knowledge and information acquired in studies and experimentation, have the capacity and willingness for hard and purposeful work, and have a genial nature and ability to work in harmony with all types of people.

5.1 Members

Individuals who were members in good standing of the Eta Kappa Nu Association immediately prior to 1 September 2010 shall be members of IEEE-HKN and to the extent practicable shall continue to be subject to all duties and enjoy all the rights and privileges of membership in Eta Kappa Nu Association that were in effect on 31 August 2010.

Additionally, all duties, rights and privileges of individuals on whom Eta Kappa Nu Association had bestowed awards and honorary titles, such as "Eminent Member", before 1 September 2010 shall be continued to the extent practicable by IEEE-HKN.

To be eligible for induction as a ***Member***, a candidate shall be a member of IEEE of any grade (or join simultaneously at the time of induction). Student inductees receive one year of IEEE student membership as a benefit of induction (for students who are already IEEE members, their student membership is extended by one year). Candidates shall meet at least one of the following additional conditions:

Be a qualified undergraduate or a graduate student, as described in Sections 5.1.1 and 5.1.2 of this Manual, at an educational institution having an active School Chapter.

Be a graduate of an educational institution where a new or reactivated School Chapter was installed; and has graduated less than two years prior to the installation or reactivation of such School Chapter; and would have been eligible for induction as either an undergraduate student or a graduate student had there been a School Chapter in such school when the person was in attendance.

Be a member of the faculty whose principal areas of professional interests fall within the IEEE-designated fields of interest (IEEE Bylaw I-104.11) provided this person serves at an educational institution that meets the requirements specified in Section 6.1 of this Manual.

Be a person who has done meritorious work in any of the areas within the IEEE- designated fields of interest and meets the requirements in section 5.1.3.

5.1.1 <u>Qualifications of Undergraduate Student Candidates;</u>

Undergraduate candidates shall be selected from those students in the educational institution where the Chapter resides who are pursuing courses leading to a first professional degree in an IEEE-designated field of interest (typically Bachelor of Science or Bachelor of Engineering, and in some areas Master of Science or Master of Engineering).

(1) Students who have completed <u>at least three-eighths of the degree requirements</u> and who have a cumulative scholastic rank in the <u>upper fifth</u> of their class may be elected.

(2) Students who have completed <u>one-half of the degree requirements</u> and who have a cumulative scholastic rank in the <u>upper quarter</u> of their class may be elected.

(3) Students who have completed <u>three-fourths of their degree requirements</u> and have a cumulative scholastic rank in the <u>upper third</u> of their class may be elected.

An IEEE-HKN School Chapter or an IEEE-HKN School Chapter in formation may request the IEEE-HKN-BOG to substitute alternate criteria for the ones outlined above in (1) to (3) if such alternate criteria are in better agreement with the regulations and traditions of the institution wherein the IEEE-HKN School Chapter operates.

5.1.2 Qualifications of Graduate Student Candidates:

Graduate student candidates shall have graduated with a first professional degree and shall possess substantially the same scholastic and other qualifications required for undergraduate candidates.

Graduate student candidates must be working toward an advanced degree in one of the IEEE-designated fields of interest at a school with an IEEE-HKN Chapter and have completed the equivalent of one-half of one academic year of full-time study.

Graduate student candidates may be nominated to membership by any member of IEEE-HKN, and shall require endorsement by the Head of the academic department wherein this student conducts the majority of his or her studies.

5.1.3 Qualifications of Professional Candidates:

In order for a professional to be eligible for induction the candidate must not be a student, and have been a practicing engineer for 10 years in the technical fields of interest of the IEEE defined fields of interest as defined in IEEE Bylaw I-104.11. The candidate must have demonstrated significant leadership and service in volunteer activities during the individual's professional career. Professional members may be inducted into a school or Eta Chapter.

5.2 Eminent Members

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 an IEEE-designated field of interest, and great benefactors to society.

Nominations to Eminent Membership may be made by an active School Chapter, an active Alumni Chapter, or by any member of IEEE-HKN.

The Eminent Member Committee shall review and prioritize nominees for submission to the IEEE-HKN-BOG. Note: Guidelines for the Eminent Member Committee are detailed in the IEEE-HKN Process Manual.

Only the IEEE-HKN-BOG may confer Eminent Membership. The induction of Eminent Members shall require an affirmative vote of two-thirds of the members of the IEEE-HKN-BOG present and entitled to vote at the time of the vote, provided a quorum is present.

5.3 Member Titles

A person may use the title "Member of IEEE-Eta Kappa Nu" or "Member of IEEE-HKN" if:

(a) Such person was inducted at any time to Member status in Eta Kappa Nu Association or IEEE-HKN; and
(b) Such person continues to adhere to the membership ideals expressed in the IEEE-HKN Operations Manual, Section 5, Membership; and

A person may use the title "Member of Eta Kappa Nu or "Member of HKN" if

(a) Such person is entitled to carry the title "Member of IEEE-HKN" as described above or
(b) Such person was inducted to Member status in the Eta Kappa Nu Association before 1 September 2010.

A person who was inducted to Member status in the Eta Kappa Nu Association or in IEEE-HKN at any time may indicate the year of induction as follows: "Eta Kappa Nu, (insert year here)"; "HKN, (insert year here)"; "IEEE-HKN, (insert year here)"; or, "IEEE-Eta Kappa Nu, (insert year here)."

6 Chapters

In accordance with IEEE Bylaws, there may be IEEE-HKN Chapters. IEEE-HKN Chapters shall be organizational units of IEEE-HKN within the meaning of IEEE Bylaw I-107. The IEEE-HKN-BOG shall maintain a list of all Chapters. There may be *School Chapters*, an *Eta Chapter*, and *Alumni Chapters*.

6.1 School Chapters

A. A School Chapter may be established at any school that awards the Bachelor of Engineering degree, Bachelor of Science degree, or an equivalent degree within IEEE-designated fields of interest. The school must meet the requirements of a recognized regional or professional accrediting agency.

B. Determination of eligibility of a school to establish a School Chapter shall be made by the IEEE-HKN-BOG in consultation with the pertinent accreditation agencies, educational organizations, and IEEE organizational units.

C. Each School Chapter shall be assigned to a single IEEE geographic region by the IEEE-HKN-BOG.

D. A petition for the establishment of a School Chapter, or re-establishment of a School Chapter, may be made by no fewer than eight (8) undergraduate or graduate students who are qualified for membership (see Section 5.1.1 and 5.1.2 for qualifications). A Petition shall be submitted via the guidelines in the Process Manual and requires approval of the IEEE-HKN-BOG. The petition shall be accompanied by written endorsements of officials required by the educational institution (such as President, Chancellor, Dean or Department Head) in the petitioning school. Under normal circumstances, endorsements shall be provided at least from a Dean and a Department Head from a department which focuses on at least one of the IEEE-designated field of interest.

E. School Chapters shall be installed by the IEEE-HKN President, or an authorized representative appointed by the President.

F. Each School Chapter shall request the Head of the Department, or other school official who signed the petition, to appoint a *Faculty Advisor for the School* Chapter, in consultation with the School Chapter Officers. The Faculty Advisor shall be a member of IEEE-HKN and serve as a faculty member of the school in which the School Chapter is installed. The Faculty Advisor shall serve as liaison officer between the Chapter and the school.

- In exceptional cases, and with the written permission of the President of IEEE-HKN, an interim advisor may be appointed who is not a member of IEEE-HKN. The tenure of an interim advisor shall not exceed two (2) years during which it is

expected that he or she shall be inducted into IEEE-HKN.

G. The IEEE-HKN-BOG shall establish the operating procedures and required documents for chapters, as long as they do not conflict with IEEE's Governing documents.

H. The IEEE-HKN -BOG shall establish procedures for handling inactive Chapters in alignment with EAB Operations Manual 4.12.1F.

6.2 Eta Chapter

An Eta Chapter will be operated by the IEEE-HKN-BOG. Qualified professional members may be inducted by processes determined by the IEEE-HKN-BOG. The Eta Chapter shall have no vote in IEEE-HKN elections.

6.3 Alumni Chapters

A. To provide for strengthening and furthering the aims of IEEE-HKN by alumni members, an Alumni Chapter may be established in any locality upon petition of at least five (5) members, and subject to the approval of the IEEE-HKN-BOG.

B. An active Alumni Chapter shall consist of five (5) or more active members, elect officers, and complete and submit an *Alumni Chapter Annual Report* to the IEEE- HKN-BOG.

C. An active Alumni Chapter shall have the authority to confer membership in IEEE- HKN on non-students (see Section 5 of this Manual for candidate qualifications). An Inactive Alumni Chapter shall have no member induction authority.

D. An active Alumni Chapter shall not be subject to any assessment or dues other than by a vote of its members.

E. Failure to submit an Annual Report shall cause the Alumni Chapter to become *Inactive*.

F. An Inactive Alumni Chapter may be reactivated to active status by having a minimum of five (5) active members, electing officers, and submitting a petition to the IEEE-HKN-BOG.

7 IEEE-HKN Board of Governors (IEEE-HKN-BOG) Membership

This section describes the IEEE-HKN-Board of Governors (IEEE-HKN-BOG) organizational membership. Governors must be members of IEEE-HKN and maintain membership in good standing throughout their term of service. The number of voting members of the IEEE-HKN-BOG shall consist of up to thirteen (13) members, plus two (2) non-voting members as follows:

7.1 Chair, IEEE-HKN Board of Governors and President, IEEE-HKN

7.2 President-Elect, IEEE-HKN

7.3 Immediate Past President, IEEE-HKN (referred to in this Manual as Past President, IEEE-HKN)

7.4 One (1) Regional Governor elected by all School and Alumni Chapters to represent IEEE-HKN Chapters in IEEE Regions 1 and 2, and who resides and/or works in either of these two Regions

7.5 One (1) Regional Governor elected by all School and Alumni Chapters to represent IEEE-HKN Chapters in IEEE Regions 3 and 4, and who resides and/or works in either of these two Regions

7.6 One (1) Regional Governor elected by all School and Alumni Chapters to represent IEEE-HKN Chapters in IEEE Regions 5 and 6, and who resides and/or works in either of these two Regions

7.7 One (1) Regional Governor elected by all School and Alumni Chapters to represent IEEE-HKN Chapters in IEEE Regions 7 through 10, and who resides and/or works in any of these Regions

7.8 Three (3) Governors At-Large elected by all School and Alumni Chapters

7.9 One (1) Governor At-Large elected from among candidates proposed by the IEEE Member and Geographic Activities Board

7.10 Two (2) IEEE-HKN Student Governors elected from among candidates proposed by all School and Alumni Chapters located in one of the geographic regions of IEEE Regions 1 through 10

7.11 The IEEE Vice President, Educational Activities (ex-officio, without vote)

7.12 IEEE-HKN Director (ex-officio, without vote)

8. Officers of IEEE-HKN

The Officers of IEEE-HKN shall be the President, President-Elect, and Past President of IEEE-HKN and comprise the voting members of the Executive Council. Duties of the Executive council will be defined in the Process Manual.

The IEEE-HKN-BOG may designate and select such other Executive Council positions that the business of IEEE-HKN 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 IEEE-HKN-BOG. These positions may include, but are not limited to, a Secretary *and/or* Treasurer.

Individuals who hold Executive Council Positions (other than the offices for President, President-Elect, and Past President) shall not be members of the IEEE-HKN-BOG, unless they otherwise also serve concurrently as elected members of the IEEE-HKN-BOG.

8.1. Duties of Officers

8.1.1 President, IEEE-HKN. The President, IEEE-HKN shall

- Serve as a voting member of the IEEE Educational Activities Board;
- Serve as ex-officio, non-voting member of IEEE Foundation Board;
- Serve as a member of the IEEE-HKN-BOG Executive Council;
- Serve as Chair, and preside at all meetings, of the IEEE-HKN-BOG and IEEE- HKN-BOG Executive Council, unless specified otherwise in this Operations Manual;
- Be responsible for the coordination of the work of the IEEE-HKN-BOG and for all general executive duties;
- Be responsible for the appointment of all Committees, which are to serve during the President's term of office. All such appointments shall be ratified by the IEEE-HKN-BOG no later than three (3) months after the appointments are made, and are subject to the approval of the EAB;
- Have charge of, and preside at, meetings and gatherings of the membership which the IEEE-HKN-BOG may call from time to time;
- Serve as an ex-officio member of all Committees;
- Install new School Chapters, either in person or through a designated representative.

8.1.2 President-Elect. The President-Elect shall

- Assume any duties assigned by the President;
- Preside at meetings and perform the duties of the President in the absence of the President or if the President is temporarily incapacitated;
- Serve as a member of the IEEE-HKN-BOG Executive Council.

8.1.3. Past President. The Past President shall

- Assume any duties assigned by the President;
- Serve as a member of the IEEE-HKN-BOG Executive

Council;
- Serve as Chair of the IEEE-HKN-BOG Nominations and Appointments (N&A) Committee.

8.2 Terms of Office for the President, President-Elect, and Past Presidents

Terms of office for the President, President-Elect, and Past President shall begin on 1 January. Each serves a one-year term. The President-Elect succeeds to the President position and then to Past President. The President shall be ineligible to serve a second full term in that office.

8.3 Election of the IEEE-HKN President-Elect

Election of the IEEE-HKN President-Elect shall be held annually during the period 1 October – 1 November. The slate of candidates shall be finalized by the IEEE-HKN- BOG by 1 August and shall be publicized to all IEEE-HKN School and Alumni Chapters, as well as the IEEE-HKN membership, via the HKN website, on 1 September.

The election of the President-Elect shall be by vote of all active School Chapters and Alumni Chapters with each active chapter having one vote. Such vote shall be conducted according to procedures established by the IEEE-HKN-BOG, and which are devised to ensure the following:

(1) Sufficient notification to eligible Chapters on the date of the election and on the manner (in person, by postal mail, electronic mail, telephone, etc.) by which the election shall be held;
(2) The means by which the election is held shall allow each eligible Chapter to cast its vote in a timely manner, and for the IEEE-HKN-BOG to ascertain that the vote was cast by the authorized representative of the Chapter;
(3) Appointment of a Tellers Committee by the IEEE-HKN-BOG to comprise members of IEEE-HKN, none of whom are current members of, or candidates to become members of, the IEEE-HKN-BOG. The Tellers Committee shall tally the votes and report the results to the IEEE-HKN-BOG for ratification. The IEEE-HKN-BOG shall provide the results of the election to the EAB for approval.
(4) Ties will be broken by a majority vote of the current IEEE-HKN President, President-Elect, and Past-President.

8.4 Nominations and Eligibility for President-Elect Candidates

A. A candidate for President-Elect must have agreed in advance to serve if elected. A President or previous President shall be ineligible for nomination for President-Elect.

B. A candidate for President-Elect shall be a member of IEEE of Senior Member or Fellow grade and, if elected, maintain membership in good standing in IEEE during the entire period as President-Elect, President, or Past President.

C. A candidate for President-Elect shall not be simultaneously a candidate for another position on the IEEE-HKN-BOG.

D. Should a person be elected to President-Elect of the IEEE-HKN-BOG while already serving as a member of the IEEE-HKN-BOG, this person shall be considered to have voluntarily resigned from the other IEEE-HKN-BOG position, thereby creating a vacancy in that position.

E. By 30 June of each election year, candidates for the position of President-Elect may be recommended for consideration and submission by the EAB Nominations and Appointments Committee to the IEEE-HKN-BOG N&A Committee.

F. Any active School Chapter may also recommend to the IEEE-HKN-BOG candidates for President-Elect, provided that

- the recommendation is made in writing or electronically from the President of the School Chapter making the recommendation;
- the recommendation is made no earlier than 1 January of the election year during which the election is to be held;
- the recommendation is received in writing or electronically by 1 June of the election year during which the election is to be held at the following address: Chair, IEEE-HKN Nominations and Appointments Committee, IEEE Educational Activities Board, 445 Hoes Lane, Piscataway, NJ, USA 08854, info@hkn.org.

The Chair shall inform the IEEE-HKN-BOG of any candidates so recommended.

G. Any member of the IEEE-HKN-BOG may recommend to the IEEE-HKN-BOG N&A Committee candidates for President-Elect provided that

- the recommendation is made in writing or electronically;
- the recommendation is made no earlier than 1 January of the election year during which the election is to be held;
- none of the persons making the recommendation is a candidate for the position for which he or she makes the recommendation;
- the recommendation is received by 1 June of the election year during which the election is to be held at the following address: Chair, IEEE-HKN Nominations and Appointments Committee, IEEE Educational Activities Board, 445 Hoes Lane, Piscataway, NJ, USA 08854; info@hkn.org. The Chair shall inform the IEEE- HKN-BOG of any candidates so recommended.

The Chair shall inform the IEEE-HKN-BOG of any candidates so recommended.

The IEEE-HKN-BOG N&A committee shall review all candidates and recommend a slate to the IEEE-HKN-BOG.

H. By 1 August of each election year, but no earlier than 30 June, the IEEE-HKN- BOG shall nominate candidates for the position of President-Elect. The IEEE- HKN-BOG shall consider only candidates that were recommended in accordance with the procedures specified above.

I. The IEEE-HKN-BOG shall announce the names of its nominees to all active Chapters by 1 September.

8.5 Vacancies in the Position of President or President-Elect

If the current President becomes unable to serve, or the position otherwise becomes vacant, the President-Elect shall assume the office of the President, thereby vacating the office of President-Elect. Having served the remainder of the current Presidential term, and the term to which originally elected, such person shall then serve as Past President. The Past President who is in office when the vacancy in the office of the President occurs shall serve one (1) additional year. In the event that the Past President is unable or unwilling to serve in this position, the next most recently retired Past President available to serve shall fill the vacancy occurring in the office of Past President.

Should a vacancy occur in the office of the President-Elect, or in the event that a candidate for President-Elect becomes incapacitated and subsequently wins the election, the remaining members of the IEEE-HKN-BOG shall appoint an individual, satisfying the eligibility requirement outlined in Section 8.4 of this Manual, to serve as President-Elect for the remainder of the term, by a majority vote of those present at the time of the vote, provided a quorum is present. The individual assuming the office of President-Elect shall complete the remainder of the three-year term in the consecutive positions of President-Elect, President, and Past President.

Determination that the position of President is vacant shall be made by the IEEE-HKN- BOG. Such determination shall have to be affirmed by a two-thirds majority of those present at the time of the vote, provided a quorum is present in a special meeting of the IEEE-HKN-BOG. This special meeting shall be assembled and presided by the Past-President of the IEEE-HKN-BOG.

9. IEEE-HKN-BOG

9.1 Responsibilities

The IEEE-HKN-BOG shall have responsibility for the assets, activities, and procedures within IEEE-HKN as described in Section 4.12 of the IEEE Educational Activities Board Operations Manual.

9.2 Terms of Office for IEEE-HKN Board of Governors and IEEE-HKN Student Governor

9.2.1 IEEE-HKN Governors. Unless specified otherwise, all

IEEE-HKN Governors shall serve for one (1) three-year term, and may not serve a second term as a Governor. The terms of Governors shall be staggered.

9.2.2 9IEEE-HKN Student Governors The term of the IEEE-HKN Student Governor shall be one (1) year, and the person is eligible for re-election for one additional term. All candidates for Student Governor must be full-time undergraduate or graduate students at the time of their initial candidacy, and must be members in good standing of IEEE-HKN. Student Governors shall be eligible to serve as a future Regional Governor, or Governor At-Large, once such person has been elevated to the grade of IEEE Member, having demonstrated professional competence and/or professional maturity, in the IEEE-designated fields of interest.

9.3 Election of IEEE-HKN Governors and IEEE-HKN Student Governors

A. Election of IEEE-HKN Governors and the IEEE-HKN Student Governors shall normally be held every year during the period 1 October – 1 November. The slate of candidates shall be finalized by the IEEE-HKN-BOG by 1 August and shall be publicized to all IEEE-HKN School and Alumni Chapters, as well as to the IEEE- HKN membership, via the HKN website, by 1 September.

B. Each IEEE-HKN Governor shall be elected from a list of nominees that includes at least two (2) candidates for each position. The IEEE-HKN Student Governors shall be elected from a list of nominees that includes at least three (3) candidates.

C. A candidate for Governor must have been inducted into Eta Kappa Nu.

D. Candidates for Regional Governors shall be nominated by the active School or Alumni Chapters of the regions they will represent, or by the IEEE-HKN-BOG Nominations and Appointments Committee. The IEEE-HKN-BOG shall solicit nominations from the active Chapters, and recommendations from other organizational units of IEEE in the specific Regions to which the Regional Governor is to be elected.

E. Should the number of nominees for a Regional Governor position exceed three (3), the IEEE-HKN-BOG, at its discretion, may conduct a "primary election" following the same procedures as for the regular election, within the nominating Region(s), prior to the regular election. The three (3) nominees receiving the most votes in the "primary election" shall be included on the ballot for the regular election.

F. One Governor At-Large shall be elected from among candidates proposed by the IEEE Member and Geographic Activities Board. The number of such candidates shall not be less than two (2) nor more than three (3).

G. The IEEE-HKN-BOG shall solicit recommendations from all active School and Alumni Chapters within all IEEE Regions for candidates for the Governor At-Large positions.

H. The IEEE-HKN-BOG Nominations and Appointments Committee shall review all candidates and recommend a slate to the IEEE-HKN-BOG.

I. The election of Governors shall be by vote of all active School Chapters and Alumni Chapters. Such vote shall be conducted according to procedures established by the IEEE-HKN-BOG, and as outlined in Section 8.3 (1), (2), (3) and (4) for that of President-Elect.

J. In the event the result of the annual election of the IEEE-HKN-BOG Governors is not determined by 1 January, the current Governors of any unresolved positions shall continue to serve until his or her successor is elected.

9.4 Vacancies and Removal from Office of Governors

A. If a Governor is unable to serve, or the position of Governor otherwise becomes vacant, the remaining members of the IEEE-HKN-BOG shall appoint, by a majority vote of those present at the time of the vote, provided a quorum is present, an individual to serve the remaining portion of such Governor's term.

B. The IEEE-HKN-BOG, by a two-thirds vote of those present at the time of the vote, provided a quorum is present, shall have the power at any meeting to remove any member from the IEEE-HKN-BOG for cause. A copy of the motion for removal, signed by at least two voting members of the IEEE-HKN-BOG, shall have been provided to all IEEE-HKN-BOG members, including the individual whose removal is proposed, at least fourteen (14) business days before the meeting. In addition, the IEEE Educational Activities Board may remove any member from the IEEE-HKN-BOG with or without cause by action of an affirmative vote of two-thirds of the EAB members present and entitled to vote, at the time of the vote, provided a quorum is present.

9.5 Meetings and Notifications

The IEEE-HKN-BOG shall hold two regularly scheduled semi-annual meetings. At least one (1) of these will be a face-to-face meeting, and on a date to be selected jointly by the President and President-Elect, with the advice of the IEEE-HKN Director. The IEEE-

HKN-BOG may meet at other times at the President's request, or the request of at least three (3) voting members of the IEEE-HKN-BOG, with "sufficient notification" provided. Additional face-to-face meetings may be arranged as necessary subject to availability of funding.

The term "sufficient notification" shall mean:

(a) At least one (1) month prior to the date selected for one of the two regularly scheduled semi-annual meetings;
(b) Seven (7) business days for other meetings, provided that the removal of a member of the IEEE-HKN-BOG is not on the agenda;
(c) Fourteen (14) business days for other meetings, if the removal of a member of the IEEE-HKN-BOG is on the agenda.

Other than the required annual face-to-face meeting, all meetings of the BOG may be held via teleconference or other electronic means.

9.6 Quorum for IEEE-HKN-BOG

A majority of the voting members of the IEEE-HKN-BOG shall constitute a quorum.

9.7 Actions of the Board

9.7.1 During Meetings. Unless specified otherwise, the vote of a majority of the votes of the members present and entitled to vote, at the time of the vote, provided a quorum is present, shall be the act of the IEEE-HKN-BOG.

Additionally, the IEEE-HKN-BOG may meet and act upon the vote of its members by any means of telecommunication. The normal voting requirements shall apply when action is by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.

9.7.2 Without a Meeting. Unless otherwise provided for in this Manual, any action required or permitted to be taken by the IEEE-HKN-BOG may be taken without a meeting if two thirds of all members of the IEEE-HKN-BOG vote in favor of the action, with the vote to be confirmed promptly in writing. A discussion period of 3 days shall precede the call for vote. The written confirmation shall be filed with the minutes of the proceedings of the IEEE-HKN-BOG.

9.8 Operation Between Meetings

In the event that major decisions normally made by the IEEE-HKN-BOG will need to be made between meetings of the IEEE-HKN-BOG, the IEEE-HKN-BOG Executive Council shall make those decisions in consultation with the IEEE-HKN Director (without vote), and with unanimous decision. The

Executive Council shall comprise the President, President-Elect, and Past President. If it is the opinion of the President that such decisions need to be made, the Executive Council shall be authorized to undertake such decisions, provided that these actions are disclosed to members of the IEEE-HKN-BOG and to the IEEE Vice President, Educational Activities as soon as possible.

9.9 Reports

The IEEE-HKN-BOG shall have access to all records of IEEE-HKN and may call at any time upon an Officer, Governor, Committee Chair, or any active or inactive School or Alumni Chapter for a written report on any of their activities.

10 Committees of the IEEE-HKN-BOG

10.1 Standing Committees

Unless otherwise specified in a governing document approved by the IEEE-HKN- BOG, the IEEE-HKN President shall appoint the Chairs and members of the IEEE-HKN-BOG Standing Committees at the start of their term and for a term matching that of the appointing President. Standing Committees shall be endorsed by the IEEE-HKN-BOG, and reported to ~~by~~ the IEEE Educational Activities Board.

Normally, each Governor shall serve on at least one committee. The IEEE-HKN President shall consult with Committee chairs regarding committee membership. The IEEE-HKN President and Director are ex-officio non-voting members of all Committees unless specifically designated.

Following are the Standing Committees of the IEEE-HKN-BOG:

1. Awards and Scholarship Committee
   Eminent Member Recognition
2. Alumni Engagement Committee
3. Conference Committee
4. Chapter and Ritual Committee
5. The BRIDGE Editorial Board
6. Tellers Committee
7. Nominations and Appointments (N&A) Committee
8. IEEE-HKN-BOG Executive Council
9. Public Relations & Communications Committee
10. Strategic Planning Committee
11. Development Committee
12. Finance Committee

The Charters of each Standing Committee are to be approved by the

IEEE-HKN- BOG and will reside in the IEEE-HKN Process Manual. Each Committee shall submit a regular written report of the Committee's activities.

10.2 Ad Hoc Committees

The IEEE-HKN-BOG may create ad hoc committees to address the needs of IEEE- HKN. The President shall appoint the Chair and members of these committees, whose terms shall expire with the term of the appointing President (normally 31 December of the year during which the committee was appointed) subject to endorsement by the IEEE-HKN-BOG.

Each ad hoc committee shall present a brief written report of the committee's activities at each Board of Governors meeting.

11 Financial Affairs

Any property and/or funds in the possession of IEEE-HKN shall be considered property of IEEE and shall be dealt with according to procedures and regulations applicable to property and funds within IEEE.

The financial affairs of IEEE-HKN involve, in addition to IEEE, the IEEE Foundation, where a fund that is restricted for the benefit of IEEE-HKN is deposited and managed. This restricted fund is overseen by the Board of Directors of the IEEE Foundation, with expenditure and reporting authorization delegated to the IEEE-HKN-BOG.

Any funds or property dedicated to IEEE-HKN purposes in another organization (such as the IEEE Foundation) shall be managed according to the procedures and regulations applicable to such arrangements within IEEE, unless special procedures and regulations were established and approved by IEEE specifically for such funds or property.

The financial affairs of IEEE-HKN shall be coordinated by the IEEE-HKN-BOG Treasurer – or, in the absence of a Treasurer – by the IEEE-HKN President. The IEEE-HKN Director shall serve as IEEE-HKN's Assistant Treasurer.

The Treasurer (and in such person's absence the President) shall be responsible to acquire and secure, within IEEE, the expertise, assistance, and administrative support to ensure proper, legal and transparent management of IEEE-HKN's financial affairs.

The annual budget of IEEE-HKN shall be part of the budget of EAB and the financial affairs of IEEE-HKN shall be overseen and presented to the IEEE Finance Committee by the Treasurer of the EAB.

11.1 Fees and Assessments

Each Active School Chapter shall be assessed an *induction fee* for each of its inductees, in an amount determined and approved by the IEEE-HKN BOG.

IEEE-HKN-BOG may levy additional fees for meetings and gatherings of IEEE-HKN, publications of IEEE-HKN, or products and services of IEEE-HKN. The IEEE-HKN- BOG may assign the duty to assess such fees to other organizational units of IEEE- HKN.

Any Chapter may impose additional fees for meetings, gatherings, publications, products, or services by a majority vote of its members.

Any local induction fee of a School Chapter shall be subject to approval by the IEEE-HKN-BOG.

Eminent Members shall not be subject to assessments, fees or dues.

12 IEEE-HKN Director

The IEEE Executive Director, in consultation with the IEEE Educational Activities Managing Director shall designate a member of the Educational Activities Department professional staff to serve as the IEEE-HKN Director. The IEEE Executive Director shall determine the duration of appointment, compensation, and other employment conditions of the IEEE-HKN Director according to established IEEE procedures.

The IEEE-HKN Director shall manage the day-to-day operational affairs of IEEE-HKN in close cooperation with the pertinent organizational units and administrative units of IEEE and the IEEE Foundation.

The IEEE-HKN Director shall serve as the IEEE-HKN-BOG Assistant Treasurer.