By-Laws of the
College of Charleston Epsilon Chapter
of the Upsilon Pi Epsilon Association

Updated, March 2015

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 semester 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 semester.

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 faculty by the computer science department chairman.

Article III: Meetings

1) At least one meeting will be held annually.

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) A quorum shall consist of one-half of the active members of the chapter in the conduct of the business of the chapter, except for the election of officers and new members, at which three-quarters of the active members of the chapter must be present.

4) Except as specifically stated in the Constitution and By-Laws, the parliamentary guide for the conduct of all meetings shall be Robert's Rules of Order.

5) Induction of new members may be conducted at a regular meeting or a special meeting called for the purpose.

6) 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.

7) No business other than that for which the meeting was called shall be conducted at a special meeting.

Article IV: Attendance

1) Active members are encouraged to attend all meetings of the chapter.

2) Any member who fails to attend fifty percent of all meetings during a school year, or who misses two consecutive meetings, shall automatically revert to inactive status.

3) A member is restored to active status by attending two consecutive meetings or by affirmative vote of a majority of the active members present, and payment of the current year's dues to the chapter.

Article V: Finances

1) The minimum cash balance at the end of each school year shall be fifty dollars ($50). Any deficiency from this amount shall be made up by an assessment of the active members by the President.

2) The induction fee charged each new member by the chapter shall be fifteen dollars ($15), in addition to that of the Association (one-time fee of $60 as of March, 2015).
3) The chapter will levy no annual dues payable to the chapter. Any and all dues payable to the Association will be assessed as required by the Association.

4. Special assessments may be made at any time, upon approval by three-fourths of the active members of the chapter.

5) Each inductee shall be required to apply all dues and induction fees prior to the candidate's induction.

6) 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 meeting, this will be submitted to the chapter and entered into the minutes upon acceptance by the chapter.

**Article VI: Induction**

1) The induction of new members shall be held within four weeks of the time of their election.

2) The induction shall specifically avoid any practice which conflicts with College of Charleston regulations or which constitutes an attack on the personal dignity of the inductees. The activities shall be devised to stimulate the candidate's interest in computer science and to acquaint them better with the members of the chapter.

**Article VII: Election of Members**

1) There shall be at least one election of new members each year in the spring semester and at most two elections of new members each year, one in the fall semester and one in the spring semester.

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 active 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 the faculty members’ remarks shall be submitted to the chapter Membership Committee for final screening.

5) The names of those elected as candidates for membership shall be given to the Secretary, who shall then issue them invitations to become members of the Association, and of this chapter.

6) Failure of a member-elect to notify the chapter of acceptance of the invitation to membership within two weeks of its issuance shall constitute notice of refusal.

**Article VIII: 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) Amendments to these By-Laws may be proposed by any active member of the chapter at a regular or special meeting. The proposed amendment shall be discussed and a vote for further discussion shall be taken; a simple majority of the active members present shall determine that consideration. On approval, the proposed amendment shall be formally framed by the Executive Council.

4) Amendments framed according to the previous section shall be circulated to the entire active membership of the chapter, together with appropriate commentaries and a written ballot. The ballots will be returned to the Secretary within three weeks of distribution. The Secretary and Vice-President shall tally the votes and make the results of the balloting known at the following regular meeting of the chapter.

5) A three-fourths favorable vote of the returned ballots shall be required for ratification of each amendment.

6) The amendment shall become effective immediately upon announcement of the results of the ratification vote. 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.

7) A provision of these By-Laws may be temporarily suspended by a three-fourths vote of the active membership of the chapter.
8) These By-Laws shall be kept current on the chapter's web site. A back-up copy shall be maintained by the Historian.