

The Constitution of Eta Kappa Nu
Lambda Zeta
@UNT

Associated with IEEE Eta Kappa Nu <https://hkn.ieee.org/>

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**Article I
Organization Name and Mission**

SECTION 1. NAME

- A. The official name of this organization shall be Eta Kappa Nu Lambda Zeta.
- B. The organization may also refer to itself as HKN, Eta Kappa Nu, IEEE Eta Kappa Nu, IEEE-Eta Kappa Nu, IEEE HKN, IEEE-HKN, Institute of Electrical and Electronics Engineers Eta Kappa Nu, Institute of Electrical and Electronics Engineers HKN.

SECTION 2. MISSION

IEEE-Eta Kappa Nu (HKN) is the student honor society under IEEE dedicated to encouraging and acknowledging excellence in the fields of Electrical Engineering, Computer Engineering and other IEEE fields of interest. The organization offers a variety of service programs and leadership training to help student members develop lifelong skills that differentiate them from others seeking prominent positions in industry and academia.

**Article II
Governing Rules and Regulations**

- A. This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.
- B. The most current version of Robert’s Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by this constitution.

**Article III
Membership**

SECTION 1. MEMBERSHIP STATEMENT

- A. Membership in this organization is limited to any student service fee-paying student who is currently enrolled at the University of North Texas.
- B. Membership is open to all students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.

SECTION 2. ADDITIONAL MEMBERSHIP REQUIREMENTS

Membership is by invitation to undergraduate students, graduate students, alumni, and other industry professionals who exemplify exceptional scholastic and intellectual merit.

Membership may be granted to only the respective majors top (by Department Chair):

- 25% of junior undergraduate class
- 33% of senior undergraduate class
- 100% graduate students and faculty

Together with Article III, Section 1, these additional requirements define what it means to be an “active student member.”

SECTION 3. VOTING RIGHTS

Only active student members are eligible to vote.

**Article IV
Officers**

SECTION 1. ELIGIBILITY

- A. To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in UNT Policy 07.019 (Student Organization Policy).
- B. An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.

SECTION 2. TITLES AND DUTIES

- A. The officers of this organization shall include a President, Vice President, Treasurer, and Corresponding Secretary and Recording Secretary.
- B. The President shall:
 - 1. Serve as the official representative of the organization.
 - 2. Supervise and coordinate the activities of the organization.
 - 3. Serve as the liaison between the organization and University community.
 - 4. Call regular and special meetings and presides over meetings of the organization.
 - 5. Prepare agendas for meetings.
 - 6. Maintain communication with Student Activities and ensure that all organizational information, including registration, is current.
 - 7. Ensure that all officers are performing their duties as defined in this Constitution.
 - 8. Keep advisor informed of activities and functions of the organization.
 - 9. Be familiar with UNT policies (especially 07.019 Student Organization Policy and the Code of Student Conduct) as they relate to student organizations and communicate them to the organization as needed.
 - 10. Provide all documents and records pertaining to their responsibilities to the newly elected President.
 - 11. Assign special projects to officers.
- C. The Vice President shall:
 - 1. Assist the President in their duties.
 - 2. Assume the President's responsibilities in their absence.
 - 3. Keep accurate records of all meetings in the Recording Secretary's absence.
 - 4. Plan and be responsible for all retreats and training of the organization.
 - 5. Perform an audit of all financial transactions of the organization once per semester.
 - 6. Provide all documents and records pertaining to their responsibilities to the newly elected Vice President.
 - 7. Assist in special projects as assigned by the President.
- D. The Treasurer shall:
 - 1. Keep an accurate account of all funds received and expended.

2. Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Student Activities.
 3. Be responsible for collecting dues and notifying members who are delinquent in their payments, if applicable.
 4. Provide financial records sufficient to allow the Vice President to perform audits.
 5. Provide all documents and records pertaining to their responsibilities to the newly elected Treasurer.
 6. Assist in special projects as assigned by the President.
- E. The Corresponding Secretary shall:
1. Submit appropriate chapter information, publicity, and photos for the chapter page on the www.HKN.org and the chapter's website.
 2. Coordinate and produce publicity for chapter events, provide press information on chapter events for local press.
 3. Act as chapter historian.
 4. With the assistance of chapter officers and members, compile and submit the annual chapter report to headquarters.
 5. Provide all documents and records pertaining to their responsibilities to the newly elected Corresponding Secretary.
 6. Assist in special projects as assigned by the President.
- F. The Recording Secretary shall:
1. Notify members of meetings at least 48 hours in advance.
 2. Keep accurate minutes and records of all meetings.
 3. Maintain accurate list of members and their contact information.
 4. Prepare the organization's registration profile and submit to Student Activities at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
 5. Take attendance at all meetings and maintain an attendance record.
 6. Check eligibility for potential officers, prior to annual elections.
 7. Keep copy of constitution and have available for members.
 8. Provide all documents and records pertaining to their responsibilities to the newly elected Recording Secretary.
 9. Assist in special projects as assigned by the President.

SECTION 3. ELECTIONS

- A. The nomination and election of officers shall occur annually at the membership meeting held in April.
- B. Any active student member may nominate someone or themselves for office.
- C. All active student members present will have the opportunity to vote by secret ballot.
- D. A candidate shall be elected by a majority of votes.
- E. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election.

SECTION 4. INSTALLATION AND TERM OF OFFICE

- A. Newly elected officers shall take office immediately following the membership meeting in April and their term will end immediately following the membership meeting the next April.
- B. Any change in officer information should be reported to Student Activities.
- C. The length of term of office shall be no longer than fifty-four week.

SECTION 5. VACANCIES

A. Removal

- 1. Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, violation of any provision of the Constitution, or for any action or conduct that is deemed detrimental to the welfare of the organization, members, or the University of North Texas.
- 2. A petition to remove the officer in question must be submitted to the President (or Vice President in the event the officer in question is the President). Such a petition must contain the signature of at least a majority of the active student members of the organization. When such a petition is received, the President (or Vice President) shall call a meeting of organization to decide upon removal.
- 3. The officer in question will be notified in writing of the grounds for removal at least one week prior to the meeting and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.
- 4. An officer may be removed from office upon a 2/3 affirmative vote of active student members.

B. Resignation

The resignation of an officer must be submitted to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance.

C. Filling Vacancies

- 1. The nomination and election process as stated in Article IV, Section 4 would take place at the next membership meeting.
- 2. The newly elected officer's term shall end at the annual installation of officers in April.

**Article V
Meetings**

SECTION 1. MEMBERSHIP MEETINGS

- A. Membership meetings shall be held monthly during the academic school year.
- B. Meetings are open to those defined in Article III.
- C. Officers and active student members are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers and organization's active student members.
- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

SECTION 2. OFFICER MEETINGS

- A. Officer meetings shall be held biweekly during the academic school year.
- B. Meetings are open to those defined in Article III.
- C. Officers are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers.
- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

SECTION 3. SPECIAL MEETINGS

- A. Special meetings may be called by the President, with the approval of the officers. A majority vote of the officers or active student members may also call a special meeting.
- B. The Recording Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

**Article VI
Faculty Advisor**

SECTION 1. ELIGIBILITY AND SELECTION

- A. The faculty advisor shall be selected by the officers.
- B. To be eligible to serve as faculty advisor, the person must be a full-time UNT faculty or staff member.
- C. The faculty advisor has no term limit as long as they remain eligible.

SECTION 2. EXPECTATIONS

- A. Perform the responsibilities listed in UNT Policy 07.019 (Student Organization Policy).
- B. Has no voting rights within the organization.
- C. Be available to officers and members for consultation, advice, counsel, and as a resource.
- D. Be familiar with and provide guidance on university policies and Student Activities procedures pertaining to student organizations.
- E. Meet regularly with the President.
- F. Sign and/or approve required Student Activities and university paperwork.
- G. Attend the organization's meetings and activities when necessary.
- H. Keep open lines of communication with Student Activities on matters of concern, regarding the student organization.

SECTION 3. REMOVAL AND VACANCY

- A. If the organization wishes to remove the advisor, the advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the officers in order to relate any relevant defense prior to the voting for removal.
- B. Upon a majority vote of officers, the advisor will be removed from their duties.
- C. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities.

**Article VII
Advisors**

SECTION 1. ELIGIBILITY AND SELECTION

- A. Advisors shall be selected by the officers.
- B. Advisors has no term limit as long as they remain eligible.

SECTION 2. EXPECTATIONS

- A. Has no voting rights within the organization.
- B. Be available to officers and members for consultation, advice, counsel, and as a resource.
- C. Be familiar with and provide guidance on university policies and Student Activities procedures pertaining to student organizations.
- D. Attend the organization's meetings and activities when necessary.

SECTION 3. REMOVAL AND VACANCY

- A. Upon a majority vote of officers, the advisor will be removed from their duties.

**Article VIII
Finances**

SECTION 1. DUES

Dues and other fees, as well as the collection schedule, may be set by a majority vote of active student members.

SECTION 2. PAYMENT

- a. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University policy or local, state, and federal laws.
- b. The Treasurer and President shall be responsible for ensuring the payment of all debts accumulated by the organization.

SECTION 3. TRANSITION

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution, after each election.

SECTION 4. DISSOLUTION

In the event that the organization ceases to exist, any funds remaining in the organization's bank account shall be donated to:

Institute of Electrical and Electronics Engineers
445 Hoes Ln
Piscataway, NJ 08854
(732) 562-5511

Article IX
Statement of Non-Hazing

As defined in state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Article X
Risk Management

This organization will adopt the general risk management policy outlined in ISO 31000:2018 as suggested by IEEE.

Article XI
Amendments

- A. An amendment to the constitution may be proposed by any active student member of the organization, and must be submitted in writing to the President.
- B. The proposed amendment shall be announced at a meeting at least two (2) weeks prior to the meeting when the vote will be taken.
- C. Two (2) weeks after the proposed amendment has been announced, the organization may vote to adopt the amendment by a two-thirds (2/3) vote of active student members.

History of Constitution
Created: 9/30/2017
Revised: 4/10/2021