

**Constitution  
of the  
Texnikoi Honorary Engineering Society**

Revised April 9<sup>th</sup>, 2022

**Article I - Name**

The name of this organization will be the Texnikoi Honorary Engineering Society, hereafter referred to as Texnikoi.

**Article II - Purpose**

The purpose of Texnikoi will be:

**Section 1** - To recognize and honor those students in the College of Engineering who have distinguished themselves through participation in, and leadership of, extra-curricular activities.

**Section 2** - To encourage all students in the College of Engineering to engage in University-recognized activities.

**Section 3** - To undertake such duties as will be deemed necessary and proper to uphold the tradition of the Society.

**Article III - Membership**

**Section 1** - Membership in Texnikoi will be limited to no more than twenty-five additional students per year, selected from the College of Engineering, on the basis of their qualifications in conjunction with Section 1 of Article II. Such membership will be restricted to those students having completed two or more semesters in the College of Engineering with satisfactory academic achievement, not more than 1/5 of the new membership being composed of graduating seniors. Pre-majors and architecture majors are allowed. GPA minimum of 2.50 for applicants.

**Section 2** - No more than two "honorary" members will be initiated into Texnikoi during any given academic year.

**Section 3** - To maintain membership, a Texnikoi member must be an undergraduate in the College of Engineering, complete all Texnikoi projects which they are a part of and be in good academic standing with the university. In addition, members must take part in a minimum of one social event and one service event per semester, and one professional development event (inside or outside the organization) per year, which will be documented. General meetings may count as social events.

**Section 4** - Texnikoi will not discriminate against any person on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

**Section 5** - Each member's participation will be reviewed on a semester basis by the

Secretary/Membership Chair. Failure to meet participation requirements will result in a probationary semester, election disqualification, and scholarship disqualification. If the participation requirements are not fulfilled during the probationary semester, possible deactivation will be decided by the executive officers at the subsequent semester participation review. Exemptions include medical reasons, internship/co-op, and other.

**Section 6** - Two core requirements to gain membership are the completion of the Texnikoi plaque as well as the signature sheet. Any new member found to forge signature(s) will be put on probation for the remainder of the year (at the discretion of the current executive board).

**Section 7** - Advertisement for the honorary will begin in mid-September at the latest.

**Section 8** - Interviews of potential new members can be conducted at the discretion of the Executive Board.

**Section 9** - If twenty-five members were not inducted during one year, Texnikoi may make up for the lack of new members the following year by adding the difference between newly inducted members and the allotted twenty-five spaces to the following year's availability, upon executive board approval. The total number of new members shall not exceed fifty in a two-year period.

#### **Article IV - Meetings and Voting Rules**

**Section 1** - Quorum: To conduct business, at least 5 members must be present at the meeting. For voting, the majority of members must be present.

**Section 2** - Voting percentages: Motions dealing with the removal of officers will require a 2/3 majority vote of the total members present and eligible to vote. All voting procedures will adhere to the guidelines stated in Robert's Rules of Order Revised.

**Section 3** - Motions dealing with amendments will require a 2/3 majority vote of the total voting membership and be presented by any active member.

**Section 4** - The President of this organization has the supreme power to start, call, and end all meetings.

**Section 5** - Parliamentary authority: The constitution of this organization will be the supreme authority of parliamentary procedure at all meetings. The By-laws of this organization will be the next highest authority. Robert's Rules of Order Revised will be the parliamentary handbook used to conduct meetings except where it conflicts with the Constitution or the Bylaws. It is acceptable to use social media to conduct voting procedures.

**Section 6** - The By-Laws may be amended by a simple majority in the same process as the Constitution.

**Section 7** - Frequency of meetings: This organization will meet at least one time each month during spring and fall semesters. There will also be additional officer meetings at least once a month. The President or a 2/3 majority of the total voting officers may call emergency meetings. Written or verbal notice of the organizational meetings will be given to all members at least seven days prior to such meetings. Written or verbal notice of special or emergency meetings will be given to all members three days in advance.

- ❖ During extreme circumstances (including but not limited to: a state lockdown, a pandemic, or a university state of emergency), the President has the authority to suspend/cancel any or all upcoming Texnikoi meetings, social activities, and service events for the semester. The member participation requirements should be adjusted to reflect these changes.

#### **Article V - Initiation Fee**

**Section 1** - Each new member will be assessed an initiation fee, not to exceed eighty dollars, at their first meeting of the year. This fee must be paid prior to initiation. These are voluntary dues.

- ❖ If a member is experiencing financial hardships, the Treasurer (with the President's approval) can extend the due date of the fees or allow the member to pay in smaller installments (until the original fee value is met).
- ❖ If a new member (without an approved reason) fails to pay their dues by the end of their first year in Texnikoi, they will be put on probation indefinitely until paying their dues or meeting with the President and Treasurer to discuss alternatives. If no meeting occurs and dues are unpaid at the end of the member's second fall semester, they are to be removed from Texnikoi, as followed by procedures outlined in Article XII.

#### **Article VI - Elections**

**Section 1** - The officer positions are: President, Vice President, Secretary & Membership Chair, Treasurer, Recruitment Chair, Social Coordinator, Philanthropy and Service Chair, and E-council and Historian Chair.

**Section 2** - Nominations for the officers will begin in February at the latest. Any Texnikoi active member in good standing according to Section 6 of Article III will be eligible for nomination.

**Section 3** - The meeting following nominations, nominations for officers will remain open up until the election for that position has concluded. Elections will occur during the third meeting of spring semester.

**Section 4** - Elections will be made in the following order: President, Vice President, Secretary & Membership Chair, Treasurer, Recruitment Chair, Social Coordinator, Philanthropy and Service Chair, and E-council and Historian Chair. Defeated candidates may be nominated for lower offices.

**Section 5** - A plurality of a quorum present will be necessary to elect any office. A quorum will be defined as 50 percent of the active membership.

**Section 6** - The term of office for all elected officers will be one calendar year, starting after the semester in which they were elected.

**Section 7** - No member may hold the same office for more than two consecutive terms.

**Section 8** - Elections will be conducted by secret ballot.

## **Article VII - Officer's Responsibilities**

**Section 1 - President:** The President will preside at meetings, serve as Chairperson of the Executive Committee, which will be composed of the officers and chairs of the standing committees, appointed committees, and perform other presidential duties. In addition, the President will be responsible for the planning of all member development activities which includes regularly scheduled meetings. Upon receipt of the Secretary & Membership Chair's annual attendance report, the President shall notify any members who will be put on probation and keep track of their probationary period.

**Section 2 - Vice President:** Vice President will preside in the absence of the President, direct all activities concerning the annual initiation banquet and perform such duties as directed by the President. Additionally, the Vice President will organize at least one professional development event each semester.

**Section 3 - Secretary & Membership Chair:** The Secretary will keep the minutes of all regular meetings as well as maintain an attendance and participation record of all activities. They will also be responsible for submitting a report to the executive committee once a year detailing the full roster of undergraduate members and their degree of participation. The secretary will also be responsible for leading a committee to maintain all of the Society's online assets and information, including the Facebook page, Twitter, Instagram, LinkedIn, TNK website, etc. They will also be responsible for finding new ways to use technology to the advantage of the society. The Secretary & Membership Chair will be responsible for any and all newsletters.

**Section 4 - Treasurer:** The Treasurer will keep a full and accurate record of the Society's finances. A financial report and executive committee approved budget must be presented to the members once yearly in the Spring in addition to a quarterly budget report to the executive committee. The Treasurer will maintain a scholarship document listing all available scholarships, their amounts, their requirements, and any additional information relevant to each scholarship. This document must be easily accessible by general members and updated at the beginning of the Fall and Spring semesters. Additionally, the Treasurer is responsible for collecting the dues from new members and ensuring the yearly social spending does not exceed the amount of scholarship dollars granted.

**Section 5 - Recruitment Chair:** The New Membership Chair will be responsible for recruiting new members as well as forming and sending out the new member application in the Fall. The New Membership Chair will be responsible for special projects in the Spring.

**Section 6 - Social Coordinator:** The Social Coordinator will be responsible for the planning and coordination of all internal social events. These are held at least once per month during the academic year. The Social Coordinator must report social event attendance to the Secretary by the final day of each month.

**Section 7 - Philanthropy and Service Chair:** The Philanthropy and Service Chair will be responsible for all service events and the coordination of all philanthropic events and donations. The Philanthropy and Service Chair must report service event attendance to the Secretary by the final day of each month.

**Section 8** - E-council and Historian Chair : The E-council and Historian Chair will be responsible for maintaining the Society's history and preparing the new membership history quiz in addition to representing Texnikoi at all of the E-council meetings. The Historian Chair will be in charge of administering all initiation requirements to initiates, and overseeing that all initiation requirements are fulfilled, They must also maintain and grow alumni relations within the organization in whichever way they see fit including an alumni roster.

#### **Article VIII - Advisers**

**Section 1** - The advisers of Texnikoi will be known as the Adviser Panel.

**Section 2** - The advisers to this organization will be full-time administrators, faculty members, staff members.

**Section 3** - The advisers will act as consultants to the officers in matters of the university's procedures and policies. They will also act as a liaison between the university and the organization.

**Section 4** - Advisers will be appointed by a 2/3 vote of the executive committee.

**Section 5** - Texnikoi will always have at least one adviser.

**Section 6** - Advisers will respond as described in Article X, Section 3.

**Section 7** - Advisers may be removed from the panel by a majority vote of the active membership.

#### **Article IX - Parliamentary Authority**

The rules contained in Robert's Rules of Order Revised will govern this organization in all cases to which they are applicable unless they are inconsistent with the constitution and by-laws and special rules of this organization. It is acceptable to use social media to conduct voting procedures.

#### **Article X - Dissolution**

**Section 1** - This organization may be dissolved after dissolution is approved by the executive committee and by a 2/3 vote of its members, provided that a notice of a vote on dissolution is furnished to the members at least 60 days prior to the vote.

**Section 2** - Upon dissolution, the executive committee will utilize the assets of the organization, including those arising from dissolution and distribution. The balance, if any, will insofar as possible distributed equally among the contributing factors.

**Section 3** - Should Texnikoi's members fall below seven, the advisers of Texnikoi may remove members they see as unfit for membership then initiate fifteen new and worthy

members within six months of the initial removal.

#### **Article XI - Constitutional and By-Law Amendments**

**Section 1** - Any member may initiate an amendment to this Constitution at any regularly scheduled meeting. A written notice of the proposed amendment must be presented to the membership at least one meeting prior to the vote.

**Section 2** - An affirmative vote of 2/3 of the members present will be necessary to rectify any amendment.

**Section 3** - The By-Laws may be amended by a simple majority vote in the same process as the Constitution.

#### **Article XII - Removal of Officers**

**Section 1** - All officers may be subject to removal from office by recall or impeachment.

**Section 2** - Grounds for removal: Any officer not fulfilling their duties as outlined in Article VII of the Constitution or to the satisfaction of the members of the organization, may be removed from office. A 2/3 majority vote of the Executive Board will be required for removal of any officer.

**Section 3** - Notice of charges: The motion to remove an officer from their position must be presented in writing to the total voting membership at least two weeks before the meeting at which the removal will be voted on. The written motion can be submitted by any single member, or signed by one or more members.

**Section 4** - Right to a fair hearing: The officer subject to removal will have the right to present their case to the membership at the meeting in which the voting for removal is to take place.

**Section 5** - Form of vote: All elections under this Article will be done by secret ballot.

**Section 6** - Chain of Succession: The following guidelines indicate the succession/replacement of an officer, should that person be removed from office, resign, or be deemed unfit to continue with their assigned responsibilities.

1. If the President is removed, the Vice President will assume their duties as the acting president in addition to their former responsibilities as Vice President.
2. If the Vice President, Secretary, Treasurer, Recruitment Chair, Social Coordinator, Philanthropy and Service Chair, or E-Council and Historian Chair is removed from office, the President can dictate one or more current officers to assume the duties of the removed officer.
  - a. The re-assignment of responsibilities must receive unanimous support from the acting officers.
  - b. If no decision can be made, then an emergency election should be held to elect a new member to the vacant officer position.
3. There must be at least 5 active officers, one of whom is the President.
  - a. If there are less than five officers, then an emergency election should be held to elect at least the number of officers required to meet the five.

**Section 7** - An officer who is voted out of office may also be removed from Texnikoi following the "Removal of Members" procedure in Article XIII.

**Section 8** - An officer who resigns or is deemed unfit to continue (for any reason, including but not limited to: academics, medical complications, or professional opportunities) will remain a member of Texnikoi unless removed following the procedure in Article XIII.

#### **Article XIII - Removal of Members**

**Section 1** - Grounds for removal: Any member not fulfilling their duties as outlined in this Constitution Article III or in the Bylaws of this organization to the satisfaction of the voting membership may be removed from membership. A 2/3 majority vote of the Executive Board will be required for removal of any member.

**Section 2** - Members will be given a one semester minimum probationary period. While on probation, the member will be ineligible to receive scholarships or run for office. To remove probationary status, the member must complete the semester requirements in addition to those that they missed from the previous semester.

**Section 3** - Notice of charges: The motion to remove a member from Texnikoi, following the probationary period, must be presented in writing to the Executive Board at least two weeks before the meeting at which the removal will be voted on.

**Section 4** - Right to a fair hearing: The member subject to removal will have the right to present their case to the membership at the meeting in which the voting for removal is to take place.

**Section 5** - Form of vote: All elections under this Article will be done by secret ballot.

#### **Article XIV - Scholarship**

**Section 1** - Scholarship must account for at least 50% of Endowment spending.

**Section 2** - Executive Scholarships: the maximum amount for each executive scholarship will be laid out as follows:

- ❖ \$750 will be awarded to the President and Treasurer
- ❖ \$650 will be awarded to the Vice President, Secretary, Social Coordinator, Philanthropy and Service Chair, Recruitment Chair, E-council and Historian Chair.

**Section 3** - In the case of unforeseen resignation, the distribution of funds will be decided at the discretion of the Executive Board.

**Section 4** - Executive Scholarship will not be given to any elected officers until their second semester of serving. If an officer resigns, is removed from office, or is deemed unfit to continue serving, then their scholarship is forfeit (unless a unanimous decision is made by the current executive board to allow the former officer to receive the scholarship given reasonable circumstances).

**Section 5** - The minimum amounts for the General Body Scholarships will be laid out as follows:

- ❖ The Recruitment Scholarship of \$100 will be awarded to the member who is named the most times within new member applications.
- ❖ The Plaque Scholarships of \$300, \$200, and \$100 will be awarded to the First, Second, and Third place plaques that follow all guidelines.
- ❖ The Service Scholarship of \$200 will be awarded to the member that completes the most service events each semester.
- ❖ Five Book Scholarships of \$20 each will be awarded, at the last meeting of each semester, to 5 different members by random drawing. One entry will be given per Texnikoi event attended.
  - o If the Service and Philanthropy Chair so chooses, they may award additional entries for participating in a Canned Food Drive or another philanthropic endeavor.

**Section 6** - Executive Board members may vote to change the values of General Body Scholarships designated above, if needed within the current budget.

**Section 7**- Executive Board members are not allowed to receive General Body Scholarships.