

**By-Laws of the  
Salem State University Chapter of the  
UPSILON PI EPSILON ASSOCIATION  
at Salem State University**

**An Honor Society for the  
Computing and Information Disciplines**

**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 first business meeting after the election of new members.
2. Installation of officers shall take place at the meeting 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 voice vote, unless a secret ballot is requested, and there shall be no voting of proxies allowed.
5. The faculty advisor shall be selected from the Computer Science teaching staff.

**Article III: Chapter Meetings**

1. Regular meetings will be held at least once per semester.
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. The quorum shall consist of one third of the Active Members of the Chapter in the conduct of the business of the Chapter, except for the election of Officers or 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. The order of conduct of a regular meeting shall be as follows:
  - A. Call to order
  - B. Roll call
  - C. Reading of minutes
  - D. Committee reports
  - E. Unfinished business
  - F. New business
  - G. Program or technical session (optional)
  - H. Adjournment
6. Initiation of new members shall be notified of a special meeting called for the purpose.
7. 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.
8. No business other than that which the meeting was called for shall be conducted at a special meeting.

**Article IV: Attendance**

1. Active Members shall be required to attend three-quarters of all meetings of the Chapter.
2. Any Member who fails to attend fifty percent of all meetings, or who misses three consecutive meetings, shall automatically revert to inactive status.
3. Restoration of a member to active status shall be by affirmative vote of a majority of the Active Members present, and the payment of five dollars.

#### **Article V: Finances**

1. The minimum cash balance at the end of each school year shall be fifty dollars. Any deficiency from this amount shall be made up by an assessment of the Active Members.
2. The initiation fee charged each new Member by the Chapter shall be ten dollars, in addition to the initiation fee of the Association.
3. Each initiate shall be required to pay all dues and initiation fees prior to his or her initiation.
4. 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.
5. Special assessments may be made at any time, upon approval by three-fourths of the Active Members of the Chapter.

#### **Article VI: Initiation**

1. The initiation of new Members shall be held within four weeks of the time of their election.
2. The initiation shall specifically avoid any practice which conflicts with Salem State University regulations or which constitutes an attack on the personal dignity of the initiates. The activities shall be devised to stimulate the candidate's interest in computing and information disciplines and to acquaint them better with Members of the Chapter.
3. The last class of initiates shall constitute the Initiation Committee for newly elected Members. The President shall serve as chairman and a member ex-officer of the Initiation Committee. It shall be the duty of this committee to assist the Corresponding Secretary with the written notification of all candidates with respect to their election as soon thereafter as possible, and to instruct the initiates concerning their pre-initiation duties, which shall be determined by the Initiation Committee with approval of the Faculty Advisor.

#### **Article VII: Election of Members**

1. There shall be one election of new Members each year.
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 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 faculty members' remarks, shall be submitted to the Chapter Membership Committee for final screening.
5. Election of the candidates so selected to Membership shall be held according to Section or article IV of the Constitution of this Chapter.
6. The names of those elected to membership shall be given to the Secretary, who shall then issue invitations to become Members of the Association, and of this Chapter.
7. Failure of a Member-elect to notify the Chapter of his or her acceptance of the invitation to Membership within two weeks of its issuance shall constitute notice of refusal.

#### **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. A provision of these By-Laws may be temporarily suspended by a two-third vote of the Active Membership of the Chapter who are present.
4. 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.