

**75<sup>th</sup> Anniversary Revision**  
**Of**  
**THE CODE OF EPSILON PI TAU**

**Including**

**The Constitution And By-Laws**

**August 15, 2004**



*The International Honor Society for Professions in Technology*

Promoting Excellence in Preparation and Excellence in Practice

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## Preface

### THE CODE OF EPSILON PI TAU

The International Honor Society for Professions in Technology  
(A petitioner for membership in the Association of College Honor Societies)  
Original 1932, revised 1952, 1970, 1976, 1983, 1995, and for the Society's  
75<sup>th</sup> Anniversary Year, 2004

Epsilon Pi Tau was officially established when Alpha Chapter was installed at The Ohio State University on March 13, 1929. It was not until April 15, 1942 that it was incorporated under the laws of the State of Ohio as a not-for-profit Honorary Professional Fraternity. In 1993, the Ohio Secretary of State was informed of the change from "Honorary Professional Fraternity" to "Honorary for Professions in Technology." In 2003, the Ohio Secretary of State was informed of the change from "Honorary for Professions in Technology" to "The International Honor Society for Professions in Technology."

*The Code of Epsilon Pi Tau* is the result of over 74 years of thoughtful evaluation. This particular revision maintains the essence and spirit of the original. At the same time it contains necessary changes to insure that its administration and services remain timely and efficient. This will allow the society to continue to respond to changing socioeconomic conditions and to the needs of individuals, fields and disciplines that comprise the professions in technology.

The organization of the previous revision of *The Code of Epsilon Pi Tau* is maintained here and presented as: Part I - The Constitution, and Part II -By-Laws (the detailed governance policies and procedures). These guide the work of the Board of Directors, the Executive Staff, Chapter Trustees and Officers in providing the best possible service to the organization's members and for the fruitful participation of all in organization governance.

*The Code of Epsilon Pi Tau* is not distributed as a printed publication. It is available for reference in chapter files and is posted on the Epsilon Pi Tau web site <http://www.epsilonpitau.org>

AMENDMENT TO THE EPSILON PI TAU CODE TO MEET THE ORGANIZATION  
TEST FOR EXEMPTION UNDER SECTION 501 © (3)

1. The organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501 © (3) of the Internal Revenue Code.
2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
3. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 © (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

# THE CODE OF EPSILON PI TAU

## Legality of the Constitution and By-Laws

The Constitution and By-Laws are legal documents required by the Secretary of State in the state where Epsilon Pi Tau is domesticated.

## Part I - The Constitution of Epsilon Pi Tau

### Article 1. Identity and Corporate Status

1.1 *Name and Incorporation.* The name shall be EPSILON PI TAU and will be known as the International Honor Society for Professions in Technology. Provisions shall be made to incorporate not-for-profit under the laws of the state in which its headquarters will be domiciled.

1.2 *Derivation of Name.* The name, EPSILON PI TAU, is derived from the initial letters of the Greek names of the three precepts on which the society was founded. These are Technological Capability and Skill or TEXNIKH, Social and Professional Proficiency or PRAGMATEIA, and Research and its Applications and Products, or EXETASIS.

### Article 2. Nature and Purposes

2.1 *Nature.* EPSILON PI TAU shall operate as an international honor society in the academic fields and professional practice areas of the technology professions.

2.2 *Purposes.* The purposes of EPSILON PI TAU are to (a) promote and recognize the achievement of academic excellence, (b) promote the values and contributions of professionals in technology, (c) provide a medium for the professional development and recognition of individual members for leadership and achievement, (d) enhance the status of the practitioners and the professions in technology, (e) foster and encourage the acceptance, among its members and throughout society, of the ideals of technological capability and skill, social and professional proficiency, and research and its applications and products; and (f) advance understanding, appreciation and awareness of technology as both an enduring and influential human endeavor and an integral element of culture.

### Article 3. Membership

3.1 *Composition.* Members will include students, faculty, and administrators of technology and technology-related higher education academic programs; persons in practice in the technology professions; individuals with interest in and who have demonstrated support of the professions, and others who may be identified by The Board of Directors.

3.1.2 *The Academic and Professional Fields.* A continuing program shall be maintained to identify appropriate academic fields, workforce and professional preparation programs, and areas of professional practice from which members will be drawn and who will be served by the society.

3.1.3 *Standards and Criteria.* The Board of Directors shall develop and maintain appropriate systems to confer honors in a context that insures quality, conforms to the society's precepts, and are sensitive to change in the development of standards for membership. Specific standards and eligibility criteria shall be developed and applied:

3.1.3.1 in measuring performance and accomplishments of individuals to be considered for membership.

3.1.3.2 to higher education programs and institutions seeking to establish Campus Chapters.

3.1.3.3 to groups of members seeking to establish Field Chapters,

3.1.3.4 in considerations to establish members-at-large groupings and other member-grouping entities the Board of Directors may deem appropriate.

3.2 *Levels of Membership.* The Board of Directors shall establish levels of membership to recognize members' advancement, contributions, and accomplishments. Procedures for nominating and appointing individuals to these levels shall be established by the Board and ratified by a majority vote of the active members.

#### **Article 4. Authority, Structure, Governance, Board of Directors**

4.1 *Authority.* The corporate powers, properties, and affairs of Epsilon Pi Tau, subject to the limitations contained in the relevant laws of the State in which the organization is incorporated and in other sections of this document, are exercised, conducted and controlled by the Board of Directors.

4.2 *Structure.* A global organization structure shall be developed and implemented to assure maximum opportunity to initiate and serve qualified members who will participate in and benefit from efficient, effective and open representative governance.

4.2.1 *Regions.* As determined by the Board of Directors, the world's nations, or parts of nations, shall be assigned to geographic areas that will be known as Regions.

4.2.2 *Local Entities.* Campus Chapters, Field Chapters and other member-grouping entities will be established within each Region.

4.3 *Governance.* Ways, means and standards shall be developed that will ensure representation and participation in governance by duly initiated and active members.

4.3.1 *Basic Governance Units* shall be the Campus, Field chapters, and groupings for at-large members. The Board of Directors shall provide criteria and procedures for their establishment and operation.

4.3.2. *Governance Unit Leaders* shall be Trustees, Co-Trustees, Trustees Emeriti and officers for whom qualifications and standards for selection and/or election and service shall be developed and promulgated by the Board of Directors.

4.3.3 *Standards, procedures and eligibility for voting* on organization matters by Trustees and members shall be developed by the Board of Directors and ratified by the members.

4.3.4 *Trustees shall be appointed* for an indefinite term by the Regional Director following consultation with members of the affected governance unit and the Trustee designate. The Regional Director may terminate the appointment upon consulting with the same parties.

4.4 *The Board of Directors* shall include at least one duly elected representative from each of the established geographic regions. Procedures shall be devised to assure representation of constituencies such as university, community college, proprietary school and field chapters, members-at-large groupings, and other constituencies that the Board of Directors may identify.

4.4.1 *Qualifications and Election Process.* Qualifications and election procedures for Directors shall be established by the Board and ratified by a majority of voting active members.

4.4.2 *Election of Directors.* The Board of Directors shall supervise the nominations and election within each Region by informing the active members therein about the candidates and the process and otherwise facilitating their opportunity to vote.

4.4.3 *Term of Office.* Each director will serve a three-year term, may be reelected, and may serve no more than three consecutive terms or 9 consecutive years.

4.4.4 *Officers.* Officers of the Board of Directors shall be Chair and Vice-Chair elected to a one-year term by a majority vote of the Board.

4.4.5 *Vacancies*. In the event that a vacancy occurs with more than one and a half year period remaining in the term of a member, the Executive Director shall conduct a special election to elect a qualified person to fill the vacancy. In the event that the remaining period is less than a year and a half, the Board may appoint a qualified individual to fill the vacancy.

4.4.6 *Executive Director and Staff*. An Executive Director shall be appointed by the Board and shall serve on the Board in an *ex-officio* capacity. Upon the recommendation of the Executive Director, the Board of Directors shall appoint Associate Executive Directors and such others deemed necessary for maintaining the prestige and successful operation of the Honor Society. The Executive Director shall formulate policies and procedures related to their functions and responsibilities.

4.4.7 *Meetings and Conferences*. The Board shall determine policies governing frequency of and means to call Board meetings provided, at least one meeting is held each year. Biennial conferences shall be open to all members, provide an open forum on matters relevant to the progress of the organization and members and active members may vote on matters of governance.

4.5 *Recognition as "The Official Honor Society."* The Board of Directors will have the authority to negotiate with technology and technology related professional organizations regarding their recognition of Epsilon Pi Tau as an official Honor Society.

## **Article 5. Dues, Fees and Assets of the Honor Society**

4.1 *International Dues and Initiation Fees*. Initiation fees and annual international dues shall be established by the Board of Directors and ratified by a majority ballot of the active members.

5.2 *Chapter Dues and Initiation Fees*. Procedures for chapters to establish and collect chapter dues and chapter initiation fees shall be established by the Board of Directors and ratified by a majority of the active members.

5.3 *Dissolution*. Provisions shall be made for the dissolution of Campus and Field chapters, member-at-large groupings or the International organization and the distribution of assets shall be determined by the Board of Directors.

**Article 6. Funding Operations** The Board of Directors shall establish ways and means to raise the funds for the proper and effective operation of the organization. Provisions shall be made to insure that sufficient funds will be available to cover all planned and implemented expenditures.

**Article 7. Parliamentary Authority or Rules of Governance** The rules contained in Robert's Rules of Order Newly Revised shall govern the Society and all its component parts in cases to which they are applicable and in which they are not inconsistent with The Constitution.

**Article 8. Adoption and Amendments**

8.1 *Adoption.* *The Constitution* shall be ratified by a majority of the ballots cast by members-in-good standing and upon adoption, shall supersede all previous constitutions, bylaws, regulations and codes of regulations.

8.2 *Amendment.* Any member in good standing may propose amendments to The Constitution by following procedures established by the Board of Directors.

8.3 *Editorial Refinement.* When policy change is not involved, the Board of Directors may make editorial changes to The Constitution.

## Part II - By-Laws including Regulations and Procedures

### Section 1. Membership and Member Services

1.1 *Composition.* The membership consists of all persons who have been duly initiated and are in good standing in Epsilon Pi Tau.

1.2 *Classification of Members.* There are three levels of membership: General, Laureate, and Distinguished Service.

1.2.1 General member pertains to the first level of membership into which individuals who meet Epsilon Pi Tau's eligibility requirements are initiated.

1.2.2 Laureate membership is open to eligible active general members who may be nominated by a member in good standing, a chapter Trustee, co-Trustee, or Regional Director and are approved by the appropriate Regional Director on behalf of the Board of Directors.

1.2.3 Distinguished Service membership is open to eligible active Laureate members who may be nominated as for the Laureate and are approved by the Board of Directors upon the recommendation of the appropriate Regional Director. In special cases (for example for a deserving general member who may have been overlooked for a Laureate membership) General Members may be nominated for this distinction.

1.3 *Sources of Members.* Persons will be considered for membership if they are:

--Studying in an approved institution of higher education with academic programs that cover issues and concepts of technology or that prepares individuals for professional technology practice. Such institutions include: public and proprietary community colleges, public and proprietary technical colleges, senior public and private colleges and universities.

--Engaged in training and development in other than traditional academic venues such as hospitals, government agencies, the military, businesses and industry and professional organizations connected with these venues;

--Faculty and other teaching and administrative personnel and alumni of such programs or benefactors of these programs;

--Employed in the technical and technology professions associated with the academic and technical programs, or

--From any sector of society and exhibit a general interest and knowledge of technology in the context of Epsilon Pi Tau ideals and purposes.

1.4 *General Member Eligibility Standards.* Consideration for membership will be given to individuals of high moral and ethical character who are leaders or have the potential to lead, practice, foster and encourage the ideals of:

technological capability and skill,  
social and professional proficiency, and  
research, and its applications and products;

and advance understanding, appreciation and awareness of technology as both an enduring and influential human endeavor and an integral element of culture.

### 1.5 Eligibility Standards for Students

1.5.1 Student Eligibility-General. The important academic rank and grade point standards are detailed in paragraphs under 1.5.3. There may be additional standards based on institutional, program, or chapter policies. These may include recommendations of faculty members, structured interviews, results of professional examinations related to Epsilon Pi Tau's fields of interest, and participation and leadership roles in professional organizations, campus, or community activities associated with potential leadership in the professions and reflecting competencies associated with social proficiency.

The use of multiple competencies associated with social proficiency and of scholarship as in the following specific academic standards is encouraged.

1.5.2. The Part-Time or Non-Traditional student. While the eligibility standards in the sections that follow are believed to apply to all students, the Board of Directors seeks to encourage consideration of the talent, leadership and competency traits of part-time and non-traditional students who comprise a rapidly growing segment of the higher education population and whose grade point average may be slightly below (the Board will not consider anything below .5 less than the published standard).

As for all individuals, but particularly for those in these groups, careful, discreet and understanding evaluation is encouraged. Perseverance, consistent attendance, maturity, and life and/or work and/or military experiences may denote leadership potential or capabilities and these should be considered. Consequently, a profile of an individual who, although slightly below the academic achievement standard, may indicate a person deserving Epsilon Pi Tau recognition.

Chapter Trustees and officers must seek approval to initiate students in these categories from the Regional Director. At least one month before the scheduled initiation, a brief (no more than one page) email message or regular mail statement should be sent to the Regional Director for his or her approval. It should note, along with the individual's academic record, the extent of the person's experiences in the areas called out in the preceding paragraph. Upon receiving the Regional Director's approval, the individual may be initiated without prejudice.

1.5.3 Grade Standards (*Grades used in the following statements are based on a 4 point system in which a grade of 4 or A is the highest and 1 or D is the lowest passing grade.*)

1.5.3.1 In Associate Degree Granting Institutions. Students enrolled in an appropriate program may be invited to be initiated into Epsilon Pi Tau if they have:

- (1) completed 30 semester hours or 45 quarter hours of credit in prescribed courses and
- (2) have achieved a cumulative grade point average (GPA) of no less than 3.25 in major courses and rank not lower than the highest 35% of class in overall scholarship.

To continue to earn recognition as a member following initiation and until completion of the Associate Degree requires:

- (1) the individual to maintain the GPA and rank originally required for initiation
- (2) removal of the individual from active member status if the GPA and rank standing falls.

1.5.3.2 In Baccalaureate Degree Granting Institutions. Students in a relevant technology-related course sequence or in an approved major and are second semester or third quarter sophomores, juniors, or seniors will be considered if they:

- (1) rank not lower than the highest 35% of undergraduates of the same class level/year/term in the relevant course sequence or approved program(s), based on cumulative GPA's reported by the institution's registrar;
- (2) have achieved a cumulative grade point average (GPA) no less than 3.25 in major courses or the relevant sequence of courses and a 3.00 overall.
- (3) have completed or earned at least 16 semesters or 24 quarter credit hours in the major or relevant course sequence.

1.5.3.3 Transfer with an associate degree. Students who enter a baccalaureate program which recognizes their associate degree will be eligible for membership in the sponsoring chapter at the baccalaureate institution provided the GPA they achieved in the two year program is at least 3.25 in major courses and were in the highest 35% of their class in overall scholarship.

1.5.3.4 Transfer students. Transfer students entering an approved technology baccalaureate program or course sequence from another baccalaureate program will be eligible if they:

- (1) are at least a second semester or third quarter sophomore,
- (2) have been officially accepted into the major or sequence,
- (3) have completed the number of credit hours that the institution requires to be considered enrolled full-time for a quarter or semester (students studying part time meet this criterion over a period longer than one school term).
- (4) have completed or earned at least 16 semesters or 24 quarter credit hours in the major.
- (5) fall into the upper 35% of undergraduates in the same class level/year/term in the relevant course sequence or approved program(s), based on cumulative grade point averages reported by the institution's registrar.
- (6) have achieved a cumulative grade point average (GPA) no less than 3.25 in major courses or the relevant sequence of courses and were in the highest 35% of their class in overall scholarship.

1.5.3.5 Graduate students: Graduate students admitted to an approved advanced degree program may be considered after completing at least 9 semester hours or 12 quarter hours in the program with at least a 3.3 cumulative GPA with no incompletes in courses prescribed for the degree.

1.6. *Eligibility for Practicing Professionals and Others.* Professionals in the private sector, government, and education not covered in the preceding standards may be considered for membership on the basis of a legitimate interest in technology providing they meet other academic and professional performance criteria. Such individuals may come from, but are not limited to, the scientific and technology fields and professions. They will present documented experiences or accomplishments relevant to Epsilon Pi Tau interests and evidence of talent and leadership abilities that support their potential to lead, practice, foster and encourage the ideals of Epsilon Pi Tau (enumerated in Section 1.4).

### 1.7 Characteristics of Institutions and Programs

1.7.1 Institutions must offer a minimum of an associate or bachelor's degree in a major or concentration of studies in which experiences foster and encourage the ideals listed in par 1.4.

1.7.2 Programs are typically defined as programs leading to associate, bachelors, masters and doctoral degrees in arts, science, or technology and include a sequence of courses or a major or minor. These course sequences may be, but are not limited to specific science, philosophy, or mathematics programs or to a specific area of the social sciences, engineering, industrial technology, technology studies and human resource development and training.

Sequences, majors or minors may include such as industrial-vocational education, technical education, trade and industrial education, any of the specializations of engineering, engineering technology, industrial technology and advanced technology education (offered in community and technical colleges), and various training and development activities of business, industry, military and government.

In addition to majors or minors, sequences may not fall under the major-minor rubric. For example, a series of interdisciplinary courses, or a themed sequence comprising courses from different disciplines, such as, Science, Technology and Society, will also provide eligibility.

Individuals whose experiences are outside of the preceding programs but who document experiences or accomplishments relevant to Epsilon Pi Tau interests may also be considered.

1.7.3 Petitioning to Establish Chapters in Institutions. A petition to establish a chapter of Epsilon Pi Tau must include evidence that the institution is accredited by a regional or professional accrediting agency and, if a separate special field accrediting body exists for the academic program or disciplines, evidence for that should be provided. The degrees offered must also be recognized by the higher education controlling or coordinating board of the state in which the programs are offered.

### 1.8 Member Services.

Within the allowable budget The Board of Directors will seek to provide services that will contribute to the professional development of members. These include:

1.8.1 The refereed *The Journal of Technology Studies*, that is made available via the society's website and in print to all members-in-good standing.

1.8.2 The Epsilon Pi Tau web site <http://epsilonpitau.org> a vehicle for member, chapter, chapter officers, board of directors communication, to conduct of organization governance and provide services, member chat rooms, secure areas for trustee and board and officer communication, dues payment and purchasing, position announcements and job-seeking.

1.8.3, The official newsmagazine, *The Epsilon Pi Tau Preceptor* is published, at least two times a year and reports on the organization events and also contains information of value to rising professionals.

1.8.4 Additional Professional Enrichment Opportunities such as The Epsilon Pi Tau Leadership Academy conducted at a retreat at locations of stimulating natural beauty to which rising members and chapter officers are exposed to accomplished leaders during 2 to 3 days of exciting and rewarding sessions.

1.8.5 Participation in Governance. In addition to their roles in chapter governance, members participate in elections of Directors, Trustees and officers, and via web site and attending meetings at the International level participate in society governance.

1.8.6 Meetings of the Society. At least one meeting will be held each year and its agenda will include opportunities for members to vote on pertinent issues and policies and have a voice in planning and operation. These opportunities to meet with the Board of Directors are usually scheduled in conjunction with conferences of affiliate professional organizations to be more accessible to members.

1.8.7 Recognition as an "Official Honor Society" is a meaningful device that benefits Epsilon Pi Tau members. The organization has been so recognized by the following professional groups (listed in order of their recognition of Epsilon Pi Tau).

The International Technology and Engineering Educators Association (ITEEA)

The Association of Technology, Management, and Applied Engineering (ATMAE)

#### 1.9 *Other Membership Categories* – Standards and Appointment Procedures

1.9.1 Member-at-Large. Individuals who have been initiated into membership by a chapter but relocate to an area not served by a chapter may request transfer to at-large status and may join a Field Chapter or a member-at-large grouping.

1.9.2 Exemplary Initiates. Individuals meeting the eligibility requirements in any of the preceding categories and who have an extraordinary academic or professional practice record may be recommended by active members for special recognition as exemplary initiates. Individuals so recommended may be included in the initiations conducted by the Board of Directors at national and international conferences and may be brought into Epsilon Pi Tau as general members-at-large or as general members within the recommending chapter.

1.9.3 Laureate Membership may be conferred on a general member who:

- (1) has been a member in good standing for the preceding five years,
- (2) possesses at least a master's degree. An extended period of service, additional professional education, or a record of performance in practice may be substituted for the degree.
- (3) has established and demonstrated abilities in a field of the society's interest.
- (4) has demonstrated achievement at the local, state, or provincial level in at least three of the following categories:

scholarship, research, managerial service, teaching service, technical knowledge and craftsmanship, curriculum and evaluation, authorship, administration, community, state or federal service, professional and public relations, leadership in professional associations, and exemplary service to Epsilon Pi Tau (inventions, patented or potentially so, may be recognized as comparable with research in its fields of interest).

1.9.3.1 Nomination. Nomination for Laureate membership is made on the "Honors Nomination Form" available on the Epsilon Pi Tau web site or from the International Office. A completed "Who's Who in Epsilon Pi Tau" form and other supporting data must accompany the nomination form sent to the Regional Director for processing as described on the "Honors Nomination Form" (see the Epsilon Pi Tau web site).

1.9.3.2 Confirmation and Conferral. The Executive Director will confirm the nominee's membership status and inform the Regional Director who will confer the citation on behalf of the Board of Directors

1.9.4 Distinguished Service Membership. Distinguished Service membership may be conferred on a Laureate member or to a specially deserving general member who:

- (1) has a consistent record of membership in good standing over a long period and is in good standing at the time of nomination,
- (2) holds or has exceeded the requirements for the Laureate Citation,
- (3) possesses either a master's degree or preferably a doctoral degree. An extended period of service or additional professional education and/or a record of extended and superior professional practice may be substituted for the doctorate.
- (4) has a record of achievements of a meritorious character that have contributed to progress of the profession over an extended period of time, and
- (5) has been recognized in Epsilon Pi Tau's fields of interest at state, national, or international levels by superior performance in at least three of the following categories:

scholarship, authorship, research, teaching, community service, administration, high managerial responsibilities in the public and private sectors, curriculum development and evaluation, leadership in professional organizations, and service to Epsilon Pi Tau. (inventions, patented or potentially so, may be recognized as comparable with research in its field of interest).

1.9.4.1 Nomination. Nominations for Distinguished Service membership shall be made on the "Honors Nomination Form" available on the Epsilon Pi Tau Web site or from the International Office. A completed "Who's Who in Epsilon Pi Tau" form and other supporting data along with the completed "Honors Nomination Form" are sent to the Regional Director for processing as described on the form.

1.9.4.2 Confirmation and Conferral. The Executive Director will verify the nominee's membership status and inform the Board of Directors who vote approval and confer the citation at their pleasure.

1.9.5 Transfer of Membership. A member in good standing may request transfer from one chapter to another by completing and filing with the Executive Director the "Request for Chapter Membership Transfer" transfer form available from either the Trustee, the International Office or the Epsilon Pi Tau web site

1.9.6 Members in Residence from Other Chapters. A member in good standing in one chapter and temporarily in residence at another institution having a chapter, or location having a field chapter is accorded the same status as the other members of the host chapter except for voting on candidates for

membership. Transfer of membership is recommended for a member who will be in such residence for an extended period of time.

1.9.7 Resignation. Members may resign by written notice to their respective Trustee who accepts the resignation and notifies the International Office.

1.9.8 Membership in an Inactive Chapter. In the event of suspension or revocation of a chapter's charter, members in good standing of that chapter will have a choice to become at-large members under the jurisdiction of a Trustee-at-Large or membership in an active Campus or Field chapter or member-at-large grouping.

1.9.9 Emeritus membership. This Board of Director's appointment is reserved to any member who has:

- been in good standing for at least ten (10) years immediately preceding the application,
- at least twenty (20) years as a member in good standing,
- attained the age of sixty five (65), and
- officially retired.

1.9.9.1 Nominations for appointment as an Emeritus member may be made by:

- self-nomination or nomination of another by any member-in-good standing,
- Chapter Trustees, co-trustees on behalf of a chapter
- a member of the Board of Directors.

1.9.9.2 Emeritus membership will be continued as long as the member returns the Annual Dues Notice to the International Office as a notation of interest.

1.9.10 Retired member status is conferred when:

- the member reaches sixty-five (65) years of age;
- has officially retired from full service in an Epsilon Pi Tau-served technology profession;
- has been in continuous good standing at least ten (10) years immediately preceding application; and
- the status is confirmed in writing to The International Office by the member or the appropriate Trustee.

1.9.11 Reinstatement of Membership. Reinstatement of membership requires clearance from the International Office, and payment of the current year's dues.

## Section 2. Dues and Fees

2.1 *Good Standing or Active Member Status.* Members are in good standing upon payment of annual International and Chapter dues. Members-at-large will be in good standing upon payment of International dues.

2.2 *Establishing International Dues and Initiation Fees.* The Board of Directors is empowered to establish and increase or decrease dues and initiation fees under the following conditions:

-- Increases may not exceed 20 percent in any year and members must be notified in advance of receiving a dues notice.

-Increases exceeding 20 percent must be approved by a majority of active members voting and following a vote for the increase all members will be notified before receiving the dues notice that includes the increase.

2.3 *Dues Billing Policies and Procedures.*

-- Dues are paid to cover the Epsilon Pi Tau fiscal year (f/y) January 1 to December 31

-- Dues notices to members cover both International and chapter dues, when applicable.

-- Dues notices to cover a f/y are mailed or disseminated by mail and/or the web site on or about the preceding October 15,

-- Members may pay dues via mail or web site.

--the International Office disburses the collected chapter dues to the chapters.

2.4 *Allocating Initiation Fees.* The one-time Initiation Fee was conceived and implemented, in part, to provide resources to The Epsilon Pi Tau Fund. No less than 50% of the amount collected must be deposited in the Epsilon Pi Tau Fund. The remaining funds are place in the operating account to come under the Board of Director's budgeting and expenditure process.

2.5 *Chapter Dues and Initiation Fees* and their amounts are in addition to International dues and fees. These are determined by a majority vote of a chapter's membership.

2.6 *Dues and Fees at Time of Initiation.* Names of newly initiated members must be entered into the International Office data base in order for them to be recorded as members to commence member services. This is contingent on the receipt of dues and fees which the chapter collects from initiates and forwards to the International Office, along with the appropriate reporting form (available on the Epsilon Pi Tau web site), prior to the initiation.

Dues for initiations conducted from January through September 30 of a given year, will cover that year. Dues for initiations conducted from October 1 through December 31 will cover the following year.

2.7 *Dues for Emeritus Members.* Emeritus members are exempt from payment of dues and other assessments. They have all the rights and privileges of a member in good standing. Annual dues notices will be sent to emeritus members as a continuing reminder of their privilege and to provide an opportunity for them to contribute to the Epsilon Pi Tau Fund.

2.8 *Dues for Retired Members.* Dues for retired members are one half of the International dues and one half of the chapter dues.

### **Section 3. The Governing Regions.**

3.1 *Five geographic regions*, numbered one through five, shall be established to provide the governing base for the organization and will include:

Region 1 - The nations of Europe, the Canadian Maritime Provinces and Quebec, and the Northeastern United States (Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Jersey, New Hampshire, New York, Pennsylvania, Rhode Island, Vermont).

Region 2 - The Nations of Africa, the Caribbean Islands, and the Southeastern United States (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, and Virginia.)

Region 3 - The Canadian Province of Ontario, and the North Central United States (Illinois, Indiana, Michigan, Ohio, West Virginia and Wisconsin).

Region 4 - The nations of Central and South America, the Canadian Northern Territory and Provinces of Manitoba and Saskatchewan, and the Central United States (Arkansas, Colorado, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas and Wyoming).

Region 5 - The nations of the Pacific and Pacific Rim, Asia, the Canadian Yukon Territory and Provinces of Alberta and British Columbia and the Western United States (Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, and Washington).

3.2 *Criteria for Establishing Regions.* Chapters in a geographic area may petition the Board, or the Board may act, to establish a new Region provided that it will be geographically self-contained and contiguous, include at least five active chapters and have the potential to increase to at least 10 chapters within five years after its establishment.

3.3 *Dissolution of a Region.* The Board of Directors is empowered to dissolve a Region upon evidence over a three-year period preceding action by the Board that its membership has declined to less than five active chapters and there is no evident potential for increasing these numbers. A vote by the Board to dissolve the Region shall include assignment of the chapters to a conveniently located Region.

### **Section 4. The Board of Directors.**

4.1 *Description.* The Board of Directors is the governing body of the Honor Society and, as a corporate body, is responsible for the governance and the quality of the programs and the continued development and viability of the organization. As constituted, the Board also applies the principles of management relevant to an IRS 503C educational not-for-profit entity in fulfilling oversight responsibilities for the Epsilon Pi Tau Fund.

4.2 *Composition and Qualifications* The Board of Directors shall be composed of Regional Directors and Constituent Directors. Each Regional Director will represent the Campus and Field Chapters in one of the society's established Regions. Constituent Directors will represent such constituencies as affiliated professional organizations, universities, community colleges and proprietary schools, and members-at-

large groupings. The Executive Director is a non-voting member of the board, and is appointed by the Board of Directors for a five-year term to serve at the pleasure of the Board of Directors. Following a review by the Board, the appointment may be renewed. It may be terminated for cause at any time during the term.

4.2.1 Regional Director/member of the Board of Directors-Qualifications. Candidates for election to the Board as a Regional Director must reside in the Region to be represented and must be a:

4.2.1.1 Trustee emeritus, or

4.2.1.2 Trustee of a chapter in good standing within the region to be represented with a record of at least 5 years of continuing or combined service as Trustee or co-Trustee, or

4.2.1.3 Co-trustee of a chapter in good standing within the region to be represented with a record of at least 5 years of continuing service as a co-Trustee or as a co-Trustee and Trustee.

4.2.1.4 Laureate member or be qualified for the Laureate.

4.2.2 Constituent Director/member of the Board of Directors-Qualifications. Candidates for election to the board as a Constituent Director shall have:

4.2.2.1 at least 5 years of continuous active membership in Epsilon Pi Tau and service in the constituency to be represented,

4.2.2.2 held, or currently holds, a senior officer position in the constituent organization or group

4.2.2.3 a Laureate Citation or be qualified for the Laureate.

#### 4.3. *The Election Process – Nominations – Elections Cycle – Conducting Elections*

4.3.1 Nominations of Regional Director Candidates is done by a nominating committee of the Trustees and co-Trustees of the Region.

4.3.1.1 Before the end of January of the year in which a Board member's term ends, the Executive Director obtains nominations by providing the nominating committee a list of eligible Trustees and co-Trustees in the region along with the qualifications, term of office and duties and responsibilities of the office.

4.3.1.2 A single vote for an individual constitutes a nomination and will stand unless the individual withdraws.

4.3.1.3 To confirm acceptance of the nomination the candidate nominee completes a "Candidate's Packet" including: A "Who's Who in Epsilon Pi Tau" form, a statement of personal philosophy regarding the Honor Society and ability to attend Board meetings and maintain a schedule of visits to chapters.

4.3.2 Nominations of Constituent Director Candidates. For each constituency, the Epsilon Pi Tau Board of Directors will appoint a nominating committee composed of Epsilon Pi Tau members who are also members of the constituent organization and possess the same qualifications as the a potential nominee.

4.3.2.1 Before the end of January of the year in which a Board member's term ends, the Executive Director will appoint the nominating committee.

4.3.2.2 The nominating committee will submit at least two names of individuals who meet the criteria and the nomination will stand unless an individual withdraws.

4.3.2.3 To confirm acceptance of the nomination the candidate nominee completes a "Candidate's Packet" including: A "Who's Who in Epsilon Pi Tau" form, a statement of personal philosophy regarding the Society and ability to attend Board meetings and maintain a activity with the constituent organization so as to represent its interests effectively.

4.3.3 Election of Regional Directors. The Executive Director prepares ballot and conducts elections during February and March each year by mail ballot or secure website.

4.3.3.1 All members in good standing in the region will receive election material comprised of a ballot and the "Candidates Packet."

4.3.3.2 A nominee must obtain a majority of those voting to be elected. In the event that a majority is not obtained in a first vote, the two highest vote getters' names will be placed on a second ballot and the voting procedure is repeated.

4.3.4 Election of Directors/Constituent Representative. The Executive Director prepares ballot and conducts elections during February and March each year by mail ballot or secure website.

4.3.4.1 Epsilon Pi Tau members in good standing who are also members of the constituent organization will be identified and polled using a ballot based on the materials in the "Candidate's Packet."

4.3.4.2 A nominee must obtain a majority of those voting to be elected. In the event that a majority is not obtained in a first vote, the two highest vote getters' names will be placed on a second ballot and the voting procedure is repeated.

4.3.5 Certification of Elections. The Executive Director certifies the election results to the Board, the new Director, the nominating committee and members in the region or constituent organization. The Executive Director then expedites the new director's orientation by arranging meetings between the outgoing and incoming Directors, for transfer of relevant files and for a general orientation to operations and issues, challenges and status of the region or constituency. If convenient, Directors-elect are invited to attend any Board meeting scheduled prior to assuming office.

4.3.6 Term of Office and Term Limits of Directors. Directors are elected for a three-year term that begins July 1 following their election.

4.3.6.1 To insure staggered terms of office, for a 5 to 7 member, board, no more than two Directors may be elected in any calendar year and for an 8 to 10 member board, no more than three Directors may be elected in any calendar year.

4.3.6.2 A Board member may not serve more than three consecutive terms, or nine consecutive years. Upon reaching the term limit, the Board member may again seek election after a 3-year period out of office.

4.3.6.3 Individual Board members serve at the discretion of the Board of Directors.

4.3.6.4 Vacancies that occur during a member's term shall be filled to complete the term. In consideration of the amount of time remaining in the term and other factors relating to the greatest benefit to members, the Board will decide whether to conduct a special election or appoint a Director

4.3.6.5 A special election is conducted at a time determined by the Board using the nominating and election processes described in paragraphs 4.2.1 through 4.3.5.

4.3.7 Discontinuance of a Board member's Appointment. A member may be removed from the Board for any cause that may be detrimental to Epsilon Pi Tau by majority vote of the remaining Directors. A person thus suspended loses all rights to be a candidate for election to the Board.

4.4 *Duties of the Directors.* The duties of Constituent Directors and Regional Directors differ with respect to service and governance of chapters.

4.4.1 Regional Directors will:

4.4.1.1 represent the interests of chapters.

4.4.1.2 maintain regular contact with all chapters and when feasible make on-site visitations at least once every three years.

4.4.1.3 serve as liaison between local chapters, members-at-large groupings, the International Office and the Board of Directors.

4.4.1.4 appoint Trustees and Co-Trustees of chapters.

4.4.1.5 recommend, for their action, the discontinuance of the appointment of a Trustee or co-Trustee to the Board of Directors.

4.4.1.6 investigate inactivity and delinquency of a chapter and report and recommend to the Board of Directors relative to the chapter's continuance, suspension, charter revocation, or dissolution.

4.4.1.7 process nominations, and upon certification, award the Laureate membership and the Certificate of Commendation.

4.4.1.8 review and act on nominations for Distinguished Service Membership and for the International Honors Citation and make recommendations to the Board of Directors.

4.4.1.9 serve as chair of the Regional Judging Team for the William E. Warner Awards Program and make recommendations to the Board of Directors.

4.4.1.10 provide consultative services in matters of professional concern relating to chapter organization, administration, preparation of petitions, and in the installation of a new chapter within the region.

4.4.1.11 seek opportunities and take first contact initiatives to identify and to work with the executive staff in the development of new chapters.

4.4.1.12 identify deserving non-members and recommend same to be invited as Exemplary Initiates.

4.4.1.13 conduct installation of chapters within the region.

4.4.1.14 at least once every three years, organize and conduct regional meetings of chapter members, Trustees, officers, and members-at-large for purposes of input and leadership development activities or other purposes that advance Epsilon Pi Tau ideals and precepts.

4.4.1.15 attend the annual meeting of the Board of Directors and special meetings upon call by the Chair of the Board, the Executive Director, or any two members of the Board of Directors.

4.4.1.16 propose amendments to *The Code* for action by the Board and chapter Trustees.

4.4.1.17 assist the editors of *The Journal of Technology Studies* and *The Epsilon Pi Tau Preceptor* and the master of the Epsilon Pi Tau Website in soliciting articles and items for publication and/or posting.

4.4.1.18 Where feasible, develop a program of Exemplary Initiations at State, Regional and National and International venues appropriate to the director's region and arrange the particulars of the event and attend as a leading Epsilon Pi Tau figure.

4.4.2 Constituent Directors will:

4.4.2.1 represent the interests of the constituent organization's Epsilon Pi Tau members and interests.

4.4.2.2 maintain regular contact with the constituent organization by maintaining membership, attending its meetings, serving as an officer or on committees thereof.

4.4.2.3 serve as liaison between the constituent organization, its Epsilon Pi Tau members, and the International Office and the Board of Directors.

4.4.2.4 process nominations, and upon certification, award the Laureate membership and the Certificate of Commendation

4.4.2.5 review and act on nominations for Distinguished Service Membership and for the International Honors Citation and make recommendations to the Board of Directors.

4.4.2.6 serve as chair of the constituency's Judging Team for the William E. Warner Awards Program and make recommendations to the Board of Directors.

4.4.2.7 identify deserving non-members and recommend same to be invited as Exemplary Initiates

4.4.2.8 conduct installation of chapters that may emerge out of the constituent organization.

4.4.2.9 at least once every three years, organize and conduct meetings of the members of the constituency

4.4.2.10 attend the annual meeting of the Board of Directors and special meetings upon call by the Chair of the Board, the Executive Director, or any two members of the Board of Directors.

4.4.2.11 propose amendments to *The Code* for action by the Board and chapter Trustees.

4.4.2.12 assist the editors of *The Journal of Technology Studies* and *The Epsilon Pi Tau Preceptor* and the master of the Epsilon Pi Tau Website in soliciting articles and items for publication and/or posting.

4.4.2.13 Where feasible, develop a program of Exemplary Initiations at State, Regional and National and International venues appropriate to the director's constituency and arrange the particulars of the event and attend as a leading Epsilon Pi Tau figure.

4.4.3 Duties of the Chair of the Board of Directors. The Chair presides over all formal transactions involving the Board of Directors, the records thereof, and generally assumes the duties incident to such office or which may be required by the Board of Directors. The Chair makes appropriate arrangements for the agenda and meetings at international and national conferences and arranges other regular or special Board meetings.

4.4.4 Duties of the Vice-Chair of the Board of Directors. The Vice Chair, in the absence or inability of the Chair, performs all duties of that office. The Vice Chair represents the Board of Directors on the Editorial Board of *The Journal of Technology Studies* and performs such duties as required.

4.4.5 Duties of the Executive Director. On behalf of the Board of Directors, the Executive Director:

4.4.5.1 establishes and supervises the operation of the Society's International Office.

4.4.5.2 enforces *The Code* and other decisions adopted by the Board of Directors for administering, conducting, and promoting the organization's business.

4.4.5.3 serves as treasurer of Epsilon Pi Tau operating and endowment funds, and as appropriate, receives and invests all monies in the appropriate Epsilon Pi Tau accounts, and administers the policies adopted by the Board of Directors to regulate and maintain the financial integrity of Epsilon Pi Tau.

4.4.5.4 recruits, appoints, trains, and supervises staff to insure that high quality service is provided to members at all times.

4.4.5.5 upon demonstrated need and with the approval of the Board, appoints and delegates responsibilities to one or more Associate Executive Directors who must be members in good standing. Prepares and maintains in the International Office, documents that describe the duties and responsibilities of each such officer.

4.4.5.6 directs the financial accounting of the Honor Society for each calendar year with an audit or compilation before March 1 of the following year, and during that spring provides copies to the Board of Directors and to active members.

4.4.5.7 maintains systems that produce a complete and accurate record of the organization's finances and membership.

4.4.5.8 presents to the Board of Directors an annual "State of the Society" report along with a projected budget.

4.4.5.9 conducts the installation of chapters with the Regional or Constituent Director.

4.4.5.10 prepares an agenda and keeps and distributes to the Board of Directors minutes of all its meetings.

4.4.5.11 prepares and mails the ballots for the election of the Directors, and announces the results of these elections to the Board of Directors in a timely manner.

4.4.5.12 insures that the Epsilon Pi Tau archives are continually stocked with appropriate artifacts, an historical file of important events, publications, clippings, photographs, and other memorabilia significant to the history and progress of Epsilon Pi Tau and its personnel.

4.4.5.13 assumes such other duties and responsibilities as requested by the Board of Directors.

#### 4.5 *Power to Appoint Advisory and Working Groups and Enter Into Affiliation Agreements*

4.5.1 The Board of Directors may organize Commissions, Boards, Councils or Committees for periods of service and purposes as determined by the Board.

4.5.2 The Board of Directors may enter into agreements with other professional organizations to have Epsilon Pi Tau recognized as their official honor society.

4.5.2.1 In so doing the Board will determine that the goals and interest of the affiliating organization are consistent with those of Epsilon Pi Tau.

4.5.2.1 The arrangement should serve to advance Epsilon Pi Tau ideals and purposes without compromising its autonomy or integrity.

4.5.2.2 The governing boards of the organizations must officially approve the agreement.

4.6 *The Advisory Council of the Professions.* An Advisory Council of the Professions (ACP) shall be established to represent those professional organizations within the Epsilon Pi Tau's scope of interests to provide advice and guidance to and at the request of the Board of Directors. Professional organizations that will be invited to representation will be identified as appropriate to the needs and interests of the Board.

4.6.1 Criteria for Representative. The individual representative to the ACP should be in a position that provides continuity such as an Executive Director or designate or Chief Executive Officer or designate if their term of office is at least 3 years.

4.6.2 Meetings of ACP. The ACP shall meet no less than once every 3 years and more frequently at the discretion of the Board of Directors.

4.6.3 The Agenda for meetings of the ACP will be built by the Board of Directors in consultation with the Executive Director and the leaders of the ACP.

4.6.4 The ACP will organize itself and elect its leaders, upon whose request, the International Office will provide services in support of their work.

### **Section 5. Establishing Chapters.**

The Campus Chapter and The Field Chapter (Field Chapters in other nations are referred to as "International" Chapters) are the two types of chapters that can be established.

5.1 *Campus Chapters.* Campus chapters may be established at two year and senior post secondary institutions (two year colleges and senior colleges and universities).

5.1.1 Petition applications to establish a Campus chapter of Epsilon Pi Tau will be considered from institutions that are accredited by a regional or professional accrediting agency and whose degree programs are recognized by the higher education controlling or coordinating board of the state in which the programs are offered.

5.1.1.1 Programs in such institutions should provide evidence of enrollment and grading practices that demonstrate there will be a sufficient number of qualified students to sustain a chapter if they become members.

5.1.1.2 The institution and/or program should provide a brief profile of the institution's administrative staff, full- and part-time faculty, and technical staff who support instruction and, where appropriate, the institution's research and service efforts.

5.1.2 Petition information will be prepared by an appropriate group within the institution who must gather and provide the information that demonstrates meeting student and institutional eligibility standards in Section 1.

5.1.2.1 In some venues, a committee is formed to consider and prepare a petition. It is usually a representative study committee including, for example a department chair and/or program leader, trustee designates, student and faculty representatives. If not already members of Epsilon Pi Tau, these individuals are expected to become members upon establishment of the chapter

5.1.2.2 In other venues, institutional leaders consider and prepare a petition that applies to an entire institution (like a College of Technology) or a division that offers programs relevant to Epsilon Pi Tau. The following describes the sequence of events and information that should be provided in either case.

5.1.3 The petition should be prepared and forwarded, via e-mail or regular mail, to the Board of Directors of Epsilon Pi Tau who are interested in information that may come from recent self-studies and accreditation reports about quality, excellence and program efficacy and will address the following:

5.1.3.1 The Petition Letter (usually no more than two pages) indicates that the representative petitioning committee and/or institutional leaders understand the values and benefits of an Epsilon Pi Tau Chapter and that there is program and institutional interest, readiness and commitment to form and administer a chapter,

--Notes the committee members' names and positions, and their roles in preparing the documents,

--Designates the persons who will serve as chapter Trustee and co-Trustees,

--If the Petition is prepared by a representative committee, the committee's chair signs the letter and attaches a sheet with a brief statement in which the committee members acknowledge and affirm the contents of the letter by signing the letter. Institutional affirmation is accomplished by having as many officers as possible, such as President, Provost, VP for Academic Affairs, VP for Student Affairs, and Dean place their signature on the sheet.

--If the Petition is prepared by institutional officers, their designated preparer will sign the letter and, on an attached sheet following a brief statement of affirmation have the signatures of as many officers as possible, such as President, Provost, VP for Academic Affairs, VP for Student Affairs, and Dean.

5.1.3.2 Program Quality Information addresses institution and program accreditation, undergraduate student grade attainments and staff information.

-- Copies of most recent responses to accreditation self-studies or visits from accreditation agencies for the institution and (if there is a program specific agency, in addition to the institution's) for programs;

-- For newer and emerging programs and institutions the state's higher education controlling or coordinating board's statement recognizing and approving degrees.

- A profile of the programs' student body and grading results for the preceding two years. Table I, offers a possible pattern to follow. Petitioners should feel free to use their preferred presentation means. Grading results need not be reported for graduate students.

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Table I. Students enrolled and grade point average ranges for students in  
 Computer networking program of \_\_ (Institution Name\_)  
 (Petitioners may use different intervals provided that the percentages at the 3.25 and above ranges are clearly communicated)

Year 2003

Level	Enrollment	Grade Point Average Ranges as % of Enrollment			
		3.5-4.0	3.25-3.49	3.0-3.24	Less than 3.0
Freshman	80	5.5	13.5	18	63.5
Sophomore	72	7.5	14	20	58.5
Junior	68	8.7	16	23	52.3

\*\*\*\*\*

- A profile of the institution's administrative staff, and of full- and part-time faculty, and technical staff who support program instruction (full- and part-time faculty and technical support persons should be listed by department or program along with their degree attainments and any current professional practice in which they are involved).

-- A copy of the institution's latest catalog and any other publicity material about the programs that Epsilon Pi Tau will serve.

5.2 *Field and International Chapters and Members-at-large Groupings.* The Board of Directors will establish a system of Members-at-large-groupings. Petitions to establish a Field or International Chapters or (in the future) Members-at-large grouping will be considered in terms of geographic location, potential to serve members not otherwise served by chapters and other programmatic considerations such as professions and professionals that may be served. Chapters or groupings may include members who have been initiated in campus chapters, those especially initiated by campus chapters for transfer to field chapters, those initiated at Exemplary Initiations, and those initiated by the field chapters.

5.2.1 Member-at-large groupings will be created by the Board of Directors to insure that all members in this category will receive and benefit from quality Epsilon Pi Tau services and will participate in governance as do all other members.

5.2.1.1 The Board will determine the size and geographic scope of such groupings and initiate contact with the potential members to first seek recommendations, and for the appropriate regional director or constituent director to make appointments of Trustees and co-trustees.

5.2.1.2 Such groupings, depending upon the wishes and preferences of the members, may be operated entirely as a "virtual" chapter or may opt for meetings and other professional and personal contacts.

5.2.2 A petition should be prepared and forwarded, via e-mail or regular mail, to the Board of Directors of Epsilon Pi Tau who are interested in information about quality, excellence and potential to develop and maintain an effective program and services.

5.2.2.1 Petition information will be prepared by an appropriate group within the geographic region of the intended chapter. Prerequisite to formal preparation, the committee should consult with the appropriate Director and the Executive Director to obtain names of members who reside in the region and who may become members of the proposed Field Chapter.

5.2.2.2 Eight or more members of Epsilon Pi Tau, residing in a locality to be defined, may petition for the establishment of a Field Chapter or International Chapter or a Members-at-large grouping. However, for the latter, it must be shown that there are at least 100 persons in that category who are interested in its establishment.

5.2.2.3 The petition may be assembled in the manner that is most convenient but it should include the following:

5.2.2.4 The Petition Letter (usually no more than two pages) communicates the petitioning Committee's full acceptance of the provisions set forth in *The Code* for governing and maintaining the high standards of a Field or International Chapter or Member-at-large grouping. It also indicates that the petitioning committee understands the values and benefits of an Epsilon Pi Tau Chapter or Grouping, that there is interest, readiness and commitment to form and administer a chapter or grouping, and:

- notes the committee members' names and positions, and their work in preparing the documents,
- designates the persons who will serve as chapter Trustee and co-Trustees,
- Profiles the geographic area to be served,
- describes chapter headquarters, the chapter's proposed administrative organization, and the proposed activities
- names, permanent addresses, and current chapter affiliations of members expected to join the field chapters upon its installation,
- provides some evidence that there are nonmember professionals in the region who deserve to be recognized by Epsilon Pi Tau and to whom membership may be extended at the chapter or grouping installation initiation and future initiations.

### 5.3 Board Review and Response to Petitions

--Receipt of the petition by the board is an opportunity for constructive exchange of ideas and clarification, if needed.

--The board will review and discuss the material, and consult with the Epsilon Pi Tau executive staff. They will seek information from others, visit the institution, or, for field chapters and members-at-large groupings, the region. If such visits had not occurred, a board representative may be dispatched for that purpose. Board members may also seek answers to questions directly from the petitioners. When satisfied that all questions are answered, a vote is taken.

--Upon a favorable vote, the Executive Director informs the petitioners and provides detailed information in a pamphlet "Arranging the Chapter Charter Installation Initiation" to guide the formal installation of the chapter or establishment of the grouping. Along with that, the chapter or grouping name is provided.

--Typically, if the petition is granted, the names of the members of the petitioning committee, including the new Trustee, are inscribed on the charter as charter members.

5.4 *Chapter Designation.* Campus and Field chapters are designated by the type of chapter and the letter(s) of the Greek alphabet assigned alphabetically by the International Office in the order of acceptance, such as "Beta Chapter" or "Alpha Field Chapter." Member-at-large groupings will be identified by their region number followed by a Roman numeral that signifies the order in which they were established such as "Region 1 (V) Group."

5.5 *Installation.* The International Office arranges for the Executive Director and the Regional Director to represent the Board of Directors at the chapter installation and to convey the Charter.

### 5.6 Charter and Supplies.

5.6.1 At the time of the installation or as soon as possible thereafter, the signed charter, bearing the Epsilon Pi Tau corporate seal and the names of the charter members shall be presented to the institution's chief executive officer, or for Field Chapters, the designated Trustee. In the event the final, official charter cannot be presented at the initiation, a draft or "Mock" Charter may be presented.

5.6.2 Ritual ceremony books, initiation triangle, table covers, official stationery, and a set of record forms shall be provided by the International Office at cost when a chapter is installed.

**Section 6. Selection of Chapter Leadership** Chapter officers will be: a Trustee, one or more Co-Trustees, a president, vice-president, secretary and treasurer. The offices of secretary and treasurer may be combined into one office at the discretion of the Trustee. The Trustee's term of office will be established in consultation with the Regional Director.

For Campus Chapters, Trustees and co-Trustees must be members of the appropriate program staff, either as instructors or administrators. Chapters may initiate eligible students and others from programs and groups enumerated in Section 1.3. In institutions where there are several programs, Co-Trustees may be appointed to represent a field or discipline different from the Trustee.

### 6.1 *Trustee-Campus Chapter.*

#### 6.1.1 Qualifications for Campus Chapter Trustee are:

- local chapter membership in good standing,
- commitment to serve EPT
- significant experience in business or industry or a record of successful teaching or administration, or an earned doctorate or at least the rank of associate professor,
- at least one year of full time employment at the institution.

Exceptions to these qualifications may be recommended by the Regional Director and approved by the Board.

6.1.2 Appointing a Trustee for a new Campus Chapter. Because the petition to establish a chapter designates a Trustee, the petitioning committee's and/or institution officers' signatures constitute a recommendation. The Trustee must be a member and meet the preceding qualifications. If the Trustee-designate is a non-member meeting all other qualifications except membership and length of service, he or she will become a member at the official installation of the chapter. The appointment becomes official with presentation of the Certificate of Appointment by the appropriate Regional Director.

6.1.3 Appointing a Trustee upon a vacancy in an existing Campus Chapter. A committee of chapter members in good standing, the administrator of the academic unit(s) sponsoring the chapter (a President, dean or department chair), and the vacating Trustee (if he or she wishes to participate) can constitute a nominating committee.

--Upon consideration of the Trustee qualifications (in 6.1.1), the committee submits the selected person's name for a confirming vote by active chapter members.

--The committee reports its recommendation, the confirming vote and provides the person's "Who's Who in Epsilon Pi Tau" form to the Regional Director.

--After receiving the Regional Director's concurrence, the Executive Director confirms the appointment on behalf of the Board of Directors and the Regional Director issues the official Appointment Certificate.

### 6.2 *Trustee-Field or International Chapter*

#### 6.2.1 Qualifications for Trustee-Field or International Chapter or Member-at-large grouping are:

- membership in good standing,
- minimum of five years service to Epsilon Pi Tau,
- master's degree and/or commitment to serve Epsilon Pi Tau. At least four years of teaching or industrial experience and recognized leadership in the profession.

--exceptions to these qualifications may be recommended by the Regional Director and approved by the Board.

(For chapters organized in certain countries, it may be necessary to notify national, state, or provincial government leaders of all plans and operations. Also, local government policy may allow only citizens of the country to hold chapter offices).

6.2.2 Appointing a Trustee for a new Field or International Chapter or Member-at-large grouping.  
Because the petition to establish a chapter designates the Trustee, the petitioning committee's signatures constitute a recommendation. The Trustee must be a member and meet the preceding qualifications. If the Trustee designate is a non-member meeting all but the membership and length qualifications, he or she will become a member at the official installation of the chapter. The appointment becomes official with presentation of the Certificate of Appointment by the appropriate Regional Director.

6.2.3 Appointing a Trustee for an Existing Field, International Chapter or Member-at-large grouping.

A committee of chapter or member-at-large grouping members in good standing and the vacating Trustee (if he or she wishes to participate) can constitute a nominating committee.

--Upon consideration of the Trustee qualifications (in 6.2.1), the committee submits the selected person's name for a confirming vote of the active chapter members.

--The committee then reports its recommendation, the confirming vote and provides the person's "Who's Who in Epsilon Pi Tau" form to the Regional Director.

--Upon receipt of the Regional Director's concurrence, the Executive Director confirms the appointment on behalf of the Board of Directors and the Regional Director issues the official Appointment Certificate

6.3 *Co-Trustee(s)-Campus Chapters.*

6.3.1 Qualifications for a Co-Trustee-Campus Chapter are:

- Member-in-good standing of local chapter,
- Commitment to serve Epsilon Pi Tau
- At least one year of full-time employment at the institution.

Exceptions to these qualifications may be recommended by the Regional Director and approved by the Board.

6.3.2 Appointing a Co-Trustee-Campus Chapter

--The process of appointment outlined in 6.1.2 will pertain to the Co-Trustee appointment except that the recommendation should communicate the Trustee-designates agreement.

--The process of appointment to fill a Co-Trustee vacancy in an existing Campus Chapter will be as outlined in 6.1.3 except that "Trustee" replaces "vacating Trustee"

6.4 *Co-Trustee(s)-Field or International Chapter or Member-at-large grouping.*

6.4.1 Qualifications for Co-Trustee Field or International Chapter or Member-at-large grouping are:

- membership in good standing,
- commitment to serve Epsilon Pi Tau
- at least one full year of full time employment at the institution
- at least two years of full-time service and leadership within the profession.

Exceptions to these qualifications may be recommended by the Regional Director and approved by the Board.

6.4.2 Appointing a Co-Trustee in New and Existing Field or International Chapter or Member-at-large grouping.

-- The process of appointment for a new Field or International chapter or member-at-large grouping outlined in 6.2.2 will pertain to the co-Trustee appointment except that the recommendation should communicate the Trustee-designates agreement.

--The process of appointment to fill a co-Trustee vacancy in an existing Field or International Chapter will be as outlined in 6.2.3 except that "Trustee" replaces "vacating Trustee."

*6.5 Officers for Campus Chapters.* Only members in good standing are eligible to hold office.

--Nomination of officers for the regular academic year or each term are made at an organizational meeting (See par. 7.1 Conducting Meetings and Business) called for this purpose by the Trustee. Meetings may be conducted by secure electronic means.

--Nominations are presented at the organizational meeting at which nominations from the floor or an equivalent when conducted electronically are also taken.

--Voting may be by written ballot or secure electronic means with opportunity extended to all active members. One-half of the active members will constitute a quorum.

--The Trustee or a Co-Trustee designated by the Trustee will supervise and certify the election.

--A majority vote elects.

*6.6 Officers for Field Chapters.* Only members in good standing are eligible to hold office.

--At least three weeks prior to a general meeting at which the election will be held, the President and Trustee will appoint a nominating committee to prepare a slate. Meetings may be conducted by secure electronic means.

--The nominations are presented at the general meeting at which nominations from the floor or an equivalent when conducted electronically are also taken.

--Voting may be by written ballot or secure electronic means with opportunity extended to all active members. One-half of the active members will constitute a quorum

--The Trustee or a Co-Trustee designated by the Trustee supervise and certify the election.

--A majority vote elects.

6.7 Duties of Trustees and Officers. The duties of the Trustee and officers are outlined below. Trustees and officers may define additional responsibilities as related to the effective conduct of chapter activities. (The Epsilon Pi Tau web site and other electronic means will significantly facilitate the performance of duties and responsibilities for all offices. Although these are described in a traditional mode, all chapter leaders are encouraged to draw upon these technologies as much as possible as they conduct chapter and the society' business).

6.7.1 Trustee. The Trustee, assisted by one or more Co-Trustees, administers and supervises the activities of the chapter by:

6.7.1.1 assuming responsibility to the Board of Directors for the conduct and quality of the chapter and its activities.

6.7.1.2 preparing a list of candidates for membership to be reviewed by the membership Committee.

6.7.1.3 assuming responsibility for the fiscal affairs of the chapter, countersigning all chapter checks, authorizing cards maintained by banks for the bank account of the chapter, and supervising all chapter receipts and disbursements. For campus chapters in institutions where chapter funds are required to be maintained by student services or a similar administrative unit, the Trustee, through a chapter treasurer, approves and/or supervises funds collected for or disbursed from chapter funds that involve payment at the local level or funds due the International Office of Epsilon Pi Tau.

6.7.1.4 is responsible for control of Rituals, paraphernalia, and records of the chapter.

6.7.1.5 briefs new chapter officers on their duties and responsibilities according to *The Code*.

6.7.1.6 signs or electronically certifies all annual reports, all membership certificates, all "Who's Who in Epsilon Pi Tau" forms, "Honors Nomination Forms" and Citation Certificates that originate at the chapter level and transmitting these forms to the Regional Director for processing.

6.7.1.7 signs or co-signs or electronically certifies Remittance Forms and all official chapter correspondence with the International Office or delegates this responsibility to a Co-Trustee.

6.7.1.8 serves on behalf of Epsilon Pi Tau in certifying the accuracy of the financial statements involving both the International organization and chapter finances and performs this task at least once each year for the Annual Chapter Report and whenever the treasurer or Trustee leaves office.

6.7.1.9 submits the Annual Chapter Report to the Regional Director (two copies) no later than February 1 of each year.

6.7.1.10 promptly reviews, corrects and returns chapter rosters to the International Office.

6.7.1.11 recommends the appointment of one or more Co-Trustee(s) and assigns their duties and responsibilities.

6.7.1.12 submits two copies of the Chapter Directory Report to the Regional Director no later than October 15 of each year.

6.7.1.13 reports the results of chapter members' votes in matters relating to the revision of *The Code* including changes in fees assessed for International dues and Initiation fee for members.

6.7.1.14 proposes amendments to *The Code* as prescribed in Part 1, - The Constitution Article 8.2 and in Part II - *The Bylaws*, Section 13.

6.7.1.15 casts a personal vote, and facilitates the votes of chapter members in good standing in the election of the Director of the region in which the chapter is located

6.7.1.16 serves a major role in the initiation ceremony

6.7.1.17 nominates chapter members for Laureate and Distinguished membership and non-members for Certificate of Commendation and International Honors Citation.

6.7.1.18 Insures the chapter's full participation and representation on the Epsilon Pi Tau web site.

6.7.2 Co-Trustee. The Co-Trustee(s) is responsible to the Trustee for the conduct, supervision, evaluation and promotion of chapter business and professional activities and assists the Trustee and the membership committee in identifying candidates for general membership. When authorized by the Trustee, the Co-Trustee signs Remittance forms and official correspondence with the International Office. Co-Trustees may nominate chapter members for Laureate and Distinguished membership and non-members for the Certificate of Commendation and International Honors Citation.

6.7.3 President. The president's duties are to:

--work with the Trustee and Co-Trustee(s) to maintain the quality of chapter activities.

--serve as presiding officer at all stated and called meetings of the chapter.

--appoint a Ritual Team, membership committee, and other committees as necessary after consultation with the Trustee or Co-Trustee(s).

--call special meetings when the occasion demands, or when petitioned by one-fourth or more of the members in good standing.

--schedule regular and special meetings at least two weeks in advance.

--take the part of the Honorable Basileus in the initiation ceremony or appoint another member to assume the part.

--assume responsibility for the effective performance of duties assigned to other chapter officers.

6.7.4 Vice President. The vice-president's duties are to assume:

--the duties of the president in the event of the absence or inability of the president.

--responsibility for programs.

--responsibility for the initiation paraphernalia and for planning the room arrangement for the initiation ceremony.

--responsibility for chapter banquets and/or other meal functions, professional meetings as included in the activities program except when a special officer or committee is appointed for those responsibilities.

6.7.5 Secretary. The secretary's duties are to:

--keep the minutes and record of attendance of all meetings

- inform members in good standing of regular and special meetings at least one week in advance
- send official communications to members and others as directed by the president with the approval of the Trustee or Co-Trustee(s), keeping on file copies of all correspondence pertaining to the Society.
- prepare a roster of officers, members, addresses, telephone numbers, and committees for chapter use.
- inform the International Office of all changes of membership addresses and status including return of a corrected chapter roster.
- assist the Trustee in preparing the Chapter Directory.
- assist the Trustee in maintaining the chapter files, records, forms, and archives.
- maintain current chapter information on chapter and Epsilon Pi Tau web sites.

#### 6.7.6 Treasurer. The treasurer's duties are to:

- record and deposit all monies received by the chapter, including those for the International Office, and disburse the same by check, countersigned by the Trustee.
- keep an accurate account of the finances of the chapter and render financial reports at regular meetings and other occasions when requested, under the supervision of the Trustee.
- assist the Trustee in preparing the Annual Chapter Report submitted to the Regional Director (two copies) and to the chapter members.
- transmit, with the approval of the Trustee, all monies due to the International Office no later than the end of each month, using the Remittance Form, and report address changes, when known, to the chapter secretary.
- deliver all money and other property, at the expiration of the treasurer's term, to the incoming treasure via the Trustee, who shall certify the accuracy of the records.

#### 6.8 *The Trustee's Office*

6.8.1 Trustee. The Trustee is appointed by the respective Regional Director and serves at the discretion of the Board of Directors.

6.8.1.1 Cause for Discontinuing a Trustee's Appointment. A Trustee may be removed from that position when:

- in the absence of just cause beyond the Trustee's control, the chapter does not conduct an initiation for two consecutive academic years; or
- the annual Chapter Directory Report and Annual Chapter Report are not filed at the International Office for two consecutive years; or
- failure to support or enforce *The Code of Epsilon Pi Tau* provisions that apply to chapter affairs.

6.8.1.2 Discontinuing a Trustee's Appointment. Upon ascertaining that the best interests of the local chapter and Epsilon Pi Tau are not being served by the retention of the Trustee, the Regional Director notifies the Executive Director requesting a review by the Board of Directors and provides supporting information including:

--data from communications,

--site visits to campus or field chapters, and

--other information demonstrating the efforts made by the Regional Director and/or the Executive Director to secure adherence of the Trustee to the policies essential to effective chapter administration.

Prior to the review by the Board of Directors, the Executive Director notifies the Trustee of the right to appeal to the Board.

--upon the Board of Directors decision and on their behalf, the Executive Director informs the Trustee and appropriate institution officials that the Trustee's appointment has been discontinued.

6.8.2 Co-Trustee(s). The Co-Trustee(s) is selected and recommended by the Trustee to the Regional Director who makes the appointment.

--a Co-Trustee may be removed from that position by the Trustee with evidence of failure to fulfill assigned responsibilities

--the Regional Director is informed of the removal and provided a complete nomination form including an updated "Who's Who in Epsilon Pi Tau" form for the replacement who will be approved and appointed by the Regional Director.

6.8.3 Chapter Officers. Chapter officers serve the term of office as defined in the chapter by-laws or until their successors are elected and installed. Vacancies are filled as defined in the chapter by-laws.

## Section 7. Chapter Operation

7.1 *Conducting Meetings and Business.* The traditional meeting venue, with members physically present has been ideal for developing leadership capabilities. Consequently, that approach is favored, particularly for Campus Chapters.

--However, if chapter leaders are confident that the leadership development objective can be accomplished through other means or by combining traditional meetings with other means, they are encouraged to implement those.

--Therefore, chapters may implement electronic or other acceptable alternatives to the traditional face-to-face, physically present means to conduct meetings and elections, provided that any alternatives that are adopted will permit free and open discussion, exchange of ideas, and elections whose results are accurate, free from tampering and voter privacy is secure.

--Chapters should inform their Regional Director and the International Office if an innovative meeting and voting system is used.

7.2 *Committees.* Standing or special purpose committees may be established as necessary for effective chapter operation, but a chapter must establish a Membership Committee and a Ritual Team.

7.2.1 Membership The membership committee should include the vice-president as chair, the Trustee, or a designate, and in the case of Campus Chapters, one or more student member(s) appointed by the president.

7.2.2 Ritual Team. Prior to and in preparation for each initiation, the president appoints a Ritual Team. This Team arranges and conducts the Ritual ceremony using the latest version of *The Ritual of Epsilon Pi Tau*.

7.2.3 Other committees. Standing or special committees may be appointed as necessary.

7.3 Membership and Initiation Procedures. It is clear a clear plan, carefully executed in a timely manner results in contacting and encouraging deserving candidates to respond and be present for the initiation.

7.3.1 Initiation Planning Calendar (This is based on traditional communications means. Chapters that use electronic means may require less lead time for specific activities, but should use the calendar as a guide).

--Select a date for the initiation activity well in advance and no less than 1 1/2 months prior to it. The numbers in the parentheses like (45) indicate the recommended number of days before the event that the particular planning activity should take place.

-- Chapter executive group and Membership Committee meet to select candidates and consider whom to invite as guests and create first drafts of letters (messages) of invitation. Also, consideration should be given to identify any persons to be invited for purposes of awarding a Laureate or Distinguished Service or Certificate of Commendation or International Honors Citation (45).

-- Mail invitations (see 7.3.2.4), which should ask invitee to respond whether or not they accept the invitation. Include publicity materials about the chapter and Epsilon Pi Tau (40).

-- Honors nomination forms for persons to whom the chapter proposes award citations should be forwarded to the Regional Director (30).

-- Follow-up note of encouragement to invitees who have not responded. Use telephone, and/or email, and/or regular mail and/or personal face-to-face contact encouraging a response of acceptance within 2/3 days (20).

-- Mail checks and Remittance Forms (including names, addresses, dues, initiations and jewelry order) (may be done email/website) for all who have accepted and will be initiated. (15)

--Conduct Initiation and related meal function. (0)

7.3.2 Selection and Initiation Procedures are carried out by the Membership and Ritual Committees and chapter officers.

7.3.2.1 Duties. The Membership Committee reviews the list of candidates prepared by the Trustee and Co-Trustee(s). For Campus Chapters, institutional procedures relative to the "right of privacy" must be observed. The committee or the Trustee may contact faculty or practitioner members to obtain additional information on candidates if needed. The Committee selects nominees for membership from the list of candidates who meet the eligibility standards called out in Section 1.

7.3.2.2 Procedure. The committee chair informs the members at a chapter meeting of the names of persons nominated for membership.

7.3.2.3 Processing Nominations. The following should be done approximately forty (40) days prior to the initiation (chapters using electronic means to communicate may require less time).

7.3.2.4 Notifying Candidates.

--The Chapter president, with the Trustee's concurrence prepares and sends an official letter or email message of invitation to each candidate.

--Other items enclosed or attached with the invitation are: The most recent copy of the Epsilon Pi Tau information brochure like, "Leadership in the 21st Century," two copies of the "Who's Who in Epsilon Pi Tau" form.

--The letter/message should mention the items that are being enclosed and the amount of dues and fees. It is helpful also to describe the long-term benefits of membership including noting membership in an Honor Society in their resumes, continued lifetime contacts with and about developments in technology and leadership information, *The Journal of Technology Studies*, the newsmagazine, the Epsilon Pi Tau Preceptor, the web site services; and what they will receive at the initiation, like pins and certificate of membership.

--Inform the candidate of the time and place for the initiation and any other details that would help, that friends and relatives may attend, and whether there will be a dinner and any associated costs beyond the dues and initiation fee.

--Advise the candidate that to accept the invitation, the Who's Who form should be completed and returned along with payment of the Initiation Fee and Dues and any other monies to cover cost of a key and/or a meal function if one has been planned (Sample letters are available from the International Office or the Epsilon Pi Tau web site).

--Once issued, the invitation remains an obligation of the chapter. It may be accepted for an initiation at a later date, providing the candidate continues to be eligible.

--The candidate must participate in the official initiation to be duly accepted into full membership

7.3.3 Trustee's Certification. The candidate's principal technical, social and professional achievements reported on duplicate copies of the "Who's Who in Epsilon Pi Tau" form must bear the signature of the Trustee and the nominee. One copy is retained in the chapter files and the second copy is forwarded to the International Office. (This may be done using regular mail, email or website).

7.3.4 Orientation Meeting for Candidates. When possible, in advance of the initiation ceremony, a meeting with the candidates should be called and conducted by the Trustee (or designated co-Trustee). This provides the prospective members with the information regarding the privileges, responsibilities, the pledge that will be taken, and other matters associated with membership in Epsilon Pi Tau.

7.4 Chapter Meetings and Other Obligations. A full agenda of professional and service activities is the hallmark of chapters.

7.4.1 Meetings. At a minimum, at least two regular meetings should be conducted each year.

7.4.2 Obligation to Conduct Initiations. At least one initiation must be conducted each calendar year.

7.5 *Obligation to Submit Annual Reports*. Chapters complete an Annual Chapter Report of progress and professional activities. These may be shared with chapter members and copies must be sent to the Regional Director and the International Office.

7.6 *Failure to Fulfill Chapter Obligations*. In its interest to continue a vibrant program of recognition of deserving students and professionals and to also provide rich leadership development and professional activities the Board of Directors seeks to insure the viability of chapters. Regional Directors and the International Office remain committed to working in close support of Trustees, co-Trustees and chapter officers in this regard. Therefore, the Board and the International office, knowing the vagaries of academic and professional life, are sensitive to the many things that may occur to frustrate smooth and timely chapter administration.

This section has been developed with great reluctance and with the hope that it will never be necessary to invoke its provisions. The Board of Directors has found that, in large measure, the failures that warrant action are largely due to poor communications. Knowledge about difficulties could result in assistance and understanding that could remedy situations thought to be impossible to overcome.

7.6.1 Chapters which fail to conduct at least one initiation in any one calendar year are placed on inactive status in the records of the International Office. If a chapter fails to conduct initiations for two consecutive years, an investigation by the Regional Director will be conducted regarding the chapter's viability as an active unit.

--A chapter which fails to submit Chapter Annual Reports is liable to a warning, to be placed on probation or suspension or to have its charter revoked, depending upon the extent and degree of the violation of the provisions.

7.6.2 Probation. The first instance of failure to submit the Annual Chapter Report to the Board of Directors is cause for warning from the International Office of the chapter's impending probationary status. A written explanation for failure is required within thirty days of the due date of February 1, of each year. If neither the late report nor the letter of explanation is received, the chapter is placed on probation until one is received. During this period of probation, the chapter is expected to remove the cause of probation and to function again as a chapter in good standing.

7.6.3 Suspension. Failure of a chapter to submit an Annual Chapter Report when due, for two consecutive years, is grounds for suspension of the chapter. This will include removal of the Chapter's authority to initiate new members, recommend honors, and to receive disbursements from the International Office of dues it has collected for the chapter until the chapter is restored to active status.

7.6.4 Charter Revocation. Grounds for the revocation of chapter charters include one or more of the following:

- failure to conduct one initiation each year,
- failure to file audited Annual Reports and other required reports,
- insufficient membership and participation to sustain chapter activities,
- conduct unbecoming a chapter, and

--failure to adhere to Epsilon Pi Tau policies and standards in the selection of new members.

The appropriate Regional Director will conduct an investigation and make a report and recommendation to the Board of Directors.

7.6.5 Revocation of a Campus Chapter Charter. Procedures are:

--The Regional Director consults with the Executive Director and submits a recommendation to revoke a chapter charter.

--The recommendation is reviewed and if acted upon favorably by the Board of Directors the following action is taken

--Notice of revocation is sent by the Executive Director to the institution's chief executive officer with copies to (1) Trustee, (2) the department chair, (3) the administrator of the appropriate academic unit, school or division, and to all chapter members.

--Membership and financial records, other chapter files, initiation paraphernalia, and monies in bank deposits must be sent to the International Office where they will be held. All funds revert to Epsilon Pi Tau to be held in escrow. If the chapter is reinstated within a period of five (5) years from the date of the notice of revocation, funds and records will be returned. If the Chapter is not reconstituted within the five-year period, the monies will be removed from escrow and deposited in the Epsilon Pi Tau Fund for use in accomplishing that fund's objectives.

7.6.6 Reinstatement of a Campus Chapter. The procedure for reinstatement of a chapter includes:

--a letter of intent prepared by the chair, director, dean or leader of the relevant administrative unit and sent to the Regional Director. It should include evidence of institutional support for the action (see 5.1.3.1 that suggests institutional leaders who may be involved), a recommendation of a Trustee and Co-Trustee(s) to be considered, accompanied by updated "Who's Who in Epsilon Pi Tau" forms for each.

--consultation by the Regional Director with the academic unit's leader to review the general provisions of *The Code* with respect to the administration of chapter affairs and advisability of reinstatement.

--a recommendation from the Regional Director to the Board that the chapter should be reinstated.

--Upon the Board's approval, the Executive Director responds to the administrative leader with a copy to the Regional Director concerning the requirements for reactivation that include

- (1) Trustee and Co-Trustee(s) to be considered,
- (2) list of former and potential members,
- (3) initiation to be conducted,
- (4) election of chapter officers,
- (5) paraphernalia and supplies required,
- (6) the establishment of a chapter office, and
- (7) the return of any chapter monies that were held in trust

7.6.7 Revocation of a Field or International Chapter Charter. The procedures to revoke such a charter are:

--The Regional Director consults with the Executive Director and submits a recommendation to revoke the chapter charter.

--The recommendation is reviewed and if acted upon favorably by the Board of Directors the following action is taken:

--Chapter financial records and funds audited by the Board of Directors and, if necessary, an accountant to verify the records. The International Office is not accountable for field chapter operations or its debts.

--Membership and financial records, other chapter files, initiation paraphernalia, and monies in bank deposits must be sent to the International Office where they will be held. All revert to Epsilon Pi Tau and the funds are held in escrow. If the chapter is reinstated within a period of five (5) years from the date of the notice of revocation, funds and records will be returned. If the Chapter is not reconstituted within the five-year period, the monies will be removed from escrow and deposited in the Epsilon Pi Tau Fund for use in accomplishing that fund's objectives.

--On behalf of the Board of Directors the Executive Director notifies the Trustee and the Chapter members of the revocation. (In the instance of International Chapters the same authorities notified about the establishment of the chapter should be notified about the revocation).

7.6.8 Reinstatement of a Field or International Chapter. The procedure to reinstate a Field or International Chapter or Member-at-large grouping are:

--A letter of intent from a committee of eight members to the Regional Director, including a recommendation of Trustee and Co-Trustee(s) to be considered, accompanied by their updated "Who's Who in Epsilon Pi Tau" forms.

--Consultation by the Regional Director with the reinstatement committee to review the general provisions of *The Code* with respect to the administration of chapter affairs and advisability of reinstatement.

--A recommendation from the Regional Director to the Board that the chapter should be reinstated. Upon the Board's approval the Executive Director who responds to the committee, with a copy to the Regional Director, concerning the requirements for reactivation that include (1) Trustee and Co-Trustee(s) to be considered, (2) list of former and potential members, (3) initiation to be conducted, (4) election of chapter officers, (5) paraphernalia and supplies required, (6) the establishment of a chapter office, and (7) the return of any chapter monies that were held in trust.

## **Section 8. Funding Operations and Awards Programs.**

The Board approves ways and means to acquire funds to allow planning for and implementing effective services to the membership, a meaningful program of awards and scholarships and such other activities that are consistent with the organization's mission and purposes in support of the development and advancement of the professions in Technology.

8.1 *The Budget*. Each year the Executive Director proposes and presents, for the approval of the Board, a comprehensive operating Budget Plan showing separate arrays for the following areas:

- The International Office
- The Board of Directors' operations and activities
- Publications and Board of Editors
- The Epsilon Pi Tau Fund

8.2 *Income, Expenses and Reserves* include but are not be limited to the following categories:

8.2.1 Income: Dues and fees, sales of paraphernalia and miscellaneous items, subscriptions and publications sales, gifts and donations, and transfers from other budget areas or categories.

8.2.2 Expenses: Personnel salaries and benefits, rent of space and equipment, supplies and equipment purchases, communications and shipping/ mailing, travel, entertainment, honoraria and awards, contingencies and transfers to other budget areas.

8.2.3 A Capital Equipment Replacement Reserve will be funded by an allocation from Dues and/or fee income each year. This Reserve will be based on the useful life of all equipment owned by the international organization only and does not apply to chapters.

8.3 *Board Approval of Expenses* The Board of Directors authorizes budgeted expenses and approves rates for:

8.3.1 International Office Expenses. For the Executive Director, members of the executive staff, salaries for secretarial personnel of the International Office, and expenses for publications. Rates for expenses (like travel) and salaries.

8.3.2 Travel Expenses. The cost and rates of reasonable and necessary travel and subsistence for the Executive Director, executive staff members, Editor of Publications, Regional Directors in the performance of their official duties and for other personnel who provide needed services. Requests for reimbursement require appropriate receipts and compliance with International Office process and forms.

8.4 *Chapter Dissolution*. In the event of the dissolution of a chapter or grouping, all assets, including paraphernalia, are transferred to the International Office and held in trust in the event of reinstatement.

8.5 *Dissolution of Epsilon Pi Tau*. In the event of the dissolution of the International Honor Society all assets shall be transferred to a tax-exempt organization selected by the Board of Directors.

## **Section 9. The Epsilon Pi Tau Fund.**

The Board of Directors of Epsilon Pi Tau is the governing body of this Fund. It functions in the same manner as a charitable not-for-profit foundation and was created to simplify the process of giving for those wishing to support Epsilon Pi Tau scholarship, awards and professional development programs. Epsilon Pi Tau is recognized by the Internal Revenue Service as a tax exempt 501C3 corporation, and benefactors are assured that gifts are tax deductible. Deserving students, young professionals, and professional activities that advance and strengthen the interests of the professions in technology are supported by the following three programs under the fund:

9.1 *The William E. Warner Awards Program* - Recognizes student scholars, exemplary chapters and exemplary research products.

9.2 *The Paul E. Hiser Exemplary Publication Award* - Recognizes the best article of the year appearing in *The Journal of Technology Studies*, the refereed publication of Epsilon Pi Tau.

9.3 *The General Fund* - Provides resources for organizational development activities to strengthen and extend the services of the Honor Society to individuals and emerging professional areas and organizations in technology.

## **Section 10. Information and Communications**

The board will enable the Executive Director to insure that effective services are provided to members and to the entire organization in this important domain. Under this authority, the Executive Director may appoint an associate to the executive staff who may:

10.1. *Appoint and supervise qualified personnel* from Epsilon Pi Tau's fields of interest to serve as editor and reviewers for *The Journal of Technology Studies*, subject to the approval of the Board of Directors.

10.2. *Oversee publications systems* including selecting, reviewing and refereeing manuscripts for publication in *The Journal of Technology Studies* and, reviewing, editing, assembling and arranging for publication of the *Journal of Technology Studies*, *The Epsilon Pi Tau Preceptor* newsmagazine and such other pamphlets and brochures that may be authorized for publication by the Board of Directors.

10.3. *Oversee the Epsilon Pi Tau web site* by developing, implementing systems to maintain the highest quality electronic representation of Epsilon Pi Tau and supervise staff to accomplish those ends.

10.4. *Personnel Administration Functions* include responsibility for recruiting, training and supervising the such personnel as are necessary to produce publications such as copy editors, proofreaders and desktop publishers, and web masters and also either functioning as an editor or delegating and then supervising editors along with other professional scholarly persons like reviewers.

## **Section 11. Insignia, Ritual, Awards**

11.1 *Use of Name*. Members in good standing in Epsilon Pi Tau may use the society's name in their professional credentials. The use of the name for any other personal purpose or in relation to any other subject is forbidden unless authorization has been previously obtained in writing from the Board of Directors. All official Epsilon Pi Tau documents will bear a facsimile of its official key or emblem as approved by the Board of Directors.

11.2 *Emblem or Insignia*. The emblem of Epsilon Pi Tau is an equilateral triangle designed and worn as a jewelry key or pin. The sides of the triangle are bars inscribed with the Greek names of the three precepts as specified in Part I, Article 1.2. The bars are joined at the apices of the triangle by pins. At the head of each of the three pins will be one of the three Greek letter initials of each precept name.

11.2.1 Membership Key and Certificate. The official emblem is a key made of 10K gold or gold-like alloy, with the names of the three precepts appearing in raised letters and the heads of the joining pins inlaid in dark blue enamel. The purchase and possession of the Epsilon Pi Tau key will be optional to members. Only members in good standing are authorized to purchase and wear keys and/or pins, which can only be purchased through chapter and International Office channels. A certificate of

membership will be authorized and issued by the International Office. This certificate will be signed by the Executive Director and the chapter Trustee.

11.2.2 Laureate Key and Certificate. The emblem of the Laureate member is a key as specified above with a suitable diamond or diamond-like stone mounted in the center. Laureate keys are issued only under the conditions provided in The Code. A certificate of Laureate membership is authorized by the Regional Director and signed by the Executive Director and the chapter Trustee

11.2.3 Distinguished Service Key and Certificate. The emblem of the Distinguished Service member is identical to the Laureate key described above. A certificate is authorized by the Board of Directors and signed by the Executive Director and the chapter Trustee.

11.2.4 Official Jewelry and Supply House. The Board of Directors will approve an official jewelry supplier. Keys, equipment and garments and sportswear using Epsilon Pi Tau emblems are furnished or sold only by the International Office. Members and chapters are prohibited from causing any official items to be manufactured and sold without sanction of the Board of Directors. Details of designs of the key and other equipment are determined by the Board of Directors, if not specified in *The Code*.

11.3 *Colors*. The colors of the Honor Society are blue, white, and gold. The blue signifies TEXNIKH or technological capability and skill, white is for PRAGMATEIA or social and professional proficiency, and gold stands for EXETASIS or research, and its applications and products. The use of these official colors in publications and printed programs is encouraged.

11.4 *Ritual*. The Ritual of 1929, as currently revised and copyrighted in 2004 is the only official document used in initiation ceremonies. Variations in the Ritual, such as translations to different languages, must be authorized by the Board of Directors.

11.4.1 The Ritual is a restricted document, not for general distribution to the membership. It is the sole property of this Honor Society. For use in initiations, eight printed copies or as appropriate a word-processed diskette will be sold to each chapter, or a copy will be made available in the restricted chapters section of the official Epsilon Pi Tau web site <http://epsilonpitau.org>

11.4.2 Paraphernalia. The official initiation triangle and table covers as specified by the Board of Directors are used in the initiation ceremony.

11.4.3 Guests at Initiations. Members and spouses and relatives of members and initiates may witness the initiation ceremony. Also distinguished guests such as company executives, benefactors of programs, College and University Presidents, Vice-Presidents, Deans, and Department Chairs may be invited. Special friends of members and initiates may also be included. The ceremony may be open to the general public.

11.5 *Awards*. Awards and award programs are determined by the Board of Directors in addition to the Laureate and Distinguished Service memberships. The "Honors Nominations Form" is used for the nomination of members in good standing for Laureate and Distinguished Service memberships and for the Certificate of Commendation and International Honors Citation which are for non-members.

11.5.1 Certificate of Commendation. The certificate is awarded to non-members who have made significant contributions in Epsilon Pi Tau's fields of interest. With the Regional Director's approval, the award is made at a venue of the Board's or the Regional Director's choosing or at the chapter level.

11.5.2 International Honors Citation. This citation is the highest award presented to a non-member for exemplary service and achievement consistent with Epsilon Pi Tau precepts over an extended period of time. With Board of Directors' approval the award can be made at a venue of the Board's choosing or at the chapter level.

11.5.3 Chapter Awards. Awards which do not duplicate or take the place of the adopted citations of Epsilon Pi Tau may be made by chapters for appropriate meritorious professional service.

11.5.4 Emeritus Trustee or co-Trustee. The Emeritus status recognizes membership in good standing over a long period of time and service of distinction as a Trustee or co-Trustee. Using the following criteria, The Board of Directors authorizes the recognition by granting all rights and privileges of Emeritus membership:

11.5.4.1 At least 25 years of membership in good standing in Epsilon Pi Tau.

11.5.4.2 At least 10 years of service as a Trustee or co-Trustee.

11.5.4.3 Recommendation for the status from a chapter committee or from the appropriate Regional Director.

11.5.5 Plaque. A plaque approved by the Board of Directors may be awarded to recognize a Director's service.

11.5.6 William Everett Warner Awards Program. The William Everett Warner Awards Program has been established for the stimulation and recognition of excellence in undergraduate and graduate student research and writing; performance of professional practitioners, and local chapter operation. Details and instructions for the annual competition as established by the Board of Directors are available from Trustees, Regional and Constituent Directors, the International Office or at [www.epsilonpitau.org](http://www.epsilonpitau.org)

11.5.7 The Paul T. Hiser Exemplary Publication Awards Program. The Paul T. Hiser Exemplary Publication Award recognizes the best article, or articles, in the event of a tie, to appear in *The Journal of Technology Studies* each calendar year (see [www.epsilonpitau](http://www.epsilonpitau.org) for details).

## **Section 12. Parliamentary Authority.**

The rules contained in *Robert's Rules of Order, Newly Revised*, govern Epsilon Pi Tau and all its component parts in cases to which they are applicable and in which they are not inconsistent with *The Code*.

## **Section 13 Adoption and Amendment**

13.1 *Adoption*. A majority vote of Trustees and Co-Trustees and of voting members in good standing ratifies *The Bylaws* which will then be placed in force to supersede any previous regulations or bylaws.

13.2 *Amendment Procedure for the Code*. Any member in good standing may propose amendments to *The Code* (*The Constitution* and *The Bylaws*) by submitting a proposal to the appropriate Trustee who will forward it, with or without endorsement, to the appropriate Regional Director. The Regional Director will place the item on the Agenda of the next scheduled meeting of the Board of Directors. A three-fifths vote of the Board of Directors and a majority vote of Trustees, co-Trustees and voting members in good standing is required for adoption.

13.2 *Editorial Refinement.* The Board of Directors may make editorial changes to the *Bylaws* that do not modify the organization's policies.