

Constitution & Bylaws of Alpha Epsilon

The Honor Society of Agricultural, Food and Biological Engineering

Adopted December 11, 1963, by delegates from Missouri Alpha, Minnesota Gamma, Illinois Delta, Arkansas Epsilon, Indiana Zeta, and Virginia Eta Chapters at the Palmer House Hotel, Chicago, Illinois, as amended February 11, 1974, December 19, 1978, January 23, 1985, and March 20, 1987, January 29, 1992, July 16, 1996, and August 7, 2011.

National Constitution of Alpha Epsilon Preamble

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

Article 1 - Name, Motto

Section 1

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

Section 2

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

Article 2 - Organization of the Society

Section 1

This Society shall consist of chapters which have been, or shall be, established and maintained only in degree-granting colleges which are accredited by the appropriate national accrediting agency. The first chapter shall be designated by the Greek letter Alpha the second by Beta, and so on. The name of the chapter shall be preceded by the name of the state in which it is located.

Section 2

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

Article 3 - Government of the Society

Section 1

The Convention and the Executive Council shall have control of all matters and affairs pertaining to the Society, as a whole, but shall not interfere with the internal affairs of any chapter, except in matters of discipline as hereinafter provided.

Section 2

The Convention shall meet annually and shall be presided over by the Executive Council. Each chapter may be represented by one or more delegates at the meeting and, if represented, each chapter shall have one vote. Each Executive Council member shall also have one vote. A quorum shall exist when at least one-quarter of the active chapters are represented at the Convention. No chapter or delegate may vote by proxy.

Section 3

The Convention:

(a) Shall elect the Executive Council and may adopt rules for the conduct of its business and such other matters as may properly come within its jurisdiction and are not hereinafter set forth.

(b) Shall consider and vote on all petitions for new charters and the abolishment of chapters.

(c) Shall levy such assessments upon the chapters as may be necessary for its own support and that of the Executive Council.

(d) Shall be the final Court of Appeal in all questions of interpretation of the constitution and Bylaws and in all matters of discipline.

(e) May enact general Bylaws for the Society.

(f) May amend the Constitution and Bylaws as set forth in Article XI of the Constitution and Article VI of the Bylaws.

Section 4

(a) The Executive Council shall consist of a President, Vice-President and Secretary-Treasurer. The Vice-President and Secretary-Treasurer shall be elected at the annual Convention and the Vice-President shall assume the office of President after one term as Vice-President. The terms of the President and Vice-President shall be limited to two years and that of the Secretary-Treasurer shall be 5 years. Members of the Council shall be alumni or honorary members of the Society or active members who have been members of the Society for at least one year prior to their nomination for office.

(b) The nomination of Executive Council members may be made by any Chapter and shall be submitted to the Executive Council at the annual national convention. Any unsuccessful nominee for higher office can be considered by motion from the floor for a lesser office.

(c) In submitting nominations, a chapter shall vouch for the willingness of its nominees to serve actively on the Executive Council, if elected.

(d) The new Executive Council shall take office immediately following the Convention at which they are elected. They shall serve until their successors are duly elected and installed.

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

(f) The Executive Council shall have its official headquarters at the office of the Secretary-Treasurer.

Section 5

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

(b) As Secretary, the Secretary-Treasurer shall:

1. Keep the official copies of the Constitution and Bylaws of the Society, the seal of the Society, and all official documents belonging to the Society.
2. Conduct the correspondence of the Society and transmit to the chapters written materials pertaining to the Society.
3. Transmit exact copies of the Constitution and Bylaws and other Society material to prospective chapters upon request.
4. Supply to each chapter secretary a quantity of membership certificates for its initiates.
5. Prepare and present a written annual report to the Executive Council at the annual convention.
6. Maintain a record of the names and initiation dates of all members of all chapters.

(c) As Treasurer, the Secretary-Treasurer shall:

1. Keep financial records of the Society in a business like manner.
2. Collect from the chapters all monies due from them to the Society for fees, dues, jewelry, materials, and other supplies furnished to them.
3. Pay the expenses connected with the official publications of the Society and for the expense of the annual Convention.
4. Present an audited report of the activities and financial condition of his/her office with recommendations to the Executive Council at least one month before the annual Convention, which report shall also be made to the Convention.

Section 6

Upon the dissolution of Alpha Epsilon, the Executive Council shall, after paying or making provision for the payment of all liabilities of the organization, dispose of all assets of the organization " exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall, at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Council shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for the purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article 5 - Establishment of Chapters

Section 1

A Chapter shall be established after acceptance by the Convention of the petition for a charter. A charter shall be granted only by a three-fourths majority vote of all chapters.

Section 2

(a) A petition for the establishment of a chapter may be made by students and graduates of recognized Agricultural, Food, or Biological Engineering curricula at any college, provided they are eligible for membership under Article VI. Agricultural, Food, or Biological Engineering curricula are those that meet the criteria of the Accreditation Board for Engineering and Technology (ABET). Specifically, the curricula must emphasize the application of engineering and the basic and applied sciences to agricultural, food, or biological systems. These program criteria apply to engineering programs including "agricultural", "food", "biological", "biosystems", "forest", and similar modifiers in their titles. The petition shall be addressed to the Secretary-Treasurer of Alpha Epsilon, and shall be received no later than eight weeks prior to the annual Convention. The petition shall pledge a willingness to subscribe to and obey the Constitution and Bylaws of the Society. It shall contain a certified statement from the head of the petitioning Department attesting to the eligibility of each of the petitioners.

(b) The petition shall be accompanied by an official statement describing the grading system used in the institution. If the institution at which a Chapter is desired does not employ one of the usual alphabetical or numerical percentage systems of reporting grades, the petitioners may present a plan for determining the rank of the student under the system used at the institution. This plan, having been adopted for the chapter at the institution and approved by the Society, shall be followed until amended by the Society.

Section 3

Upon approval of a petition by the Convention, the petitioners shall submit each chapter copies of the petition, a proposed chapter constitution, and other pertinent material, for study and discussion by the Chapters. This material shall reach the chapters within eight weeks following the Convention at which the petition was approved. Within eight weeks, each chapter shall advise the Secretary-Treasurer by letter, of its acceptance or rejection of the petition.

Section 4

When a petition for a new charter is approved by a sufficient number of existing chapters, the Secretary-Treasurer shall prepare an official copy of the charter, and a copy of the Constitution and Bylaws. The President shall appoint a delegation to deliver these documents, initiate the new members, and install the petitioners according to the rituals and ceremonies of the Society.

Article 6 - Government of Chapters

Section 1

Subject to the Constitution and Bylaws of the Society, each chapter shall have full control of its own affairs. It shall enact a chapter Constitution and Bylaws for its own guidance in all matters not herein fully set forth.

Section 2

The chapter offices shall be president, secretary, treasurer, and others as deemed necessary by the local chapter.

Section 3

Officers shall be elected at least annually from the active members.

Section 4

The chapter shall have at least one faculty adviser, to be elected by a majority vote of the active members.

Article 7 - Membership

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

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

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

1) Juniors shall have a minimum cumulative scholastic rank in the upper quarter of the college class in which enrolled.

2) Seniors shall have a minimum cumulative scholastic rank in the upper third of the college class in which enrolled.

3) Active members may be chosen from among graduate students in the academic department in which the Chapter resides who would have met the requirements for membership as undergraduates at the institution they attended, had the organization existed there at that time.

4) Graduate students not eligible for membership as undergraduates will be eligible after the completion of at least seven semester hours (ten quarter hours) of graduate course work with a minimum grade point average equivalent to 3.25 on a 4.00-point scale.

(c) Alumni members of a chapter are those who (1) have been active members of the chapter, (2) attained at least a baccalaureate degree, (3) and have left the institution where initiated into the Society. A member may be an Active member of one chapter and Alumni member of another if he or she transfers the graduate work to an institution that has a chapter of Alpha Epsilon.

Article 8 - Meetings

Each chapter shall hold at least four meetings per year of a business, literary, or technical character.

Article 9 - Chapter Discipline

Section 1

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

Section 2

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

Article 10 - Member Discipline

Section 1

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

Section 2

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

Article 11 - Amendments

Section 1

An amendment to the Constitution may be presented to the National Convention, and if approved by a three-fourths vote of those delegates present, shall then be submitted to the chapters. The amendment shall become effective only when ratified by three-fourths of the active chapters.

Section 2

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



Bylaws

Article 1 - The Convention

Section 1

The Annual Convention shall be held during the Annual Meeting of ASABE, The Society for Engineering in Agriculture, Food, and Biological Systems.

Section 2

The Executive Council shall arrange for the facilities required at the convention and announce these arrangements to the chapters eight weeks before the convention.

Section 3

(a) The secretary shall keep the minutes of the meeting and shall prepare two copies of the official report of the Proceedings of the Convention.

(b) These copies shall be signed by the President and Secretary of the convention and shall be filed and kept permanently in the offices of the President and of the Secretary-Treasurer of the Society.

(c) The report of the Proceedings of the Convention shall be reproduced and copies shall promptly be transmitted in the chapters and to all newly elected officials.

Section 4

It is highly recommended each chapter shall send one member as its official delegate to the Annual Convention every three years to be considered active.

Article 2 - The Officers

Section 1

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

Section 2

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

Section 3

Communications from the Executive Council shall be acted upon by the chapters within one month, not including regular vacations, from the time of their receipt. Should any chapter fail to report its action or vote on such a communication within eight weeks, from the time of mailing, not including regular college vacations, such failure shall be construed as giving the Executive Council authority to act and vote for the chapter.

Section 4

The Executive Council shall submit a report to each regular annual convention containing the following items:

- (a) The transactions of the Executive Council since last convention.
- (b) All recommendations for the good of the Society which it may see fit to make.
- (c) All subjects brought to its attention by the chapters.
- (d) All chapters subject to discipline.
- (e) All petitions for charters.

(f) Recommendations, if any, for the revocation of chapters and the withdrawal of charters.

Section 5

The Secretary-Treasurer of the Society, acting as Secretary shall:

(a) Obtain from the Secretary of each chapter in October the names and mailing addresses of the officers and active members and advisers of the chapter and subsequent changes of membership and advisers which may occur during the year.

(b) Obtain from the secretary of each chapter items of news interest

(c) Receive a copy of each chapter's Constitution and Bylaws amended to date.

Section 6

The Secretary-Treasurer of the Society acting as Treasurer shall:

(a) Send a statement showing the financial condition of the Society annually to the treasurer of each chapter.

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

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

Article 3 - Election of Chapter Officers

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

Article 4 - Initiation

Section 1

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

Section 2

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

Section 3

Each initiate shall be given a certificate of membership.

Section 4

Chapter initiation fees are to be determined by the chapters, but a one time national initiation fee

of twenty dollars (\$20.00) will be required for each new initiate. Honorary members are exempt from all fees.

Article 5 - Insignia

Section 1

The colors of the Society shall be black and gold.

Section 2

The badge of the Society shall be a watch key shaped as shown in the figure. On the obverse shall be engraved the symbol shown in the figure; on the reverse shall be engraved the initials of the owner, the name of the chapter and the year of the member's initiation.

Section 3

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

Section 4

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

Section 5

The certificate of membership shall be as shown below:

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

Article 6 - Amendments

Section 1

An amendment to the bylaws may be presented in the National Convention, and if approved by a three-fourths vote of those delegates present, shall then be submitted to the chapters. The amendment shall become effective only when ratified by three-fourths of the chapters. Chapter ratification shall consist of approval by three-fourths of the active members.

Section 2

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