I. Identification

This organization shall be known as the Upsilon Pi Epsilon (hereinafter “the Chapter”) of Drexel University (hereinafter “the University”), an honor society in computing and information disciplines.

The Chapter is a student chapter of the Upsilon Pi Epsilon, International Honor Society for the Computing and Information Disciplines (hereinafter “the Association”).

II. Mission Statement

The mission of the Chapter shall be the promotion of high scholarship and original investigation in the various fields of the computing and information disciplines.

III. Membership

This Chapter shall consist of members and honorary members.

The membership of this Chapter shall be made up of individuals whose academic achievements, reputation, and creative abilities deserve recognition, and whose membership would enhance the stature of the Association. Specifically, the membership shall include graduate and undergraduate students, former students, and faculty in the computing and information disciplines at the University, elected according to the procedures detailed in Article VII of this document.

Honorary members shall be individuals of distinguished achievement in the computing and information fields.

Eligibility for membership shall not be restricted according to race, color, national origin, age, religion, disability, veterans status, sexual orientation, or gender.

The active membership of this Chapter shall consist of those members who are in attendance of one half or more of the meetings held within an academic term. Members who lose active status shall be deemed inactive, and may only re-achieve active status by giving a presentation on a relevant topic of their choice for a duration of one meeting.

IV. Voting

All active members of the Chapter are given the right to vote during a voting session. Active members who are unable to attend the voting session are allowed to vote by absentee ballot. All absentee ballots must be received by a time specified by the Executive Council. An active member can cast a ballot only once per vote.

A vote of Lesser Majority requires at least half of the active members who are voting in order to pass. In the event that a vote of Lesser Majority ties, the Executive Council shall decide the outcome of the vote.
In the event of a tie in the election of an officer, the Executive Council serving for the upcoming academic term shall decide the outcome of the vote, in a manner agreeable to the Executive Council. A vote of Greater Majority requires at least two-thirds of the active members who are voting in order to pass. In the event that a vote of Greater Majority ties, the vote fails.

In both a vote of Lesser Majority and a vote of Greater Majority, the number of ballots accounted must meet or exceed the quorum in order for the vote to be valid. A quorum is defined as half the number of active members.

V. Officers

The Executive Council of the Chapter shall consist of the Advisors and the officers described within this article. Officers are required to fulfill their duties as detailed within this document. In addition, all officers are required to attend at least three-fourths of all meetings per academic term.

Officers have the right to resign from office at any time. To resign from office, the officer must notify the President and Advisor of the resignation. An officer who feels unable to fulfill the duties assigned to his/her office, is obligated to resign.

Impeachment proceedings can be initiated to remove an officer who consistently neglects his/her duties. To initiate an impeachment proceeding, an active member must move to start an impeachment at a meeting, and another active member must second the motion. The impeachment proceedings shall take place at the next meeting. A vote of Greater Majority is required to impeach that officer. The Advisor shall preside over the proceedings.

If any offices are vacant, it is the duty of the remaining officers to fulfill the duties of the vacant office until such time as the vacant offices are filled.

The offices, in order of precedence, shall be:

i. President

Length of Term

• Four academic terms

Duties

• Presides over Meetings.

• Manages the day to day operation of the Chapter, and all tasks associated with its upkeep.

• Maintains the constitution and all by-laws.

• Supervises and coordinates committees.

• Addresses concerns of the Office of Campus Activities, the Dean of Students, and any of the University’s administrators.

ii. Treasurer

Length of Term

• Four academic terms

Duties

• Monitors and records all financial transactions of the Chapter.

• Collects all dues and assessments.

• Develops fiduciary rules for the Chapter, and ensures compliance of these rules with all the University’s financial policies, procedures, and practices.
• Compiles financial information for auditing purposes to the Office of Campus Activities, the Dean of Students, and/or the Student Activity Fee Allocation Committee upon request.

iii. Vice President

Length of Term

• Two academic terms

Duties

• Presides over meetings when the President is unable.
• Assumes the duties of President should the office of President be vacant. The office of Vice President becomes vacant upon ascension.
• Assumes the duties of Treasurer should the office of Treasurer be vacant. The office of Vice President becomes vacant upon ascension.
• Records and preserves event and meeting attendance records.
• Maintains a list of current membership.
• Communicates with alumni of the University.

iv. Secretary

Length of Term

• Two academic terms

Duties

• Announces and promotes meetings and events.
• Assumes the duties of President should the offices of President and Vice President be vacant.
• Assumes the duties of Treasurer should the offices of Treasurer and Vice President be vacant.
• Records the minutes of every meeting and other internal correspondence.
• Archives and publicizes all historical records and minutes.

VI. Elections

All officers are elected by secret ballot with a vote of Lesser Majority. There is no limit to the number of times an individual may be elected to an office.

The elections for the offices of President and Treasurer are to be held during the first meeting of the Spring term. The elections for the offices of Vice President and Secretary are to be held during the first meeting of the Spring and Fall terms. Nominations must be received by the Secretary on or before the day of the election.

Elections of officers must occur not later than the sixth week of the academic term. New officers will assume their duties immediately following their election.
VII. Induction of Members

Induction of new members shall occur at least once a year. It is the duty of the Executive Council of the Chapter to organize the ceremony.

The names of those selected for membership shall be given to the Secretary, who shall then issue invitations to become members of the Association, and of this Chapter. Failure of a selected member 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.

VIII. Advisors

An Advisor must be a full-time faculty member of a computing or information department of the University. He/She is nominated by the President and must be confirmed by a vote of Greater Majority. An Advisor must consent to hold the post. The Chapter must have at least, but not limited to, one Advisor at all times.

IX. Committees

Committees operate under the authority and supervision of the President. They may be formed and dissolved by the Executive Council, as they are needed. All committees must have a Chair. The Chair must be an active member. The officers appoint the Chairs of the committees, and it is the duty of the Chair to report to the President as the President sees fit. Committees may be further defined by their own by-laws, which must be approved by the President.

A standing committee may be formed for any committee that will exist permanently. A standing committee’s purpose must be documented with an amendment to this document.

X. Ratification

This constitution must be ratified at least once per year. It must first be ratified unanimously by the Executive Council and then by a vote of Greater Majority by the membership. After ratification, it shall remain in effect until the next ratification. If this document is not successfully ratified, a committee must be formed to draft a new constitution. All changes to a ratified constitution must be passed in the form of amendments detailed in Article XI.

XI. Amendment Process

Amendments in this constitution may be proposed by any member of the Chapter at a meeting. The proposed amendment shall be framed by the Executive Council. A vote of Greater Majority shall be required for ratification of each amendment. The Amendment shall become effective immediately upon announcement of the results of the ratification election.

XII. Dissolution

If the Chapter does not hold at least one meeting for more than two consecutive academic terms, it is dissolved. If the Chapter does not have a President or Treasurer for more than one term, it is dissolved.

XIII. Revision History

January 10, 2008

• Initial version
XIV. Amendments

i. Membership Standing Committee

This committee shall consist of the Advisors, President, and any active members appointed by the Executive Council. Members of this committee will be appointed after each election for the office of President. The termination of service of members of this committee shall be by resignation, submitted to Advisors and President.

The committee shall be responsible for identifying and screening of individuals who meet the eligibility requirements of the Association. It is the duty of the Advisors to notify these selected individuals, and to offer them induction into the Association and this Chapter.