



# 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 Nanoengineering, the Mathematics, and the Cognitive Science departments, on the basis of scholastic standing, character, and leadership. Regular officer meetings are held every week, and a variety of events are held throughout academic year.



## Article I. Chapter Charter

### Section 1: Organization and Chapter Name

The organization shall be called Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UCSD.

### Section 2: Location of Chapter

This chapter is located at the University of California, San Diego (herein UC San Diego), 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, NANO, MATH, and COGS departments; the Jacobs School of Engineering; 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 ECE, CSE, MAE, NANO, MATH, and COGS 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 ECE, CSE, MAE, NANO, MATH, and COGS 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.

## **Article III. 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 IV. Membership Eligibility and Qualification

Individuals are eligible for consideration for membership in the Kappa Psi chapter of IEEE-Eta Kappa Nu, 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 below:

### **Section 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.

### **Section 2: Academic Grades and Grade Point Averages**

Course grades and grade point requirements are to be determined by grades earned at UC San Diego.

### **Section 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 consideration.

### **Section 4: Course Requirements**

- Any Sophomore, Junior, or Senior candidate that is an ECE Department student must have completed three ECE courses including ECE 35.
- Any Sophomore, Junior, or Senior candidate that is a CSE Department student must have taken three CSE courses (excluding CSE courses below 8B), two of which must be CSE 30 or CSE 100 and CSE 12 (or equivalent).
- Any Sophomore, Junior, or Senior candidate that is a CE student in either the ECE Department or CSE Department must have taken three ECE or CSE courses (excluding CSE courses below 8B), one of which must be either CSE 30 or ECE 35.
- Any Sophomore, Junior, or Senior candidate that is a NANO Department Student must have taken both NANO 15 and NANO 101.
- Any Sophomore, Junior, or Senior candidate that is a Chemical Engineering student in the NANO Department must have taken CENG 100.
- Any Sophomore, Junior, or Senior candidate that is a MAE Department student, excluding Environmental Engineering, must have taken three MAE courses, one of which must be MAE 3 or MAE 8.
- Any Sophomore, Junior, or Senior candidate that is an Environmental Engineering student must have taken ESYS 101 and one MAE course.



- Any Sophomore, Junior, or Senior candidate that is a Mathematics and Computer Science student must have taken CSE 12 and MATH 15B or CSE 21.
- Any Sophomore, Junior, or Senior candidate that is a Cognitive Science with specialization in Design and Interaction or Machine Learning and Neural Computation student must have taken COGS 18, CSE 7 or CSE 8A or CSE11, and one upper division class.
- Any person who has multiple majors simply has to complete the Section 4 requirements for only one of their majors.

### **Section 5: Eligibility of Students of Sophomore Standing**

Sophomore: 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 requirement for their major as outlined in Section 4, and has a cumulative ranking in the upper fifth of their class.

### **Section 6: Eligibility of Students of Junior Standing**

Junior: 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 requirement for their major as outlined in Section 4, and has a cumulative ranking in the upper quarter of their class.

### **Section 7: Eligibility of Students of Senior Standing**

Senior: 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.

### **Section 8: Eligibility of Graduate Students**

Graduate Student: Any student currently enrolled in a program of study leading to the masters or doctorate degree in a major under the ECE, CSE, MAE, or NANO departments, or in the Materials Science and Engineering Program, and has completed one full academic quarter at UC San Diego.

### **Section 9: Eligibility of Faculty**

Faculty: All faculty members of the ECE, CSE, MAE, NANO, or MATS departments shall be eligible for membership by virtue of their faculty position.

### **Section 10: Eligibility of Professional Members**

Professional Member: Any electrical or computer engineer who has done significant meritorious work in the electrical or computer engineering profession or allied pursuits.



## **Section 11: Written Approval for Non-Undergraduate Candidates**

Candidates who are graduate students, faculty members, or professional must have the written approval and endorsement of the chapter faculty advisor and the head of their respective department.

## **Article V. 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).

## **Article VI. Member Election**

### **Section 1: Registered Student Requirement**

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

### **Section 2: Induction Requirements and Eligibility**

Candidates shall be eligible for induction on the basis of the following requirements and considerations:

- 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 participate in a resume as well as an interview workshop by organizations preapproved by the executive 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.
- All candidates must submit a copy of their resume to IEEE-HKN Kappa Psi and to the Jacobs School of Engineering resume database.

### **Section 3: Completion of Requirements**

The requirements as described in Section 2 shall be completed by candidates at least a full week before the induction ceremony.



#### **Section 4: Candidate Interview**

All candidates shall be interviewed before the induction ceremony. Such interviews shall be held at a time that is convenient to both the candidates and the members. The purpose of the interview is to acquaint the members 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.

#### **Section 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.

#### **Section 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.

#### **Section 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. 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.

#### **Section 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.

#### **Section 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 VII. Chapter Officers**

#### **Section 1: Election and Transfer of Officer Positions**

Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.



Chapter officers shall be elected once every year. All newly elected officers shall take office at the conclusion of the last chapter 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.

### **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 Internal, Vice-President Induction, Vice-President External, Treasurer, Secretary, Social Chair, Department Chairs (ECE, CSE, MAE, NANO, MATH-CS, COGS), Professional Chair, Triton Engineering Student Council (herein TESC) Representative, Social Chair, Publicity Chair, Webmaster, and Outreach Chairs (ECE, CSE, MAE).

### **Section 4: Executive Board**

The Executive Board shall consist of the President, Vice-President Internal, Vice-President Induction, Vice-President External, and Treasurer.

### **Section 5: Combination of Offices**

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.

### **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 Officer Board.

### **Section 8: Election of Officers**

A two-thirds majority vote within the interviewing Officer Board shall be necessary to elect an officer.



### **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 upon election.

### **Section 11: President**

- Establish a set vision and strive to achieve it
- Schedule and preside over all regular meetings of the Kappa Psi Chapter
- Call special meetings upon request of five active members
- Assume the role of any missing or unavailable officer
- Assume any responsibility unfulfilled by the officer board
- Supervise and ensure submission of the annual chapter report due end of year to headquarters
- Maintain connection and communication with the HKN Headquarter by attending the monthly WebEx online meeting
- Maintain connection with other chapters and arrange attendance for relevant events such as the HKN SoCal Conference
- Revise and maintain the constitution of the Kappa Psi Chapter in accordance to the university requirements as an engineering student organization
- Responsibly resolve any conflicts within the officer board
- Responsible for coordinating outreach and community service with the community, via the Outreach Chair(s)

### **Section 12: Vice President of Internal Affairs**

- Assume the duties of President when the President is unable to perform normal duties and perform any other tasks requested by the President
- Maintain and update records of all candidates, members, and alumni
- Responsible for managing event chairs to ensure that a minimum of 3 events per person per quarter
- Responsible for organizing and executing any events associated with the general member population, including:
  - Alumni Brunch (Winter and Spring)
  - Coffee Hour (Quarterly)
  - Engineerings on the Green
  - General Body Meetings
  - H.A.R.D. Hackathon
- Responsible for submitting nominations for association-wide awards
- Revise and maintain the officer application and responsibilities for each position



- Ensure that the officer recruitment process is conducted and carried out successfully
- File all paperwork required by the university, such as registering as an official organization at UCSD
- Design and order HKN apparel for members annually
- Restock snacks and refreshment in the HKN lounge regularly

### **Section 13: Vice President of Induction**

- Assume the duties of President when the President is unable to perform normal duties and perform any other task requested by the President
- Maintain and update induction information on HKN website
- Define invitation requirements and invite eligible students
- Responsible for organizing and executing any events associated with Induction, including:
  - Informational Sessions
  - Professional Development Night
  - Candidate Interviews
  - Induction Ceremony
- Responsible for organizing the annual Officer Retreat
- Responsible for ensuring enough hours for all candidates to be able to fulfill their induction points
- Responsible for organizing and maintaining the mentorship program and organize at least 2 mentor-mentee specific events

### **Section 14: Vice President of External Affairs**

- Assume duties of President when the President is unable to perform normal duties and perform any other task requested by the President
- Handle correspondence with industry/corporate representatives, other IEEE-HKN chapters, and local community leaders
- Responsible for organizing and executing/overseeing any events associated with companies and Career Services Center, such as:
  - HKN Honors Recruiting Event
- Responsible for maintaining and expanding industry connections through the annual HKN Honors Recruiting Event with the Career Services Center
- Responsible for engaging alumni and industry involvement

### **Section 15: Treasurer**

- Administer all Chapter bank accounts and all possible sources of funding
- Administer reimbursements on behalf of the Chapter
- Collect all dues, income, deposit funds
- Pay all bills and make any other authorized payments



- Prepare a financial status report at regular chapter meetings

### **Section 16: Secretary**

- Record and file all meetings, events, and activities
- Responsible for organizing and archiving all important documents
- File paperwork with headquarters for any of the following:
  - New member requisition (inductee forms)
  - Officer Election results
  - Change of Faculty Advisor
- Ensure documentation of events such as sign in forms, report of event, etc.
- Responsible for collaborating with Publicity Chair and Webmaster to maintain the following:
  - Event Calendar
  - Social Media
  - Website
  - Newsletter

### **Section 17: Department Chairs (ECE, CSE, MAE, NANO, MATH-CS, COGS)**

- Facilitate information and communication between the Chapter and the affiliated department.
- Responsible for facilitating a minimum of two technical events per quarter related towards particular department.
- Delegate tasks related to running these events to the officer board.
- Plan and create workshop proposals including a budget to be approved by the Treasurer and President one academic quarter beforehand.
- Collaborate with affiliated department student organizations
- Strive for representation and rights of the students of affiliated departments.

### **Section 18: Professional Chair**

- Responsible for facilitating a minimum of two professional events per quarter, related towards professional and academic development.
- Delegate tasks related to running these events to the officer board.
- Plan and create workshop proposals including a budget to be approved by the Treasurer and President one academic quarter beforehand.
- Collaborate with affiliated department student organizations.

### **Section 19: TESC / Student Organizations Representative**

- Serve as a liaison between HKN and TESC or other engineering orgs.
- Represent HKN and its interest at meetings with other orgs.
- Attend all TESC meetings and inform HKN on updates and upcoming events.
- Secure and coordinate involvement for TESC events.



- Prevent any conflicts of interest between HKN and other engineering student org events.
- Submit event funding requests to TESC

### **Section 20: Social Chair**

- Coordinate social events including the following:
  - Officer Socials
  - Quarterly Events
  - Additional Social-Based Induction Events
- Responsible for promoting new ways towards encouraging candidate and member involvement, especially towards interaction and retention.
- Responsible for creating an open community and safe environment within social events

### **Section 21: Publicity Chair**

- Responsible for actively coordinating and producing publicity and advertising for chapter events and provide press information on chapter events towards associated press.
- Responsible for collaborating with the Secretary and Webmaster to maintain the following:
  - Event Calendar
  - Social Media
  - Website
  - Newsletter
- Design and print out flyers for HKN events.

### **Section 22: Webmaster**

- Responsible for maintaining HKN website and other Internet-affiliated fronts through the following:
  - Update information as well as new features.
  - Set up new candidate and member accounts.
  - Periodic backing of website and database
  - Any other upkeep to maintain up-to-date-ness
  - Upload images from past events
- Responsible for creating any scripts or programs to improve efficiency or effectiveness of the organization.
- Responsible for collaborating with the Publicity Chair and Secretary to maintain the following:
  - Event Calendar
  - Social Media
  - Website



- Newsletter

### **Section 23: Outreach Chairs (ECE/CSE/MAE)**

- Responsible for facilitating an outreach program with local K-12 schools to promote the pursuit of the following majors of engineering in higher education.
- Maintain relations with department to offer a credit-based course for UCSD volunteers for the outreach programs.
- Responsible for planning a high school appropriate curriculum for respective major:
- Keeping Bill of Materials and an updated supply inventory for lesson materials, and ordering parts when necessary.
- Developing lesson plans that incorporate fundamental engineering principles and hands-on activities.
- Responsible for recruiting, training, and evaluating volunteer student teachers to assist teaching efforts at each high school.
- Responsible for expanding the Chapter's outreach efforts and maintaining a quarterly program.
- Regular meeting or presentation with the department on our Chapter's outreach efforts.

## **Article VIII. Meetings**

### **Section 1: Quorum**

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

- External meetings, lead by VP External, consist of Treasurer, Professional Chair, Outreach Chairs, and TESC Representative
- Internal meetings, lead by VP Internal, consist of Secretary, Webmaster, and Publicity Chair



- Events meetings, lead by VP Internal and VP Induction, consist of Department Chairs and Social Chairs

#### **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 he or she desires and is required to do so at the request of at least five officers. A special meeting is called a general meeting if attendance of all members is required.

## **Article IX: 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 and the Treasurer.



### **Section 7: Financial Report**

The Treasurer shall prepare a financial report for each regular meeting of the chapter. The financial report shall include current balances, reports of deposits and expenditures since the last meeting, and an estimate of upcoming deposits and expenditures. 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 President shall perform an audit of the treasurer'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 X: 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 Treasurer'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 restricts 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 XI. 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 XII. Nonprofit Statement

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

## Article XIII. Risk Management

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

Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UCSD 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 UCSD 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 Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery**

Kappa Psi Chapter of IEEE-Eta Kappa Nu Association at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, [Name of the organization] at UCSD 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 XIV. Community Advisor

### Section 1: Advisor Selection

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

### Section 2: Term Duration

The advisor shall serve for one year. Advisor elections shall be held once a year by the officer board.

### Section 3: Role and Responsibility

The advisor shall attend officer meeting regularly and provide constructive advice to the organization when necessary and beneficial to the organization.

## Article XV. 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 include: purchasing food or drink (alcoholic or otherwise), travel 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.



#### **Section 4: Dissolution of this Organization**

In the event of dissolution of this organization, all assets and funds traceable to their sources must be returned to those sources, and all other assets and funds must be donated to a non-profit charitable institution.

#### **Section 5: 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.

