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ALPHA PI MU ASSOCIATION

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CONSTITUTION
OF
ALPHA PI MU ASSOCIATION

ARTICLE I. NAME

Section 1. Name

- a. The name of this organization shall be Alpha Pi Mu Association.

ARTICLE II. PURPOSE

Section 1. Purpose

- a. To serve as the industrial engineering honor society.
- b. To confer recognition upon the student of industrial engineering who has shown exceptional academic interests and abilities in the field of industrial engineering.
- c. To encourage participation in those activities which may be beneficial to the profession of industrial engineering.
- d. To encourage wherever possible any movement which will advance the best interest of industrial engineering education.
- e. To further unify the student body of the department of industrial engineering in presenting its needs and ideals to the faculty.
- f. To create a closer student-faculty relationship by periodically bringing together the thoughts and needs of both.
- g. To assist and cooperate with all organizations and persons working for the interests of industrial engineering.
- h. To benefit its members by the association and experience that can come from bringing together a group with similar interests, objectives and abilities.
- i. To promote the professional development and welfare of its members.
- j. To exist exclusively for educational and scientific purposes, including distributions to organizations under Section 501(C)3 or the corresponding section of any future internal revenue code.

ARTICLE III. MEMBERSHIP

Section 1. Active Membership

- a. There shall only be one class of active members.
- b. Active membership shall be open to those undergraduate students fully registered in an industrial engineering or comparable engineering curriculum, which curriculum has been approved by the Accreditation Board for Engineering and Technology (ABET) or other appropriate accrediting agency, who are ranked as third or fourth year students by their college and are in good and regular standing.
 - i. Only third year students who have maintained an average scholastic grade in the upper one-fifth and fourth year students who have maintained an average scholastic grade in the upper one-third of the industrial engineering class of which they are a member shall be eligible for active membership
 - ii. Transfer students ranked as third or fourth year students who have transferred from another school or department in the same school shall be eligible for active membership. They must have maintained a scholastic average in the upper one-fifth, if a third year student, or upper one-third if a fourth year student, of the class from which they transferred and maintained this average for one grade period after the transfer.
- c. Active membership shall be open to graduate students, provided they are in good and regular standing and candidates for a graduate degree in an industrial engineering or comparable engineering curriculum.
 - i. Masters degree students must have completed at least one-third of the program requirements and rank in the upper one-half of their class.
 - ii. Doctoral degree students must have a written recommendation from the head of the department of industrial engineering or a member of the faculty designated by the department head.
- d. All students who meet the scholarship requirements should also exhibit positive characteristics of leadership, ethicality, sociability and widespread interest.
- e. The scholastic requirements of the individual chapters may be raised above those set forth in this constitution.
- f. In the case of students whose eligibility is in doubt because of irregular standing or curriculum, the matter shall be referred to the executive council for appropriate action.

- g. Membership in any other fraternity or society shall not exclude a student from active membership in Alpha Pi Mu Association.

Section 2. Alumni Membership

- a. Any graduate industrial engineer from a school now having a chapter of Alpha Pi Mu Association, who during his/her scholastic career fulfilled the requirements for membership, may be eligible for alumni membership providing he/she received his/her degree during a period when the school was accredited by ABET or other appropriate accrediting agency.
- b. Any active member, upon completion of his/her studies with the industrial engineering department in which he/she was initiated, shall become an alumni member.
- c. A member having received a degree at one institution and pursuing an advanced degree at a second institution may apply to the Alpha Pi Mu Association chapter at the second institution to have his/her alumni membership reverted to active membership, pursuant to that chapter's bylaws, if so desired.
- d. Prospective alumni members shall be formally initiated according to the prescribed ritual by any active chapter or group of members designated by the executive council.

Section 3. Faculty Membership

- a. Faculty membership may be granted to a faculty member of an ABET-accredited department of industrial engineering who has made significant contributions to education in the field of industrial engineering, upon review and approval of his/her credentials by the executive council. Active solicitation of prospective faculty members by individual chapters may not be undertaken prior to the approval by the executive council of such prospective faculty members.
- b. The purpose of faculty membership is to provide direct and manifest means for faculty of the department of industrial engineering to be identified with and participate in the activities of Alpha Pi Mu Association. While there is no intent that a faculty member should participate as an active member in the chapter, there is need for faculty to be fully aware of the ideals and objectives of the chapter and to render aid and assistance to the chapter as needed. The traits expected of members of Alpha Pi Mu Association - scholarship, leadership, sociability, ethicality and widespread interest - are of prime consideration in faculty-student relationships. The affiliation of the faculty and their contribution to the welfare of Alpha Pi Mu Association are encouraged.

- c. Qualifications for faculty membership are as follows:
 - i. The candidate shall hold full-time rank above instructor in the department of industrial engineering.
 - ii. The candidate shall be clearly identified with the industrial engineering courses and research of his/her department.
 - iii. Faculty memberships may be extended to include outstanding faculty in industrial engineering departments that do not have an active student chapter of Alpha Pi Mu Association. The individual receiving the faculty membership is required to attend the initiation at the campus of the sponsoring chapter.
- d. An electronic copy of the vita of the faculty candidate and qualification statements written by two (2) members of the proposing chapter, indicating outstanding contributions, must be submitted by the faculty advisor to the association office six (6) weeks prior to the scheduled initiation date for approval or disapproval by the executive council. In no case may a faculty member be initiated without specific written approval from the executive director.
- e. A candidate must receive at least two-thirds affirmative votes of the total number of eligible votes in the executive council to be elected.
- f. Upon receipt of written approval from the executive director, a candidate for faculty membership is processed in the same manner as an active member candidate.
- g. The faculty member shall be initiated at the next regularly scheduled initiation.

Section 4. Honorary Membership

- a. Honorary membership may be granted to a person who has made an outstanding contribution to the field of industrial engineering and who has been proved worthy of the honor, upon review and approval of the executive council. Active soliciting of prospective honorary members by individual chapters may not be undertaken prior to approval by the executive council of such prospective honorary members.

Section 5. Election of Members

- a. All candidates for membership shall be elected by an active chapter. Election of members shall be conducted either by secret or open ballot. Elections shall be held as soon after the date of determining the eligibility of the candidates as possible. A three-quarter vote of all active members present shall be required to elect.

- b. The elected candidates for membership shall be initiated, according to the prescribed ritual, either by the active chapter or by a group of members to be designated by the executive council.

Section 6. Eligibility

- a. Any problems concerning the eligibility of students for active membership at a particular school should be sent with a copy of the current bylaws to the regional vice president for approval. The appeal of any particular decision will rest solely with the executive council.

Section 7. Inactive

- a. An active member may become or may be declared an inactive member subject to conditions set forth in each local chapter's bylaws. As such, these conditions shall be approved by the executive council. Each chapter shall have a procedure whereby an inactive member may be reinstated as an active member.

ARTICLE IV. ORGANIZATION

Section 1. Chapters

- a. This society shall consist of such active chapters as have been or shall be, established in engineering schools having an industrial engineering or comparable curriculum, which curriculum has been approved by ABET or other appropriate accrediting agency and of such alumni chapters as have been or shall be established and recognized by Alpha Pi Mu Association.

Section 2. Chapter Names

- a. The active chapters shall be designated by the name of the school at which they are located; and the alumni chapters shall be designated by the name of the city in which they are located, subject to the approval of the executive council.

Section 3. General Government

- a. The general government of the association shall be carried on by the executive council, as hereinafter provided.
- b. For the purpose of administration, the United States shall be divided into seven regions as follows:

REGION I. Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island and Vermont.

REGION II. Delaware, Maryland, New Jersey, North Carolina, Pennsylvania, Virginia and West Virginia.

REGION III. Alabama, Florida, Georgia, Puerto Rico, South Carolina and Tennessee.

REGION IV. Illinois, Indiana, Louisville, Michigan, Ohio and Wisconsin.

REGION V. Arkansas, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma and South Dakota.

REGION VI. Louisiana, Mississippi, New Mexico and Texas.

REGION VII. Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming.

- c. For the purposes of administration, additional regions shall be designated as active chapters are installed outside the United States.

Section 4. The Executive Council

- a. The executive council shall be composed of the president, executive vice president, executive director, treasurer, awards coordinator, the advisory board (none of the above eight members may be a student member), and seven regional vice presidents. Each executive council member shall have one vote.
- b. Election of the executive council members shall be held during the spring of even-numbered years. Elections will be conducted by mail prior to April 1st of each even-numbered year. The president shall chair a nominating committee composed of the president and advisory board. Nominations will be solicited from the active chapters by the nominating committee at least two months prior to the mail election deadline of April 1st. Installation of the executive council will be accomplished by the outgoing president at the conclusion of the first executive council meeting that follows the election.
- c. The president, executive vice president, executive director and treasurer shall be elected by a plurality of the executive council and eligible chapter votes received. Tie votes will be resolved by a plurality vote of the executive council. Any vacancy, whether resulting from death, resignation, removal or other cause, shall be filled by an act of election by the remaining members of the executive council.
- d. The regional vice presidents shall be elected by a plurality of the chapters responding in each region. Any tie vote will be resolved by a plurality vote of the members of the executive council with the current vice president of the region in question abstaining.

- e. The awards coordinator shall be appointed by the president.
- f. The executive council shall empower the executive director to secure such assistance as the council may consider necessary.
- g. The executive council shall have the following powers and duties in addition to those heretofore set forth:
 - i. To uphold and enforce the constitution of the association.
 - ii. To charter new chapters of the association in accordance with Article VI.3 and Article VII.2.
 - iii. To expel any chapter in accordance with Article IX.2.
 - iv. To suspend any chapter until the next executive council meeting.
 - v. To expend the monies of the treasury of the association and to adopt, by a majority vote, a budget for the association.
 - vi. To prescribe the duties of the association officers and to provide for the regulation and operation of the business of the association.
 - vii. To invoke and carry out such discipline as may be provided for in this constitution.
 - viii. To publish all literature, catalogs, and official publications of the association, issue all certificates of membership, and keep all official documents and properties of the association.
 - ix. To perform any other acts of government deemed necessary for the good of the association.
 - x. To give consideration to recommendations of the advisory board.
 - xi. To consider expulsion of any active member in accordance with Article IX.4.

Section 5. Association Officers

- a. Names. The officers of the association shall be the members of the executive council.
- b. President. The president shall call and preside at meetings of the executive council and shall submit a report on the welfare of the association at each executive council meeting.

- c. Executive Vice President. The executive vice president shall assume all duties of the office of president in the event of absence, disability or death. He/she shall assist the president in all matters of the association.
- d. Executive Director. The executive director shall act as the administrative officer of the association. He/she shall:
 - i. Keep all minutes and records of each executive council meeting and distribute copies to each chapter and executive council member.
 - ii. Keep all records of proceedings and acts of the executive council.
 - iii. Be the custodian of the seal of the association and shall have the power to affix the same when instructed to do so by the executive council.
 - iv. Keep written records of all information concerning the founding, historical development and operation of the association.
 - v. Perform such other duties as the executive council may direct.
- e. Treasurer. The treasurer shall act as the financial officer of the association. He/she shall:
 - i. Be responsible for the funds of the association, including the receipt and disbursement of all monies.
 - ii. Keep a written record of all such transactions and submit a financial statement at each executive council meeting.
 - iii. Be the financial advisor of the executive council and perform other duties as the council may direct.
 - iv. Be empowered to invest the funds of Alpha Pi Mu Association under authorization of the executive council.
- f. Regional Vice Presidents. Each regional vice president shall act in the best interest of the association as a whole. Each regional vice president shall represent the association in his/her geographical area. The president shall periodically ask each regional vice president to evaluate award of excellence nominations and annual chapter reports.
- g. Awards Coordinator. The awards coordinator shall be responsible for coordinating the evaluation of the various awards of the association.

- h. Advisory Board. The three most recent past presidents shall serve as the advisory board of the executive council.

ARTICLE V. GOVERNMENT

Section 1. Ultimate Authority

- a. The ultimate authority on affairs of the association shall rest with the various active eligible chapters and members of the executive council with each having one vote. The active chapters may delegate authority on matters not specifically herein provided for to the executive council.
- b. All constitution changes shall be conducted by a mail vote of the eligible voters, through the executive director, with a three-fourths affirmative vote of those eligible voters responding required for constitutional changes. Constitutional changes can be initiated by the executive council or by petition from a minimum of three (3) chapters.

Section 2. Jurisdiction

- a. The jurisdiction of all members and chapters of Alpha Pi Mu Association shall be the concern of the executive council.
- b. All specific matters of jurisdiction pertaining to the government of the association shall be outlined under the powers and duties of the executive council as provided for in this constitution.

Section 3. Association Officers

- a. The duties of the association officers pertaining to the government of the association are found in Article IV.5 of this constitution.

ARTICLE VI. ACTIVE CHAPTERS

Section 1. Government

- a. Except as herein provided, each chapter shall have full control of its individual affairs. Prior to its establishment, each proposed chapter shall be required to enact and submit for approval to the executive council, chapter bylaws and amendments thereto, for its own guidance in all matters not herein fully set forth. Each subsequent amendment to these bylaws must be submitted to the executive council for approval before they can become effective.

Section 2. Membership

- a. The membership of an active chapter shall consist of all active members, including eligible undergraduate, graduate and transfer students who are in regular standing with the university. Also, membership can include alumni members of Alpha Pi Mu Association in good standing who reside near the university; however, the alumni may not vote or hold office.

Section 3. Issuance of Charter

- a. Upon approval by three-quarters of the executive council of the petition for a charter, and upon payment to Alpha Pi Mu Association for the initiation fees of members to be initiated, said petitioning group is entitled to receive a charter at formal ceremony and is entitled to all of the privileges of an active chapter as provided for in this constitution. The petition for a charter must be signed by at least nine candidates who are qualified for membership, as herein set forth. The names of the new initiates and any existing members deemed instrumental by the chapter in the formation shall be included on the charter. Existing members are not required to pay the initiation fee.

Section 4. Officers

- a. The active officers of each chapter shall minimally consist of a president, vice president, secretary and treasurer. At the time of their election, the officers of the chapters must be duly registered in an industrial engineering or comparable curriculum. The term of office shall not exceed one year. Each chapter shall have an elected faculty advisor who is a member of the college faculty and of Alpha Pi Mu Association.

Section 5. Duties of Officers

- a. The duties of officers of an active chapter shall be those performed according to Robert's Rules of Order by persons holding such offices and as stated in the bylaws of the chapter.

Section 6. Removal of Officers

- a. Removal of officers shall be covered in the local chapter bylaws.

Section 7. Meetings

- a. Each chapter shall hold a minimum of six (6) meetings during each academic school year. For the purpose of this requirement, each meeting must have a quorum present.

- b. Special meetings may be called at any time at the discretion of the president of the chapter.
- c. A quorum shall consist of two-thirds of the active membership of the chapter. No member shall be allowed to vote on any matter by proxy.

Section 8. Annual Report

- a. Each chapter is required to prepare an annual report covering a one-year period beginning on April 1st of the preceding year. This report is to be submitted to the national executive director and must be postmarked by midnight, April 15th. Non-compliance to this section is subject to disciplinary action by the executive council as described in Article IX.
- b. Required items for the annual report:
 - i. Complete financial statement and an authorization form in lieu of IRS Form 990 (refer to the Association Procedures Manual).
 - ii. National Office General Questionnaire (refer to the Association Procedures Manual).
 - iii. Semi-Annual Report for the upcoming term or year (refer to the Association Procedures Manual).
 - iv. A copy of the current chapter bylaws.
- c. For those chapters wishing to compete for the outstanding chapter award, the following additional items are required:
 - i. Records of all chapter events during the interim period since the preceding report, including minutes of meetings.
 - ii. A proposed program of activity for the ensuing year.
 - iii. Other items as suggested in the Association Procedures Manual.

ARTICLE VII. ALUMNI CHAPTERS

Section 1. Organization

- a. Any seven alumni members in good standing with the association who reside within convenient distance of each other, may petition to the executive council for a charter to organize an alumni chapter. The executive council shall have full responsibility for the design of said charter and its issuance.

Section 2. Issuance of Charter

- a. Upon approval by three-quarters of the executive council of the petition for a charter and upon payment to the association of a \$50 charter fee, said alumni chapter is entitled to receive a charter and is granted all the privileges of an alumni chapter as provided for in the constitution. The petition for a charter must be signed by at least seven alumni members who will be members of the alumni chapter.

Section 3. Meetings

- a. The alumni chapters shall hold regular meetings at least four times each year. They shall have no power of initiation.

Section 4. Government

- a. Except as herein provided, each alumni chapter shall have full control of its individual affairs. Prior to its establishment, each proposed alumni chapter shall be required to enact and submit for approval chapter bylaws for its own guidance in all matters not herein fully set forth.

Section 5. Annual Report

- a. Each alumni chapter shall be required to submit an annual report to the executive director. This report shall contain a complete financial statement including an authorization form in lieu of IRS Form 990, a complete list of members and a proposed program of activities for the ensuing year. In addition to the annual report, and subject to discipline for failure to comply, each alumni chapter shall be required to answer all correspondence from the association. Annual reports shall be due prior to July 1st of each year.

Section 6. Membership

- a. Any former active member, or duly initiated alumni, faculty or honorary member, shall be entitled to membership in an alumni chapter. No member of the association shall be active in both an active and an alumni chapter.

ARTICLE VIII. EXPANSION

Section 1. Movement for Expansion

- a. A charter may be granted for the organization of an active chapter at any university that offers a four-year degree program in industrial engineering or its equivalent, which is approved by ABET or other appropriate accrediting agency in accordance with the rules herein set forth.
- b. The formation and chartering of various alumni chapters shall be encouraged by the association and active chapters.

Section 2. Petitions for Active Chapters

- a. Petitions for charters from college groups shall be submitted to the national executive director. These petitions shall be signed by at least nine persons qualified for membership as set forth in Article III.
- b. The executive council shall act upon these petitions within sixty (60) days of the receipt of the petition by the executive director.
- c. No fee shall be assessed for the charter of any active chapter.

Section 3. Petitions for Alumni Chapters

- a. Petitions for charters from alumni groups shall be submitted to the executive director. These petitions shall be signed by at least seven members of the association as set forth in this constitution.
- b. Charters may be granted to alumni groups provided that the executive council has passed on these petitions. The executive council must act on these petitions within sixty (60) days.

Section 4. Installation

- a. No formal installation will be required in the case of a new alumni chapter.
- b. When a charter for an active chapter is granted to the petitioning group, the executive director shall arrange the details of the installation.
- c. Any active chapter may request permission from the executive director to install a new chapter. Decisions as to the installing chapter shall be left to the discretion of the executive director.

- d. A minimum of four members from the active chapter chosen to conduct the installation shall be required to be present at an installation ceremony.

ARTICLE IX. DISCIPLINARY ACTION

Section 1. Failure to Submit the Annual Report

- a. Failure to submit the annual report as described in Article VI.8, will result in the following action:
 - i. The chapter will be placed on probationary status for the next year by the executive director; and the department head will be notified with copies to the chapter president and faculty advisor.
 - ii. If, while on probation, the chapter fails to meet the reporting requirement on both the delinquent and current reports, they will be reported to the executive council, and that body shall have the power to determine if the chapter should be placed on inactive status as described in Article IX.3.

Section 2. Expulsion of Chapters

- a. Expulsion of a chapter for failure to live up to the constitution of the association, for the performance of some act that brings discredit upon the association, or for any other cause, shall be ruled upon and decided upon by the executive council. The executive council decision shall be submitted to the various chapters for ratification. Approval by at least three-quarters of the chapters shall be required to uphold the decision of the executive council and the chapter will be placed on inactive status as described in Article IX.3.

Section 3. Inactive Chapters

- a. A chapter may be placed on inactive status by failing to meet a reporting requirement or by an expulsion vote. The National Office will work with the chapter in all possible ways to avoid placing the chapter on inactive status. If, however, the chapter is placed on inactive status, the chapter will immediately be stricken from the association's roll and the inactive chapter may not initiate new members. After a minimum of one year of inactive status, a chapter wishing reactivation must submit a petition to the executive council. The petitioning process is the same for reactivation of a chapter as it is for establishing a new chapter.

Section 4. Expulsion of Members

- a. An active member may be expelled from his/her chapter and the association for failure to live up to the constitution and for the performance of some act that brings discredit upon the member or the association, or for any just cause as shall be ruled upon by the chapter itself, except as set forth in Article IX.4.c
- b. The method of expulsion is by a vote of four-fifths of the active membership of his/her chapter upon charges presented and signed by four members of that active chapter and after a thorough and impartial trial of the member concerned, except as set forth in Article IX.4.c.
- c. Authority for expulsion, in the case where an active member is found guilty of an honor violation by a student honor court or by a school administration, the faculty advisor of that chapter shall submit a complete report to the executive director for action by the executive council. A notation of the violation shall be made on the member's permanent record, subject to removal at the discretion of the executive council. In the case of an extreme honor violation, the executive council shall expel the member.
- d. A member may appeal his/her expulsion. The appeal must be submitted to the executive director within thirty (30) days after the receipt of written notification of the expulsion.

ARTICLE X. SOCIETY FUNDS

Section 1. Initiation Fees

- a. All initiation fees and assessments shall be paid to the association by the chapter treasurer. Each payment should be one chapter check or money order that is made out to 'Alpha Pi Mu Association.'
- b. The initiation fees to be paid to the association shall be as follows:

Active Members \$45.00

Alumni Members \$45.00

Faculty Members \$45.00

Honorary Members No Fee

The fees shall cover the cost of a certificate of membership, an Alpha Pi Mu Association key, and the general expenses of the association.

- c. Each chapter shall be allowed to charge the initiate an additional fee that it deems necessary to cover the expenses of the chapter as set forth in the bylaws of the chapter.

Section 2. Association Funds

- a. All money received by the association shall be deposited in a federally insured bank approved by the executive council.
- b. A budget shall be submitted annually by the association treasurer to the executive council for approval. The expenditure of all funds shall be subject to the majority approval of the executive council.
- c. No part of the net earnings of the association shall inure to the benefit of, or be distributed to its members, officers, executive council members or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(C)3 purposes. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.
- d. Upon the dissolution of this association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(C)3 of the internal revenue code, or corresponding section of any future federal tax code, or shall be distributed to a government entity for public purposes.

ARTICLE XI. AMENDMENTS

Section 1. Amendments

- a. This constitution may be amended by an affirmative three-quarters vote of responding eligible voters (Article V.1.a) by mail vote to the executive director.
- b. Amendments shall become effective immediately upon notification to all chapters.
- c. Any chapter or executive council member failing to report his/her mail-in vote, within three weeks from the date of mailing (not counting summer sessions and vacations), upon proposed amendments arising for vote, shall forfeit his/her vote.

ARTICLE XII. EMBLEMS AND INSIGNIA

Section 1. Key

- a. The key of the association shall be of gold-type design as follows:

A small circular gear upon which is mounted an inverted triangle bearing the three Greek letters 'A Π M', one letter on each side of the triangle. The key shall have a short, extended shank at the foot of the triangle and shall be fitted with a small circular collar at the top of the triangle.

Section 2. Seal

- a. The seal of the association shall consist of two perforated concentric circles having diameters of one inch and one and one-half inches. The words 'Alpha Pi Mu' appear between these circles at the top of the seal and the words 'Atlanta, Georgia' and 'Founded, SEAL, 1949' appear in order from top to bottom.

Section 3. Membership Certificates and Charters

- a. The design of the membership certificates and charters shall be the concern of the executive council. Each certificate and charter shall be embossed with the official seal and signed by the appropriate officers before it shall be considered valid.

ARTICLE XIII. RITUAL

Section 1. Ritual

- a. The motto, ritual, and other matters of the association shall never be published or disclosed to the public except as provided in Article XIII.3, but shall be handed down through the officers of the chapters and the executive council. Any changes or suggestions for changes in the ritual shall be considered at an executive council meeting. If passed, these changes shall become a permanent part of the ritual.
- b. Failure to abide by the above section shall result in disciplinary action by the executive council against the person or chapter concerned.
- c. At the discretion of the individual chapter, guests may be invited to attend the initiation ceremony.

CONSTITUTION
AND
NATIONAL OFFICE MANUAL
OF

ALPHA PI MU

INDUSTRIAL ENGINEERING HONOR SOCIETY

FOUNDED 1949

MEMBER - ASSOCIATION OF COLLEGE HONOR SOCIETIES



REVISED - SEPTEMBER, 1986

ALPHA PI MU NATIONAL OFFICE
P. O. BOX 934
BLACKSBURG, VIRGINIA 24060

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CONSTITUTION
of
ALPHA PI MU, INCORPORATED

ARTICLE I

NAME

Section 1. The name of this organization shall be ALPHA PI MU, INDUSTRIAL ENGINEERING HONOR SOCIETY.

ARTICLE II

PURPOSE

Section 1. It shall be the purpose of Alpha Pi Mu:

- a. To confer recognition upon the student of Industrial Engineering who has shown exceptional academic interests and abilities in the field of Industrial Engineering.
- b. To encourage participation in those activities which may be beneficial to the profession of Industrial Engineering.
- c. To encourage wherever possible any movement which will advance the best interest of Industrial Engineering education.
- d. To further unify the student body of the Department of Industrial Engineering in presenting its needs and ideals to the faculty.
- e. To create a closer student-faculty relationship by periodically bringing together the thoughts and needs of both.
- f. To assist and cooperate with all organizations and persons working for the interests of Industrial Engineering.
- g. To benefit its members by the association and experience that can come from bringing together a group with similar interests, objectives, and abilities.
- h. To promote the professional development and welfare of its members.

ARTICLE III

MEMBERSHIP

Section 1. Active Membership

- a. There shall be but one class of active members.
- b. Active membership shall be open to those undergraduate students duly registered in an Industrial Engineering or comparable curriculum, which curriculum has been approved by the Accreditation Board for Engineering and Technology (ABET) or other appropriate accrediting agency, who are ranked as juniors or seniors by their college and are in good and regular standing. Industrial Engineering Technology programs are not considered comparable curricula.
- c. Only those juniors who have maintained an average scholastic grade in the upper one-fifth and those seniors who have maintained an average scholastic grade in the upper one-third of the Industrial Engineering class of which they are a member shall be eligible for active membership. The scholastic requirements of the individual chapters may be raised above those set forth in this Constitution.
- d. Other requirements for membership shall be leadership, ethicality, sociability, and widespread interest.
- e. In the case of students whose eligibility is in doubt because of irregular standing or curriculum, the matter shall be referred to the National Executive Council for appropriate action.
- f. Membership in any other fraternity or society shall not debar a student from active membership in Alpha Pi Mu.
- g. Transfer students ranked as juniors or seniors who have transferred from some other institution or school or from some other department in the same school shall be eligible for active membership provided they have maintained a scholastic average in the upper one-fifth, if a junior, or upper one-third if a senior, of the class from which they transferred and provided they maintain this average for one grade period after the transfer.
- h. Graduate students may be eligible for active membership, provided they are in regular standing or candidates for a degree and have a written recommendation from the head of the Department of Industrial Engineering or a member of the faculty to be designated by the department head.

Section 2. Alumni Membership

- a. Any graduate Industrial Engineer from a school now having a chapter of Alpha Pi Mu, who during his/her scholastic career fulfilled the requirements for membership, may be eligible for alumni membership providing (s)he received his/her degree during a period when the school was accredited by the ABET or other appropriate accrediting agency.
- b. Any active member, upon completion of his/her studies with the Industrial Engineering Department in which (s)he was initiated, shall become an alumni member.
- c. A member having received a degree at one institution and pursuing an advanced degree at a second institution may apply to the Alpha Pi Mu Chapter at the second institution to have his/her alumni membership reverted to active membership, pursuant to that chapter's by-laws, if so desired.
- d. Prospective alumni members shall be formally initiated according to the prescribed ritual by any active chapter or group of members designated by the National Executive Council.

Section 3. Faculty Membership

- a. Faculty membership may be granted to a faculty member of an ABET-accredited Department of Industrial Engineering who has made an outstanding contribution to education in the field of Industrial Engineering, upon review and approval of his/her credentials by the National Executive Council. Active soliciting of prospective faculty members by individual chapters may not be undertaken prior to the approval by the Executive Council of such prospective faculty members.
- b.1 The purpose of the Faculty Membership is to provide a direct and manifest means for faculty of the Department of Industrial Engineering to be identified with and participate in the activities of Alpha Pi Mu. While there is no intent that a faculty member should participate as an Active Member in the chapter, there is need for faculty to be fully aware of the ideals and objectives of the chapter and to render aid and assistance to the chapter as needed. The traits expected of members of Alpha Pi Mu -- scholarship, leadership, sociability, ethicality, and widespread interest -- are of prime consideration in faculty-student relationship. The affiliation of the faculty and their contribution to the welfare of Alpha Pi Mu are encouraged.

- b.2 Qualifications for faculty membership are as follows:
- a. The candidate shall hold rank above instructor in the Department of Industrial Engineering.
 - b. The candidate shall have at least three years of full-time teaching and/or research experience as a faculty member in the Industrial Engineering Department at that particular university.
 - c. The candidate shall be clearly identified with the Industrial Engineering courses and research of his department.
 - d. Faculty memberships may be extended to include outstanding faculty in Industrial Engineering Departments which have no active student chapter of Alpha Pi Mu. The individual receiving the faculty membership is required to attend the initiation at the campus of the sponsoring chapter.
 - e. The chapter membership should view every proposed faculty member as a chapter advisor.
- b.3 Sixteen (16) copies of a biography of each candidate and of qualification statements written by two (2) members of the proposing chapter, indicating outstanding contributions, must be submitted to the National Office six (6) weeks prior to the scheduled initiation date for approval or disapproval by the National Executive Council. In no case may a faculty member be initiated without specific written approval from the Executive Director.
- b.4 A candidate must receive at least two-thirds affirmative votes of the total number of eligible votes in the Executive Council to be elected. (This is eleven (11) of the present sixteen (16) Executive Council members.)
- b.5 Upon receipt of written approval from the National Executive Director, the candidates for faculty membership are processed in the same manner as Active Member candidates. (See Item 4, A, 1, 2, 3, 4, 5, and 6, Page 46, of the National Office Manual.)
- b.6 The faculty member is initiated at the next regularly scheduled initiation ceremony.

Section 4. Honorary Membership

Honorary membership may be granted to a person who has made an outstanding contribution to the field of Industrial Engineering and who has been proved worthy of the honor, upon review and approval of the National Executive Council. Active soliciting of prospective honorary members by individual chapters may not be undertaken prior to approval by the Executive Council of such prospective honorary members. (Refer to the National Office Manual.)

Section 5. Election of Members

- a. Election of members shall be conducted either by secret or open ballot as the chapter sees fit at the time of election. Elections shall be held as soon after the date of determining the eligibility of the candidates as possible. A three-quarter vote of all active members present shall be required to elect.
- b. All candidates for membership shall be elected by an active chapter. They shall be initiated, according to the prescribed ritual, either by the active chapter or by a group of members to be designated by the National Executive Council.

Section 6. Eligibility Problems

Any problems concerning the eligibility of students for active membership at a particular school should be sent with a copy of the current by-laws to the Regional Vice President for approval. The appeal of any particular decision will rest solely with the Executive Council.

Section 7. Inactive Members

An active member may become or may be declared an inactive member subject to conditions set forth in each local chapter's by-laws. As such, these conditions shall be approved by the National Executive Council. Each chapter shall have a procedure whereby an inactive member may be reinstated as an active member.

ARTICLE IV

NATIONAL SOCIETY ORGANIZATION

Section 1. Chapters

This society shall consist of such active chapters as have been or shall be, established in engineering schools having an Industrial Engineering or comparable curriculum, which curriculum has been approved by ABET or other appropriate accrediting agency and of such alumni chapters as have been or shall be established and recognized by Alpha Pi Mu, Incorporated.

Section 2. Chapter Names

The active chapters shall be designated by the name of the school at which they are located; and the alumni chapters shall be designated by the name of the city in which they are located, subject to the approval of the National Executive Council in each case.

Section 3. General Government

- a. The general government of the Society shall be carried on by the National Convention and National Executive Council, as hereinafter provided.
- b. For the purposes of administration, the U.S. shall be divided into seven regions as follows:

REGION I. Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont.

REGION II. Delaware, Maryland, New Jersey, North Carolina, Pennsylvania, Virginia, and West Virginia.

REGION III. Alabama, Florida, Georgia, Puerto Rico, South Carolina, and Tennessee.

REGION IV. Illinois, Indiana, Kentucky, Michigan, Ohio, and Wisconsin.

REGION V. Arkansas, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, and South Dakota.

REGION VI. Louisiana, Mississippi, New Mexico, and Texas.

REGION VII. Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, and Wyoming.

Section 4. The National Executive Council

- a. The National Executive Council shall be composed of the President, Executive Vice President, Executive Director, Treasurer, Editor, three members of the Advisory Board (none of the above can be a student member), and seven Regional Vice Presidents. Each Executive Council Member shall have one vote.
- b. Election of the National Executive Council members shall be held during the spring of even years. In those even years in which a National Convention is held, the election will take place at the Convention. Otherwise, elections will be held by mail prior to April 1st of the non-convention even year. If there is a National Convention, the President will appoint a nominating committee that will present a slate of candidates to the convention, with installation of the new Executive Council being made just prior to the conclusion of the convention. If no convention is held in the even year, the President shall chair a nominating committee composed of the President and Advisory Board. Nominations will be solicited from the active chapters by the nominating committee at least two months prior to the mail election deadline of April 1st. Installation of the National Executive Council, elected by mail, will be accomplished by the outgoing President just prior to the conclusion of the first Executive Council meeting that follows the election.
- c. The President, Executive Vice President, Executive Director, Treasurer, and Editor shall be elected by a plurality of the National Executive Council and eligible chapter votes received. Tie votes will be resolved by a plurality vote of the National Executive Council. Any vacancy, whether resulting from death, resignation, removal or other cause, shall be filled by an act of election by the remaining members of the National Executive Council.
- d. The Regional Vice Presidents shall be elected by a plurality of the chapters responding in each region. Any tie vote will be resolved by a plurality vote of the members of the National Executive Council with the current Vice President of the region in question abstaining.
- e. The National Executive Council shall empower the National Executive Director to secure such assistance as the Council may consider necessary.

- f. The National Executive Council shall have the following powers and duties in addition to those heretofore set forth:
- (1) To uphold and enforce the Constitution of the Society.
 - (2) To charter new chapters of the Society in accordance with Article VI, Section 3, and Article VII, Section 2.
 - (3) To expel any chapter in accordance with Article X, Section 1, paragraph c.
 - (4) To suspend any chapter until the next National Convention.
 - (5) To expend the monies of the treasury of the National Society and to adopt, by a majority vote, a budget for the Society.
 - (6) To prescribe the duties of the National Officers and to provide for the regulation and operation of the business of the Society.
 - (7) To invoke and carry out such discipline as may be provided for in this Constitution.
 - (8) To publish all literature, catalogs, and official publications of the Society, issue all certificates of membership, and keep all official documents and properties of the Society.
 - (9) To perform any other acts of government deemed necessary for the good of the Society.
 - (10) To give consideration to recommendations of the Advisory Board.
 - (11) To consider expulsion of any active member in accordance with Article X, Section 3.

Section 5. National Officers

- a. Names. The National Officers of the Society shall be the members of the National Executive Council.
- b. President. The President shall call and preside at meetings of the National Executive Council and shall preside at each National Convention and shall submit a report on the welfare of the Society at each National Convention.

- c. Executive Vice President. The Executive Vice President shall assume all duties of the office of President in the event of absence, disability, or death. (S)he shall assist the President in all matters of the Society. (S)he shall be responsible for evaluating and ranking the annual reports of the chapters for the Annual Outstanding Chapter Award Competition.
- d. Executive Director. The Executive Director shall act as the administrative officer of the Society, actually collecting and having charge of all funds of the Society.

(S)he shall:

- (1) Keep all minutes and records of each National Convention and distribute copies to each chapter and Executive Council member.
 - (2) Keep all records of proceedings and acts of the National Executive Council.
 - (3) Make a report to the National Society in the Convention assembly.
 - (4) Be the custodian of the Seal of the Society and shall have the power to affix the same when instructed to do so by the National Executive Council.
 - (5) Keep a written record of all information concerning the founding, historical development, and operation of the Society.
 - (6) Perform such other duties as the National Executive Council may direct.
- e. Treasurer. The Treasurer shall act as the financial officer of the Society.

(S)he shall:

- (1) Be responsible for the funds of the Society, including the receipt and disbursement of all monies.
- (2) Keep a written record of all such transactions and submit a financial statement at each National Convention and each National Executive Council Meeting.

- (3) Be the Financial Advisor of the National Executive Council and perform other duties as the Council may direct.
- (4) Be empowered to invest the funds of Alpha Pi Mu under authorization of the Executive Council.
- f. Regional Vice Presidents. Each Regional Vice President shall act in the best interest of the Society as a whole. Each Regional Vice President shall represent the Society in his/her geographical area, and shall work to promote the welfare of the Society in that area. Evaluate reports for regional Outstanding Chapter Awards Competition.
- g. Editor. The Editor shall be responsible for all publications of the National Society.
- h. Advisory Board. The three most recent past presidents shall serve as the Advisory Board of the National Executive Council.

ARTICLE V

NATIONAL SOCIETY GOVERNMENT

Section 1. Ultimate Authority

- a. The ultimate authority on affairs of the Society shall rest with the various active eligible chapters and members of the National Executive Council with each having one vote. The active chapters may delegate authority on matters not specifically herein provided for to the National Officers, National Executive Council, or Committees and Conventions of the Society.
- b. All constitution changes may be handled by mail vote of the eligible voters, through the Executive Director, with a three-fourths affirmative vote of those eligible voters responding required for constitution changes. Constitution changes can be initiated by the National Executive Council, a majority of delegates at a National Convention, or by petition from a minimum of three (3) chapters.

Section 2. Jurisdiction

- a. The jurisdiction of all members and chapters of Alpha Pi Mu shall be the concern of the National Society.
- b. All specific matters of jurisdiction pertaining to the government of the Society shall be outlined under the powers and duties of the National Officers, National Executive Council, National Conventions, and Committees as provided for in this Constitution.

Section 3. National Conventions

- a. Legislative Powers. A National Convention shall have control of all matters pertaining to the government of the Society. Between conventions, legislative powers are delegated to the National Executive Council with constitution changes requiring a vote of the chapters as indicated in Article V, Section 1.
- b. How Constituted. The National Convention shall consist of the National Executive Council and one or more delegates from each of the Active and Alumni Chapters, providing the chapters are in good standing with the National Society.

- c. Delegates. Delegates to the National Convention shall be elected or selected by the chapter which they represent. Each Active Chapter is required to send one official voting delegate to the National Convention. Alumni Chapters are entitled to at least one non-voting delegate. Delegates from chapters must be members of the Society and in good and active standing of the chapter electing them.
- d. Votes. Each member of the National Executive Council and each Active Chapter shall have one vote in all matters of business. All matters of business arising in the National Convention shall be decided by vote. A majority vote of those voting, non-abstaining delegates shall be required for positive action on any motion. Proxy votes shall not be permitted.
- e. Quorum. A two-thirds representation of the active chapters by the official voting delegates shall constitute a National Convention. A quorum at sessions of the National Convention shall consist of three-fourths of the number of official voting delegates actually present at the Convention.
- f. Time and Place. The National Convention shall, in normal times, meet every four years, at such time and place as is determined by action of the National Executive Council. In abnormal times when it is impractical for the Convention to meet at its regular time, it may be postponed by the National Executive Council until such time that the Council believes it is practical to convene.
- g. Powers. In those years in which a National Convention is held, the Convention shall:
 - (1) Transact all business pertaining to the Society except that which may be otherwise delegated.
 - (2) Be the final court of appeal for all questions regarding the interpretation of the Constitution and all matters of discipline that may be referred to it.
 - (3) Elect the members of the National Executive Council of the Society; their term of office shall be as provided for in Article IV, Section 4, of this Constitution.

h. Committees. Convention Committees shall consist of the following:

(1) Standing Committees:

- (a) Constitution
 - (i) Sub-Committee: Finance
 - (ii) Sub-Committee: Resolutions
- (b) Ritual
- (c) Publication
- (d) Alumni
- (e) Chapter Activities
- (f) Nominations

(2) Additional Committees as may be deemed necessary by the National Executive Council.

(3) Standing Committees can be changed as deemed necessary by the National Executive Council.

Section 4. National Officers

- a. The duties of the National Officers pertaining to the government of the Society are found in Article IV, Section 5, of this Constitution.
- b. During the interim period between National Conventions, the National Officers shall be responsible for all matters of government of the National Society.

ARTICLE VI
ACTIVE CHAPTERS

Section 1. Government

Except as herein provided, each chapter shall have full control of its individual affairs. Prior to its establishment, each proposed chapter shall be required to enact and submit for approval to the National Executive Council, chapter by-laws and amendments thereto, for its own guidance in all matters not herein fully set forth. Each subsequent amendment to these by-laws must be submitted to the National Executive Council for approval before they can become effective.

Section 2. How Constituted

The membership of an active Chapter shall consist of all active members made up of eligible undergraduate, graduate, and transfer students who are in regular standing with the college. Also, membership can include alumni members of Alpha Pi Mu in good standing who reside near the college or university; however, the alumni may not vote or hold office.

Section 3. Issuance of Charter

Upon approval by three-quarters of the National Executive Council of the petition for a charter, and upon payment to the National Society (Alpha Pi Mu, Inc.) of the initiation fees of members to be initiated, said petitioning group is entitled to receive a charter at a formal ceremony and is entitled to all of the privileges of an Active Chapter as provided for in this Constitution. The petition for a charter must be signed by at least nine candidates who are qualified for membership, as herein set forth. The names of the new initiates and any existing members deemed instrumental by the chapter in the formation shall be included on the charter. (Existing members do not pay dues again.)

Section 4. Officers

The active officers of each chapter shall consist of a President, Vice President, Corresponding Secretary, Recording Secretary, and Treasurer. At the time of their election, the officers of the chapters must be duly registered in an Industrial Engineering or comparable curriculum. Their term of office shall not exceed one year. Each chapter shall have an elected Faculty Advisor who is a member of the college faculty and of Alpha Pi Mu.

Section 5. Duties of Officers

The duties of officers of an Active Chapter shall be those performed according to Robert's Rules of Order by persons holding such offices and as set down by the by-laws for the Chapter.

Section 6. Removal of Officers

Removal of officers shall be covered in the local chapter by-laws.

Section 7. Meetings

- a. Each chapter shall hold a minimum of six (6) meetings during each academic school year. For the purpose of this requirement, each meeting must have a quorum present. Additional meetings may be held during the summer if the active members attending summer school so desire.
- b. Special meetings may be called at any time at the discretion of the President of the chapter.
- c. A quorum shall consist of two-thirds of the active membership of the chapter. No member shall be allowed to vote on any matter by proxy.

Section 8. Annual Report

Each chapter is required to prepare an annual report covering a one-year period beginning on April 1st of the preceding year. This report is to be submitted to the National Executive Director and must be post-marked by midnight, April 15th. Non-compliance to this section is subject to disciplinary action by the National Executive Council as described in Article X. This report must include:

- a. Required items for the annual report:
 - (1) Complete financial statement and an authorization form in lieu of IRS Form 990. Authorization forms will be supplied by the Executive Director.
 - (2) National Office Manual General Questionnaire. (Refer to the National Office Manual.)
 - (3) Quarterly Report Form of officers for coming year.
 - (4) A copy of the current chapter by-laws.

- b. For those chapters wishing to compete for the Outstanding Chapter Award, the following additional items are required:
- (1) Records of all chapter events during the interim period since the preceding report including minutes of meetings.
 - (2) A proposed program of activity during the ensuing year.
 - (3) Other items as suggested. (Refer to the National Office Manual, Pages 36 through 39.)
- c. For those chapters wishing to submit information to be included in The Cogwheel, include a one-page summary of activities camera-ready to be used as-is by the editor.

ARTICLE VII

ALUMNI CHAPTERS

Section 1. Organization

Any seven alumni members in good standing with the Society who reside within convenient distance of each other, may petition to the National Executive Council for a charter to organize an Alumni Chapter. The National Executive Council shall have full responsibility for the design of said charter and its issuance.

Section 2. Issuance of Charter

Upon approval by three-quarters of the Executive Council of the petitions for a charter and upon payment to the National Society a charter fee of fifty dollars, said Alumni Chapter is entitled to receive a charter and is granted all the privileges of an Alumni Chapter as provided for in the Constitution. The petition for a charter must be signed by at least seven alumni members.

Section 3. Meetings

The Alumni Chapters shall hold regular meetings at least four times each year. They shall have no power of initiation.

Section 4. Convention Delegates

Each Alumni Chapter which is in good and regular standing with the National Society is entitled to be represented at the National Convention by one or more delegates. Delegates from Alumni Chapters shall be entitled to the same privileges as delegates from active chapters with the exception of voting privileges.

Section 5. Government

Except as herein provided, each Alumni Chapter shall have full control of its individual affairs. Prior to its establishment, each proposed Alumni Chapter shall be required to enact and submit for approval chapter by-laws for its own guidance in all matters not herein fully set forth.

Section 6. Annual Report

Each Alumni Chapter shall be required to submit an annual report to the National Executive Director. This report shall contain a complete financial statement including an authorization form in lieu of IRS Form 990, a complete list of members, and a proposed program of activities for the ensuing year. In addition to the annual report, and subject to discipline for failure to comply, each Alumni Chapter shall be required to answer all correspondence from the National Society. Annual Reports shall be due prior to July 1st of each year.

Section 7. Membership

Any former active member, or duly initiated alumni, faculty or honorary member, shall be entitled to membership in an Alumni Chapter. No member of the Society shall be active in both an Active and an Alumni Chapter.

ARTICLE VIII

ALPHA CHAPTER

Section 1. Organization

- a. To provide for membership of well-qualified students pursuing a course in Industrial Engineering or comparable curriculum in an accredited (ABET) department in which no active chapter of Alpha Pi Mu is established, the Alpha Chapter of Alpha Pi Mu is hereby established.
- b. A branch of Alpha Chapter may be established, by unanimous vote of the National Executive Council, in a college having an accredited Industrial Engineering Department as heretofore defined and not having an active chapter of Alpha Pi Mu, upon the written consent of the dean of engineering and the head of the department of Industrial Engineering or their equivalent and upon submission of a petition to the National Executive Director. The branch shall seek active chapter status when conditions permit.
- c. A branch of Alpha Chapter shall be known by the name of the school followed by "Alpha Chapter" (Example: "X" University Branch, Alpha Chapter).
- d. No formal chapter organization shall be established at any branch of Alpha Chapter. The National officers of the Society shall be considered the officers of Alpha Chapter. Alpha Chapter shall not have a vote in the National Convention.
- e. In the event conditions at a school in which a branch of Alpha Chapter has been established become such that in the opinion of the National Executive Council a chapter could be active therein, then the National Executive Council should request that group to submit a petition for an active chapter as heretofore provided.

Section 2. Membership

- a. A candidate for Alpha Chapter shall conform to the academic qualifications set forth in Article III, Section 1. (S)he shall be nominated by a member of Alpha Pi Mu and endorsed by the head of the Department of Industrial Engineering of the school in which

his/her branch is located, and must receive the unanimous approval of the National Executive Council. (S)he shall be initiated as the National Executive Council arranges.

- b. Upon the establishment of an active chapter at a school where a branch of Alpha Chapter formerly existed, all members who were initiated as members of that branch of Alpha Chapter shall be known as members of the newly established active chapter.

ARTICLE IX

EXPANSION

Section 1. Movement for Expansion

- a. A charter may be granted for the organization of an active chapter at any school, college, or university that offers a four-year degree program in Industrial Engineering, or its equivalent, which is approved by ABET in accordance with the rules herein set forth.
- b. The formation and chartering of various alumni chapters shall be encouraged by the National Society and Active Chapters.

Section 2. Petitions for Active Chapters

- a. Petitions for charters from college groups shall be submitted to the National Executive Director. These petitions shall be signed by at least nine persons qualified for membership as set forth in Article III.
- b. The National Executive Council shall act upon these petitions within sixty days of the receipt of the petition by the National Executive Director.
- c. No fee shall be assessed for the charter of any active chapter.

Section 3. Petitions for Alumni Chapters

- a. Petitions for charters from alumni groups shall be submitted to the National Executive Director. These petitions shall be signed by at least seven members of the Society as set forth in this Constitution.
- b. Charters may be granted to alumni groups provided that the National Executive Council has passed on these petitions. (See Article VII, Section 2.) The National Executive Council must act on these petitions within sixty days.

Section 4. Installation

- a. No formal installation will be required in the case of new alumni chapters.

- b. When a charter for an active chapter is granted to the petitioning group, the National Executive Director shall arrange the details of the installation.
- c. Any active chapter may request permission from the National Executive Director to install a new chapter. Decisions as to the installing chapter shall be left to the discretion of the National Executive Director.
- d. A minimum of four members from the active chapter chosen to conduct the installation shall be required to be present at an installation ceremony.

ARTICLE X
DISCIPLINARY ACTION

Section 1.

a. Failure to Submit the Annual Report

Failure to submit the annual report as described in Article VI, Section 8, paragraph a, will result in the following action:

- (1) The chapter will be placed on probationary status for the next year by the Executive Director; and the department head will be notified by registered mail, with copies to the Chapter President and Faculty Advisor.
- (2) If, while on probation, the chapter fails to meet the reporting requirement on both the delinquent and current reports, they will be reported to the Executive Council, and that body shall have the power to determine if the chapter should be placed on inactive status. Inactive chapters cannot initiate new members, vote at the National Convention, nor receive travel allowance to the National Convention. After a minimum of one year of inactive status, a chapter wishing reactivation must submit a petition to the National Executive Council.

b. Failure to Send a Delegate to the National Convention

Failure to send a delegate to the National Convention may result in the chapter being placed on probationary status by the Executive Director. Failure to send a delegate to the National Convention while on probation may result in the chapter being placed on inactive status by the National Executive Council.

c. The Expulsion of Chapters

Expulsion of a chapter for failure to live up to the Constitution of the Society, for the performance of some act that brings discredit upon the Society, or for any other cause, shall be ruled upon and decided upon by the National Executive Council; and their decision shall be submitted to the various chapters for ratification. Approval by at least three-quarters of the chapters shall be required to uphold the decision of the National Executive Council.

Section 2. Inactive Chapters

Upon being placed on inactive status, the chapter will immediately be stricken from the Society's Roll.

Section 3. The Expulsion of Members

- a. An active member may be expelled from his/her chapter and the society for failure to live up to the constitution and for the performance of some act that brings discredit upon the member or the society, or for any just cause as shall be ruled upon by the chapter itself, except as set forth in Article X, Section 3.b.
- b. The method of expulsion is by vote of four-fifths of the active membership of his chapter upon charges presented and signed by four members of that active chapter and after a thorough and impartial trial of the member concerned, except in the following situation. Any case involving an active member convicted by a student honor court or a school administration shall be referred to the Executive Council. Authority for expulsion, in the case of a convicted honor violation, is vested solely in the Executive Council; and action taken shall follow the procedure set forth in Article X, Section 3.c.
- c. In the case where an active member is found guilty of an honor violation by a student honor court or by a school administration, the faculty advisor of that chapter shall submit a complete report to the Executive Director for action by the Executive Council. A notation of the violation shall be made on the member's permanent record, subject to removal at the discretion of the Executive Council. In the case of an extreme honor violation, the Executive Council shall expel the member.
- d. A member so expelled has the right of appeal within thirty (30) days to the National Executive Council.

ARTICLE XI

NATIONAL SOCIETY FUNDS

Section 1. All initiation fees and assessments shall be paid to the National Society by the chapter concerned.

Section 2. The initiation fees to be paid to the National Society shall be as follows: (Checks or money orders should be made out to "Alpha Pi Mu, Inc.")

Active Members	\$27.00
Alumni Members	\$27.00
Faculty Members.	\$27.00
Honorary Members	No Fee

This fee shall cover the cost of certificate of membership, an Alpha Pi Mu key, and the general expenses of the Society.

Section 3. Each chapter shall be allowed to charge the initiate whatever fee it shall deem necessary to cover the expenses of the chapter as set forth in the by-laws of the chapter.

Section 4. All money received by the National Society shall be deposited in a federally insured bank approved by the National Executive Council.

Section 5. Budget

The proposed budget shall be submitted annually by the Treasurer to the National Executive Council for approval. The expenditure of all funds shall be subject to the majority approval of the National Executive Council.

ARTICLE XII

AMENDMENTS

- Section 1. This Constitution may be amended by an affirmative three-quarters vote of responding eligible voters (Article V, Section 3.d) at a National Convention or by mail vote through the Executive Director.
- Section 2. Amendments shall become effective immediately upon notification to all chapters.
- Section 3. Any chapter or National Executive Council member which fails to report their vote upon proposed amendments, arising for vote between the times of the National Convention, within three weeks of the time of mailing and return of the ballot, not counting summer college sessions and vacations, shall forfeit its vote.

ARTICLE XIII

EMBLEMS AND INSIGNIA

Section 1. Key

The key of the Society shall be of gold-type design as follows:

A small circular gear upon which is mounted an inverted triangle bearing the three Greek letters "ATM," one letter on each side of the triangle. The key shall have a short, extended shank at the foot of the triangle and shall be fitted with a small circular collar at the top of the triangle.

Section 2. Seal

The seal of the Society shall consist of two perforated concentric circles having diameters of one inch and one and one-half inches. The words "Alpha Pi Mu" appear between these circles at the top of the seal and the words "Atlanta, Georgia" "Founded, SEAL, 1949" appear in order from top to bottom.

Section 3. Membership Certificates and Charters

The design of the membership certificates and charters shall be the concern of the National Society. Each certificate and charter shall be embossed with the official seal and signed by the appropriate officers before it shall be considered valid.

ARTICLE XIV

RITUAL

- Section 1. The motto, ritual, and other matters of the Society shall never be published or disclosed to the public except as provided in Section 3, but shall be handed down through the officers of the chapters and the National Society. Any changes or suggestions for changes in the ritual shall be taken up at the National Convention. If passed by the National Convention, these changes shall become a permanent part of the ritual. Old or badly worn copies of the ritual shall be burned.
- Section 2. Failure to abide by the above section shall result in disciplinary action by the National Executive Council against the person or chapter concerned.
- Section 3. At the discretion of the individual chapter, guests may be invited to attend the initiation ceremony.

*Section 3

Any article of this constitution or part thereof that is in direct violation of the Student Government constitution or by-laws shall be null and void and declared unconstitutional by the President of Student Government. Any differences of opinion between the club and the President of Student Government shall be brought before the Legislature, whose decision shall be final.

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BY-LAWS
of
NORTH CAROLINA STATE COLLEGE CHAPTER
ALPHA PI MU



ARTICLE I.

Name

Section 1. The name of this organization shall be North Carolina State College Chapter of Alpha Pi Mu.

ARTICLE II

Purpose

Section 1. It shall be the purpose of this chapter:
To confer recognition upon the student industrial engineer who has shown exceptional academic interests and abilities in his field.

To encourage wherever possible any movement which will advance the best interest of engineering education.

To further unify the student body of the Industrial Engineering Department in presenting its needs and ideals to the faculty.

To create a closer student-faculty relationship by bringing together the needs and thoughts of both.

To assist and cooperate with all organizations and persons working for the interest of industrial engineering.

To benefit its members by the association and experience that can come from bringing together a group with similar interests, objectives and abilities, and to promote the professional welfare of all.

ARTICLE III

Membership

Section 1. Active membership shall be open to those undergraduate students duly registered in the Industrial Engineering curriculum who are ranked as juniors or seniors by the department and who are in good and regular standing.

a. Only those juniors who have maintained an average scholastic grade in the upper one-sixth and those seniors who have maintained an average scholastic grade in the upper one-fourth of the Industrial Engineering class of which they are a member shall be eligible for active membership.

b. Other requirements for membership shall be leadership, ethicality, sociability and breadth of interests.

c. In the case of students whose eligibility is in doubt because of irregular standing or curriculum, the matter shall be referred to the Supreme Executive Council of Alpha Pi Iu for its consideration and decision.

d. Membership in any other fraternity or society shall not debar a student from active membership in this organization.

Section 2. Transfer students: Students ranked as juniors or seniors who have transferred from some other institution or school or from some other department in this school shall be eligible for active membership provided they have maintained a scholastic average in the upper one-sixth, if a junior, or upper one-fourth if a senior, of the class from which they transferred and provided that they maintain this grade average for one term after their transfer into the Industrial Engineering Department.

Section 3. Graduate Students may be eligible for active membership provided that they have fulfilled the requirements prescribed in Section 2 for transfer students.

Section 4. Alumni Membership: Any graduate Industrial Engineer, who during his undergraduate scholastic career, fulfilled the requirements for membership may be eligible for alumni membership. Admission to alumni membership shall be according to the same requirements for active membership as specified in Section 6 below. Any active member who has completed his current course of study shall become an alumni member and may not revert to active status.

Section 5. Honorary membership may be granted to any member of the Industrial Engineering faculty above the rank of instructor or to any Industrial Engineer who has proved himself worthy of the honor. Acceptance to honorary membership shall be in accordance with Section 6 below, and shall further require the approval of the Supreme Executive Council of the national organization.

Section 6. Election of Members:

a. Students eligible for membership under the scholastic provisions shall be determined, and their names tabled at the meeting previous to the election meeting. No student is subject to vote for membership unless his name has been tabled at the previous meeting. The tabling meeting shall be held as soon after the date of determining the eligibility of candidates as possible.

b. Election of members shall be conducted by secret ballot. Three-quarters of the membership must be present at the time of the vote; a two-thirds vote of the active membership shall be required to elect.

c. Before the voting is commenced, the presiding officer shall read the requirements for membership in Article III, Section 1, a and b.

d. Only the active members shall vote on the candidates. The candidates shall be initiated as soon after their acceptance as practicable.

ARTICLE IV

The Chapter

Section 1. This organization shall consist of the active alumni and honorary members in good standing at North Carolina State College. The voting membership shall be the active graduate and undergraduate members, either by initiation or transfer, who are in regular attendance at North Carolina State College.

Section 2. The officers of the chapter shall be the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Faculty Advisor. At the time of his election, the President shall be a junior in Industrial Engineering. The Faculty Advisor shall be a member of Alpha Pi Mu and a member of the faculty of the Industrial Engineering Department.

Section 3. Election of Officers:

a. Officers shall be elected at the second regular meeting in the spring quarter; installation of officers shall be held at the next regular meeting following their election.

b. At least one week prior to the election of officers, the senior classmen members shall meet as a nominating committee for the forthcoming elections. No member of the nominating committee shall be bound to vote according to the committee's nominations; the presiding officer must entertain nominations from the floor for any office at the time of elections.

c. If for any reason any of the offices become vacant during their one-year tenure, the office shall be filled by vote at the earliest practicable date.

Section 4. Duties of Officers:

a. The president shall be responsible for all official acts of the organization and shall be accountable for its operation. He shall preside over all meetings, both regular and special; he shall be the executive of the organization and shall see that all departments function efficiently; he shall supervise the work of subordinate officers and committees; he shall appoint all officers not elected and all committees; he shall interpret and enforce all rules of the organization; and he shall oversee the financial operations.

b. The vice-president shall serve as the assistant to the president and work with him in the interest of the organization; he shall preside in the absence of the president; he shall act with full authority and perform all the duties of the president in his absence. The vice-president shall be responsible for membership.

c. The recording secretary shall prepare a record of all proceedings in meetings, compile reports and maintain records on membership and graduating members.

d. The corresponding secretary shall prepare all correspondence for the organization, receive correspondence and bring it to the attention of the proper persons or take the necessary action, and shall be in charge of the records of the organization. The corresponding secretary shall submit an annual report to the National Executive Secretary. This report shall be submitted not earlier than one week preceding the closing of the regular school year, and not later than July 1, in any case. This report shall consist of:

- (1) Records of all chapter events during the interim period since the preceding report.
- (2) Complete financial statement for the year.
- (3) A proposed program of activity during the ensuing school year.

e. The treasurer shall keep a full and accurate record of all financial matters. He shall collect all charges owing and payable by members and shall disburse funds only by direction of the president. He shall render a monthly statement of the financial condition to the chapter and shall prepare the annual financial statement required by the National Executive Secretary.

f. The Faculty Advisor shall assist and advise the membership in any undertaking of the chapter; he shall have voice in recommending activities and programs to be undertaken. The Faculty Advisor is not limited to a one-year tenure in office, but no one Honorary Member in the faculty shall hold the office of Faculty Advisor for more than five consecutive years.

g. Additional officers may be appointed by the president; they shall be designated as temporary officers unless and until their offices are established by amendment to these By-Laws.

Section 5. Meetings:

a. Regular meetings shall be held at least once each month during the school year. Meetings may be held more frequently by decision of the chapter.

b. Special meetings may be called at any time at the discretion of the president.

c. A quorum shall consist of two-thirds of the active membership of the chapter at the time. No proxy votes shall be allowed at any time.

ARTICLE V

Authority

Section 1. The rules and directives of the Supreme Executive Council and the National Convention of Alpha Pi Mu shall be valid and binding. The Constitution of Alpha Pi Mu shall be binding upon the chapter insofar as the provisions are applicable to the chapter.

Section 2. Interpretation of these By-Laws when necessary shall be made by the president according to the established principles in Roberts Rules of Order. The duties of officers and the conduct of business where not otherwise specified shall follow the principles in Roberts Rules of Order.

ARTICLE VI

Amendments

Section 1. These By-Laws may be amended by an affirmative vote of three-quarters of the active membership of the chapter.

Section 2. Any proposed amendment must be placed on the table at the meeting prior to its consideration for adoption.



ALPHA LAMBDA DELTA
SCHOLASTIC HONOR SOCIETY FOR FRESHMEN
FOUNDED UNIVERSITY OF ILLINOIS, 1924
MEMBER OF ASSOCIATION OF COLLEGE HONOR SOCIETIES

REVISIONS FOR ATTACHMENT TO ALL COPIES OF THE CONSTITUTION - REVISION N

BY-LAWS

ARTICLE II. NATIONAL COUNCIL

SECTION 5. Two student representatives shall be elected each year to serve two year terms. They shall serve their first year with voice but without voting privileges, and as full voting members of the Council during their second year. The term of office shall begin in June after the election takes place. The student representative must be enrolled in school during the term of office.

SECTION 9. The National Council shall meet annually for the transaction of business, the time and place to be determined by the National Officers. No policy decisions nor Constitutional changes shall be made at other than the annual meeting. The President may call a special meeting to discuss certain specific announced items (e.g. selection of student representatives, approval of fellowship recipients, approval of new chapters). A simple majority of Council members must be present.

ARTICLE VI. ELIGIBILITY FOR MEMBERSHIP IN THE SOCIETY

SECTION 4. Scholastic eligibility shall be obtained on the grades of one full curricular period, i.e., semester, trimester, quarter or term. Thereafter, the cumulative average of the total hours earned must be considered. Eligibility is limited to the first year of enrollment. Initiation must occur no later than the school year following the student's initial eligibility. (Balance of section remains unchanged.)

STATUTES

STATUTE VII. NATIONAL AWARDS

SECTION 2. In honor of Maria Leonard, Founder of the Society, the National Council shall send a suitable Book Award each year to each Alpha Lambda Delta chapter. This Award shall be presented to the Alpha Lambda Delta senior who has the highest cumulative grade point average of graduating seniors. In case of a tie, the Chapter may supply additional award(s) or may donate the book supplied by the National Council to the institution's library in honor of the awardees.

SECTION 3. A certificate for meritorious service may be given by a chapter to a person who has given outstanding service to the chapter over an extended period of time upon approval by its District Adviser. (Balance of section remains unchanged.)

STATUTE VIII. FELLOWSHIPS

Add to the current list of fellowships: The Maude Lee Etheredge Fellowship
The Gladys Colette Bell Fellowship