### Alpha Epsilon, The Ohio State Chapter Constitution Preamble

In order that those in the profession of Agricultural, Food, and Biological Engineering, who as a result of academic attainment or achievement in Agricultural, Food, and Biological Engineering practice and having exhibited qualities of leadership and character that bring credit and honor to their profession, may establish closer bonds for mutual benefit, the Constitution of this Agricultural, Food, and Biological Engineering Honor Society is hereby established.

# Article 1Name, Motto, and Non-Discrimination Policy of the Chapter

Section 1

The name of this chapter shall be ALPHA EPSILON, and hereafter shall be referred to as the "Chapter".

## Section 2

The motto of this Chapter shall not be made public, but with the rituals and other elements of secrecy, shall be handed down traditionally.

## Section 3

## This chapter and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

# Article 2Organization of the Chapter

## Section 1

This Chapter shall consist of active, alumni and honorary members. The name of the chapter shall be: Alpha Epsilon, The Ohio State University Chapter.

## **Section 2**

The general government of the Chapter shall be vested in the Convention and the Executive Council, in accordance with the following provisions of this constitution.

# Article 3Government of the Chapter

## Section 1

The Executive Council shall have control of affairs pertaining to the Chapter, as a whole, but shall maintain a democratic society.

## Section 3

The National Convention:

(a) The chapter may elect and send one delegate to the national convention on an annual basis, as long as monies allow.

## Section 4

(a) The Executive Council shall consist of a President, Vice-President, Secretary, Treasurer, and graduate student representative. The Executive Council shall be active, alumni or honorary members.

 (b) The nomination of Executive Council members shall be submitted to the Executive Council at least two weeks preceding the election. Any unsuccessful nominee for higher office can be considered by motion from the floor for a lesser office.

(c) Nominations shall be made during the meeting preceding the annual FABE scholarship banquet and an electronic ballot will be sent out by e-mail to all members and initiates.

(d) The new Executive Council shall be announced the night of the annual FABE scholarship banquet during the initiation of the new members.

(e) The new Executive Council shall take office immediately following the initiation of the new members.

(f) Vacancies in the Executive Council shall be filled by appointment by the remaining members of the Council. The appointed members shall serve until the next election.

## Section 5

(a) The Secretary and Treasurer shall be elected and hold office as provided in Section 4 of this article.

(b) The Secretary shall:

1. Keep the official copies of the Constitution and Bylaws of the Chapter, the seal of the Chapter, and all official documents belonging to the Chapter.
2. Conduct the correspondence of the Chapter and transmit to the chapters written materials pertaining to the Chapter.
3. Transmit exact copies of the Constitution and Bylaws and other Chapter material to the National Executive Council upon request.
4. Supply to the Chapter President a quantity of membership certificates for its initiates.
5. Prepare and present a written annual report to the Executive Council the meeting held preceding the annual FABE scholarship banquet.
6. Maintain a record of the names and initiation dates of their members of all chapter.

(c) The Treasurer shall:

1. Keep financial records of the Chapter in a business like manner.
2. Collect from the chapter all monies due to the Chapter for fees, dues, jewelry, materials, and other supplies furnished to them.
3. Pay the expenses connected with any event or meeting coordinated by the Chapter.
4. Present an audited report of the activities and financial condition of his/her office with recommendations to the Executive Council at least one month before the annual FABE scholarship banquet, which report shall also be made to the Chapter. proceeding

## Section 6

## The Chapter must have at least one faculty advisor that shall be elected by a majority vote by the Chapter

## Section 1

## The Chapter is subject to the Constitution and Bylaws of the society and must have full control of all internal affairs within the Chapter

# Article 5Membership

Membership shall be based upon scholarship, leadership, and character. Membership shall consist of three classes, namely, Honorary, Alumni, and Active.

(a) Honorary members shall be selected on the basis of successful achievements in Agricultural Engineering.

(b) Active members shall be undergraduate and graduate engineering students enrolled in the academic department.

1. Juniors shall have a minimum cumulative scholastic rank in the upper quarter of the college class in which enrolled.
2. Seniors shall have a minimum cumulative scholastic rank in the upper third of the college class in which enrolled.
3. Active members may be chosen from among graduate students in the academic department in which the Chapter resides who would have met the requirements for membership as undergraduates at the institution they attended, had the organization existed there at that time.
4. Graduate students not eligible for membership as undergraduates will be eligible after the completion of at least seven semester hours (ten quarter hours) of graduate course work with a minimum grade point average equivalent to 3.25 on a 4.00-point scale.
5. Alumni members of a chapter are those who (1) have been active members of the chapter, (2) attained at least a baccalaureate degree, (3) and have left the institution where initiated into the Chapter. A member may be an Active member of one chapter and Alumni member of another if he or she transfers the graduate work to an institution that has a chapter of Alpha Epsilon.

# Article 6Meetings

**Section 1**

(a) The Chapter shall hold at least four meeting per quarter of a business, literary, or technical character.

(b) Meeting times shall be coordinated to fit the majority of the members schedules at the start of each quarter.

# Article 7Chapter Discipline

## Section 1

Disciplining of a chapter shall be by suspension or by revocation of its chapter.

## Section 2

If twenty alumni members or three chapters report in writing an instance where a chapter has acted in violation of the constitution or the best interest of the Chapter, the chapter shall be required to give the Executive Council reason why its charter should not be suspended. The Executive Council may in its judgment suspend the charter and at the next Convention, the Council will make a detailed report of the complaint against the chapter and the chapter response. The official chapter delegate and other members may plead the chapter's case. The chapter may be expelled or reinstated by three-fourths majority vote of the total number of chapters.

# Article 8Member Discipline

## Section 1

The Method of discipline of members shall be suspension or expulsion.

## Section 2

For continued and inexcusable absence, not fulfilling his/her assigned duties, failure to meet his/her financial obligation to the chapter or for other just causes, a member may be suspended or expelled by a majority vote of the active chapter members.

# Article 9Amendments

## Section 1

An amendment to the Constitution may be presented to the Executive Council, and if approved by a three-fourths vote of the members present, shall be amended to the Constitution of the Chapter.

## Section 2

Any chapter which fails to report its vote to the Executive Council within eight weeks, not including regular college vacation periods, shall forfeit its vote to the Executive Council which shall then have authority to vote for the chapter.

#### Bylaws

#### Article 1

#### The Officers

#### **Section 1**

The Executive Council shall hold at least one meeting a quarter. Minutes of these meetings shall be kept and turned over to the succeeding council.

## Section 2

Minutes of the Executive Council Meetings shall be kept by the Secretary. The Executive Council shall, on its own initiative or by request prepare legislation, amendments, proposals for changes, etc., for the good of the Chapter. Such material shall be transmitted to the chapter by the Secretary.

## Section 3

The Executive Council shall submit a report at each meeting before the annual FABE scholarship banquet containing the following items:

(a) The transactions of the Executive Council over the past year.

(b) All recommendations for the good of the Chapter which it may see fit to make..

(c) All petitions for charters.

(d) Recommendations, if any, for the revocation of Chapter members that have previously been terminated by the chapter.

## Section 4

The Secretary shall:

(a) Construct a list by the second Monday in October of the names and mailing addresses of the officers and active members and advisers of the chapter and subsequent changes of membership and advisers, which may occur during the year. Present the list to the Executive Council and upon approval mail it to the National Secretary.

(b) Send a copy of the Chapter’s Constitution and Bylaws amended to date when sending the other material in Section 4.

## Section 5

The Treasurer shall:

(a) Construct a document that describes the financial condition of the Chapter by the second Monday in October and present it at the following Chapter meeting.

(b) Send a statement showing the financial condition of the Chapter semi-annually to each member of the Executive Council.

(c) Maintain a suitable bank balance in the amount to cover the ordinary business of his/her office.

# Article 2Election of Chapter Members

The election of Active and Honorary Members shall be by secret ballot by the active members of the chapter and shall be held within one month after the submission by a membership committee of a list of eligible students. At least a three-fourths vote of members present at the election shall be required for membership approval.

# Article 3Initiation

## Section 1

Each candidate shall be required to read the Constitution and Bylaws of the Chapter.

## Section 2

Pledge assignments shall be permissible and they shall be of the nature of challenging the intellectual and mental abilities of the candidate with the objectives of acquainting the candidate with the ideals of Agricultural, Food, and Biological Engineering.

## Section 3

Each initiate shall be given a certificate of membership and a copy of the Constitution and Bylaws.

## Section 4

Chapter initiation fees are to be determined by the chapters, but a one time national initiation fee of ten dollars ($10.00) will be required for each new initiate. Honorary members are exempt from all fees.

# Article 4Insignia

## Section 1

The colors of the Chapter shall be black and gold.

## Section 2

The badge of the Chapter shall be a watch key shaped as shown in the figure.

On the obverse shall be engraved the symbol shown in the figure; on the reverse shall be engraved the initials of the owner, the name of the chapter and the year of the member's initiation.

## Section 3

The official key shall be worn only by members of the Chapter.

## Section 4

Jewelry, bearing a replica of the official badge of the Chapter, to be worn by members, shall be limited to a ring, a recognition button and/or a tie clasp. Jewelry, as specified in this section shall be standardized and approved by the National Executive Council and shall be purchased only from the official jeweler.

## Section 5

The certificate of membership shall be as shown below:

The certificate of membership shall be obtained from the Secretary and Treasurer of the National Executive Council and shall contain the following information: ( 1 ) The name, Alpha Epsilon; (2) State and chapter designation; (3) Picture of Alpha Epsilon key; (4) Be it known that having earned distinction through high scholarship and qualities of leadership and character that bring credit to the profession of Agricultural Engineering, (Name) is hereby declared and certified a member of Alpha Epsilon (Date) . (5)Signed by the President of the Executive Council, President of Chapter, Head of Agricultural Engineering Department and faculty adviser, (6) contain the official seal of Alpha Epsilon.

# Article 5Amendments

## Section 1

An amendment to the bylaws may be presented to the Executive Council, and if approved by a three-fourths vote of the members present, shall then be amended in the Constitution of the Chapter.