

# CHI EPSILON

## NATIONAL CIVIL ENGINEERING HONOR SOCIETY



Handbook for Faculty Advisors

And

Chapter Officers

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# INTRODUCTION

Dedicated to the purpose of maintaining and promoting the status of civil engineering as an ideal profession, Chi Epsilon was organized to recognize the characteristics of the individual civil engineer deemed to be fundamental to the successful pursuit of an engineering career, and to aid in the development of those characteristics in the civil engineering student. Engineering, the application of scientific principles to the practical needs of society, is assuming a constantly increasing responsibility for the well-being of all people, and thus requires competence of the highest order. This responsibility can be discharged only by a professional group whose members are possessed of a good basic technical ability, intelligence, moral integrity, and effective social poise in their relationship with the larger community of which they are part. To contribute to the improvement of the profession, Chi Epsilon fosters the development and exercise of sound traits of character and technical ability among civil engineers, and its members, by precept and example, toward an even higher standard of professional service.

This Handbook for Faculty Advisors and Chapter Officers contains guidance for chapter operations for chapter Officers and Faculty Advisors, and how to use the online Chapter Administration System. This system is used to input prospective member's information, to verify that they are qualified, and to complete the order for keys and certificates. Instructions for using the Chapter Administration database system are behind the 'Documents' link on the Main Form screen after logged into the system.

## 1. HISTORY

The Handbook for Faculty Advisors was initiated at the 1974 Conclave at Ohio State University. A committee met during the entire conclave with the goal to begin preparation for this Handbook. The committee consisted of fourteen of the faculty advisors in attendance in addition to five students not assigned to other committees.

The committee was subdivided into three subcommittees by the chairman to consider matters under the titles of administration, membership, and activities. Before the Conclave was adjourned, each subcommittee produced a written outline or checklist of items considered important enough to be in the Handbook. The first edition of the Handbook was an edited reorganization of the material prepared by the subcommittees.

Although originally developed and first printed as the "Handbook for Faculty Advisors", the faculty advisors at the 1976 Conclave at the University of Missouri-Rolla considered using it for chapter officers as well. As a result, the Executive Committee decided on the new title for the second edition, "Handbook for Faculty Advisors and Chapter Officers".

At the 1986 Conclave at Michigan State, the Publications Committee was given the responsibility for oversight of this document. Further editing, resulting in the 3<sup>rd</sup> edition, was made by Faculty Advisors at the 35<sup>th</sup> (1998) Conclave. The 4<sup>th</sup> edition was directed by the Faculty Advisor Committee at the 39<sup>th</sup> (2006) Conclave held at Stevens Institute. The 5<sup>th</sup> edition (current) was authorized during the 41<sup>nd</sup> (2010) Conclave held at the University of Alabama and revised in 2012. Any suggested revisions or additions to this Handbook should be referred to the committee through the Executive Secretary so that these changes can be proposed to the next Conclave.

This Handbook is in an electronic format only and can be found on our website, [www.chi-epsilon.org](http://www.chi-epsilon.org). Once there, click the 'Student Chapters' tab and then click the 'Chapter Handbook' link.

## 2. FACULTY ADVISOR

The Bylaws of Chi Epsilon define the function of the Faculty Advisor rather narrowly. The Bylaws state: "He or she is to act in an advisory capacity to the chapter. The Faculty Advisor is obligated to make the chapter officers aware of their duties. The Faculty Advisor shall serve as chair of the Chapter Trustees, and also as the custodian of the chapter's rituals and paraphernalia.

However, the role of the Faculty Advisor in an active Chi Epsilon chapter is much broader. The ASCE guide for Faculty Advisors explains the role as follows: "The Faculty Advisor is the mainstay of the Chapter, representing continuity from year-to-year as members change. He/she transmits attitudes, values, and behavioral norms to the members through advising and social activities. It is the Faculty Advisor who keeps in contact with Chapter Officers, counsels them on plans and operations, attends meetings, provides motivation and inspiration, and offers information and general guidance." The duties and guidelines below also borrow heavily from the ASCE Student Group Handbook. If your ASCE Student Chapter doesn't have a copy of the handbook, it should get one!

### 3.1 ROLES AND RESPONSIBILITIES OF THE FACULTY ADVISOR

The Faculty Advisor (FA) serves a critical role in the Chapter. The FA is required to be a Chi Epsilon member. If not a member when appointed, the chapter must apply for his/her membership immediately under the rules for faculty members. This person cannot access the Chapter Administration system unless they are a member of Chi Epsilon and recognized by the National Office as a faculty advisor.

#### 3.1.1 The FA is responsible for:

- Helping the Chapter and especially the Officers to initiate, plan, organize and execute Chapter activities.
- Assisting students with fund raising to cover the costs of running the Chapter. It is nearly impossible to run a chapter with funds provided by student membership dues. Other funds will be necessary. Fundraising is discussed in more detail in the section on Fundraising.
- Working with the Chapter Trustees.
- Communicating with the District Councillor and National Office on a regular basis, and especially when problems arise.

- Encouraging eligible students to pledge Chi Epsilon. Good students are busy, they have many opportunities, and it is critical to make personal contact to get them to join Chi Epsilon.
- Keeping records of Chapter activities and Chapter members. The FA should have copies of old paper Form 2 Documents [membership information] for all Chapter members in the archives of their Chapter. Membership record information can be retrieved from the electronic database by selecting the 'Reports' section and selecting which report information the chapter would like to review, print, or download.
- Making sure the Chapter complies with all University rules for a student organization. Rules for officers, members, and record keeping requirements will vary with the university. The FA must ensure that officers meet University training requirements i.e., financial management training for the treasurer, alcohol and drug awareness training at many universities, driver training requirements for travel to conferences and conclaves, safety training and even hazardous material training if Chi Epsilon members use university facilities for activities such as key-making. Some universities require that all student members be entered in a university-wide database; others require that only of officers.
- Make sure the Chapter Treasurer has submitted the chapters IRS 990N tax document at the appropriate time yearly. If this document is not submitted it can mean the chapter will lose its tax exemption status.

### 3.1.2 To be effective, a Faculty Advisor should:

- Meet with Chapter Officers regularly to discuss matters pertaining to the Chapter. An Officer's meeting prior to each Chapter meeting is helpful.
- Attend all Chapter meetings and as many Chapter functions as possible.
- Assist the students with Chapter activities required by the University or Chi Epsilon National Office.
- Encourage other faculty to participate in Chi Epsilon. Faculty should nominate graduate students for membership, attend meetings, and especially attend ritual and social functions.
- Communicate often with the District Councillor and the National Office.
- Provide constant encouragement to Officers and members.
- Ensure that all reporting and record keeping required under the Chi Epsilon Constitution and Bylaws is done correctly and on-schedule. The constitutional requirements on activities are specific and follow in a rapid sequence. Other sections of the Handbook

discuss the Chi Epsilon Initiation System and outline a typical schedule. Remember that the National Office is required to levy fines and penalties when certain deadlines are missed. *This is discussed in greater detail later.*

- Prepare a plan for the entire school year, prior to the start of the fall semester.
- Set up a long-range planning meeting, to include chapter officers, to be held early in the fall semester.
- Establish budgetary and fundraising goals for the year. Set a schedule for semesters or quarters that will allow for an orderly process of selecting prospective pledges, having an introductory social function, voting on pledges, and holding a pledging activity (such as Key Day). Following this the chapter officers must obtain dues and the pledges' membership information, and place the order in the Chapter Administration System. In order to obtain keys, certificates and wallet cards in a timely manner, the order must be placed as early as possible. The whole process of obtaining authorization to initiate, hold the initiation, and complete the process by confirming initiates online takes two to three months. This procedure is outlined more completely in Section IV C, Initiations.
- Reserve meeting rooms for the year (or as far in advance as the University allows), and also rooms for Initiations, Officer Installations, and social functions (pizza parties, banquets, etc.)
- Start planning for attendance at the District Conferences (odd-numbered years) or the National Conclave (even-numbered years).
- Get Officers to encourage potential pledges to join the organization.
- Establish community service goals for the year.
- Instill in students the need for them to recognize others. They should actively engage in selecting Chapter Honor Members, in nominating faculty for the Robbins Outstanding Teaching Award and their Chapter Advisor (if appropriate) for the Arthur Chiu Outstanding Faculty Advisor Award. Chapters should always select an Outstanding Teacher each year.
- Make sure that the Chapter Officers information, contained in the online data base, is up to date. The FA can access this information through the Chapter Administration system.

### 3.2 Resources for the Faculty Advisor

Chi Epsilon provides assistance for the Faculty Advisor through publications, information published on the Chi Epsilon website, e-mail messages, SKYPE®, and by telephone. This document has attempted to answer the most common questions of the faculty advisor. Additional written publications, many references in this document include:

- **The Constitution and Bylaws of Chi Epsilon.** This document is updated following every National Conclave. It is available only in electronic format on the Chi Epsilon website. [Click “Student Chapters’ tab, then select ‘Constitution & Bylaws’ link.]
- **The Policy and Rules of Procedure document, the “PAROP”.** This document expands on the Chi Epsilon Constitution and Bylaws. It acts as the set of regulations for the National Council and the National Office of Chi Epsilon. The PAROP is on the Chi Epsilon website. The PAROP addresses most technical questions that aren’t specifically addressed in the Constitution. This is a very helpful document, and each chapter should read and print a copy from the official website by clicking the ‘Student Chapters’ tab and then select the ‘PAROP’ link.
- **The Ritual of Chi Epsilon.** The Ritual contains information and scripts to be used for all functions related to initiations of all grades of members, elevation of Chapter Honor Members (in cases where the CHM is already a Chi Epsilon member), officer installation, and the closing ritual for all formal functions. Electronic files are available for all typical scenarios. Each chapter should have sufficient copies of the ritual for each chapter officer and the FA when preparing for an initiation, elevations and/or officer installation. The ritual is available in electronic form from the Chi Epsilon website by clicking on the “Chapter Administration” tab. The Online Ordering System screen will be displayed, then the reader must answer the question at the bottom of the screen and then log into the database system. Once there, they should click the ‘Documents’ tab and select the appropriate Ritual Scenario to print. Discard all copies of the Ritual once the initiation/elevation or installation of Chapter Officers has been completed.
- **Other resources for the FA include the District Councillor.** The Councillor for each district can be found on the Chi Epsilon web page at [www.chi-epsilon.org](http://www.chi-epsilon.org). To access ; (1) click the ‘Student Chapters’ tab (2) select ‘Chapters by District’ link, or (3) click the ‘Contact Us’ tab and (4) select ‘National Council Contacts’ link. The list of chapter Faculty Advisors and chapter websites can be found by clicking the ‘Student Chapters’ tab and then selecting ‘Chapter Contact Links’.
- The most helpful resource for the FA or any Chi Epsilon member is the National Office. The personnel at the National Office are extremely knowledgeable and helpful. Contact them by email at [xehq@uta.edu](mailto:xehq@uta.edu) or by telephone at 866-554-0553.

### 3. CHAPTER ADMINISTRATION

#### 4.1 START OF EACH TERM

Prepare for the new term by reviewing this Handbook and specific references in Chi Epsilon documents. (See Appendix 7.1) Do the following, as appropriate, at the beginning of the fall semester or quarter.

4.1.1 Return books and records to officers, if applicable. Documents to be retained by officers may include:

- Copies of the current edition of the Constitution & Bylaws. This electronic document is revised following each National Conclave. The current edition is available on the Chi Epsilon website, [www.chi-epsilon.org](http://www.chi-epsilon.org)
- Policy and Rules of Procedure (PAROP)
- Handbook for Faculty Advisors and Chapter Officers
- Records of Chapter initiations and initiates
- Secretary's minutes
- See that the first meeting of the chapter is held early in the term (within the first two weeks).

#### 4.2 NEW MEMBER SELECTION

(Refer to Constitution Article III, Bylaws Article I, and PAROP Article II).

4.2.1 Remember that membership is open not only to undergraduates, but also to:

- Graduate students
- Faculty members –These must be approved by your DC & National
- Post-doctorate persons
- Alumni members

4.2.2 The Faculty Advisor is responsible for compiling a list of eligible undergraduates by obtaining class ranking lists or grades. The Faculty Advisor should make sure that Chi Epsilon standards are met by each candidate.

4.2.3 Encourage the chapter to consider and nominate prominent alumni, faculty, and local civil engineers for membership as Chapter Honor Members (CHM's). Refer to the Constitution & Bylaws as well as the PAROP for the rules of selection of CHM's.

- 4.2.4 Make sure that a voting quorum (majority of active membership, Bylaws pg. 10, Section 2 (a) is in attendance for the election of new members. Voting membership includes only undergraduate members and those graduate students who have not requested 'inactive' status.
- 4.2.5 Encourage use of formal letter contact with prospective members (See Appendix 7.3).
- 4.2.6 Make sure the instructions for the online Chapter Administration System (Instructions located behind the 'Documents' link after chapter has logged in) are followed exactly. *Failure to read and comply with rules for chapter orders causes most of the problems, including fines that are experienced by chapters.*
- 4.2.7 The FA must certify that all proposed initiates are scholastically qualified to be in the top 1/3 of their class.
- 4.2.8 There are currently four methods that may be used to pay for chapter orders:
- A single check –made payable to “Chi Epsilon”,
  - Purchase Order or check voucher from the chapter’s university,
  - PayPal account, or by
  - Credit Card
    - Because of the expense of processing credit card and PayPal orders, the National Office requires a 3.5% fee for use of this service.
    - This charge is automatically charged upon use of items c & d at payment selection.
- 4.2.9 Note that the chapter order cannot be processed until the National Office receives payment. This can be in the form of a faxed or emailed copy of the payment instrument, when the payment method is a Purchase Order (PO) or a Check Voucher (CV).
- 4.2.10 When figuring the total amount due to National, make sure that all outstanding invoices from the National Office have been paid. Contact the National Office if you are unsure of your chapter’s financial status. Paying chapter debts along with a chapter order can only be done by check, PO, or CV.

### 4.3 INITIATIONS

- 4.3.1 Begin planning for initiation as early in the term as possible and reserve facilities. Be sure that the initiation does not conflict with major University events and particularly with Tau

Beta PI, Phi Kappa Phi, or other honor society initiations. In the spring, ASCE activities such as Concrete Canoe and Steel Bridge competitions can also pose conflicts.

- 4.3.2 If requested, help select a speaker (considering new Chapter Honor Member first) for the banquet. Also, help President or Master of Ceremonies to organize banquet program.
- 4.3.3 Be sure that the chapter secretary sends invitations to the District Councillor, Chapter Trustees, other nearby alumni, and other Chapter Honor Members. Remember also that it is permissible for spouses, friends, and other non-member guests to attend this ceremony; therefore, they can be invited informally or other ways as the chapter decides.
- 4.3.4 Insist on a complete rehearsal of the RITUAL. The FA can help officers with pronunciation and set up. Do not permit variations from the RITUAL without expressed permission from the National Council. The RITUAL is available on the Chi Epsilon website after logging into the 'Chapter Administration' system, and correct parts of the RITUAL are there for all chapters typical ceremonial scenarios. [Click 'Documents' tab to access the RITUAL]
- 4.3.5 The FA should be prepared to substitute for any missing officer at the time of the initiation. For chapters with few members, it might be necessary to call on Chapter Trustees to help with the ceremony.
- 4.3.6 It is important that no one be initiated unless approval has been given by the National Office.
- 4.3.7 Ensure that an authorized chapter officer submits the electronic Participation/confirmation of initiation within 10 days after the initiation. (See Actual Date & Participation/Confirmation instructions located behind the 'Documents' tab).
- 4.3.8 After confirming that the initiation was held, the system directs the officer to certify that each person to be initiated was or was not at the initiation. [either participated in or did not participate in the initiation ceremony].

#### 4.4 ELECTION AND INSTALLATION OF CHAPTER OFFICERS

- 4.4.1 Ensure that the chapter holds elections prior to an initiation ceremony, so that new officers can be installed at the same time. (New officers must be initiated before the officer installation takes place.)
- 4.4.2 Remember that, whatever the frequency of election used by a chapter, all officers must be installed by Ceremony D [02.Ritual- New Officers.pdf] of the RITUAL. If an elected officer is absent from this ceremony, he/she cannot be installed by proxy. He/she should be installed by the use of Ceremony D at the first meeting of the chapter the next term. [Ceremony D is one of the available ceremony scenarios of the Ritual on the website.]
- 4.4.3 Remember that the FA should be officially elected every two- years. The FA should be selected by the students and not by the Department Head or other university official.
- 4.4.4 Remember to appoint Chapter Trustees (members of Chi Epsilon in the chapter's area) with advice of the chapter for two-year terms. They should be updated periodically and probably half of the group appointed each year.
- 4.4.5 Make sure that within 10 days of the installation of officers, the Secretary updates the electronic Chapter Administration Personnel Instructions behind 'Documents' tab titled "New Chapter Officers or Same Chapter Officers" and select the appropriate one).
- 4.4.6 Encourage a meeting soon after officers for next term (or year) are installed, before end of current term, to:
- Have present officers review their responsibilities with new officers;
  - Discuss chapter problems and make plans for next term (or year);
  - Transfer records between sets of officers; and
  - Discuss the suggestions presented in the Handbook for Faculty Advisor and Chapter Officers.
- 4.4.7 Although not called for in the Bylaws or PAROP, it is good for each chapter to have someone act as Parliamentarian. The FA can perform this function, but perhaps the Chapter's Marshal or some other member should be appointed. The Parliamentary Procedure Booklet can be downloaded from the Chi Epsilon website.

#### 4.5 SECRETARIAL MATTERS

- 4.5.1 Make sure that the Secretary or a substitute takes minutes of each chapter meeting, no matter how brief. These minutes should be typed with a copy for the Chapter's Record Book and one for the FA's file. Lists of attendees, especially pledges, should be retained as part of the meeting minutes.
- 4.5.2 Any correspondence conducted by the chapter secretary should provide a copy for the FA's file. (In some cases, copies may also be directed to the Executive Secretary).
- 4.5.3 Make sure that the Secretary files a report of chapter action on new chapter petitions or constitutional matters, within prescribed deadlines.
- 4.5.4 Maintain the Secretary's chapter records during the summer.
- 4.5.5 The Secretary should maintain electronic copies of all secretarial files and leave a CD or other electronic format file with the FA at the end of each Secretary's term.

#### 4.6 TREASURER MATTERS

- 4.6.1 Make sure the books are checked each time a new Treasurer is installed and that new signature cards are filed with the financial institute (bank, credit union, or university bursar).
- 4.6.2 Have books officially audited as necessary.
- 4.6.3 Work with officers in establishing an equitable fee for new initiates. (See Appendix 7.4, Problem 4)
- 4.6.4 Be sure to reply promptly to the IRS concerning Form 990N each year at the end of the chapter's fiscal year or be subject to losing the chapter's tax free status.
- 4.6.5 Maintain chapter financial records during the summer.

#### 4.7 ASSOCIATED EDITOR OF THE TRANSIT

- 4.7.1 Make sure the Associated Editor meets the deadlines set by the Editor of the Transit (Executive Secretary) (December 15 for odd-numbered chapters and May 15 for even-numbered chapters).
- 4.7.2 Encourage the Associated Editor of the Transit to make each report as interesting as possible, including pictures and items about new activities and/or procedures that might be helpful to other chapters.
- 4.7.3 Review and initial the report before it is submitted to the Editor of the Transit.
- 4.7.4 Assign the responsibility for the Chapter website to the Associate Editor. If your chapter doesn't have a website, start one. It is an important and inexpensive way to advertise your chapter to potential members and the community at large. It is also an excellent way to let chapter alumni know what the chapter is doing. Once the chapter has established a chapter website, the chapter's secretary should provide the site information to the national office for posting on the National website.

#### 4.8 DISTRICT AND NATIONAL AWARDS, SCHOLARSHIPS, AND FELLOWSHIPS

Chi Epsilon makes available several awards to outstanding students and faculty each year. Unfortunately, there are always too few applicants for these awards. The Faculty Advisor should make sure that all Chapter members are aware of these awards, undergrad students should apply for scholarships, graduate students should apply for the fellowships, and they should nominate their outstanding teachers and faculty advisors for awards. The awards include:

- 4.8.1 District, National Scholarships, and Graduate Fellowships. Any active Chi Epsilon member who is currently enrolled in an undergraduate or graduate program may apply for these scholarships. The scholarships are increasing in number and value each year. Check the Chi Epsilon webpage for current information. Applications are due in a digital format to the District Councillor by November 15 of each year via the FA.
- 4.8.2 The James M. Robbins 'Excellence in Teaching' award is available to any faculty member who has an undergraduate or graduate degree in civil engineering. The faculty member is nominated by the students, who also prepare the nomination packet. Nominations packets are due in a digital format by November 15 of each year to the District Councillor.

**JAMES M. ROBBINS EXCELLENCE IN TEACHING AWARD**

Factor	Points Allowed	Points Earned
XE Member	5	
PE	3	
ASCE Member	2	
Teaching Load Rating	15	
Teaching Related Service	15	
Teacher's Statement	25	
XE Student Reference	15	
Other Reference	10	
Other Reference	10	
<b>TOTAL</b>	<b>100</b>	

- Teaching Load Rating weighted factors of: # of students – 30%, level of course – 40%, # of credits – 30%

4.8.3 The Arthur N.L. Chiu 'Outstanding Faculty Advisor Award' is available to any faculty advisor who has an undergraduate or graduate degree in civil engineering. This award is given only at the National Conclave so nominations are to be submitted by November 15 in a digital format to the District Councillor before each Conclave.

**ARTHUR N. L. CHIU OUTSTANDING FACULTY ADVISOR AWARD**

Factor	Points Allowed	Points Earned
# years faculty advisor (1 pt/year)	5	
Activities		
Meets with Officers	10	
Preparation & rehearsal for initiation	10	
Coordinate and partici- pate in socials	10	
Coordinate and partici- pate in service activities, etc.	10	
Degree of guidance con- cerning applications and	10	

Factor	Points Allowed	Points Earned
other docs		
Availability for advice and counsel	10	
Reference #1	10	
Reference #2	10	
<b>TOTAL</b>	<b>100</b>	

Information on these awards, scholarships, and fellowships can be accessed on the Chi Epsilon website by clicking the “Members” tab, and selecting the appropriate link. [i.e., Awards Nomination, or the Scholarship Application Information link or the Fellowship Application link]

#### 4.9 NATIONAL CONCLAVES AND DISTRICT CONFERENCES

- 4.9.1 Be sure that the Chapter is aware of the date and location of the next scheduled National Conclave and District Conference. Planning should begin one semester in advance, especially for the National Conclaves. National Conclaves are held in even-numbered years. Details on National Conclaves are always available on the National website one year prior to the conclave. District Conferences are held in odd-numbered, and the host chapter for the upcoming year is selected at the National Conclave during the District caucus.
- 4.9.2 Make sure that the chapter provides at least one delegate to the National Conclave, regardless of the distance or schedule. Remember that the National office covers transportation expenses for one delegate.
- 4.9.3 The Faculty Advisor should attend the National Conclave. The National office reimburses chapters \$100 for each FA in attendance. This \$100 fee may be a discussion item at the upcoming conclave. In addition, Faculty Advisors do not pay registration fees for the Conclave. Faculty Advisor committee meetings at the National Conclave are lively affairs. You will learn much, and be able to voice your concerns among sympathetic colleagues, if you attend the FA meetings.
- 4.9.4 Where necessary, make sure the Chapter holds fund raising function(s) to provide registration, travel, and lodging funds for more than one delegate.

- 4.9.5 If absolutely unable to provide a delegate, make sure that the chapter arranges for its proxy to be carried by another chapter, preferably in the same district. The proxy should be notified well in advance to allow the attending chapter to plan for extra travel costs, which will be refunded after the conclave. Assistance in procuring a proxy can be provided by your District Councillor or the National Office. Rules for proxies are found in the PAROP, Article XXVI.
- 4.9.6 As of the 2012 Conclave, chapters can use a proxy for two consecutive conclaves only. They must send a delegate to the next Conclave, or face disciplinary actions as outlined in the PAROP.
- 4.9.7 Be sure that the Chapter discusses matters that it would like to be brought before the Conclave. As a minimum, the Chapter should express their views on items likely to be covered by the committee to which their delegate has been assigned. If the Chapter is being represented by a proxy, make sure the proxy has a letter outlining the chapter's concerns.
- 4.9.8 Make sure that the chapter delegate(s) pay close attention to the formal initiation ceremony, which is conducted by the National Council at the Conclave. This serves as an excellent example to chapters.
- 4.9.9 Make sure that the Chapter delegate discusses the matters decided during the Conclave. This should be done an item of New Business at the next chapter meeting following the Conclave.

District Conferences are less formal than National Conclaves. Matters of interest to chapters within the conference are discussed, students can compare how chapters are managed and financed, the host school can show case facilities and activities, and social events are stressed. It is not necessary for delegates to attend, but it is strongly recommended. The National Office does provide some financial support to chapters that attend their District Conference.

#### 4.10 STAYING OUT OF TROUBLE (AVOIDING FINES, PROBATION, OR SUSPENSION OF YOUR CHAPTER)

Based on a number of years' experience there are a number of issues which are guaranteed to cause problems for the chapter. The following sections attempt to briefly outline the class of situations, which if not handled correctly, will result in delays and fines. When in doubt, call the national office for assistance! Ask questions early and often until all issues have been properly resolved.

##### 4.10.1 How does a chapter get in trouble? Don't Follow the Rules!

The simple answer to fix this issue - Follow the rules established by the chapters at the national conclaves.

- Be sure all actions taken are in compliance with the Constitution and By Laws.

- Be sure that all forms and approvals are submitted complete and in a timely fashion through the electronic Chapter Administration System.
- The initial order should be submitted at least 5-6 weeks before the planned initiation. There are several steps in the process requiring different levels of approvals. The process is not complete, and the initiation must not take place until the National office has received payment and has sent the Chapter an electronic authorization to hold the initiation.
- Remember that if a Chapter Honor Member is going to be initiated or elevated, the chapter must have received approval from the National office prior to submitting them to become a CHM.
- Remember, if a Faculty Member (FM) is going to be initiated, the chapter must have received approval from the National Office prior to placing them on the chapter order.
- Make sure the payment for a chapter order is submitted at the same time as the electronic order, or the order will not be processed. A faxed or emailed copy of the purchase instrument is sufficient, if a university purchase order or check voucher is used.
- Submit the Actual Date and Participation confirmation via online that certifies each person was/was not initiated, within 10 days after the initiation ceremony.
- The report of new officers, or pending Chapter Administration, must be submitted within 10 days after installation, and before the previous officers' end of term. Failure to input new officers in a timely fashion as described will result in the chapter being locked out of the Chapter Administration System and unable to submit an order.
- Submit the Chapter Annual Reports for publishing on the official website on time (December 15 for odd-numbered chapters or May 15 for even-numbered chapters) to the Editor of The Transit.
- Act on new chapter petitions within 60 days.
- Be sure that the chapter has a representative delegate or proxy for each Conclave. (The proxy should be given to a chapter from the same district, although this is not a requirement.) If your chapter is not represented by a delegate or proxy, the National Office is required to fine your chapter.

#### 4.10.2 Majority of Fines Caused By:

- DO NOT HOLD an unauthorized INITIATION! Just don't do it. The National office will work with you if you get in a bind on time, but you must notify them as early as possible when an initiation is planned.
- The most common reason for a chapter receiving a penalty is an illegal initiation. Illegal initiations frequently result from not getting a Chapter Honor Member ap-

proved in time or not paying attention to email reminders that are automatically sent from the Chapter Administration system.

- Other reasons include failure to submit the Chapter Annual Report for publishing on time, failure to submit the new chapter officers (information for the current term), and failure to provide actual date and participation/confirmation after an initiation and installation has been held.
- Failure to provide a proxy at a Conclave will also result in a fine.

#### 4.10.3 CHM & FM approval process:

- Hold a meeting to nominate a candidate
- Take a vote of the active chapter members during this meeting
- Receive at least a 2/3<sup>rd</sup> majority of the chapter's active members
- Write a letter to your District Councillor stating the above information, including the results of the vote. The letter must additionally include information on the proposed CHM's P.E. registration. Include the state in which registered and the date of initial registration. A CHM must have been a registered PE for no less than 10 years, or a lengthy exception process is required.
- Send the letter, short biographical sketch, and a photo (CHM) to the District Councillor for approval. Send all these materials by electronic mail, if at all possible. This really speeds up the approval process.
- Once the District Councillor has approved or disapproved, then the information is sent to the National office for their action.
- Once a chapter has received an approval letter from the National Office, then the chapter can proceed with input of Membership Information. If the nominee is to be elevated, then the letter will include the general number of that member to be used along with where to find the instructions to add this person to the initiation.

#### 4.10.4 Appeals Process:

- The chapter should contact the National Office if they do not understand why a fine has been levied.
- The chapter can appeal any fine to the Executive Secretary for possible reduction or cancellation.

- When the chapter is not satisfied after steps 1 and 2 above, they can contact their District Councillor for their review of the situation and advice.
- The chapter can further appeal their fine to the National Council, through their District Councillor and directed to the National President.
- The National Council will be polled by the President as to their ruling on the matter.
- The ruling of the majority of the National Council will stand as the final authority.

#### 4.10.5 How does a chapter get out of trouble?

If your chapter is having problems, call the National Office immediately. The National Office Administrator can help with most routine problems. The Executive Secretary can help with more serious problems. If your chapter has received fine(s) or penalties, talk to the National Office about the situation. While the Constitution & Bylaws requires penalties for certain actions or failures to act, the National Office does everything possible to lessen the severity of penalties. If you talk to the National Office and are still having problems, contact your District Councillor for help.

4.10.6 Fines:

**TABLE OF FINES**

OFFENSE	REFERENCE	TIME LINE	FINE AMOUNT
Unauthorized Initiation	7.1.g	Issued if initiation or elevation occurs prior to National Office approval	First (\$10), Subsequent (\$50)
Failure to submit the Participation/Confirmation of Initiation	7.1.b	Issued if Confirmation is not filed within 10 days after Initiation	\$10
Failure to Submit New Officer Installation	7.1.c	Issued if listing is not filed within 10 days after Installation	\$10
Failure to Submit Chapter Annual Reports	7.1.d	Issued when article does not meet deadline (See Website Deadline Table]	\$10
Failure to Respond to New Chapter Petition	7.1.e	Issued when not responding in a timely manner 60 Days after Petition (Not including July/Aug)	\$10
Failure to send a delegate to Conclave	7.1.f	Issued when not represented at Conclave	Cost of Registration for 1 delegate
Revision of Initiated Membership form	7.1.h	Issued for each re-submission more than 10 days after each initial submission	\$10

- Any violation of, or failures to live up to, and comply with the Constitution and Bylaws of Chi Epsilon shall be fined as specified in Article VII, Section 1(a) of the Constitution & Bylaws.
- For any questions concerning fines or appeals, contact the National Office.

## 4.11 FACULTY ADVISOR CHANGES

### 4.11.1 The Outgoing Faculty Advisor should:

- Arrange for the new Faculty Advisor election in accordance with Bylaws, Article II, Section 2, Paragraph 9d);
- Go through Faculty Advisor duties with the new advisor. Review this document, plus Constitution and Bylaws, PAROP, and RITUAL;
- Continue your support of the chapter by being available for consultation and attending functions; and
- Notify the Executive Secretary and District Councillor by letter or email of the name of the new Faculty Advisor his/her contact information and current mailing address and by all means communication as soon as possible.
- A new Faculty Advisor must be a member of Chi Epsilon to be installed at the next chapter office installation.

## 5. Chi Epsilon Online

The National Office of Chi Epsilon has made virtually all Chi Epsilon activities, publications, merchandise, and information available online.

The Chi Epsilon website is available at [www.chi-epsilon.org](http://www.chi-epsilon.org). The website includes these items:

- All contact information pertaining to the National Office, National Council, District Councillors, chapters, and the National Honor Members can be found on the homepage by: (a) clicking the 'Contact' tab or 'About Us' tab (b) click 'Student Chapters' tab and select either 'Chapter Contact Links or Chapters by District' links.
- A link to the webpage for the next National Conclave.
- Major Chi Epsilon publications, except for the Ritual, can be found behind the 'Student Chapters' tab. To assist chapter officers the New Initiate information form can also be found behind the 'Student Chapters' tab.
- To get to the Chi Epsilon Initiation System and the Ritual please click the 'Chapter Administration' tab. This website addressed all issues related to chapter initiations and installations. It has a complete set of instructions and copies of forms that must be filled out to place a Chapter order, confirm initiations, and update officers and member lists. This is the 'heart' of Chi Epsilon's information on initiates and members. A complete set of instructions can be found behind the 'Documents' tab.

- Current Chapter Officers and FA's can directly access pertinent information regarding their members by clicking the 'Report' tab. Instructions for this function are found in the Appendices section of this handbook.
- Chapter Reports are located beneath the Photos on the main website screen in the Publication column. Click "Annual Reports' link.
- Individual Chapters should initiate or carefully maintain their own websites. These are excellent means of advertising your chapter and keeping alumni up-to-date on chapter activities. Let your District Councillor and the National office know about your website, too.

## 6. CHAPTER ACTIVITIES

### 6.1 Chapter Business

Chi Epsilon membership will not continue to grow unless the Chapters attract and retain members. It is critical that potential members know about Chi Epsilon before they receive an invitation to pledge. It is also important that the process of becoming a member is both challenging and enjoyable. Some tips to achieve these goals include:

#### 6.1.1 Making Chi Epsilon known to CE students and Faculty.

- The new Chi Epsilon 'purple brochure' can be accessed on the website by clicking the 'Student Chapters' tab and then select the 'Informational Brochure' link.
- Some chapters have prepared their own brochure.
- Have Chi Epsilon social gatherings where individual contact provides information.
- Use the University paper and engineering college newsletter to publicize specific Chi Epsilon activities.
- Send letters to freshman and sophomores in recognition of high scholastic grades making them aware of honor society eligibility in junior and senior year (include a copy of a brochure).
- Chi Epsilon members should be active in Student organizations in the CE Dept. and demonstrate the value of Chi Epsilon membership often.

#### 6.1.2 Pledge Activity

- Many chapters require preparation or finishing of a Chi Epsilon Key made of poster board or plywood. Other chapters require polishing of an unfinished 4 inch key casting (available from the national office by ordering from the web store.) Some even provide a prize for the best key.

- Most chapters have initiates provide some service to the CE Department. Activities can include decoration of halls, helping on “Engineers’ Day,” providing tutoring services for lower-division courses (such as statics or mechanics of materials), and similar activities.
- Community service is also required of initiates by many chapters. Some type of examination should be required as to knowledge of Chi Epsilon Constitution and By-laws. The exam also includes certain engineering questions.

### 6.1.3 Initiation

- Make sure that an adequate facility is arranged for with proper tables and chairs available, provision for hanging the Chi Epsilon banner, displaying a Key replica, etc.
- Ensure the ceremony will be as meaningful as possible by:
  - rehearsing RITUAL thoroughly;
  - having officers dress formally or wear graduation robes;
  - getting out a large attendance of active, faculty, and nearby alumni members, especially Chapter Honor Members;
  - encouraging occasional eye contact between officers and initiates to add emphasis to what is being read; and
  - Have the President memorize statements like C.1.19 of the RITUAL to gain impact by making eye contact.

### 6.1.4 Post-Initiation Social Activity

- Although not essential, it is desirable to hold some type of social event following formal initiation. A formal banquet is a popular social event. Some chapters may initiate twice a year, but have a banquet only once a year in the spring. The fall initiation, if held, should be followed by a reception of some type. This need not be expensive or formal; however, it is important that new members be recognized in some manner.
- The social event should involve spouses and other invited guests. An inspirational or entertaining speaker is always appropriate after the banquet.
- The social event is a good time to make chapter awards.
- Awards can be given for outstanding keys, outstanding pledge, teacher of the year, or Chapter Scholarships, to name the most common.

### 6.1.5 Regular Meeting Programs

- Not every meeting of the chapter needs to have a formal program, but may be held primarily for essential Society business.
- Self-generated programs based on chapter projects may be a possibility.
- Occasional informative talks, by practicing engineers on professionalism or related topic are desirable.
- Current and past Chapter Honor Members are good speakers for meetings.

### 6.2 Service to the Department and the University

The Chi Epsilon Chapter fulfills several roles within the Department or School. Some ideas for how to make the chapter more successful include:

- Sponsor a fall kick-off meeting,
- Co-sponsor with ASCE Chapter, and
- Have faculty representatives discuss various fields of civil engineering and answer questions from upper classmen and lower classmen,
- Provide tutoring services to lower division students or other students with particular study problems,
- Provide mentors to lower division students to assist in orienting them to engineering study,
- Take the lead in organizing and staffing “Engineers’ Day” projects and displays,
- Sponsor scholarship or honor awards,
- Provide Fundamentals of Engineering (FE) examination review sessions for either all engineering students or just civil engineering students.
- Provide faculty rating questionnaires,
- Visit area high schools to promote civil engineering during career days,
- Keep track of CE alumni through maintenance of survey,
- Provide leadership training for all Chi Epsilon chapter officers and other student engineering organizations in the College of Engineering,

- Recognize outstanding faculty contributions, and/or
- Link CHM's to the department and university.

### 6.3 Outside Activities

Look for opportunities to be of service to the community. Having service projects 'dove-tail' into civil engineering projects can result in a deeper understanding of the engineering process, and develop critical thinking skills. These sorts of 'hands on' experiences with practical design and construction issues, along with opportunities to socialize with local engineers, contractors and fellow students are essential to the educational process.

- Assist local elementary schools, people in low income areas, or those who have special physical needs with engineering-related projects, such as construction or maintenance of playgrounds, parks, nature trails, access ramps, etc.
- Help local government service agencies, such as the Humane Society and Department of Human Services with projects.
- Work for non-profit organization such as Engineers without Borders, or Habitat for Humanity.

### 6.4 Fund Raising Projects

To avoid being a 'begging' organization, some funds should be raised to finance worthy projects and activities of the chapter. Possible sources of income include:

- F.E. or other lecture series with nominal charge;
- Community traffic study or survey with fee donated to chapter treasury;
- Direct alumni (department or Chi Epsilon chapter) solicitation for scholarship fund;
- Operation of snack machines, coffee pot, candy or doughnut dispensary, etc.;
- Sell CE class photo to students;
- Community project with nominal charge to homeowners (e.g. street numbering project); and

- Alumni contributions for general operations
  - Some chapters use a ‘buck a year’ program, asking all alumni to contribute one dollar per year since graduation. Contact the Missouri University of Science and Technology (MST) chapter for information on this activity. Listings of alumni can be obtained via the Reports section of the Chapter Administration System.
  - One chapter asks a pledge of some percentage of first pay check after graduation, e.g. 5 or 10%. This allows a somewhat predictable funding stream to provide travel funds for more than one delegate to conclave, meaningful projects, etc.

## 7. APPENDICES

7.1 Faculty Advisor Responsibility with respect to the Constitution and Bylaws, and PAROP of Chi Epsilon

7.2 A Typical Calendar of Events related to New Members and Officers

7.3 Sample Letters to Prospects

7.4 Suggestions for Handling Typical Problems

7.5 Other Suggestions

7.6 Important Home Website and Chapter Administration Information

## APPENDIX

### 7.1 Faculty Advisor Responsibilities

Faculty Advisor Responsibility with respect to the Constitution, Bylaws, and PAROP of Chi Epsilon

The following table is a cross-reference of Faculty Advisor responsibilities to the instruments of Chi Epsilon which should be periodically reviewed by the Faculty Advisor.

<b><u>Instrument Reference</u></b>	<b><u>Article</u></b>	<b><u>Subject</u></b>
Constitution	IV, Sec. 2(c)	Government of the local chapters
Bylaws	I	Organization and Membership
	II, Sec. 2(d)	Government of the chapters
	III, Sec. 2	Meeting schedule of local chapters
	VII	Discipline
PAROP	IV, Sec. C	Ritual
	XIII	Nominations and Elections
	XV	Chapter Officers' Duties
	XVI, Sec. B & C	Orientation of New Chapter Officers
	XVII	Faculty Advisors
	XVIII	Chapter Trustees
	XIX	Suggested Calendar of Events

## APPENDIX

### 7.2 Calendar of Events

#### A Typical Calendar of Events Related to New Members and Officers\*

Date	Event
First meeting of term	The Chapter Officers should have available a list of eligible undergraduates. Nominations can be accepted from the floor for additional graduate students. Select those to be invited to 'invitational' meeting. Nominations can be accepted for Faculty Member or Chapter Honor Member. Be sure the Faculty Advisor is present.
Between 1 <sup>st</sup> & 2 <sup>nd</sup> meetings	Write to the students invited. Letter does not invite them to join Chi Epsilon, only to come to a meeting. Enclose a self-addressed postcard for reply: 1-interested, coming; 2-interested can't come; 3-not interested. Call if no response to see if prospect got the letter. (See Appendix 7.3)
	Write letter with vote to District Councillor with name, photo, short bio, and resume of Faculty Member or Chapter Honor Member prospect (See Appendix 7.3 for a sample letter).
Second meeting	"Invitation" meeting. Near end of meeting, prospects are asked to retire while chapter considers them.
Between 2 <sup>nd</sup> & 3 <sup>rd</sup> meetings	Day after 2 <sup>nd</sup> meeting, send letter to those invited. Specify date for pledge meeting, payment of fees, assignment of pledge duties, etc. (See Appendix 7.3)
Pledge meeting	Collect fees; chapter may have biographical data for chapter's use. Use the New Informational form located behind the "Student Chapters" tab on the website. Some schools will note Chi Epsilon membership on student's transcript if student wishes. Biographical data form may include this permission. Pledges attend all future meetings.
Approval letter to District Councillor for CHM and/or FM	Gather all necessary information regarding the CHM and/or the FM to vote and get information to District Councillor for approval.
After authorization received	Contact prospect with invitation. Might give the National Council for him/her 2 or 3 dates. His/her preferred date becomes initiation date.

Date	Event
Faculty Member or Chapter Honor Member	Money in from pledges, submit order online in accordance with the online ordering instructions. (See Appendix 7.6) Chapter must receive an electronic confirmation from National Office before having initiation. Be sure that the approval of any CHM or FM to be initiated or elevated is received prior to inputting member information into the online ordering system and submitting the chapter order.
Initiation minus 8 weeks	
Meeting prior to initiation	Election of Officers
Between election of officers	<p>Meeting of Faculty Advisor with old and new and initiation and installation officers:</p> <ol style="list-style-type: none"> <li>1. Rehearse entire appropriate section of the RITUAL (each scenario will be accessible after you have logged onto the online ordering system Chapter Administration).</li> <li>2. Old officers describe duties to new officers.</li> <li>3. Turn over all files and materials.</li> </ol>
Initiation	Initiation of candidates and installation of officers
After initiation	Log on to the online Chapter Administration system to complete the order by following the online ordering system instructions within 10 days. (See Appendix 7.6)
*See also, PAROP, Article XX	

## APPENDIX

### 7.3 Sample Letters

#### 7.3.1 First Sample Letter to Prospects

Note: Modify this letterhead or use your own chapter stationery.



# Chi Epsilon

## NATIONAL CIVIL ENGINEERING HONOR SOCIETY Enormous State University Chapter

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September XX, 200X

Dr. Jane Doe  
Facility Advisor  
100 Engineering Building  
ESU  
City, State, Zip

(XXX) XXX-XXX

Mr./Mrs. Prospective Pledge  
Address

E-Mail: [Jane.Doe@esu.edu](mailto:Jane.Doe@esu.edu)

Dear Prospective Pledge:

The ESU Chapter of Chi Epsilon (National Civil Engineering Honor Society) invites you to meet with its chapter members and consider joining our organization. A cook-out and informal meeting will be held Thursday, September 6, at 5:30 pm at the home of Pledge Marshal, Pistol Pete. The address is 100 W. University Dr. A map is posted on the Chi Epsilon board on the second floor of the Engineering Building. Our program will include a brief discussion on the purpose of our organization, requirements for joining, required fees, and benefits of membership. Current members and officers will be commenting on why they joined and what they see as advantages to membership. You will be our guest for the cook-out.

Please indicate your interest in joining Chi Epsilon and your plans to attend the cook-out by contacting me (ext. xxxxx or xxx-xxxx) or Ms. Secretary (ext. xxxx or xxx-xxxx) or by signing up on the Chi Epsilon board on the second floor of the Engineering Building by 12:00 noon on Tuesday, September 4, 200X.

We hope you will give serious consideration to joining Chi Epsilon, and we look forward to meeting you on September 6<sup>th</sup>.

Sincerely,

Dr. Jane Doe  
Faculty Advisor

### 7.3.2 Second Sample Letter to Prospects

Note: Modify this letterhead or use your own chapter stationery.



# Chi Epsilon

## NATIONAL CIVIL ENGINEERING HONOR SOCIETY Enormous State University Chapter

Dr. Jane Doe  
Faculty Advisor  
100 Engineering Building  
ESU  
City, State, Zip

(XXX) XXX-XXX

E-Mail: [Jane.Doe@esu.edu](mailto:Jane.Doe@esu.edu)

September XX, 200X

Dear Pledge Candidate,

The ESU Chapter of Chi Epsilon voted last evening for you to join us. The next step in completing the membership requirements is pledging activities, which begin with Key Day. Key Day is when each pledge polishes a brass casting of the Chi Epsilon key for display. Key Day is set for Saturday, September 29, at 9:00 A.M. in EA 102 (that's the soil mechanics lab classroom in the Annex.) At that time, payment of the \$XX initiation fee is required. (Note: A two-payment option is available -\$XX on Key Day and XXX on or before November 8.) If you are interested in joining Chi Epsilon but cannot attend the Key Day session, please contact Dr. Doe (xxx-xxxx) or the pledge marshal, Pistol Pete (email [pistol-pete@stateu.edu](mailto:pistol-pete@stateu.edu)) and indicate a time you can get together to prepare your key. If we do not hear from you or see you on the 29<sup>th</sup>, we will assume you are not interested in Chi Epsilon and remove you from this semester's initiation list.

The week following Key Day, October 1-5, is Pledge Week. During that week you are expected to dress appropriately (coat/sweater and tie for gentlemen and dress or slacks/blouse for ladies) and display your key. (Exceptions – Do not wear your key in labs or during any activities in which it may pose any hazard to you or the students around you, or when you are wearing a uniform.) You are expected to purchase a 3x5 spiral notebook and collect the signatures of members and faculty appearing on the attached list. Be prepared to answer questions about Chi Epsilon in exchange for the signatures. At the end of Pledge Week, turn your keys and signature books in to Dr. Doe. A schedule of activities for the semester is also enclosed.

Thank you for your interest in Chi Epsilon and we look forward to working with you in the coming semesters.

Sincerely,

Jane Doe, Ph.D., PE  
Faculty Advisor

Enclosures:

- ✓ Member and Faculty List
- ✓ Q&A List (if utilized)
- ✓ Schedule of Chi Epsilon ESU Activities

### 7.3.3 Sample Letter for Approval of Chapter Honor Member

Note: Modify this letterhead or use your own chapter stationary.



# Chi Epsilon

## NATIONAL CIVIL ENGINEERING HONOR SOCIETY Enormous State University Chapter

---

Dr. Jane Doe  
Facility Advisor  
100 Engineering Building  
ESU  
City, State, Zip  
  
(XXX) XXX-XXX

E-Mail: [Jane.Doe@esu.edu](mailto:Jane.Doe@esu.edu)

February 16, 200X

Dear C. D. Councillor  
University of Our District  
Engineering Hall  
District City, AA 00000

RE: Chapter Honor Member Nomination

Dear Dr. Councillor:

The Enormous State University Chapter of Chi Epsilon has nominated H. S. Engineer, PE, as our Chapter Honor Member for spring/fall 200X. Mr./Ms. Engineer is not/is a member of the ESU Chapter of Chi Epsilon. He/She has a distinguished career as an engineer in the field of xxxxx. Mr./Ms. Engineer has been a licensed PE in the State of XXX since 1902. (See attached screen print from State PE board verifying licensure for Mr./Ms. Engineer) A two-thirds quorum of the chapter membership voted to approve his/her initiation/elevation to CHM at the January 25<sup>th</sup> chapter meeting. We are also providing a biographical sketch, a copy of his/her CV and an electronic photo for publication in the Transit.

Please let us know as soon as Mr./Ms. Engineer is approved, so we can complete our Chapter Order for our spring/fall initiation.

Thanks.

Sincerely,

Joe Doe, President  
ESU Chapter

Enclosures:

- ✓ Proof of PE license
- ✓ Biographical Sketch
- ✓ CV
- ✓ Digital Photo

### 7.3.4 Sample Letter for Parents

Note: Modify this letterhead or use your own chapter stationary.



# Chi Epsilon

## NATIONAL CIVIL ENGINEERING HONOR SOCIETY Enormous State University Chapter

Dr. Jane Doe  
Facility Advisor  
100 Engineering Building  
ESU  
City, State, Zip  
(XXX) XXX-XXX

E-Mail: [Jane.Doe@esu.edu](mailto:Jane.Doe@esu.edu)

(Month Day, Year)

Dear Chi Epsilon Parent,

Congratulations on your **(son's / daughters)** scholastic eligibility for membership in Chi Epsilon, the Civil Engineering honor society. This is a very important recognition of **(his / her)** accomplishments as a student in the **(Department of Civil and ----- Engineering at ----- University)**. On behalf of all of the members of the **(faculty / Chapter)**, I extend to you and your **(son / daughter)** sincere congratulations.

Chi Epsilon was founded in 1922 at the University of Illinois by the merging of two independent societies, Chi Epsilon and Chi Delta Chi. The Greek letters Chi Delta Chi, now serve as our motto: Conception, Design, and Construction. Chi Epsilon is dedicated to the purpose of maintaining and promoting the status of civil engineering as an ideal profession, fostering the development and exercise of sound traits of character and technical ability among civil engineers. To be scholastically eligible for membership, a student must rank within the top 1/3<sup>rd</sup> of the junior or senior class in the **(Civil and -----Engineering Department)**. In addition to a high level of scholastic achievement, Chi Epsilon seeks students that exhibit exemplary character, while being practically oriented and socially balanced.

Since **(XXXX)**, the **(University of -----Chapter)** of Chi Epsilon has been involved in service activities, both within the University and also in the community at large; giving its members the opportunity to actively participate in, and even lead, many such projects. Most recently Chi Epsilon has been involved with **(Habitat for Humanity, the Future Cities Competition of Pittsburgh, FE review sessions, and Math Counts, as well as several others)**. In addition to the variety of service and leadership opportunities, members of Chi Epsilon have access to unique networking and social events, as well as **( corporate affiliates, which is a service that allows select employers in the region, and around the country, access to the resumes of the top students in the department for the purposes of recruiting)**. These benefits make membership in Chi Epsilon both rewarding and highly useful in establishing a successful career in civil engineering.

There will be a mandatory information session for eligible students on **(Month Day at XX:XX AM/PM in room XXX of XXXXXX Hall)**. This meeting will give your **(son / daughter)** a chance to meet with current members and to learn more about Chi Epsilon. The induction ceremony will be held on **(Month Day at XXXXXXXX)**. We hope that you will attend this initiation.

To cover the costs of supporting the local chapter and the national organization, there is a one-time initiation fee of (\$XX.) After being initiated as a member of Chi Epsilon your **(son / daughter)** is entitled to the benefits of membership in Chi Epsilon for life. Please accept my congratulations once again at the level of attainment that academic success that your **(son / daughter)** has achieved in our Department.

Sincerely,

**(Chairman / Faculty Advisor)**

## APPENDIX

### 7.4 Problem Solving

#### Suggestions for Handling Typical Problems

##### 7.4.1 Problem 1:

Having difficulties with the online Chapter Administration system while entering information concerning potential members?

*Suggestions:*

- A. Read all instructions before beginning (See Appendix 7.6)
- B. Then call the National Office.

##### 7.4.2 Problem 2:

Transfer students from other schools may not be initiated until after one year at the current school. This would preclude their becoming officers where officers serve for the entire academic year or being involved in Society activity for more than one semester.

*Suggestions:*

- A. Where this is a significant problem, officers' terms should be limited to one semester or quarter so that transfer students could hold office in their last semester or quarter.
- B. The chapter can also elect new members early in the term and involve pledges in all meetings prior to initiation.

##### 7.4.3 Problem 3:

In determining rank in class, should transfer and part-time students be included?

*Suggestions:*

Transfer students very definitely are part of the class and should be included in determining rank, although they are not eligible until they have studied at the current university for one year.

Part-time students should be assigned to a specific class as determined by the pace they are setting. Each part-time student's situation should be evaluated to see if his/her situation is such that he/she merits recognition based on time split between work and study, special problems, special needs status, handicaps, etc.

#### 7.4.4 Problem 4:

It is very difficult to obtain student grades or ranking until after the term is half over. This causes the chapter to conduct initiations without keys and certificates.

##### *Suggestions:*

If you are on the quarter system, use grades as of the end of the spring quarter for the fall initiation. Use grades as of the end of the fall quarter for the spring initiation.

#### 7.4.5 Problem 5:

The cost of Chi Epsilon initiation may be causing several of our students to decline membership in the Society. Could they defer the purchase of the key until after graduation?

##### *Suggestions:*

- B. The Ohio State Conclave considered this option, but voted it down.
- C. There is a need for most chapters to derive some income from initiation fees, in some cases only \$5 to \$10 per initiate. See current initiate fees by clicking the 'Student Chapters' tab on the home web page.
- D. Banquet ticket is often included in initiation fee. This could be made optional.
- E. Some chapters offer to loan the money until after graduation through ASCE or self-generated funds. Most of the delegates at the Ohio State Conclave seemed to feel that most candidates could find the money, if they really wanted to be a member.

#### 7.4.6 Problem 6:

Chapter membership has reached a seriously low level with just enough manpower for officers or less.

##### *Suggestions:*

- A. Make concerted effort to sell benefits of membership to eligible students. (Purple Brochures are available , electronically at the website by clicking 'Student Chapters' tab and then select 'Informational Brochure' should help).
- B. Get new pledges as early as possible and allow them to participate in chapter projects before initiation.
- C. When membership is less than 5, your trustees can be called on to serve as officers for the initiation of new members.

#### 7.4.7 Problem 7:

Is it necessary to have an invitational meeting before electing pledges for the chapter?

*Suggestions:*

- A. This is not mandatory, but is recommended as a useful activity to assist seniors in meeting juniors, with whom they may not have had previous contact.
- B. This does not have to be held in a smoke-filled pub, but can be held in a classroom with soft drinks.
- C. Probably 30 to 45 minutes should be taken to have everyone introduce themselves and to tell where they are from, and their particular interests, and for the officers to describe Chi Epsilon briefly. Also, this should allow time for information discussions. Candidates can then be excused and the activities go into an election.

#### 7.4.8 Problem 8:

We are not sure of how to handle a special problem or need an interpretation of Society Bylaws or PAROP.

*Suggestions:*

Maintain close contact with your District Councillor. Do not hesitate to ask for help with your problems. The District Councillor is familiar with other chapters who have probably encountered similar problems and can advise you based on past experience. Also, do not hesitate on the National Office for help. [Between 9 am and 4 pm CST 866-554-0553.]

#### 7.4.9 Problem 9:

The delay of obtaining a resume and National Council approval for a Chapter Honor Member results in a very late order for keys and certificates.

*Suggestions:*

Submit a list of potential Chapter Honor Members for the chapter to vote on. Then submit the approved names to your District Councillor well in advance (four months) of election in order to provide a backlog of candidates. The Chapter Honor Member can then be selected at the first meeting of the term. An additional benefit is that the Chapter Honor Member can be immediately contacted to clear initiation dates.

Remember also, that prospective Chapter Honor Members must not be informed that they are being considered until the National Council has approved their nomination and the chapter has received the approval letter from the National Office.

## APPENDIX

### 7.5 Other Suggestions

#### 7.5.1 Advantages of electing officers every term:

- More members involved and hence more active.
- Easier to get commitment to serve for a shorter term.

#### 7.5.2 Advantages of electing officers once a year:

- Fewer forms, less work for Faculty Advisor.
- Less frequent turn-over, provides more continuity in operation.

#### 7.5.3 Executive Committee

- It is the Faculty Advisor's option as to which officers should constitute the executive committee. These should consist of the President, Marshal, and the Faculty Advisor at a minimum.
- Meets before every meeting to review meeting plans.
- Pledge master meets with Executive Committee just prior to pledge meeting.
- Some schools have Executive Committee serve as nominating committee to bring in at least one full slate of officers.
  - Check nominee's willingness to serve.
  - Check that nominee will be in school following term.
  - Discourage election of officer unless nominee has previously expressed willingness to serve or is at election meeting.

#### 7.5.4 Additional jobs for Trustees:

- Suggest Chapter Honor Member prospects.
- Help with fund raising projects. They have lots of ideas.

## APPENDIX

### 7.6 Website And Chapter Administration

#### **Chi Epsilon Home Page** [[www.chi-epsilon.org](http://www.chi-epsilon.org)]

##### 7.6.1 MEMBER TAB

- Alumni Associations
- Award Nominations
- Award Recipients
- Fellowship Applications
- Fellowship/Scholarship Winners
- Scholarship Applications
- Update My Membership Information

##### 7.6.2 ABOUT TAB

- Constitution and Bylaws
- Districts
- Governance Policies
- National Council
- National Headquarters
- National Honor Members
- Our History
- Our Purpose

### 7.6.3 STUDENT CHAPTERS TAB [heart of all chapter information]

- Chapter Award Winners
- Chapters by District
- Chapter Handbook
- Chapter Contact Links
- Constitution & Bylaws
- Information Brochure
- Initiation Fee Schedule
- New Initiate Form
- Parliamentary Procedure Booklet
- Policy, Rules, and Procedures, *PAROP*
- Ritual (access limited to officers, FA, and DC)
- Table of Fines

### 7.6.4 CONCLAVE TAB

- Conclave Information
- Conclave Minutes
- Conclave Chapter Registration (under construction)

### 7.6.5 CONTACT US TAB

- National Office Information
- National Council Information

### 7.6.6 CHAPTER ADMINISTRATION TAB

This tab allows the chapter officers, faculty advisors, and district councillors access to the online ordering system. It is the gateway used by all chapters to schedule an event, like the next initiation.

- Input new member information, member retry information, faculty member information, as well as chapter honor member information
- Chapter approvals
- Faculty advisor approval
- Final chapter approval and payment for chapter order
- Input of actual date of initiation
- Complete participation/confirmation information
- Input new chapter officers

### 7.6.7 MAIN PAGE

- Donate Button
- Shop XE Webstore Button
- Deadlines
- Publications

## 7.6.8 CHAPTER ADMINISTRATION SYSTEM

This TAB is the entrance to the online ordering (Chapter Administration) system. The initial screen details information that a chapter needs before using the Chapter Administration system. The button that allows the user to login is active after the user indicates that they have read the instructions and are ready to proceed.

Once the 'login' button has been clicked –The 'LOGIN' screen is displayed.

### 7.6.8.1 LOGIN SCREEN

- This is where a chapter officer, faculty advisor, district councillor and the national office gains access to the Chapter Administration area.
- Enter your Chi Epsilon general number to proceed farther into the online ordering system. [each new member receives a wallet card containing this information]
- If login information is not known, then:
  - Click the “HELP: I do not know my membership login information” button
  - Enter your last name
  - Enter your date of birth
  - Select your chapter name from the list displayed.

### 7.6.8.2 CHAPTER OFFICER VERIFICATION

This screen allows the user to verify that the names displayed are the current chapter officers [yes/no to be selected]

- YES - lets you continue
- NO - must provide current chapter officer information before proceeding. NOTE: This is important because the certificates have the name of the Chapter President, Secretary, and Faculty Advisor on them.
- This verification must be completed during a single session.

### 7.6.9 MAIN FORM TAB

This screen contains buttons and/or tabs needed to perform various tasks inside the online ordering system.

- HOME takes the user back to the Chi Epsilon home page no matter what screen is currently in use.
- MAIN takes the user back to the Main Form screen regardless of what screen is in use.

### 7.6.9.1 CHAPTERS ADMINISTRATION TAB

This screen allows the user to quickly verify the chapter officer's information. Past chapter officer information is also available by clicking the 'Start Date' drop down box. Select any date shown to see which officers were in place at that time.

### 7.6.9.2 EVENTS TAB

The Events Tab is used to schedule an initiation and/or elevation event. Once on the Initiation/Elevation Administration screen, additional buttons are provided to toggle to the necessary tasks.

#### EVENTS –INITIATION/ELEVATION ADMINISTRATION

- EVENTS - Schedule the new event
- APPROVAL - Chapter Officer provides initial approval for the event group.
- APPROVAL - Used by the FA to approve new member input for the current event. Once this approval has been done, the chapter cannot edit the new member records. If a chapter attempts to add another person to the event listing, the system will automatically schedule an event group "B" which will result in an additional shipping and handling fee of \$35.00.
- APPROVAL - Chapter Officers' final approval and payment selection for the current event
- ACTUAL DATE - This area is only accessible once the initiation has taken place
- PARTICIPATION - This area is used to provide confirmation of which of the scheduled members actually participated in the event

### 7.6.9.3 MEMBER ADMINISTRATION TAB

This tab is used to add and/or modify membership information.

#### MEMBER ADMINISTRATION SCREEN

- NEW MEMBER - Input the information from all paid pledges from the new member information form they filled out.
- ELEVATE MEMBER - This area is used when a current member is being elevated as a Chapter Honor Member. *Remember the chapter must have approval letter from the National Office before candidate information can be input.*
- MEMBER INITIATION RETRY - to add existing member(s) to the current event who, within the past two years failed to complete the initiation process at an earlier event.
  - As the data entry person inputs a member record the name will be displayed at the bottom the screen.
- APPROVE MEMBERS – Once information has been entered for ALL members associated with the upcoming initiation/elevation event, the chapter officer provides approval of such members.
- SELECTED MEMBER – Update member information only if FA has not been approved by the National Office.
- DELETE MEMBER – This button is for National Office use only.

### 7.6.9.4 REPORTS TAB

This is the area where a chapter can obtain information regarding its membership. A partial list of available reports that can be reviewed and/or downloaded is provided below.

- Generic Mailing Report
- CHM/NHM Report
- Faculty Member Report – this report is only for those faculty members that have been initiated as FM's by the applicable chapter.
- All Member Report
- Emails of all Active Members , if presently on file in National Office

- Active CHM mailing address report
- Member Listing Report

#### **7.6.9.5 CHI EPSILON DOCUMENTS TAB**

This section of the online data base contains PDF copies of documents available for review and/or download.

##### FA HANDBOOK

- Faculty Advisor and Chapter Officers Handbook

##### INSTRUCTIONS

- Actual Date Participation Confirmation
- Definition of Terms
- Editing Records
- Elevation to Chapter Honor Member
- Final Chapter Approval
- Initial Chapter Approval Process
- Input Data for Faculty and/or Chapter Honor Member
- Login
- Member Retry
- New Chapter Officer Input
- New Initiate Data Input
- Same Chapter Officer Input
- Scheduling an Event

##### PAYMENT METHODS

- Payment Method Selection

##### RITUALS

- Ritual Scenarios

At present there are 18 Ritual Scenarios present in the list. The scenarios cover the initiation of students, officers, faculty members, and chapter honor members. Additional rituals are provided for elevation of chapter honor members and new chapter installations.

The chapter should select the scenario that best fits its current initiation ceremony

- A copy is to be printed for each chapter officer to use during the ceremony
- Pages are to be filled out that are applicable for the chapter officer that is reading that part.
- Once the initiation/installation ceremony is done, shred the printed Ritual—do not keep for future use.