

Chapter Operations Manual Template

- This document is meant to be a guideline for chapter officers as they develop an Operations Manual for their Chapter. If the host university or local law requires specific language, please notify the IEEE-Eta Kappa Nu Director for comment during the development process.
- *Chapter-specific information is shown in italics.*
- *Optional items are shown in red italics. These items are suggestions, and may be rewritten by the Chapter.*
- Required items are written in black and should not be substantially modified.
- The Chapter Operations Manual shall be adopted through a vote of all student Chapter charter/active members (2/3 majority required), approval of any required university organization(s), and approval by the IEEE-Eta Kappa Nu Board of Governors.

NAME Chapter of IEEE-Eta Kappa Nu
Chapter Operations Manual

Manual Approved: YEAR

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

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

Section 2: The Chapter resides with *DEPARTMENT(S)* at *UNIVERSITY* in *CITY, STATE*.

Section 3: The *NAME* Chapter was chartered on *DATE*. *The charter membership was [NUMBER].*

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

ARTICLE II: Governance of the Chapter

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

Nu Process Manual. The most recent versions of these documents are available electronically from the IEEE-HKN web site <https://hkn.ieee.org>. IEEE-Eta Kappa Nu is an organizational unit of IEEE; policies of IEEE including the IEEE Code of Ethics are available at <http://ieee.org>.

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

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

Section 2: For administrative and voting functions, the active members of the Chapter shall be those students and alumni who meet the following requirements (*Alumni are exempt from the enrollment requirement but must meet all other criteria*):

- Inducted into IEEE-Eta Kappa Nu,
- Enrolled in the host university for the [*SEMESTER or QUARTER*] in question and are not off campus for a cooperative assignment or industrial assignment,
- Participates in the activities of the Chapter.

[The Chapter may specify other requirements for an active member.]

Section 3: Amendments to this Chapter Operations Manual require a 2/3-majority vote of all active members of the Chapter, *approval from any required university organizations*, and approval by the IEEE-Eta Kappa Nu Board of Governors. Amendments may take effect immediately upon approval by the active membership of the Chapter. Amendments rejected by the IEEE-Eta Kappa Nu Board of Governors shall be returned to the chapter and rendered void.

ARTICLE III: Symbols and Media of the Chapter

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

Section 2: The *NAME* Chapter shall maintain its directory page at <https://hkn.ieee.org> and other media including [CHAPTER WEBSITE, SOCIAL MEDIA, etc.]

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

Section 1: The records of the *NAME* Chapter, including correspondence, membership signature book, financial records, meeting minutes, and other records, shall be located at *LOCATION*.

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

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

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

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

ARTICLE V: Eligibility and Qualification

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

Section 2: Undergraduate and graduate student candidates shall have been in regular attendance at *UNIVERSITY* for at least one [*SEMESTER or QUARTER*] prior to the time of consideration.

Section 3: In addition to the requirements specified in the IEEE-HKN Process Manual, undergraduate candidates shall have completed the following minimum coursework to be eligible for membership: COURSE NAMES OR Undergraduate candidates shall have completed [NUMBER] hours of electrical or computer engineering courses, (with a grade of “C” or better in each ECE class taken).

Section 4: In addition to the requirements specified in the IEEE-HKN Process Manual, graduate student candidates shall [ADDITIONAL REQUIREMENTS].

Section 5: Eligible students shall be invited to attend an orientation reception. The purpose of the reception is to acquaint the prospective candidates with IEEE-Eta Kappa Nu and requirements for election and induction and to acquaint the current members with the prospective candidates.

Section 6: All prospective candidates shall exemplify strong character and a positive attitude as described in the IEEE-Eta Kappa Nu Induction ritual and Process Manual. The Chapter may decline to induct academically eligible candidates if it determines, via a written policy approved by the IEEE-Eta Kappa Nu Board of Governors, that the candidate does not exemplify these values.

ARTICLE VI: Election, Requirements, and Induction

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

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

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

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

Section 3: Student candidates shall complete the following requirements:

- *Completion of a minimum of [NUMBER] hours of Chapter service activities. Service hours with other organizations may be approved by the Chapter executive committee.*
- *Attendance at a minimum of [NUMBER] of Chapter meetings or other non-service activities.*
- Payment of the IEEE-HKN induction fee *and the local induction fee.*
- Attendance at the IEEE-HKN induction ceremony.

Candidates shall be notified regarding these requirements, in particular the schedule, procedure, and expectations for the induction.

Section 4 Faculty and Professional

Section 5: *MEMBERSHIP IN IEEE-ETA KAPPA NU IS ONLY VALID WHEN INDUCTION DOCUMENTATION AND FEES HAVE BEEN RECEIVED AND RECORDED BY HEADQUARTERS' STAFF AND ALL ACCURATE INDIVIDUAL INFORMATION HAS BEEN ENTERED IN THE IEEE-ETA KAPPA NU DATABASE.* Names and contact information for all candidates to be inducted shall be sent to IEEE-Eta Kappa Nu headquarters a minimum of three weeks prior to the induction date for membership certificates to be prepared for the induction ceremony.)

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

Section 7: IEEE-Eta Kappa Nu headquarters shall be notified of inductees whose fees and information have been paid and recorded but who fail to attend the induction ceremony. These candidates may be inducted at a future ceremony, and IEEE-HKN headquarters will re-issue the membership certificate with the new date of induction.

ARTICLE VII: Officers of the Chapter

Section 1: The officers of the Chapter shall be President, Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, and News Correspondent. **[Other officer positions may be added by the Chapter.]** Officer duties are detailed in the IEEE-Eta Kappa Nu Operations Manual.

Section 2: Chapter officers shall be elected once every [*SEMESTER* or *YEAR*], no later than the end of the [*SEMESTER* or *YEAR*]. All newly elected officers shall take office at the conclusion of the last Chapter meeting for the [*SEMESTER* or *YEAR*].

Section 3: The outgoing Chapter officers shall provide to IEEE-HKN Headquarters the required submissions for their term including induction documentation and fees and the election results. The report of election results shall be submitted within one week of the election. The ongoing Chapter officers shall transfer officer materials and otherwise prepare incoming officers for their positions.

Section 4: Any vacancy among the officers for the Chapter shall be filled at the first regular meeting after the vacancy occurs or, when possible, before the vacancy takes effect.

ARTICLE VIII: Executive Committee

Section 1: *Voting members of the executive committee shall consist of the President, Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, and News Correspondent. The Faculty Advisor(s) and other advisors shall be non-voting members.*

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

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

Section 4: *A quorum for transaction of business at an executive committee meeting shall be [MINIMUM PERCENTAGE].*

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

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

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

ARTICLE IX: Committees of the Chapter

Section 1: *The standing committees of the Chapter are (INSERT COMMITTEE NAMES). In addition to these standing committees, ad hoc committees may be created*

- *By vote of the executive committee.*
- *OR By vote of the Chapter membership.*

Section 2: *The chair of the Candidates Committee shall be the Vice-President and the chair of the Fundraising Committee shall be the Treasurer. Other committee chairs shall:*

- *Be elected by the Chapter members*
- *OR Be appointed by the Chapter president*
- *OR Be elected by committee members.*

Committee membership shall.

- *Be on a volunteer basis by each Chapter member.*
- *OR Be appointed by the Chapter president*

Section 3: *The duties of the standing committees shall be as specified below.*

- A. *Candidates Committee implements the candidate invitation and election procedure for the chapter; coordinates the social, service, and professional development activities related to the candidate requirements; and arranges for a candidate induction as prescribed by the IEEE-HKN Operation Manual and the IEEE-HKN Induction Ritual;*

- B. Communications Committee maintains the chapter directory page on the IEEE-HKN website, chapter media including the [CHAPTER WEBSITE, SOCIAL MEDIA, etc.], and the chapter electronic communication and email lists.*
- C. Service Committee identifies and coordinates Chapter service opportunities to that may include departmental, university and community service projects.*
- D. Tutoring Committee implements tutoring activities including session planning, scheduling, and sign-ups.*
- E. Tours Committee provides departmental tours at the request of the department.*
- F. Fundraising Committee identifies and implements fundraising activities for the Chapter.*
- G. Seminar Committee arranges for guest speakers and seminars for meetings of the Chapter.*
- H. Awards Committee implements the nomination, selection, and presentation activities for [CHAPTER AWARDS FOR STUDENTS AND FACULTY].*

ARTICLE X: Meetings of the Chapter

Section 1: A quorum for the transaction of Chapter business shall consist of at least *50%* of the active members of the Chapter. Student members pursuing a cooperative program or those who are off the campus on an industrial assignment at the time of a meeting shall not be counted in the total membership for the purpose of determining a quorum.

Section 2: A meeting schedule shall be published at the beginning of each *[SEMESTER or QUARTER]*. *A minimum of [NUMBER] regular meetings shall be held each [SEMESTER or QUARTER].*

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

Section 4: Except as provided in this Operations Manual, all questions of order shall be decided by the Executive Committee.

Section 5: The recommended order of a general business meeting shall be as follows:

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

ARTICLE XI: Dues, Fees, and Assessments

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

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

Section 3: The Chapter's executive committee, at their discretion, may waive an individual's fees with just cause. The Treasurer shall be instructed to pay the induction fee from Chapter funds.

ARTICLE XII: Funds of the Chapter

[If the host university or local law requires specific rules, please notify the IEEE-HKN Director for comment during the manual development process. For US chapters, IEEE-HKN headquarters has information on tax exemptions and IRS reporting.]

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

Section 2: Expenditures from the general fund and associated accounts of the Chapter shall be approved by a majority vote of the active members of the Chapter, *shall be approved by a majority vote of the active members of the chapter in the form of a semester or annual budget, or may be approved by the executive committee if under [USD\$].*

Section 3: Accounts for the Chapter shall be held at

- *A local, insured [BANK/CREDIT UNION/etc.]*
- *OR the {UNIVERSITY} student organization banking system.*

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

Section 4: The name on all Chapter accounts shall be “the **NAME** Chapter of IEEE-Eta Kappa Nu” and the authorized signers on the account(s) shall be the Treasurer, the President, and at least one of the Faculty Advisor(s) or other advisors. All withdrawals and disbursements shall be approved by at least two authorized signers.

Section 5: The Treasurer shall manage the Chapter's account(s) and shall maintain financial records in accordance with the policies outlined in the IEEE-HKN Process Manual as well as any regulations specified by *University*. The Treasurer shall prepare a financial report for each regular meeting of the Chapter. The financial report shall include current balances, reports of deposits and expenditures since the last meeting, and an estimate of upcoming deposits and expenditures. The treasurer shall keep the books open to inspection by any active member of the Chapter.

Section 6: The newly-elected Treasurer and one other member appointed by the Faculty Advisor(s) shall perform an audit of the financial records at the end of the Treasurer's term.

Section 7: The fiscal year for reporting revenue and expenses shall be *1 July through 30 June*.

Section 8: The Treasurer shall be responsible for filing the appropriate tax forms and reports as specified in the IEEE-HKN Process Manual.

Approvals

The above Chapter Operations Manual was approved by the members of *NAME* Chapter at a (*REGULAR* or *SPECIAL*) business meeting held on *DATE*, with [*NUMBER*] members present and was approved by a vote of [*NUMBER*] in favor and [*NUMBER*] opposed. This Operations Manual shall become effective on *DATE*.

As host to the NAME Chapter, the UNIVERSITY approved the Chapter Operations Manual on DATE.

Chapter approval certified by

NAME, Recording Secretary

Date

This Chapter Operations Manual was approved by the Board of Governors of IEEE-Eta Kappa Nu on *DATE*.

Approval certified by

Director, IEEE-HKN

Date