



Constitution of the Eta Kappa Nu Association

Kappa Psi Chapter at the University of California, San Diego

Overview

IEEE-Eta Kappa Nu is a non-profit student organization dedicated to encouraging and recognizing students with outstanding achievements in the IEEE-designated fields of interest. Members are selected from: the Electrical and Computer Engineering, the Computer Science and Engineering, the Mechanical and Aerospace Engineering, the Mathematics, the Cognitive Science, the Bioengineering, and the Data Science departments, on the basis of scholastic standing, character, and leadership. Regular officer meetings are held every week, and a diverse set of events are held over the course of the academic year.



Article I. Name of Student Organization

Section 1: Organization and Chapter Name

The organization shall be called Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at University of California, San Diego (herein UC San Diego).

Section 2: Location of Chapter

This chapter is located at the UC San Diego in La Jolla, California.

Article II. Statement of Purpose

Section 1:

To connect students to career-enhancing opportunities in academia and industry and nurture their development into respectable professional engineers.



Section 2:

To uphold the purposes and ideals of the IEEE-Eta Kappa Nu Association as set forth in the Association's Constitution and Bylaws.

Section 3:

To promote and encourage excellence in education for the betterment of fellow students within the ECE, CSE, MAE, MATH, COGS, BENG, and HDSI departments (herein Departments); the Jacobs School of Engineering (herein JSOE); and the public at large.

Section 4:

To promote and encourage, among the students of UC San Diego, a desire for higher scholastic standing and greater knowledge in the studies prescribed in the Departments' curriculum.

Section 5:

To foster a spirit of respect and cooperation with the faculty of UC San Diego.

Section 6:

To foster a sense of community within the Departments by promoting technical, educational, and outreach projects.

Section 7:

To cooperate with other engineering organizations on the UC San Diego campus.

Section 8:

To cooperate with other chapters of IEEE-Eta Kappa Nu and the IEEE student branches.

Article III. Nonprofit Statement

Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego is a non-profit student organization.



Article IV. Membership Eligibility, Qualification and Election

Section 1: Hazing Prevention

Kappa Psi Chapter of IEEE-Eta Kappa Nu Association is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

Section 2: Member Eligibility

Individuals are eligible for consideration for membership in Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego, if they are of unimpeachable character, have the ability to make use of the knowledge and information acquired, have the capacity and willingness for hard work, have a genial nature and ability to work in harmony with all types of people, and meet the academic qualifications for membership as specified in the Sections below:

Subsection 1: Non-Discrimination Policy

This organization shall not discriminate on the basis of race, color, national origin, religious beliefs, sex, sexual orientation, age, or disability.

Subsection 2: Academic Grades and Grade Point Averages

Course grades and grade point requirements are to be determined by all and only those courses that an individual has taken at UC San Diego. The specific requirements vary depending on the individual's academic standing as mentioned (later in the Article)/(below).

Subsection 3: Attendance Requirement

Undergraduate candidates must have been in regular attendance at UC San Diego for at least one quarter prior to the time of induction.



Subsection 4: Undergraduate Candidate Course Recommendations

Candidates must be pursuing a degree in one of the Departments. Depending on the candidate's major and area of study, there are course recommendations to have been preferably completed before the candidate is eligible for an induction interview. These course recommendations are often completed within the first three quarters of study in the candidate's field of study. Course recommendation details are maintained on our [website](#).

Subsection 5: Eligibility of Students of Sophomore Standing

Any enrolled student who has completed one-fourth (forty-five quarter units) of the scholastic requirements for the bachelor's degree in an approved major as defined in Section 4, has fulfilled the course requirements for their major as outlined in Section 4, and has a cumulative ranking in the upper fifth of their class will be eligible for consideration for membership in the Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego.

Subsection 6: Eligibility of Students of Junior Standing

Any enrolled student who has completed one-half (ninety quarter units) of the scholastic requirements for the bachelor's degree in an approved major as defined in Section 4, has fulfilled the course requirements for their major as outlined in Section 4, and has a cumulative ranking in the upper quarter of their class will be eligible for consideration for membership in the Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego.

Subsection 7: Eligibility of Students of Senior Standing

Any enrolled student who has completed three-quarters (one hundred and thirty-five quarter units) of the scholastic requirements for the bachelor's degree in an approved major as defined in Section 4, has fulfilled the course requirement for their major as outlined in Section 4, and has a cumulative ranking in the upper third of their class will be eligible for consideration for membership in the Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego.

Subsection 8: Eligibility of Graduate Students

Any student currently enrolled in a program of study leading to a masters or doctorate degree in JSOE, has completed one full academic quarter at UC San Diego, and has a cumulative ranking in the upper third of their class will be eligible for induction for membership in the Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego.

Subsection 9: Eligibility of Faculty

All faculty members at UC San Diego shall be eligible for membership in the Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego by virtue of their faculty position.



Subsection 10: Eligibility of Professional Members

Any electrical or computer engineer who has done significant meritorious work in the electrical or computer engineering profession or allied pursuits will be eligible for consideration for membership in the Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego.

Subsection 11: Eligibility of Exceptional Students

Any enrolled student who has completed one-fourth (forty-five quarter units) of the scholastic requirements for the bachelor's degree in an approved major as defined in Section 4, has fulfilled the course requirements for their major as outlined in Section 4, and has contributed exceptionally to the operations or events of the Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego will be eligible for consideration for membership in the Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego. The degree to which contributions are to be considered exceptional will be determined at the discretion of the executive board, but the contributions of the prospective member must be formally presented to the executive board by a sponsoring officer.

Section 2: Member Election

Subsection 1: Registered Student Requirement

Undergraduate candidates must be currently registered undergraduate students of the University of California, San Diego.

Subsection 2: Induction Requirements and Eligibility

Candidates shall be eligible for induction on the basis of the following requirements and considerations (details maintained on our [website](#)):

- Commitment to IEEE-HKN and a set amount of participation in related activities as determined at the beginning of the induction cycle at the discretion of the executive board.
- All candidates must pass the behavioral and technical interview hosted by the current officer board.
- All candidates must pay a one-time membership fee to IEEE-HKN Kappa Psi, as determined at the beginning of the induction cycle at the discretion of the executive board.

Subsection 3: Completion of Requirements

The requirements as described in Section 2 shall be completed by candidates no later than Friday night prior to the induction ceremony date.



Subsection 4: Candidate Interview

All candidates shall be interviewed before the induction ceremony. Such interviews shall be held at a time that is convenient for both the candidates and the officers. The purpose of the interview is to acquaint the officers with the candidate, and it must be conducted in a dignified and serious manner, conforming to the ideals and aims of the Association. If the candidate is deemed to not uphold the ideals of the Association, he or she may be deemed ineligible for the current induction period.

Subsection 5: Pledge Requirements and Non-Hazing Policy

Eligible students must fulfill all duties required of them during the pledge period before becoming full members. Hazing as defined by California State Law shall not be imposed upon any pledge or member.

Subsection 6: Invitation for Membership

All who accept the invitation to membership shall be notified of the induction date, time, place, dress code, and procedures for the induction.

Subsection 7: Induction Ceremony

The formal induction shall proceed according to the Induction Ritual of the Association as shown on the IEEE-HKN website. To become a member of IEEE-HKN, an inductee MUST attend an induction ceremony in its completion. IEEE-HKN headquarters must be notified of inductees whose fees and information have been paid and recorded but who fail to attend the induction ceremony.

Subsection 8: Deferment of Induction

An eligible candidate who is unable to participate in the induction ceremony of his or her cycle will be deferred to the next induction cycle but would not have to repeat the entire process.

Subsection 9: Length of Membership

Members are inducted for life and shall not be expelled from IEEE-HKN unless he or she has violated the values to which he or she had pledged during the induction ritual.

Article V. Meetings

Section 1: Quorum

A quorum for Chapter decisions and policy-making shall consist of at least two-thirds of the Executive Board.



Section 2: Executive Board Meetings

Regular Executive board meetings shall be held at least bi-weekly during the fall, winter, and spring quarters. Executive officers are required to attend, and all other officers are welcome.

Section 3: Committee Meeting

The Officer board is split into committees; each committee meeting shall be held weekly during the fall, winter, and spring quarters. Officers are required to attend the committee meeting that they are in.

- Event Meetings: led by the VP Events, consists of Department Chairs, and Social Chairs.
- Software Development Meetings: led by the VP Technology, consists of Software Developers.
- Membership Meetings: led by the VP Membership, consists of the Induction Coordinator.
- External Meetings: led by the VP External and consists of Secretary, Professional Chairs, Special Events Chairs, Marketing Director, and Publicity Chairs.
- Outreach Meetings: led by the VPs Outreach, consists of Outreach Chairs.
- Projects Meetings: led by the VP Projects, consists of the Project Coordinator, and/or project leads and members.

Section 4: General Meetings

A general meeting must be held at the start of each induction cycle, and all members and candidates are welcome to attend.

Section 5: Special Meetings

The President may call special meetings as she or he desires and is required to do so at the request of at least five officers. A special meeting is called a general meeting if the attendance of all members is required.

Article VI. Chapter Officers

Section 1: Election and Transfer of Officer Positions

Only registered UC San Diego students may hold office in the organization. Only current officers in our organization may vote in elections for the selection of the organization's executive officers.



Executive officers shall be elected once every year. All newly elected officers shall take office at the conclusion of the last board meeting for the year. All outgoing officers shall transfer their files and explain the duties of the office to the incoming officers before the last meeting of the year.

During executive elections, 3/4s of all officers must be present in order for the election to be considered valid. In executive elections, in a single or two candidate race, a win by simple majority (50%) is required to be elected. In the event of a three or more candidate race, if a simple majority (50%) is not found, the candidates with the top two percentage rates will go on to a run off race.

Section 2: Officer Election Period

Elections are to be held at least four weeks before the end of the academic year to allow sufficient time to ensure a smooth transition of officers.

Section 3: Officer Board

The Officer Board shall consist of the President, Vice President of Events, Vice President of Induction, Vice President of External Affairs, Vice President of Technology, Co-Vice President of Outreach, Secretary, Department Chairs, Professional Chairs, Special Event Chairs, Social Chairs, Marketing Director, Publicity Chairs, Software Developers, Outreach Chairs, Induction Coordinator, and Graduate Advisor(s).

Section 4: Executive Board

The Executive Board shall consist of the office of the President, Vice President of Events, Vice President of External Affairs, Vice President of Induction, Vice President of Technology, and Vice President of Outreach, and may be assisted by the Graduate Advisors.

Section 5: Assignment of Office

If the active membership of the chapter is small, any two offices may be combined, or one individual may be elected to two offices. In addition to the specific duties listed below, each officer must perform any additional duties as delegated by the President. Likewise, if the active membership of the chapter is large, more than one individual may be elected to an office with a majority vote.

Section 6: Vacancy of Office

Any vacancy in the offices of the Chapter shall be appointed as early as possible. This appointment will be effective until the next board elections.



Section 7: Officer Candidate Interviews

All candidates for office must be interviewed by at least two-thirds of the members of the Executive Board. Any member of the officer board may be present as well.

Section 8: Appointment of Officers

A two-thirds majority vote within the officers present during the deliberation of a candidate shall be necessary to appoint an officer. The full Executive Board must be present during the deliberation process. Tech can receive up to a maximum of two transfers per academic year, transfer applications are made on a case by case basis. Inter-branch transfers into the Technology branch will be evaluated based on 1 on 1 interviews with the Vice President of Technology, which shall be followed by a vote by the technology team. Transfers must notify their respective branch's Vice President a quarter in advance of the change of branch, with a hard deadline one week before officer applications.

Section 9: Eligibility for Executive Board Offices

Candidates for the Executive Board offices must have previously served as an officer in the Chapter unless no eligible officers are able and willing to fill this position.

Section 10: Undergraduate Requirement for Officers

All candidates for office must be an undergraduate IEEE-HKN member at UC San Diego for the duration of their term unless the position in question is that of the Graduate Advisor, or an approved exception. Any exceptions must be approved by a unanimous vote during a special meeting with quorum as described in Article VI Sections 1 and 2.

Section 11: Term Duration and Resignation Policy

All elected officers are elected for the upcoming full academic year by default, with preparation work to be done the Summer prior. Executive board officers are expected to begin their term before Summer, to prepare and guide officers for success during the academic year.

If for any reason, an officer wishes to resign before their term is completed, a resignation must be announced in writing to the executive board at least 2 weeks prior to stepping down.

An officer may be voted off the board by either an unanimous vote of the executive or $\frac{2}{3}$ majority of the general board. The officer in question cannot vote in this matter.



Section 12: Officer roles

Please see this document (<https://tinyurl.com/hknapps25-26>) for the updated roles of these officer positions:

- Executive Board
 - President
 - Grad Advisor
 - Vice President of Events
 - Vice President of Membership
 - Vice President of External Affairs
 - Vice President of Academic Outreach
 - Vice President of Professional Outreach
 - Vice President of Technology
 - Vice President of Projects
- General Board
 - Department Chairs
 - Professional Chair
 - Social Chair
 - Outreach Chair
 - Secretary
 - Marketing Director
 - Publicity Chair
 - Induction Coordinator
 - Software Developer

Article VII. Risk Management

Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Section 1: In Case of Interaction with Minors and/or the Elderly

Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in-person (in person by request only). Kappa Psi Chapter of IEEE-Eta Kappa Nu Association will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common-sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.



Section 2: In Case of the Provision of Medical Assistance

In the event that the Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

Section 3: In Case of International Travel

Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego recognizes that the University generally recommends against all international travel by student organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the student organization's members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research U.S. State Department Travel Advisories and the CDC Travel Health sites and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most U.S. health plans are not valid in foreign countries.

Section 4: In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state, and local laws. Additionally, Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment, or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

Article VIII. Chapter Emblem, Colors, Insignia

Section 1: Chapter Emblem

The official emblem of the chapter shall be the Wheatstone Bridge.



Section 2: Chapter Colors

The official colors of the chapter shall be navy-blue and scarlet.

Section 3: Graduation Insignia

The official graduation insignia for the chapter shall be the IEEE-Eta Kappa Nu Honor Stole or Honor Cord.

Article IX. Chapter Office, Records, and Trustees

Section 1: Chapter Records

The records of the chapter which include chapter correspondence, membership signature book, financial records (including checkbooks), chapter meeting minutes and other records deemed important, shall be located at Jacobs Hall Room 4508 (herein HKN Lounge) and/or digitally on Google Drive, Notion, and other online resources.

Article X: Financial Management

Section 1: General Fund

There shall be a General Fund consisting of local chapter dues, fees, assessments, bank interest, and proceeds collected from other chapter activities. The general fund shall be used to pay all operating expenses of the chapter.

Section 2: Chapter Monies

Monies shall be deposited in a savings or checking account in a bank approved by the officers of the Chapter.

Section 3: Chapter Account

The name on the account shall be the IEEE-Eta Kappa Nu Association UC San Diego.

Section 4: Administration of Chapter Accounts and Funds

The Treasurer shall establish and administer the General Fund and all accounts.

The Treasurer shall have the authority to open accounts and to deposit funds.



Section 5: Organization of Funds

Multiple accounts may be opened to separate funds from various chapter programs.

Section 6: Disbursements

Disbursements from any chapter account shall be approved by and require the signatures of the President.

Section 7: Financial Report

The Treasurer shall keep an updated financial report before each regular executive board meeting. The financial report shall include current balances, reports of deposits and expenditures since the last meeting. The Treasurer shall keep books open to inspection by any member of the Chapter during a regularly scheduled meeting.

Section 8: Audit of Treasury

The newly elected Treasurer and one other member appointed by the previous Treasurer shall perform an audit of the chapter's books at the end of the Treasurer's term.

Section 9: Fiscal Year

The fiscal year for reporting revenue and expenses shall be July 1 through June 30.

Article XI: Special Note Regarding IRS Requirements for IEEE-HKN chapters

Section 1: Filing Requirements

If the chapter receives more than \$25,000 in total revenue in any given fiscal year, special tax forms must be filed. IEEE-Eta Kappa Nu headquarters must be contacted whenever the chapter anticipates that revenues will exceed \$25,000 during a fiscal year.

Section 2: IRS Reporting of Chapter Finances

Chapters that receive less than \$25,000 in gross receipts must file an e-postcard with the IRS stating the contact information for the chapter and confirming that the chapter has not earned more than \$25,000. This is the President's responsibility and must be completed annually by November 1 online.

Section 3: Restriction of Chapter Holding of Large Investments

IRS section 509(a)(2) regulations restrict IEEE-Eta Kappa Nu chapters from holding large investments. The IRS restricts the amount of income a chapter may earn from interest and



dividends on investments to less than one-third of the total chapter income. IEEE-Eta Kappa Nu headquarters must be contacted if the chapter expects to receive over one-third of its annual revenue from interest and dividends.

Section 4: Income received from Grants and Contributions

All income received from Grants and Contributions is restricted for use for charitable purposes as defined by the IRS for projects promoting excellence in electrical and computer engineering education. No portion of these funds may be used for food, social events, or other non-charitable chapter activities. IEEE-Eta Kappa Nu headquarters should be contacted for specific guidance if needed. Strict accounting must be followed for any monies received from Grants and Contributions.

Section 5: Dedication of Property to Charitable Purposes

The property of this chapter is irrevocably dedicated to charitable purposes and no part of the net income or assets of this chapter shall ever inure to the benefit of any officer or member thereof or to the benefit of any private person, or any organization not 501(c)(3) qualified by the IRS. Upon dissolution of the chapter, any assets remaining after payment, or provision of payment, of all debts and liabilities of the organization shall be returned to IEEE-Eta Kappa Nu headquarters, which is organized and operated exclusively for charitable purposes and has established its tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

Article XII. Amendments to the By-Laws

Section 1: Ratification of Amendments

Amendments must be ratified by a unanimous vote of all officers at the executive board meeting, or by a 2/3 majority vote by members present at general meetings.

Section 2: Compliance with UC Regulations

If this organization is a registered student group with the Student Activities and Services, no amendment may conflict with University of California regulations pertaining to registered student groups, and the Student Activities and Services must have an up to date copy of this document at all times.

Section 3: Compliance with Associated Students Regulations

If this organization receives sponsorship or funding from the Associated Students of the University of California, no amendment may conflict with Associated Students of the University of California regulations pertaining to sponsored or funded student groups, and



the Office of Student Affairs of the Associated Students of the University of California must have an up to date copy of this document at all times.

Article XIII. Community Mentor

Section 1: Mentor Selection

The community mentor of this organization must be affiliated with the departments that associate with the organization. The community mentor must be a member of this organization and passionate about increasing the influence of this organization.

Section 2: Term Duration

The community mentor shall serve for one year.

Section 3: Role and Responsibility

The community mentor shall be updated on organization updates and provide constructive advice to the organization when necessary and beneficial to the organization. .

Article XIV. Miscellaneous

Section 1: Prohibition of Endorsement

This organization shall not endorse candidates for political office or decisions on ballot propositions. This organization shall not allow its name to be used in any such endorsement, except for a candidate's listing of his or her own activities in a way that does not mislead voters into believing that the organization endorses him/her or any other candidate or decision.

Section 2: Organization Assets and Religious Services

No assets of this organization may be consumed by religious services.

Section 3: Compliance with Associated Students Funding

Funds and assets received from the Associated Students of the University of California must not be used in a manner prohibited by the Associated Students of the University of California. Such uses are outlined at this [website](#) but include: purchasing alcoholic beverages, traveling outside of the San Diego counties, printing literature that does not bear the "ASUC" logo or denote the degree of wheelchair accessibility of any events listed, and religious services.



ETA KAPPA NU - *Honor Society of IEEE*

Kappa Psi Chapter at the University of California, San Diego

Section 4: Membership and Constitutional Agreement

By becoming a member of IEEE-HKN Kappa Psi, all members agree to abide by all sections listed in this document.