BY-LAWS
of the
DELTA CHAPTER OF THE UNIVERSITY OF WEST GEORGIA
of the
UPSILOI PI EPSILON ASSOCIATION
An Honor Society in
Computer Science

I. Scope of the Bylaws
1. These By-Laws shall govern the conduct of the Chapter in those matters not specifically treated in the Constitution.
2. Provisions of these By-Laws shall be subordinate to those of the Constitution.

II. Election of Officers
1. The officers of the Chapter shall be elected at the last business meeting of each Spring semester of the academic year, immediately following the election of new members.
2. Installation of officers shall take place immediately following their election. The new officers will assume their duties upon installation.
3. In order to be eligible to hold office, the President must have been active in the Chapter for at least one semester.
4. The officers of the Chapter shall be elected by secret ballot and there shall be no voting of proxies allowed.
5. The faculty advisor shall be chosen from the Department of Computer Science faculty by the Chapter officers by a simple majority vote, and shall serve until resignation or removal. The Chapter officers may, at any time, choose to remove the faculty advisor by a simple majority vote. In the event of resignation or removal, it shall be the responsibility of the Chapter officers to select a new faculty advisor immediately. The newly selected faculty advisor, upon consent to serve, will assume his or her duties immediately. During any period in which a permanent faculty advisor is not available, the Chair of the Department of Computer Science shall serve temporarily in this capacity.
6. Removal of an officer shall be by a three-fourths vote of the active membership of the Chapter. With the exception of the President, an active member appointed by the President shall fill the vacant office. The Vice President shall assume the office of the President upon the removal of the President.
7. The duties of the offices of Secretary, Treasurer, and Historian may be combined as needed if determined necessary by the President.
III. Meetings

1. Monthly meetings will be held as scheduled during the Spring and Fall semesters.
2. Special meetings may be called by the President, the Executive Council, or by petition of one-half of the active membership of the Chapter.
3. A quorum shall consist of one-half of the active members of the Chapter in the conduct of business of the Chapter, except for the election of officers and new members, at which three-quarters of the active members of the Chapter must be present.
4. Except as specifically stated in the Constitution and Bylaws, the parliamentary guide for the conduct of all meetings shall be Robert's Rules of Order.
5. The order of conduct of all meetings shall be as follows:
   a. Call to order.
   b. Roll call.
   c. Reading of the minutes.
   d. Committee reports.
   e. Unfinished business.
   f. New business.
   g. Program or technical session (optional).
   h. Adjournment.
6. Initiation of new members may be conducted at a regular meeting or at a special meeting called for the purpose.
7. The Secretary shall give notification to all active members one week prior to a special meeting. The notification shall state the purpose of the meeting.
8. No business other than that for which the meeting was called shall be conducted at a special meeting.

IV. Attendance

1. Active members shall be required to attend all meetings of the Chapter.
2. Any member who fails to attend fifty percent of all meetings, or who misses three consecutive meetings, shall automatically revert to inactive status.
3. Restoration of a member to active status shall be by affirmative vote of a majority of the Executive Council, and the payment of one year's dues to the Chapter.

V. Finances

1. The minimum cash balance at the end of each academic year shall be fifty dollars. Any deficiency from this amount shall be made up by an assessment of the active members.
2. The initiation fee assessed of each new member by the Chapter shall be twenty dollars, in addition to that of the Association.
3. Annual dues payable to the Chapter shall be ten dollars, in addition to the dues of the Association.
4. Each initiate shall be required to pay all dues and initiation fees prior to his or her initiation.
5. One week prior to the election of officers, the Treasurer shall submit to the President and faculty advisor a written statement of the financial condition of the Chapter. At the election meeting, this will be submitted to the Chapter and entered into the minutes upon attendance by the Chapter.
6. Special assessments may be made at any time, upon approval by three-fourths of the active members of the Chapter.

VI. Initiation
1. The initiation of new members shall be held within four weeks of the time of their election.
2. The initiation shall specifically avoid any practice which conflicts with University regulations or which constitutes an attack on the personal dignity of the initiates. The activities shall be devised to stimulate the candidate’s interest in computer science and to acquaint each initiate with the members of the Chapter.

VII. Election of Members
1. There shall be one election of new members each year.
2. The Membership Committee shall prepare a list of eligible candidates, ordered with faculty members first, and followed by students ranked according to decreasing grade point average.
3. The list prepared according to the previous section shall be submitted to faculty members of the Department of Computer Science at the University, who shall be asked to make written remarks with respect to the fitness of the candidates with whom they are acquainted.
4. The list of eligible candidates, together with the faculty members’ remarks shall be submitted to the Membership Committee for final screening.
5. The names of those elected to membership shall be given to the Secretary, who shall then issue them invitations to become members of the Chapter and Association.
6. Failure of a member-elect to notify the Chapter of his or her acceptance of the invitation to membership within two weeks of its issuance shall constitute a de-facto notice of refusal.

VIII. Adoption and Amendment
1. These Bylaws shall become effective immediately upon adoption.
2. These Bylaws shall remain effective until revised or amended.
3. A provision of these Bylaws may be temporarily suspended by a three-fourths vote of the active membership of the Chapter.
4. A two-thirds affirmative vote of the active membership of the Chapter shall be required for the adoption of an amendment to these Bylaws.
5. These Bylaws shall be kept current by pen and ink correction and insertion of supplementary sheets, when such is necessary.

REVISION HISTORY

February 4, 2011:
• At the chapter meeting, section V.2 was amended to increase the chapter initiation dues from $15 to $20.