

**By-Laws
of the
Mu Chapter of Florida
of the
UPSILON PI EPSILON ASSOCIATION**

**An Honor Society for the
Computing and Information Sciences (CIS)**

Article I: Scope of the By-Laws

1. These By-Laws govern chapter conduct in matters not specifically addressed by the Constitution.
2. Provisions of these By-Laws shall be subordinate to those of the Constitution.

Article II: Election of Officers

1. **Officers** include the positions of: President, Vice-President, Secretary, Treasurer, and Historian.
2. **Officer elections** shall be held immediately after election of new members, a maximum of once per academic year. Newly elected officers shall be installed and begin to serve immediately. The length of officer terms shall consist of one year.
3. The **Faculty Advisor** shall be selected from the FIU CIS teaching staff.
4. The **Membership Committee** is appointed by the President and approved by the Executive Council.

Article III: Meetings

1. **Regular meetings** will be held as scheduled during the Academic Year (AY).
2. **Special meetings** may be called by the Executive Council at anytime.
3. New member initiation may be conducted at a regular or special meeting.
4. **Notification** shall be sent to all active members a minimum of one week prior to a meeting. This notification shall include the purpose of the meeting.
5. The parliamentary guide for meeting conduct shall be **Robert's Rules of Order:**
 - A. Call to order
 - B. Roll call
 - C. Reading of minutes
 - D. Committee reports
 - E. Unfinished business
 - F. New business
 - G. Program or technical session (optional)
 - H. Adjournment

Article IV: Finances

1. Membership **dues** should be paid annually.
2. Membership fees and active participation must be met in order to be considered an **active member**.
3. Each initiate shall be required to pay all dues and initiation fees **prior to initiation**.
4. Each AY, the **Treasurer** shall submit to the President and Faculty Advisor an **annual report** of the chapter's financial condition. This will be in turn distributed to the chapter, entered into any applicable meeting minutes by the Secretary, and recorded by the Historian.

Article V: Initiation

1. **Initiation** of new members shall be held during the AY in which they are elected.
2. Initiation shall avoid **any** practice which conflicts with FIU regulations or constitutes an attack on initiate personal dignity.

3. Activities should stimulate CIS interest and acquaint initiates with chapter members.

Article VI: Election of Members

1. Elections shall be performed a minimum of once per AY.
2. The Membership Committee shall review all eligible candidates. This review may involve soliciting remarks from faculty (must be UPE members and acquainted with the candidates) for consideration alongside other candidate qualifications during the final screening.
3. The names of those elected shall be given to the Secretary, who shall then issue invitations to become members of the Association, and of this chapter. Member-elects will be given two weeks to respond, after which refusal will be assumed.

Article VII: Adoption and Amendment

1. These By-Laws are effective immediately upon adoption.
2. These By-Laws remain in effect until revised or amended.
3. By-Law amendments require a majority vote of the active members present and voting.