

Student Organization Name: Upsilon Pi Epsilon (The Nu Chapter)

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Date Approved (LEAD Center staff):

Approved by (LEAD Center staff):

Article I - Name

Section 1. The name of this organization shall be the Nu Chapter of the University of California, Berkeley of the Upsilon Pi Epsilon Association, an honor society in computing and information disciplines.

Section 2. The object of this chapter of the Association shall be to encourage, stimulate, and maintain excellence in scholarship of the individual members and original investigation, particularly in computer science and information disciplines at the undergraduate level.

Section 3. The Nu Chapter of the Association shall be located at the University of California, Berkeley.

Article II - Purpose

Section 1. Upsilon Pi Epsilon serves the CS and Engineering communities with student-led workshops, advising and tutoring programs, lecture series featuring inspiring visionaries in the field.

Section 2. This organization will also serve to connect CS and Engineering students with the broader tech industry through co-hosting career fairs and info sessions with outside companies.

Article III - Membership

Section 1. This Chapter shall consist of general members and officers. The term Members as used in this Constitution will apply to both of these groups.

Section 2. Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.

Section 3. We will not haze according to California State Law.

Section 4. We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.)

Section 5. The active membership of this chapter of the Association shall consist of those Members who satisfy the fiscal and attendance requirements set forth in the By-laws. The privilege of voting in officer elections and participation in other official functions of the Chapter shall be restricted to active members.

Article IV - Officers & Elections

Section 1. The Executive Council of the chapter shall consist of the Faculty Advisor and the following elected Officers: President, Vice-President, Secretary, and Treasurer.

Section 2. Additionally, aside from the Executive Council, there will be six additional Officer roles: 2 Industrial Relations Chairs, 2 Professional Development Chairs, 2 Social Chairs, 2 Outreach Chairs, 2 Publicity Chairs, and 2 Website Development Chairs.

Section 3. The duties of the Officers shall be as follows:

- A. The President shall call and preside at all meetings, appoint committees and authorize payment of bills presented against the chapter, upon approval of the Executive Council. The President shall make presentations when necessary at meetings, faculty retreat, etc., and manage all Officers.
- B. The Vice-President shall perform the duties of the President in the absence of the President. He or she shall also become President in case the President is incapable of completing his or her term in office. In this case, the Vice-President will serve as President for the remainder of the term and a new Vice-President will be appointed as noted in Section 7, Article V. In addition, he or she shall be responsible for the proper conduct of meetings. The Vice-President shall be responsible for hosting three General Meetings and candidate initiation. Additionally, the Vice-President will handle communication with the Association.
- C. The Secretary shall record minutes at all Officer meetings. The secretary shall also take attendance at events and meetings. He or she shall also organize the Chapter's official documents. The Secretary shall also be responsible for taking pictures and videos from social and professional events, and posting the media in a publicly viewable area. He or she shall also take professional photographs of the Officers and make an end of semester slideshow.
- D. The Treasurer shall collect all dues and assessments and to issue, with the assistance of the Secretary, notices of special assignments. He or she shall have charge of all funds of the chapter, and shall pay therefrom bills presented against the chapter and approved for payment. The Treasurer shall also attend to the Chapter's mailbox.
- E. The Industrial Relations Chairs shall schedule and assist with all information sessions that the Chapter agrees to host. The Chairs shall handle all communication with the companies, set up and clean up from the information session, send the company a résumé book of the Chapter's Members, and request donations for the Chapter.
- F. The Professional Development Chairs shall be responsible for events such as an internship panel, technical interview workshop, and an upper division course showcase, all to be held every semester. Additionally, the Professional Development Chair shall be responsible for scheduling all Officers for Office Hours and preparing a interview team to conduct practice interviews.
- G. The Social Chairs shall be responsible for all social activities for the Members including a semesterly retreat.
- H. The Outreach Chairs shall be responsible for all activities between this Chapter and other organizations at The University of California, Berkeley.

- I. The Publicity Chairs shall advertise social and professional events through posting flyers and sending out e-mails. He or she shall also be responsible for branded apparel for the Members.
- J. The Website Development Chairs shall be responsible for the mailing lists, updating the website with upcoming events, and maintaining the server.

Section 4. The Faculty Advisor shall be a member of the computer science teaching staff. The duties of the Faculty Advisor shall be to consult on matters of the chapter policy and to act as auditor of chapter finances.

Section 5. All Officers shall be elected for a term of one semester. There are no restrictions for how many times a Member can assume a specific Officer role.

Section 6. Election of Officers shall take place in the final three weeks of the preceding semester before a new term begins.

Section 7. Vacancies in any office other than the President shall be filled by appointment by the President with the approval of the Executive Council. The newly appointed Member will have a reduced term, lasting until the next installation.

Section 8. Removal of officers will follow the procedure set forth in the By-Laws.

Article V - Meetings

Section 1. There shall be at least 3 General Meetings each semester.

Section 2. Special meetings may be called by the President, the Executive Council, or by petition of one-third of the active membership of the Chapter.

Section 3. A quorum shall consist of one-third of the active members of the Chapter in the conduct of the business of the Chapter, except for the election of Officers, at which one-half of the active members of the Chapter must be present. Rules of a quorum may be suspended by a vote of four-fifths of the entire Executive Council.

Section 4. The initiation of candidates and elections shall be held each semester.

Article VI - Constitutional Amendments

Section 1. This Constitution shall become effective immediately upon ratification by a three-fourths affirmative vote of the active Members.

Section 2. This Constitution shall remain in effect until revised or amended.

Section 3. Any member of the Chapter at a regular or special meeting may propose amendments in this Constitution by bringing it up during the meeting. The proposed amendment shall be discussed and a vote for further discussion shall be taken; a simple majority (50%+1) of the active members present shall determine that consideration. On approval, the proposed amendment shall be formally framed by the Executive Council.

Section 4. Active members will be notified to proposed amendments through a public posting that all members have access to.

Section 5. Amendments framed according to the previous section shall be circulated to the entire active membership of the Chapter, together with appropriate commentaries. Voting will occur at the next regular or special meeting, in which the Secretary and Vice-President shall tally the votes, and make the results of the balloting public through a public posting or email.

Section 6. A three-fourths favorable vote shall be required for ratification of each amendment.

Section 7. The amendment shall become effective immediately upon announcement of the results of the ratification election.

Section 8. All amendments, additions or deletions to this document must be filed with the LEAD Center in 102 Hearst Gym.

Article VII - Dissolution

Section 1. Dissolution of this organization must be initiated with a vote among the Executive Council. The Executive Council must be unanimous in its decision for the topic of dissolution to be brought to a vote by the rest of the Officers and Members.

Section 2. Any Officer or Member can bring this subject up to a member of the Executive Council at any time. This member of the Executive Council is required to bring up this issue the next time the council meets and vote on the matter.

Section 3. In the case that the Executive Council has reached a unanimous decision to dissolve The Nu Chapter of Upsilon Pi Epsilon, the matter will be brought to a vote at the next general meeting of the organization.

Section 4. A three-fourth majority of officers and a two-thirds majority of active members must be in agreement with this decision for dissolution to be finalized.

Section 5. All unspent ASUC funds shall remain the property of the ASUC; all Graduate Assembly funds shall remain the property of the Graduate Assembly. Remaining privately-obtained funds may be donated to another nonprofit organization with prior approval of the ASUC Senate Finance Committee. After 5 or more years of inactivity, any privately obtained funds left in accounts will be donated to the ASUC carry forward account.

BY-LAWS

Article I – Scope of the By-Laws

Section 1. These By-laws shall govern the conduct of the Chapter in those matters not specifically treated in the Constitution

Section 2. Provisions of these By-laws shall be subordinate to those of the Constitution.

Article II – Election of Officers

Section 1. Newly elected officers will assume their duties upon installation, which is to take place at a transition meeting after the election before the beginning of the next semester.

Section 2. In order to be eligible to hold office, the President and Vice President must have been officers in the Chapter for at least one semester.

Section 3. Officers shall be elected from Active Chapter Members.

Section 4. All members who are eligible for an officer position shall be considered for that position if he or she desires.

Section 5. If a member seeks to be a candidate, he or she will have an opportunity to make a speech before the election for that Officer role.

Section 6. Members will vote following the initiation of the semester preceding the new term. The candidate who receives the highest number of votes will receive the role.

Article III – Recall of Officers

Section 1. An officer accused of irresponsibility, abusing privileges, or failing to perform given duties, can be removed from office by a recall election.

Section 2. The recall election shall be called by the Vice-President upon receiving a petition signed by one-third of the active Members. In the case that the petition is signed to recall the Vice-President, the election will be scheduled by the Secretary or Treasurer to avoid a conflict of interest. In the case that petitions are submitted for the recall of both the President and Vice-President, the Secretary and Treasurer shall assume their respective duties in the interim.

Section 3. The recall election coordinator established in Section 2 will schedule a date for the recall election, which must not be less than one week or more than two weeks from the date the petition for recall has been submitted.

Section 4. A simple majority vote (50%+1) of the active Members shall be required for the removal from office.

Section 5. If an Officer is recalled, the procedure described in Article II, Sections 2- 6 of the By-laws shall be followed. The only exception is Article II, Section 6, which specifies when the election shall be held. In the case of a recall, this section shall be excluded from the process.

Article IV – Procedure of Meetings

Section 1. Except as specifically stated in the Constitution and By-laws, the parliamentary guide for the conduct of all meetings shall be current Robert's Rules of Order.

Section 2. The order of conduct of a regular meeting shall be as follows:

- A. Call to order
- B. Roll call
- C. Committee reports
- D. Unfinished business
- E. New business
- F. Adjournment

Section 3. The Secretary shall give notification of all active members one week prior to a special meeting. The notification shall state the purpose of the meeting. No business other than that which the meeting was called for shall be conducted at a special meeting.

Article V – Active Members

Section 1. To initially be considered an active Member, the interested student will need to pay the Cost of Membership as described in Article VII in the By-laws and complete the candidate requirements specified by the Officer's their candidate semester.

Section 2. Members who miss three or more consecutive meetings will be considered inactive.

Section 3. In order to regain active status, the Member will need to attend a regular or special meeting.

Article VI – Cost of Membership and Candidacy

Section 1. Cost of Membership shall not be more than twenty dollars above that of the national fees.

Section 2. Candidates shall be invited each semester following the national guidelines for Candidate requirements.

Section 3. Candidates shall have to complete candidate activity requirements set by the office board and pay the Cost of Membership to become an active Member.

Section 4. Candidate activity requirements shall ensure the successful functioning of events and info sessions put on by the organization but will not conflict with Article III of the constitution.

Article VII – Adoption and Amendment

Section 1. These By-laws shall become effective immediately upon adoption.

Section 2. These By-laws shall remain in effect until revised or amended.

Section 3. A provision of these By-laws may be temporarily suspended by a two-thirds vote of the active Members of the Chapter.

Section 4. A two-thirds affirmative vote of the active membership of the Chapter shall be required for the adoption of an amendment to these By-laws, however, a four-fifths vote within the Executive Council may suspend the bylaws.