

**BYLAWS FOR GAMMA NU ETA BETA CHAPTER
- NATIONAL HONOR SOCIETY FOR INFORMATION TECHNOLOGY -
ILLINOIS INSTITUTE OF TECHNOLOGY SCHOOL OF APPLIED TECHNOLOGY**

WRITTEN: March 2011

RATIFIED: As amended, October 2011

ARTICLE I: NAME

The name of this organization shall be Gamma Nu Eta, hereinafter referred to as GNH. This chapter of this society shall be the Beta chapter, at the Illinois Institute of Technology School of Applied Technology located in Chicago, Illinois.

ARTICLE II: PURPOSE

The purpose of GNH shall be:

1. To recognize and encourage excellence in the field of Information Technology among students.
2. To offer knowledge and services to its school and surrounding communities.
3. To play an active role in the application and evolution of Information Technology within society.

ARTICLE III: MEMBERSHIP

Section 1: Membership is based on three primary criteria: academic excellence, community service activities, and leadership in the field of Information Technology. Applicants must be students who have declared Information Technology and Management to be their major or are enrolled in a graduate degree in Information Technology and Management. The voting members of the chapter shall be responsible for selecting inductees each year.

Section 2: Membership will not be considered prior to the completion of a prospective member's third semester of undergraduate studies, two of which must have been completed at Illinois Institute of Technology, or completion of fifty percent of the required credits for a graduate degree. In order to be considered for membership, undergraduate applicants must possess a minimum 3.65 GPA on a 4.0 scale GPA and rank in the top 15% of their class. Graduate applicants must possess a minimum 3.8 GPA on a 4.0 scale GPA and rank in the top 15% of their class. Should an existing member fall below either mark, he or she will be placed on probation for one semester with the opportunity to improve academic performance. At the end of this time, if the individual has not improved his or her grades to meet the specified standard, that individual will be removed from the organization. Members inducted as undergraduates matriculating in the graduate program must then meet the graduate requirements to continue their active membership. General members who are currently matriculated students in an Information Technology and Management degree program shall be considered voting members. Voting members have the ability to vote in elections and organizational decisions at the chapter to which they have been inducted. General members, unless otherwise removed from membership within the society, retain all rights and privileges except those assigned to voting members after graduation.

- Section 3: Alumni members shall be those members who, by reason of graduation or other reasons, are no longer collegiate members. Alumni members may continue to participate in activities of the chapter at their discretion but have no attendance or other participation requirements. Depending on the activity, at the discretion of the Executive Committee the chapter may charge a fee for participation in an activity by alumni members. Alumni members may not vote or not hold any offices in the local chapter except to nominate members of the Board of Directors of Gamma Nu Eta. They may be nominated by a majority vote of the both the voting and alumni members of the chapter to the Board of Directors of Gamma Nu Eta.
- Section 4: Each term the chapter may initiate up to three (3) professional members. To qualify to be a professional member one must have made a distinctive contribution to the IT profession and earned one or more degree in IT or a related field with a 3.2 GPA as an undergraduate or a 3.5 GPA as a graduate student. Any member may nominate a professional in the field as a professional member by a nomination letter which must include a justification for the nomination and any necessary documentation. The Executive Committee shall publish a date for submission of nominations each term and will select the three professional members from those nominated. Professional members are welcome, and have a standing invitation, to participate in any activities of the chapter at their discretion.
- Section 5: It is the policy of this organization to provide equal opportunity to all qualified individuals without regard to race, sex, color, religion, national origin, age, sexual preference, or handicap.
- Section 6: Gamma Nu Eta is committed to the promotion of safety, and, therefore, will not permit any reckless or intentional endangerment to health or forced consumption of alcohol for the purpose of initiation or affiliation.

ARTICLE IV: OFFICERS

- Section 1: The officers of Gamma Nu Eta, in order of election and authority, are: President, Vice-President, Secretary, and Treasurer. The body of officers together shall be known as the Executive Committee. Unless there are not a sufficient number of eligible undergraduate members, these officers shall be undergraduate members.
- Section 2: No member may concurrently hold more than one elected office within the organization, unless required temporarily to do so by another's inability as required in Article IV Section 4.
- An individual chapter may create new offices. To do so requires a 2/3 majority vote of the voting members of that chapter.
- Section 3: The officers may delegate any of their duties to a coordinator or chairman. However, that officer is still responsible for any duties delegated.
- Section 4: In the event of the resignation or removal of an officer, the office shall be filled at the earliest convenient opportunity. Normally an emergency election will be held within a period of time not to exceed two weeks from the official date of vacancy. If it is too late in the term to hold an election or the Executive Committee determines that it is not it is not feasible, the following shall occur:

- A. The highest-ranking administrative officer available will assume the duties of the office from the time it is vacated until the office is permanently filled. If the office of the President is vacant then the highest officer in line will take over the duties of the office.
- B. The President, or the next highest ranking remaining officer, if the President is resigning, may appoint a temporary acting officer to that administrative office until the office is filled by the next regular election. The appointee must be approved by a 2/3 majority of the Executive Committee at the next meeting.

Section 5: Duties of Administrative Officers:

- A. President – The President shall call and chair all meetings and represent the organization in administrative matters. The President is responsible for ensuring adherence to the guidelines set forth in these bylaws and the National Constitution. The President shall serve as the chapter delegate to the National Assembly of Delegates of Gamma Nu Eta.
- B. Vice President – The Vice President will be responsible for overseeing all active committees, as well as aiding the President in administrative matters.
- C. Secretary – The Secretary must document the proceedings of all official meetings. The Secretary will maintain the official membership and officer lists (including names, addresses, phone numbers, and electronic mail addresses).
- D. Treasurer – The Treasurer will document all monies spent, received, to be paid and to whom. The Treasurer will approve all expenditures in writing before they are incurred.

Section 6: Elections:

- A. Elections (nominations and the voting process) will be coordinated by the President once every year. If the President is nominated to hold an office in the next year and accepts the nomination, elections will be coordinated by the highest ranking officer who has not accepted a nomination to hold office. If no officer meets this criterion, a member of the organization will be elected by a simple majority vote at a meeting preceding the election meeting to coordinate elections.
- B. Acceptance of a nomination will be due one week prior to scheduled election date. Acceptances must be submitted in written (or electronic mail) form.
- C. All nominees will be required to address the general membership explaining reasons for running and what they have to offer the office in question.
- D. Voting will take place by secret ballot to be counted by the President and verified by the Vice President unless either of them are participating in the election, in which case the next highest ranking officer will perform the counting.
- E. Only voting members may vote in the election.
- F. The winner of each election is determined by a simple majority.
- G. In case of a tie or no single candidate receiving a majority vote, an immediate re-vote will occur between the two candidates who received the largest quantity of votes in the initial round. This process will continue until a candidate receives a majority vote.
- H. New officers take office on the day of spring commencement.

ARTICLE V: MEETINGS

Section 1: Open Meetings

- A. An open meeting (open to both voting and general members) must be held a minimum of once during each month that a regular Fall or Spring semester is in session for greater than 50% of the month. Discussion of the general business of the organization will occur at open meetings.
- B. Additional meetings may be called at the discretion of the President, and with no less than one week's notice to the voting members of the organization.

Section 2: Executive Meetings

- A. Executive meetings (comprised only of officers and, optionally, committee chairs of the group) are meant to discuss administrative issues, etc. before the organization. It is recommended that they are held every week, but meetings will be called at the discretion of the President.

Section 3: Voting on Matters Before the Organization

- A. Important organizational matters deemed to require organizational approval via a group vote will be voted on during open meetings in which more than 2/3 of the voting membership of the organization must vote to approve the item at hand. The President of the organization will decide whether the vote will be by show of hand or by secret ballot, based upon the sensitivity of the situation at hand.

Section 4: The Secretary will take the minutes of every official meeting (executive and open) and make them available to all members as soon as possible.

Section 5: The President will chair and call to order all meetings of the organization.

ARTICLE VI: COMMITTEES AND COORDINATORS

Section 1: Executive Committee

- A. The Executive Committee consists of all elected officers.
- B. The Executive Committee may exercise any powers of the organization whenever an issue cannot be brought before the organization in a timely manner.
- C. The Executive Committee must communicate all decisions to the general membership.
- D. Any decision made by the Executive Committee may be prevented from further implementation by a simple majority vote of the general membership at an open meeting.

Section 2: Temporary committees and coordinators may be appointed by the President to handle certain special projects or tasks that entail administrative duties. Temporary committees or coordinators are approved by the Executive Committee. The chairperson/coordinator will report directly to the President and/or the Executive Committee during open meetings.

Section 3: Standing Committees

- A. The chapter may create standing committees with a majority vote of the Executive Committee.

Section 4: It is the responsibility of all committee chairs and coordinators to coordinate their own meetings and make reports to the Executive Committee.

ARTICLE VII: POLICIES, BY-LAWS, AND STANDARD OPERATING PROCEDURES

- Section 1: All Policies, By-laws, and Standard Operating Procedures must conform to all Federal, State, and local laws and regulations.
- Section 2: All elected officials (and candidates for elected positions) must be in good academic and social standing as defined by the university, as well as fulfill the requirements to be a general member, as defined in Article III Section 2.
- Section 3: If an elected official no longer meets the requirements of Article III Section 2, the elected official will be removed from office. Three or more officers/members must bring the petition for removal to the attention of the President of the Chapter. Sufficient cause for removal includes, but is not limited to: violation of the Chapter Bylaws or Society Constitution; violation of a rule, practice, or procedure adopted by the Chapter; any conduct deemed prejudicial to the best interests of the Chapter. Prior to a vote on the matter or removal of an elected officer, the Chapter shall hold a formal hearing. At least thirty (30) days in advance of the hearing, the Chapter shall send by registered mail to the last recorded address of the officer a statement of the charges and notice of the time and place of the hearing at which the charges will be considered. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before action is taken. The Chapter shall adopt rules to ensure due process to the officer. The Chapter may recommend removal to the Society Board of Directors upon a two-thirds affirmative vote.
- Section 4: Fulfillment of Elected Official Duties
- A. Attendance – All elected officials are expected to attend all meetings and organization activities at all times under normal circumstances. Absence from more than three meetings or activities may result in disciplinary action.
 - B. If it is decided by a majority vote of the Executive Committee, or a 2/3 vote of the general membership, that an officer in breach has failed to fulfill his/her duties, see Article VII, Section 3, dictating procedures following the removal of an officer.
- Section 5: Required general membership attendance – Members of the organization are expected to attend 2 general meetings each semester. Failure to attend a general meeting without prior notification or a logical excuse will count as a missed meeting for the organizational member in question. The Secretary will record attendance for each meeting. Failure to attend at least 2 of all general meetings in a semester is sufficient grounds to place the continued membership of the individual in question in jeopardy. The general membership can perform a simple majority vote to decide whether or not to allow the offending individual to remain in the organization.

ARTICLE VIII: APPROVAL AND AMENDMENTS

- Section 1: Changes to these bylaws can only be done by voting members of the Chapter.
- Section 2: Amendments cannot conflict with the National Constitution of Gamma Nu Eta and must be submitted to the Board of Directors society for approval.
- Section 3: Changes to the Bylaws can be initiated by any member of the organization. The Bylaws can be amended by a 2/3 majority vote by the voting members of the organization, provided that a copy of the proposed amendment has been sent to each member of the society, at least thirty days prior to the voting meeting. If this thirty-day notice is not given, the amendment can be approved by a 3/4 majority vote at the meeting at which it is presented.