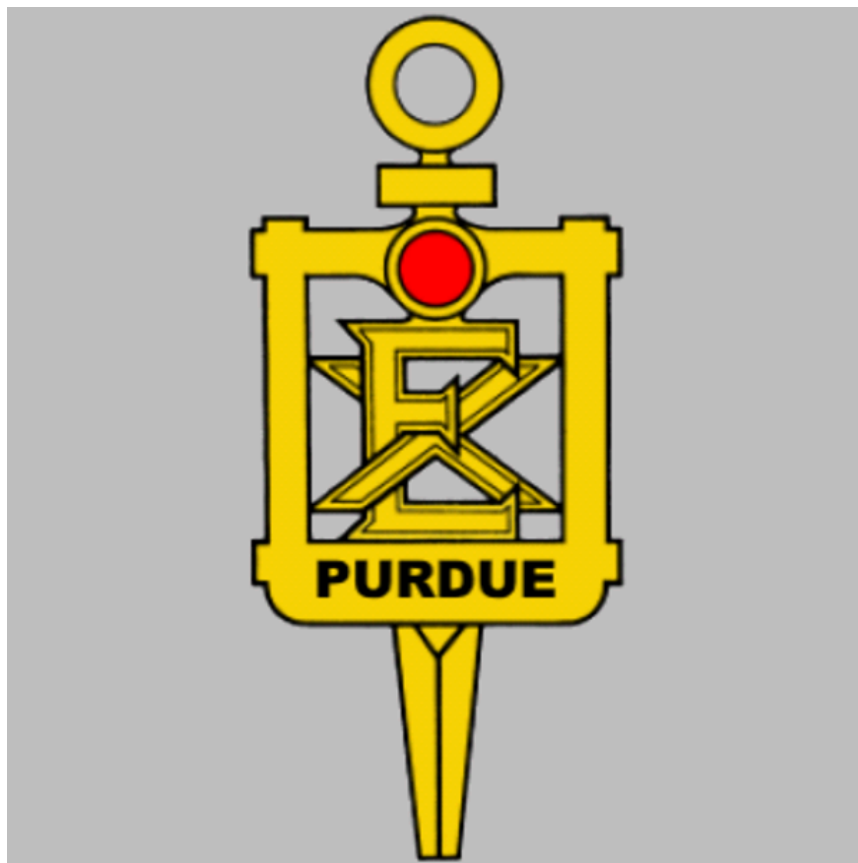


# Purdue University

## Chi Epsilon

### Yearly Leadership Guide



Est. May 2024

## **Table of Contents**

Introduction	5
Organization	6
Important Passwords.....	6
Google Account.....	6
Google Drive	6
Google Photos	7
Gmail	7
Slack.....	8
Student Organization Office.....	8
National Organization.....	9
Funding.....	10
Member Dues	10
Christopher Burke Donation	10
Leonard E. Wood Endowment	11
B.B. Lewis Endowment	12
Donations through Purdue for Life	12
Other Funding Opportunities	13
Scholarships.....	13
Edmund M. Burke Outstanding Student Award	13
Leonard E. and Margaret R. Wood Award	14
Edmund M. Burke Outstanding Faculty Award	14
Faculty Advisor.....	15
Chapter Trustees.....	15
Initiation & Banquet.....	16
Conclaves.....	16
Officers Responsibilities	18
President.....	19
Summer Work	19
Boilerlink	20
Goals for Academic Year	21
Fall and Spring Schedule	21
Meeting with Faculty Advisor	22

Officer Meetings	22
Active Meetings	23
Chapter Honor Member Nominations	23
Chi Epsilon Faculty	24
Student and Faculty Award Nominations	25
Banquet Invitations	25
Initiation Script	26
Banquet Program	26
Elections	27
Vice President.....	28
FE Review Sessions	28
Merchandise	29
Treasurer.....	31
Budget	31
Reimbursements in COOL	31
Dues in COOL	33
Deposits at BOSO	34
Secretary.....	34
Attendance Tracking & Service Hours	34
Roster Updates & Communication	35
Banquet Programs	35
Marshalls.....	36
Room Reservations	36
Food at Meetings	37
Faculty Breakfast	38
Initiation	38
Banquet	39
Pledge Class Coordinators.....	40
New Constitution and Bylaws	40
Contacting New Initiates	41
Pledge Class Meetings	42
Pledge Class Responsibilities	43
Board Making	43
Finishing Pledge Boards	44

National Catalog	44
Social Chairs.....	45
Social Events	45
Service Events	45
Webmaster.....	46
Website	46
Social Media	47
Pictures	47
Editor.....	47
Transit	48
National Scholarships	48
Conclusion	49

## **Introduction**

Hello and congratulations on becoming an Officer of the Purdue University student chapter of Chi Epsilon! Chi Epsilon is a nationally recognized civil engineering honor society. Since its conception in 1922, the organization has been grounded in 4 pillars: scholarship, character, practicality, and sociability. The Purdue student chapter of Chi Epsilon was chartered in May 1929, and its rich history is exemplified by its successful field of alumni, most noted by the distinguished honor of Chapter Honor Member and National Honor Member.

Purdue Chi Epsilon is bound by the national Constitution and Bylaws. The student chapter can have a more detailed explanation within their Constitution, but it is guided by rules set by national leadership. According to the Constitution held by Purdue Student Activities and Organizations (SAO), Purdue Chi Epsilon has four (4) active member requirements:

- Attend at least three (3) active meetings per semester
- Participate in elections and Initiation
- Complete 3 service hours per semester
- Attend 2 social events per semester

The purpose of this document is to give a full all-encompassing guide to the operations, activities, and events of Purdue Chi Epsilon. Everything you need to know to be successful should be found in this document. It does not matter which Officer you are, please read through the entire document and try to understand the how and why of what we do. The more educated the entire Officer Team is, the more well-rounded and successful the chapter will become. As you read this document, keep in mind that this is a living document. What may be true now or what may work now, may not in 1, 5, 10, 20 years from now. Please update this document with the most current and accurate information.

## **Organization**

At Purdue University, there are several tools and people that we use to maintain and grow our student chapter of Chi Epsilon. After the organization's inception in 1922, and subsequent charter at Purdue in 1929, the student chapter at Purdue has evolved into what it is today. This section offers a modern perspective on how we organize ourselves at Purdue.

### ***Important Passwords***

Here is a list of all relevant and important accounts and passwords attributed to Purdue Chi Epsilon:

- HAMP 2154 Office Code: 1869 (any order of these numbers is applicable)
- Google Account: [xepurdue@gmail.com](mailto:xepurdue@gmail.com) Password: Chap11XE!
- Instagram Account: @purduechiep Password: Chap11XE!
- Twitter account: @PurdueChiEp Password: Chap11XE!
- Website: <https://xepurdue.wixsite.com/purduexe>

There's a common theme for passwords in Purdue Chi Epsilon, in reference to our founding charter.

### ***Google Account***

The recent lifeblood of Chi Epsilon is stored on the cloud, on Google Drive, Google Photos, and Gmail. Using the [xepurdue@gmail.com](mailto:xepurdue@gmail.com) email address (Password: Chap11XE!), all documents, presentations, and other data is stored dating back to Fall 2013 – Spring 2014, with a hiatus from Fall 2014 – Spring 2019. Google Drive has been the main storage file system of Purdue Chi Epsilon since Spring 2019.

#### **Google Drive**

The Google Drive is organized by academic year. Within each academic year, it is the discretion of the President, and Officer Team, of how to organize the files. Prior to

Fall 2023, the Google Drive had been organized by event. In the Fall 2023 – Spring 2024 academic year, the Google Drive was organized by individual Officer. This file system reflects a similar, but not completely verbatim, organization to the Purdue American Society of Civil Engineers student chapter. I encourage the continuation of organization by individual Officer, such that roles and responsibilities are easily delegated. Important documents, like National Chi Epsilon Constitution, Purdue Chi Epsilon Constitution, Initiation Script, etc. that are timeless documents to the student chapter, should be stored on “My Drive”.

The Google Drive should have the most updated documentation available. It is ok to work on documents outside the Google Drive, especially if Microsoft Suite programs and more desirable. However, any and all documents should eventually be stored and passed on through the Google Drive.

### Google Photos

One of the biggest perks to using Google, besides the Google Drive, is Google Photos. A Pictures folder on the Google Drive was started in Fall 2008. That is ok, and I encourage to continue this trend. I also encourage to add an album for each academic year in the Google Photos, similar to 2023 – 2024. All pictures may one day be transferred solely to Google Photos or the Google Drive, whichever is easiest.

### Gmail

All emails for the organization should also include the organization’s email. Most correspondences will take place on student Purdue accounts, but the Purdue Chi Epsilon should also be included to establish a paper trail. Forwarding an email chain at the very end of a discussion to the Purdue Chi Epsilon email is also sufficient.

Most emails are usually spam and social media notifications. The Gmail is primarily used for sending Initiation and Banquet invitations to faculty once a semester. I encourage to check the Gmail at least once per week, preferably twice per week.

## **Slack**

The primary communication channel of Purdue Chi Epsilon is Slack. We have been using Slack since Fall 2021. It is the discretion of the President, and Officer Team, of what platform to use. Our email, [xepurdue@gmail.com](mailto:xepurdue@gmail.com), has an admin account. Every year, the previous President should elevate the incoming President to admin status as well. Every summer, the President should remove graduated and inactive members from the slack channel in preparation for the upcoming academic year. This is subject to change based on the communication platform.

Slack is convenient in making new channels for specific discussions (i.e. officer chat, general chat, social chat, semesterly pledges chat, officer transitions chat, initiation script chat, etc.). Slack also provides the option for direct messages, helpful in direct communication between the President and specific Officers. Slack also differentiates the channels between public and private. Only admin members (i.e. President) can change the status and members of a channel.

Slack is not convenient for memory storage. Unless the Officer Team agrees to pay a monthly or yearly fee, Slack deletes messages after 90 days, just short of a full semester. Any important documentation should always be stored on the Google Drive to avoid any storage memory issues with Slack. Slack can also be finicky when removing graduated or inactive members.

## ***Student Organization Office***

The student organization office is located at HAMP 2154, next to the graduate student study room and green roof entrance on the second floor of Hampton Hall. It was once home to the three main undergraduate civil engineering student organizations (ASCE, CESAC, and XE), but after ASCE received a new office at HAMP 1250, HAMP 2154 is used by CESAC and XE. The lockbox code is 1869, however, the lock unlocks with no particular numerical order. Inside the lockbox is the key to the main door and the mailbox. Continually check the mailbox for mail and member dues. Always lock the main door when the last person is leaving the office.

HAMP 2154 is the physical home of Purdue Chi Epsilon. Any physical documentation, like from the Officer Teams of 2015 – 2017, will be kept here. Chi Epsilon has 2 floor-to-ceiling storage cabinets and 1 desk and associated storage cabinet. Old leadership binders and the old hard drive are stored at the desk. FE Review Books, extra food supplies, cooler, and charcoal are usually kept in one cabinet. Pledge board supplies, initiation supplies, and many historical documents and plaques are stored in the other cabinet. I highly suggest looking through these documents, learning about our rich history, and reorganizing the office is necessary. The official Purdue Chi Epsilon charter and large pledge board (solely used for initiation) are typically stored in the Faculty Advisor's office.

### ***National Organization***

Chi Epsilon is a nationally recognized civil engineering honor society with its own national office. The national headquarters used to be in Arlington, TX; however, during Spring 2022, the national office closed its operations for a few months due to financial woes caused by the COVID-19 pandemic. Dr. Charles Chadwell at California Polytechnic State University graciously revived the organization in San Luis Obispo, CA. He and his staff, primarily Christina Nystrom and Isabella Walker, work a combination of part time and full time to continue the traditions of this century-old organization. As of Fall 2023, there have been discussions with American Society of Civil Engineers to merge Chi Epsilon into ASCE, specifically for financial reasons and historical preservation of XE. Nothing is official, as of yet, which can change.

The website, <https://www.chi-epsilon.org/>, houses all of the essential documents of the national organization, including but not limited to the Constitution and bylaws, national leadership, and eligibility requirements. The Constitution should contain all relevant information to lead the Purdue student chapter. As of the Spring 2024 national meeting (hosted virtually by Auburn University), a motion to amend the Constitution was presented. Further updates should be precipitated by the national leadership soon. As of now, the best form of communication with nationals is via email. Semesterly eblasts from Dr. Chadwell and Christina contain the necessary information for the

semester/year. They are extremely easygoing and respond to emails fairly quickly, so do not hesitate to reach out and ask questions!

## ***Funding***

Purdue Chi Epsilon is truly blessed by its foundation of successful and extremely generous alumni. While other chapters rely on grants, scholarships, bake sales, and other fundraisers, Purdue Chi Epsilon has many different funds that contribute to its annual chapter operations.

The Civil Engineering Business Office, on the ground floor of Hampton Hall, has access to all of our business accounts, except for our Business Office of Student Organizations (BOSO) account. They will have all the information necessary to handle the behind-the-scenes finances, detailed later. Kyle Nine ([ninek@purdue.edu](mailto:ninek@purdue.edu)) and Yvette Rosas ([yrosas@purdue.edu](mailto:yrosas@purdue.edu)) are good contacts for financial inquiries. As of Fall 2023, Yvette was recently promoted and does not work in the Civil Engineering Business Office, working part time for Civil Engineering as they find a replacement to work with Kyle. They are wonderful ladies to work with!

## **Member Dues**

Purdue Chi Epsilon charges member dues and, as of Spring 2024, they are \$75 per person. These dues directly pay for the new initiates' pledge board and supplies and banquet ticket, as well as other chapter operations. In the aftermath of the COVID-19 pandemic, I suggest raising the price of member dues, mainly due to inflating banquet hall and food prices.

## **Christopher Burke Donation**

Chris Burke generously donates to the organization every year. In recent years, it has been difficult to track his donations and they have not been received on a regular basis. I recommend keeping track of his donations and sending reminders to the Faculty Advisor and Head of Civil Engineering for help with receiving them.

Every year, Chris Burke has pledged to donate \$7,500. The following outlines how his donation is broken up:

- \$1,500 – Burke Outstanding Student Award, Fall semester
- \$1,500 – Burke Outstanding Student Award, Spring semester
- \$2,000 – Burke Outstanding Faculty Award, Spring semester
- \$2,500 – Annual Chapter Operations

The \$2,500 for annual chapter operations is to be transferred or deposited into the student organization's BOSO account. It can be used for all approved, normal chapter activities and events throughout the year. It is assumed that Chris Burke donates on an annual basis (i.e. for the 2024 calendar year) instead of on a semesterly basis (i.e. for the 2023-2024 academic year). Please take careful note of when and how often he donates, specifically the Treasurer.

#### Leonard E. Wood Endowment

Leonard E. Wood, Professor Emeritus in the School of Civil Engineering, also responsible for co-op scholarships, has retroactively donated to Purdue Chi Epsilon. Since his passing in 2004, an endowment was established to Purdue Chi Epsilon in his and his wife's, Margaret, name. This endowment contributes \$1,500 to each recipient of the Leonard E. and Margaret R. Wood Award, typically two students per semester.

The Wood Endowment also pays for each new initiate's national dues. Although there are local dues, the National Office of Chi Epsilon charges new member dues to each new initiate for their certificate, pin, and database revisions. The Purdue Chi Epsilon new members are **not** responsible for paying these national dues. When an invoice is filed and sent to the chapter for each semester for national dues it should be forwarded to the Civil Engineering Business Office, and they will pay for national dues through the Wood Endowment.

## B.B. Lewis Endowment

In similar fashion to the Woods, B.B. Lewis created an endowment to Purdue Chi Epsilon with the purpose of providing transportation and lodging funding for annual national and district conclaves. Typically, the faculty advisor and 2-3 Officers or members are invited to travel to these conclaves with the bulk of their expenses paid by the B.B. Lewis Endowment.

## Donations through Purdue for Life

Purdue University offers a unique and clever option for alumni, corporate sponsors, and even individuals to donate to any cause, including student organizations on campus. Through the Purdue for Life website (<https://connect.purdue.edu/s/givenow>) donors can give money to Chi Epsilon. Plenty of previous faculty and Chapter Honor Members have donated via this process. Most recently in Spring 2024, Garrett Jeong, retired Professor Emeritus of Civil Engineering, and Brian Quinn, former Chapter Honor Member donated through Purdue for Life to Purdue Chi Epsilon.

It takes about 6-8 weeks for Purdue for Life to process these donations and properly add them to the student organization's BOSO account. Someone from BOSO or Purdue for Life (PRF), usually Jessica Mellady, will send an email through FileLocker to the President and Treasurer of Chi Epsilon. This email gives instructions to access and download a spreadsheet of donations from a 4-5-week timeline. The download link expires after 30 days. This spreadsheet should give the name, address, and monetary amount of the individual or company that donated. This is the most accurate log of Purdue for Life donations. Once the funds are added to the BOSO account, it is nearly impossible to track the original donor through BOSO due to their accounting software. Download these spreadsheets and save them in the Google Drive immediately.

It is good practice to thank these donors. Once their contact information is received through the Purdue for Life spreadsheets, Purdue Chi Epsilon should purchase, sign, and send a thank you card to each individual donor. It is donations like theirs that make it easy to continue our annual activities. They should feel appreciated.

An example of a thank you letter can be found in the Google Drive

[w Thank You Letter - Jeong.docx](#) .

### Other Funding Opportunities

Purdue University also offers a number of grants, through Student Activities and Organizations (SAO), to fund chapter activities, namely SOGA, SFAB, and Equipment grants. For example, they can help fund the semesterly Initiation and Banquet. The President and Treasurer should receive information regarding these grants in the summer prior to their start of term. However, many organizations apply for these grants, the applications are required far in advance with specific detail, and, from experience, little money is allocated. It is up to the Officer Team's discretion whether to apply for such grants.

The student chapter of Chi Epsilon can also elect to participate in local fundraisers, like Skip-a-meals for instance. In Spring 2024, Purdue Chi Epsilon organized a fundraiser at Cane's prior to a social event. Although these may seem enticing, we only earned \$40 from this single event. These fundraisers can be simple ways to help in ordering food at social events or supplement other income, rather than the main source of income.

## ***Scholarships***

### Edmund M. Burke Outstanding Student Award

The Edmund M. Burke Outstanding Student Award is given to the graduating undergraduate senior with the highest cumulative grade point average (GPA) of all classes taken in their undergraduate career. It is at the discretion of the Faculty Advisor and Chapter Trustees whether to include an additional award for graduate students in the future. This Award is given in both the fall and spring semesters.

At least two weeks before the Banquet, a list of undergraduate seniors in order of cumulative GPA shall be obtained from the Civil Engineering academic advisors. This list shall be cross-referenced with an updated roster and the student highest in the list

shall be chosen. The student shall be invited to that semester's Banquet to accept their Award.

#### Leonard E. and Margaret R. Wood Award

The Leonard E. and Margaret R. Wood Award is given to student recipients based on an application, found in the Google Drive. A written application, peer recommendation, and applicant's resume is required as part of the complete application. Application should be due around the middle of the semester, shortly after the second active meeting. An Officer, delegated by the President, shall accept all applications, and provide them to the Faculty Advisor and Chapter Trustees. A team, specified in the Chapter Trustees section, shall come together and choose typically two (2) award recipients per semester.

Students who have participated in the co-op program are preferential candidates. Then, individuals who show a strong commitment to Chi Epsilon, demonstrated by their chapter participation, and a strong academic record are selected. The team responsible for selecting the Award recipients reserves the right to give less than two Awards in a semester, if the candidate pool is not sufficient for two Awards.

#### Edmund M. Burke Outstanding Faculty Award

Only in the spring semester, the Edmund M. Burke Outstanding Faculty Award is given to a faculty member within the School of Civil and Construction Engineering, based on a vote at the active meetings. By the third Officer meeting in the spring, the Officers shall nominate a list of 2-3 faculty members to present at an active meeting. These faculty members do not necessarily need to be Chi Epsilon faculty, but it is preferred. By the third active meeting, this list of faculty members shall be presented, and a vote shall be conducted. A majority vote shall win the Award. The chosen faculty member shall be notified immediately and invited to the spring Banquet to accept their Award. The previous four (4) Edmund M. Burke Outstanding Faculty Award recipients are ineligible to win the Award in that time frame (i.e. the Award recipient can receive the Award once every five years at maximum).

## ***Faculty Advisor***

The current Faculty advisor of Purdue Chi Epsilon is Dr. Pablo Zavattieri, the Jerry M. and Lynda T. Engelhardt Professor in Civil Engineering. He specializes in Materials Engineering and teaches civil engineering classes in the materials concentration. Dr. Zavattieri assumed his role in the Summer of 2023 after the retirement of Dr. Mark Bowman, Professor Emeritus of Civil Engineering.

The Faculty Advisor should be a member of Chi Epsilon, whether initiated while a student during their undergraduate or graduate studies or while a faculty member at Purdue University or other institution. Regardless of prior initiation, the Faculty Advisor should start and finish their own Purdue Chi Epsilon pledge board. (As of Spring 2024, Dr. Zavattieri has not completed his pledge board). The Faculty Advisor should attend all Officer meetings and Active meetings of the organization, as well as all national and district conclaves. The Faculty Advisor should oversee all operations, guiding the Officer Team in their decision making, and providing experienced advice when necessary. The Faculty Advisor is a resource and should be able to pass on the traditions and organizational leadership of Purdue Chi Epsilon from year to year, as the organization experiences constant officer turnover.

Previous Faculty Advisors are good resources, too. Dr. Bowman and Dr. Govindaraju, also both Chapter Honor Members, were both Faculty Advisors of Purdue Chi Epsilon (Bowman from 2010 – 2023). If the current Faculty Advisor does not know what to do or is not familiar with the chapter's operations, previous Faculty Advisors should be contacted, and discussions should be had.

## ***Chapter Trustees***

As of Spring 2024, Purdue Chi Epsilon has two Chapter Trustees, Dr. Marika Santagata and Dr. Cary Troy. Their role is a more distant support, specifically assisting with the selection of the Wood Award recipients. Ideally, the Faculty Advisor, Chapter Trustees, President of Purdue Chi Epsilon, and Chris Burke meet virtually to discuss the

applications for the Wood Award. Typically, two students are chosen through this dialogue and the Award is presented at the semesterly Banquet.

The role of the Chapter Trustees should be outlined in the Purdue Chi Epsilon Constitution and their roles are created at the discretion of the Officer Team. The Chapter Trustees are two individuals who have a genuine passion for Chi Epsilon and, although not the Faculty Advisor, play a supportive role in the chapter operations.

### ***Initiation & Banquet***

Assuming there are new student and/or faculty initiates every semester, there is an Initiation, to formally welcome the new pledge class of initiates and elevate them to active member of Purdue Chi Epsilon, and a corresponding Banquet, to honor the hard work of the new pledge class of initiates and award recipients, in every semester. It is the responsibility of the Marshalls to organize and plan these events, with the assistance of the President, Officer Team, and Faculty Advisor. The Initiation and Banquet usually takes place on a Saturday at the end of the semester, based on Officer and pledge class initiate availability. More information is provided in the Marshalls section. It is mandatory for all active members of Purdue Chi Epsilon to attend Initiation.

### ***Conclaves***

Prior to the COVID-19 pandemic, University chapters of Chi Epsilon across the United States would constantly be able to interact at conferences, known as “Conclaves”. There were National Conclaves and District Conclaves that rotated on a biannual basis. The National Conclave were open to all active University chapters of Chi Epsilon in the United States. Since Purdue is in the Great Lakes District, the District Conclave was open to all active University chapters of Chi Epsilon within the Great Lakes District. One Conclave would occur every year, with the National and District Conclaves trading every other year. Purdue Chi Epsilon hosted a Conclave as recently as 2008. More information on this Conclave can be found in the HAMP 2154 office. Every year, the Faculty Advisor and 2-3 Officers traveled to the National or District Conclave to take part in that year’s activities. It consisted of a full day of tours of the

host school and a field trip to nearby landmarks important to the host school. Then, the chapters would reconvene on a second day and discuss all matters of national business, including but not limited to the Constitution and Bylaws, funding opportunities, scholarships, service projects, and the Transit.

After the pandemic, the national headquarters has not resumed a schedule of National and District Conclaves. Instead, starting in Spring 2022, a National Meeting hosted virtually was organized to restart national discussions. The Purdue Chi Epsilon student chapter has been no stranger to national discussion. Previous 2022-2023 Vice President and 2023-2024 President, Joey Martin, was selected in the inaugural class of a new national individual scholarship in Spring 2023 and featured in the 2023 edition of XE 101, the rebranded Transit publication. Joey continued his involvement on the national level by contributing to a committee of students and faculty that selected the 2024 national individual leadership scholarship winners.

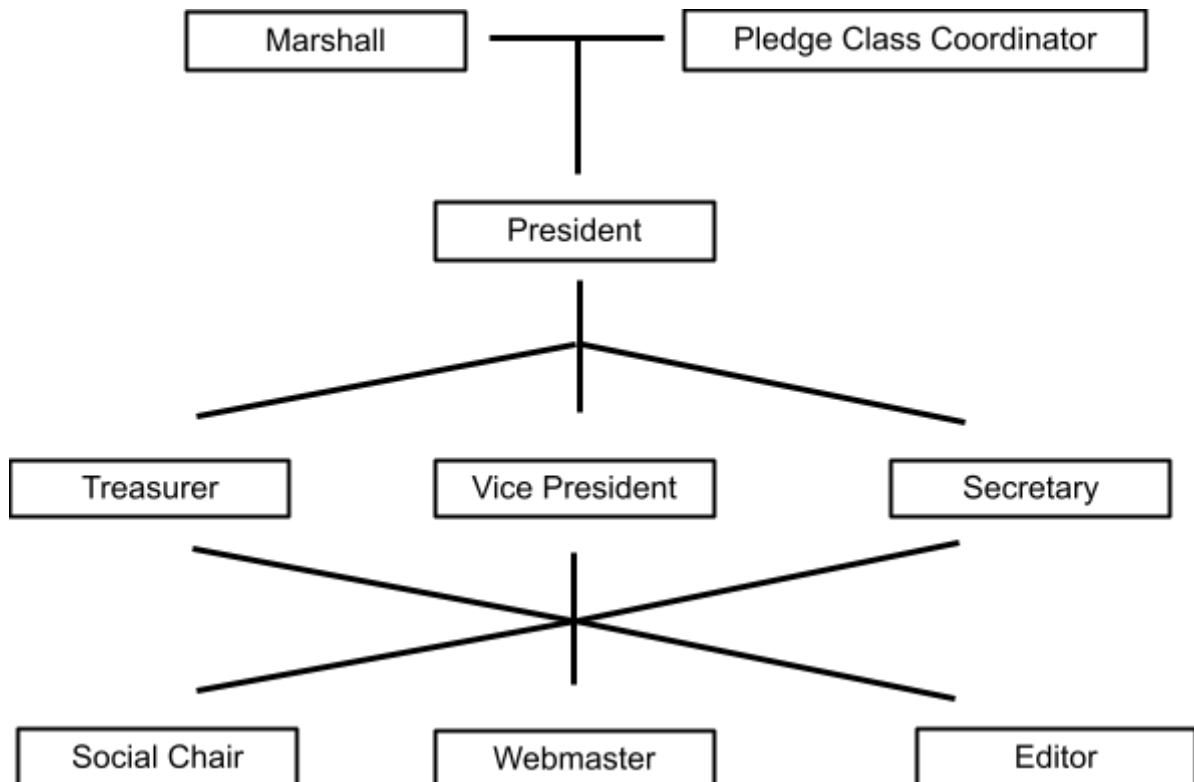
I am hopeful that the national organization will begin to host National and District Conclaves again soon. They are trending in the right direction, as the 2024 National Meeting was hosted by Auburn University, although still virtual. The Faculty Advisor and Officer Team should remain active in their involvement on the national level.

## Officers Responsibilities

The Officer Team consists of the following 12 Officers:

- President
- Vice President
- Treasurer
- Secretary
- Marshalls (2)
- Pledge Class Coordinators (2)
- Social Chairs (2)
- Webmaster
- Editor

Inherently, some Officers have more work than others. It is my humble opinion to draft a hierarchical flowchart of Officer positions based on importance to the chapter operations:



## ***President***

The President oversees everyone, the maestro to this symphony, the ringleader to this circus, the leader of Purdue Chi Epsilon. All successes and failures reflected on the President's leadership abilities, thus, it is important that the President understand most, if not all, of the other Officer responsibilities, too. The President's main responsibility is to delegate tasks to the 11 other Officers. Staying organized and sticking to a schedule are the two most important qualities to be successful as President of Chi Epsilon.

## **Summer Work**

Every summer, no matter how similar or different the Officer Team may be, every student organization on Purdue's campus needs to reregister than organization through SAO. This process allows for the President and Treasurer to gain access to the organization's BOSO accounts. More information on BOSO can be found in the Treasurer section. During the summer, there are number of items related to re-registration that is required: Brightspace certifications, Faculty Advisor Agreement Form, and Constitution revisions.

On Brightspace, there is a special certification course with different modules and topics that the incoming President and Treasurer must complete. These trainings can be added to your Brightspace by following this link:

<http://www.training.purdue.edu/SAOTraining>. A screenshot of the completion notification for both the President Training and Treasurer Training is required when re-registering the club on Boilerlink.

The Faculty Advisor Agreement Form is a document signed by the President and Faculty Advisor must sign. Associated with the Faculty Advisor's signature is a training for Faculty Advisors that they must complete. All instructions are provided on the Agreement Form.

Within Boilerlink, there is a nine-step re-registration process that the President is responsible for completing. One of these steps is revising the Constitution. The

Constitution should reflect the national Constitution and Bylaws as well as specific Purdue Chi Epsilon requirements. Purdue Chi Epsilon is limited to the national Constitution and Bylaws in terms of membership requirements and fundamentals of the organization. All other procedures are at the discretion of the Officer Team to decide. Once all nine steps are completed and SAO approves the re-registration process, the Boilerlink page and BOSO accounts can be accessed.

Lastly, the President should meet with the Treasurer prior to the beginning of the fall semester to discuss the budget. Using previous year's budgets as an example [Chi Epsilon Budget 23-24](#) , the President and Treasurer should evaluate previous expenditures and budget for specific items. New items can and should be integrated into the budget over time. This in-depth analysis should also evaluate the monetary value of member dues. Changes in member dues are dependent on the cost of other club-wide expenses.

### Boilerlink

Boilerlink (website: <https://boilerlink.purdue.edu/>) is an all-inclusive site that all student organizations at Purdue use in some capacity. Once logged in through their BoilerKey account, any student can find any student organization's Boilerlink page. Re-registering the student organization happens on this site. It is at the discretion of the Officer Team to decide how much of the chapter activities and operations are to be displayed on this site. Regardless, general info about the club is displayed on the student organization's homepage. The primary contact should be the President.

The President should update the active roster, in the "Roster" tab, by removing any graduated or inactive member. Any newly initiated and active members that are not found on the roster should be added by email address. They will receive an email asking to join the organization on Boilerlink. The President can also give the rest of the Officer Team their position titles directly in the roster. Be sure to also designate APF Submitter, too.

Purdue SAO grants (i.e. SOGA, SFAB, and Equipment) can be found in the “Finance” tab. These grants are available for application during certain time periods, as described before. As part of the Brightspace training, the President and Treasurer will receive more information regarding these grants.

After the President delegates the “APF Submitter” to the Officer Team in the Roster, these individuals can submit Activity Planning Forms (APFs). Under the “Events” tab, all previous APFs can be viewed. APFs need to be submitted for any event with travel outside Tippecanoe County, any event that involves non-organization members, and any event with contracts. Under SAO’s rules, an APF must be submitted for these events in order to get access to the student organization’s BOSO account for check payments/reimbursements. (I know, it’s stupid.) The most common events that require APFs are Initiation, the Banquet, the Faculty Breakfast, pledge class meetings, and speaker events. Use previous APFs as examples. APFs need to be filed at least 2 weeks in advance, but preferably 3-6 weeks in advance, depending on the scale of the event.

### Goals for Academic Year

Every year, the President and the Officer Team should have a set of goals to achieve in the next upcoming year. The goals motivate the Officer Team and keep the planning and discussions focused. The goals can be as simple as completing the same activities as the previous year. They can also be something brand new to the organization. They can even come from more than one Officer. Regardless, the Officer Team should agree on these goals at the very beginning of the year.

### Fall and Spring Schedule

Staying organized and keeping to a schedule are important and easy when a schedule is made. I encourage using the previous year’s fall and spring schedules. By copying and renaming old schedules, they can be used as examples

[+](#) Fall 2023 Schedule [+](#) Spring 2024 Schedule . Change the dates under each

itemized week and remove the dates and times from each individual activity tab. The main tab should be a concise visual summary of the entire semester planned out.

This schedule should be prepared before the start of each semester, planned at the first Officer meeting of each semester, and finalized quickly throughout the semester. Instructions can be found within each schedule. Do your best to keep it updated and complete as more events are scheduled and completed throughout the semester.

### Meeting with Faculty Advisor

It is highly encouraged for the President to set up 1 on 1 meetings with the Faculty Advisor. The general rule of the thumb is to meet with the Faculty Advisor as much as necessary. They may be as much as once or twice per week or as little as once every 3 weeks. I suggest meeting with the Faculty Advisor once per week for 30 minutes, giving insight on weekly and monthly tasks related to the operations of Purdue Chi Epsilon.

These meetings should not just be the President informing the Faculty Advisor of the happenings of the club, but rather a discussion between the two to foster creativity and learning while managing the organization throughout the year. It is ok to not know the answer to a particular question or problem, and these meetings should offer the President an opportunity to discuss issues before they are presented to the rest of the Officer Team. The Faculty Advisor is the Officer Team's biggest resource throughout the year; meet with them often.

### Officer Meetings

Officer meetings allow for all 12 Officers to come together and plan current and future events and activities of the organization. It is at the discretion of the Officer Team how often Officer meetings occur, however, once every 3 weeks usually suffices. The President should have an agenda prepared before each meeting. This agenda can be in the form of a document or presentation detailing old business, new business, each Officer's responsibilities, etc., according to Robert's Rules of Order. (Disclaimer:

Robert's Rules of Order do not need to be specifically followed, but their guidelines should be followed during these meetings.)

The Faculty Advisor should be present during the meetings. Should any confusion or pressing questions arise, the Faculty Advisor should provide the necessary insight to resolve these issues. Ultimately, however, the Officer Team is directly responsible for the decision making of the events and activities of the organization.

During the Officer Meetings, the President engages with the Officer Team and leads all discussions according to the pre-prepared agenda. When decisions are made, a majority vote (7 of 12 when all Officers are present) is generally sufficient.

### Active Meetings

Active meetings are required for all active members. Active members shall attend at least 3 active meetings per semester, unless excused, and participate in elections, held at the final active meeting of the semester. It is at the discretion of the Officer Team how often Officer meetings occur, however, once every 3 weeks usually suffices.

Active meetings serve as a common place for all active members to learn about important events, activities, and information of the organization. In addition, active meetings are where Chapter Honor Member and Burke Outstanding Faculty Award voting take place. It is at the discretion of the President what material is to be presented at each active meeting. The President is responsible for preparing and presenting the active member meeting slides. Spreading the word of future events, activities, and deadlines is paramount at these active meetings. The President may choose to provide a guest speaker at any active meeting giving any lecture presentation to the active members. Previous years' examples are stored in the Google Drive for reference

 Active Meeting 1  Active Meeting 4 .

### Chapter Honor Member Nominations

The Officer Team may elect to nominate a maximum of one (1) Chapter Honor Member per semester, according to the guidelines presented in the national Constitution

and Bylaws. Discussion of Chapter Honor Member Nominations should begin around the first Officer meeting. At the second Officer meeting, the Officer Team shall nominate 2-3 individuals for Chapter Honor Member. At the second active meeting, all actives should vote to nominate one Chapter Honor member. This individual should be notified as soon as possible of their nomination such that they can make arrangements to attend that semester's Initiation and Banquet. A Google Form shall be completed for each semester's Chapter Honor Member nominee, sent from the national organization. A panel of national leadership members, including the District Councilor will vote to approve the individual and elevate them to the status of Chapter Honor Member. Purdue Chi Epsilon should receive a certificate and pin for the newly elevated Chapter Honor Member.

Candidates for Chapter Honor Member can be found in multiple ways. Most commonly, the Officer Team has used the list of Purdue Civil Engineering Alumni Achievement Award (CEAAA) recipients. There are also some physical membership records in the student organization office in Hampton that date back to the mid-2000s. It may require some creative thinking to organize candidates. Although it is preferred, candidates for Chapter Honor Member do not have to be member of Chi Epsilon or initiated at Purdue University, as long as they meet the criteria set in the national Constitution and Bylaws. If a Chapter Honor Member that was not previously an initiated member of Chi Epsilon, an extra section of Initiation script can be added to first initiate them as a Member of Purdue Chi Epsilon, and then elevate them to the status of Chapter Honor Member.

### Chi Epsilon Faculty

Not all faculty within the School of Civil and Construction Engineering are Chi Epsilon Faculty. Only those who were previously initiated in their undergraduate or graduate degree at Purdue University, and still have possession of their pledge board, may immediately join as Chi Epsilon faculty. Otherwise, prospective faculty looking to join Purdue Chi Epsilon will have to follow the same initiation procedures as student initiates, detailed in the Pledge Class Coordinator section.

Chi Epsilon faculty are specifically invited to the Faculty Breakfast, Initiation, and Banquet. Non – Chi Epsilon faculty may still be considered for Chapter Honor Member; however, it is preferred that academia candidates also be a member of Chi Epsilon faculty at Purdue University.

### Student and Faculty Award Nominations

The President is responsible for collecting applications, managing active member voting, and organizing information for all student and faculty awards, unless the President is applying for the award themselves. Then, it is the responsibility of the President to arrange a different Officer to manage the applications or nominations of the specific award. The President is to give the award nominations to the Faculty Advisor, and these award recipients are to be recognized at the semesterly banquet.

### Banquet Invitations

All new student and faculty initiates, Officers, Chi Epsilon faculty (current and retired), and special guests (Chapter Honor Member, Award Presenters, Student Award recipients, etc.) may receive a banquet invitation. At the discretion of the Officer Team prospective faculty may be included in banquet invitations. In recent years, AJ Fricke, representing Christopher Burke Engineering, LLC, is included as an Award Presenter, typically giving the Burke Outstanding Student Award and Wood Award every semester. Student Award recipients who are not part of the Officer Team or class of new initiates shall be invited to the Banquet to accept their Award (i.e. for the Burke Outstanding Student Award and Wood Award).

It is the responsibility of the President to send invitations in advance of the Banquet, preferably at least 3 weeks from the Banquet date. Many banquet facilities require a final headcount and dietary restrictions a week in advance of the Banquet date. Follow-up emails sent closer to the Banquet date, requesting dietary restrictions and number of attendees, is encouraged. An example of the individual Banquet invitation can be found in the Google Drive

[Digital\\_banquet\\_invit\\_Fall23\\_charge.docx](#) . An example of the roster of the Banquet

can be found in the Google Drive [Spring 2024 Banquet Attendees](#) . An example of the emails sent can be found in the Sent folder of the Gmail. It is recommended, but necessary, to send Outlook calendar invites from your Purdue email to these professors so that the event is marked tentatively on their calendars.

From experience, more professors are likely to attend in the fall, as they are busier at the end of the academic year in the spring. However, some professors sometimes tentatively accept the invite, but do not actually attend the Banquet. This should be factored into the final headcount, and previous semesters' attendance can be viewed in the Google Drive.

### Initiation Script

For every Initiation, there is a script to follow for all official proceedings. The script, updated as of 2020, can be found in the Google Drive. It is the responsibility of the President to administer the script to all responsible parties, which typically include President, Vice President, Secretary, Marshalls, Treasurer, and/or Editor. The script does include a combined Secretary/Treasurer position and a separate Editor position. Not all sections of the script will be necessary for every Initiation (i.e. we will never use the Ceremony E because we will never be installing a new chapter in the near future). It is at the discretion of the President as to what parts of the script will be read by whom.

Previous semesters' Initiations scripts are stored in the Chi Epsilon satchel, given to the President of Purdue Chi Epsilon every year. Be mindful to complete all fill-in-the-blank prompts. It is recommended to read through the script prior to Initiation. From experience, it takes about an hour to read through the entire script. It is also recommended to practice the script on your own, as many clauses and sentence fragments can be difficult to read at first glance. When Ceremony D, Installation of Chapter Officers, is used, be sure to include the next Officer Team in preparation of the script. They will have some speaking parts at the very end of the Initiation script.

## Banquet Program

The creation of the banquet program is the responsibility of the Secretary, with input from the President and Faculty Advisor. However, it is the responsibility of the President to be the moderator at all Banquets, which includes but is not limited to greeting faculty and guests, opening the Banquet event with an introduction, dismissing table to take food, and writing a banquet address speech. In the past, the newly elevated Chapter Honor Member or past Chapter Honor Member has been asked to give the banquet address. Make sure to ask them well in advance to prepare a speech. When Dr. Bowman was the Faculty Advisor, he wrote the Closing Speech, and as Dr. Zavattieri becomes more accustomed to the events of the organization, it is good practice to pass this responsibility to him; however, it is ultimately the President's responsibility to write and present this speech, should the Faculty Advisor be unable to attend the Banquet or not be readily prepared.

## Elections

Every semester, Officers who are graduating or going on co-op/study abroad/student teaching should alert the President prior to the third active meeting. Elections for all Officer Positions occur in the spring semester regardless of whether the active member will remain active in the next academic year. In preparation for the spring semester, fall elections must occur if at least one (1) vacancy of an Officer position is to happen.

Elections are to happen at the last active meeting of the semester, before Initiation. It is the responsibility of the President to create a nomination form prior to the third active meeting and send it out to all active members and initiates after the third active meeting. Active members and initiates may choose to nominate any active member or initiate, including themselves, for any open position. The President is to contact the nominees and ask them to confirm their nomination. The nominees may choose to accept or decline the nomination.

At the final active meeting of the semester, the President is to facilitate the elections process. It is at the discretion of the President and Officer Team how to

conduct elections. Boilerlink offers a way to cast votes online through their system. In the past, Purdue Chi Epsilon has conducted live, in-person elections. Going one vacant Officer position at a time, every nominee who accepted their nomination is to speak to all the active members as to why they should become that particular Officer. The nominees are escorted out of the room and a vote is taken to elect the new Officer. Always include all nominees and an “abstain” vote. The majority vote wins.

After Initiation and before the end of the semester, the previous Officer and incoming Officer are to meet and discuss this document and other information found in the Google Drive.

### ***Vice President***

The Vice President is essentially the President’s right-hand Officer, assisting the President with any activities delegated by the President. Additionally, the Vice President should be able to present the Officer meeting and active meeting agendas in the absence of the President. Under extensive lapse in communication and/or decision making, the Vice President should assume the role of President to carry forth the semester’s schedule and agenda. In addition to these typical Vice President roles, the Vice President is also responsible for organizing and executing FE Review Sessions and ordering all merchandise for the organization.


### **FE Review Sessions**

As scholarship is one of the four pillars of Chi Epsilon, the Vice President embodies this pillar by hosting FE Review Sessions. Recently, more honor societies have been conducting their own FE Reviews, including the Purdue Society of Professional Engineers. It is at the discretion of the Vice President and the Officer Team how FE Review Sessions should be run in the future.

Every semester, the FE Review Sessions are started by an FE Info Night. The Vice President is to contact the 2014-2016 President, Emily Whelchel ([ewhelchel@arsee-engineers.com](mailto:ewhelchel@arsee-engineers.com)), to give the FE Info Night presentation. She has consistently delivered a well-rounded presentation almost every semester since she

graduated from Purdue in 2016. If Emily is unavailable, contact 2023-2024 President, Joey Martin ([jmartin@vsengineering.com](mailto:jmartin@vsengineering.com)), to give the FE Info Night presentation. In Emily's absence, Joey gave the presentation in Fall 2023. Contact these individuals early in the semester, around the first week of classes, to set up the FE Info Night around the second or third week of classes. Pizza and other food can be provided to draw students from civil engineering and other disciplines.

After the FE Info Night, the Vice President is to begin scheduling FE Review Sessions. In the past, faculty have assisted with and/or given these presentations. Currently, Purdue Chi Epsilon active members present the FE Review Sessions and can count it as 3 hours of service to be used for the organization active member requirement. The Vice President should delegate FE Exam topics to active member volunteers. By borrowing an FE Review book from the cabinet in the HAMP 2154 office, active members should prepare a slideshow of questions relevant to their specific topic. While presenting, the active member should solve the problems live and explain each step of their process. The active member should ask for and be able to answer questions from the audience. Many FE Review books also have answers in them, for reference. In total, the process of preparing the presentation takes about 2 hours and presenting takes about 1 hour, hence the 3-hour service total. Previous examples of FE Review Session presentations can be found in the Google Drive

 FE Review Structures.pptx .

### Merchandise

The Vice President is in charge of ordering all merchandise: polos, name tags, graduation cords, awards, and shirts. Assuming there is enough funding in the Purdue Chi Epsilon semesterly/yearly budget, all merchandise is fair game.

Polos and name tags should be ordered first, with the plan of having them ready for pickup by Industrial Roundtable, the CESAC fair, and the Faculty Breakfast. Ideally, during the first week of the fall semester, polos and name tags should be ordered. Polos are ordered through Freckles by email Rick ([rick@frecklesgraphics.com](mailto:rick@frecklesgraphics.com)). Freckles should have a Purdue Chi Epsilon logo and design drafted and ready to print. They are

typically \$25-\$30 per polo. Freckles will send a proof prior to a final order. Please double check this proof. “Purdue Chi Epsilon” should not be confused with “Purdue Omega Chi Epsilon”, the chemical engineering honor society.

Name tags can be ordered at Awards Unlimited. They recently went through a rebranding/new ownership phase, but example name tags can be found on their website or by emailing [sales@awardsunlimitedinc.net](mailto:sales@awardsunlimitedinc.net). It is easiest to go in person with all the information ready to process. Name tags should consist of the Purdue logo, Chi Epsilon, the Officer’s name, the Officer’s position, and other civil engineering or logo graphic design that the Officer Team would like. Every Officer should have a polo and name tag.

Purdue Chi Epsilon graduation cords are purple and white to reflect the colors of the national organization. The national organization offers graduation cords for purchase, but at \$20 per cord. Purchasing them off of Amazon or any other retailer will be less expensive, and the cords from national are not that much more special. Use this link for graduation cords: [Graduation Cords Link](#). Graduation cords should be ordered around the middle of the semester, by the third officer meeting, to ensure they are delivered on time. There are not as many fall graduates as there are spring graduates, so graduation cords from the spring semester might be enough for the fall semester. It is at the discretion of the Vice President, Secretary, and Officer Team to decide who receives a graduation cord based on the completion of all active member requirements.

Awards can be ordered at Awards Unlimited, assuming there is adequate funding in the budget. In previous years, all awards given at the Banquet were plaques, however, in recent years, the chapter turned to printed paper for awards due to the high cost of plaques. The Spring 2024 Chapter Honor Member Award, as an example found in the Gmail, was given as a plaque and should remain as a plaque moving forward. All other awards can be upgraded to plaques if finances prevail. Timelines for award recipient selections will have to accommodate a week’s worth of lead time to receive the plaques.

Shirts and other apparel have been a commodity of the past, but with adequate finances, they should be brought back. Options for shirts were brainstormed and the possibility of subsidizing the cost of a shirt was given. For instance, if shirts cost \$20 per shirt, then Purdue Chi Epsilon would pay \$10 and the individual would pay \$10, through the TOOCOOL storefront (set up by the Treasurer, detailed in the Treasurer section). It is worth establishing some sort of apparel brand, especially as the 100<sup>th</sup> anniversary of Purdue Chi Epsilon approaches in 2029.

## ***Treasurer***

The Treasurer is the organizer of money in and out of the student organization for chapter operations only. Purdue Chi Epsilon's money for chapter operations is stored in a back account controlled by BOSO. They reserve the right to deny access to our account for any reason they see fit, which is why it is important to learn from the Brightspace Treasurer training over the summer. The Treasurer is responsible for creating and keeping track of the chapter's budget and organizing the chapter's BOSO account and activities.

## **Budget**

It is the responsibility of the Treasurer, with the assistance of the President, to create and maintain a budget of the chapter operations on a semesterly and annual basis. Examples of previous semesters' budgets can be found in the Google Drive [📁 Chi Epsilon Budget 23-24](#) .

Based on previous years' spending and current year goals, a budget can be created. It may take further discussion with the Officer Team to gain a better understanding of all budget items. When the budget of expenditures is created, the budget of income can be analyzed to evaluate the active member dues. If expenses have increased enough where the current projection of dues and donations creates a net loss, it may be advantageous to raise member dues, as a last resort.

## Reimbursements in COOL

The Treasurer is responsible for understanding the Purdue Central Office On-Line (COOL) system and utilizing it to make payments or reimbursements for chapter operations. The Brightspace training also covers how to use COOL. Only after the Brightspace training is approved and BOSO grants the Treasurer (and President) access can the following instructions be followed.

COOL can be accessed via myPurdue, under the “Life @ Purdue” tab. In the box called, “Student Services”, click the link for “BOSO/COOL Online”. A new window should open and “Chi Epsilon” and “Chi Epsilon OEG” should be in the student organizations window. It is not very clear what the “Chi Epsilon OEG” is used for and all Treasurer duties revolve around the “Chi Epsilon account”. Click “Chi Epsilon”. You will notice at the top of the page that Chi Epsilon’s SAO/BOSO number is 1088, which can be useful when picking up checks and depositing money and checks. At the bottom of the screen are two buttons: “Banking” and “E-Commerce”. For reimbursements and payments, click “Banking”.

On this page, the current balance can be viewed. You can also generate an account statement by clicking “Generate Account Statement”. An account statement can be created for any range of dates. The account statement is extremely useful in gathering a holistic view of all small and large expenses and incomes. It can be used to record a beginning and ending balance during a certain time frame. All payments, deposits, transfers in/out, credits, and debits are available for viewing. These account statements can be downloaded and saved to the Google Drive. I encourage to download an account statement for each semester and the full year.

On this same page, there are tabs to view individual payments, deposits, transfers, etc. On the “Payments In Process” tab, the yellow and white icon to the left is “Add a Payment”. Click this button to start a new payment request. Then, a number of entries will need to be filled out. Next to “Search for”, input the name of the payee. If the person has not received a payment, select “Add Payee” and then add the name of the payee in dialog box. If the name does not appear under “Select Existing Payee”, click

“Request New Payee”. Input a current address and an expense account and click “Continue”. After the payee is entered, click the checkbox next to “Hold For Pick Up”; otherwise, the payment check will be sent directly to the payee’s address given. Add the check memo and a note. The note should be descriptive enough for BOSO to understand what the payment is for. If BOSO has questions about the payments, they will reset the payment request and add BOSO notes to the payment that need to be addressed before the payment request can be approved.

Scroll down to find transaction details and add the Activity Name, Activity Date, Expense Account, Transaction Amount, and Organization Note. BOSO will not see the Organization Note, so do not include important information in this area not written elsewhere in the request. If there is more than one type of expense under “Expense Account” for the payee, it can be added in the transaction details by clicking the yellow and white icon. For instance, if a payee purchases pizza and spray paint for a pledge class meeting, the cost of the pizza will be under Food and Drink Expense and the cost of the spray paint will be under Supplies Expense. Only one payment request can be made per person, so multiple expense accounts must be filed under the transaction details. Once the transaction details are complete, click “Continue”.

Make sure that the checkbox for “Email Notice to Officers for Approval” is checked. Receipts can be added in the new tab “Attached Documents”. In this tab, click the yellow and white icon for “Add”. Receipts should be PDFs or JPGs only no larger than 6 MB. Receipts should be itemized and proof of payment (i.e. the last four digits of the card used) should be visible. A description should be added. Click “Save” and “Save” again. The President, Treasurer, and Faculty Advisor should all have access to the BOSO account. Only the person who creates the payment request can modify it. Usually, at least one other person needs to approve the payment request before BOSO approves it, so make sure that the President, Treasurer, and Faculty Advisor stay on top of their emails regarding payment requests. Normally, BOSO will take 2-4 days to approve, but toward the end of the academic year, it can take upwards of a week to approve the payment request.

Payment requests can be picked in Krach 365, the BOSO office in the Karch Leadership Center. The President, Treasurer, or payee on the check can pick it up in person. Make sure to bring a valid ID.

### Dues in COOL

In COOL, instead of clicking “Banking”, click “E-Commerce”. A similar tab of options, like in Banking, will appear. The tab “Catalog Items” has all previous dues options; use these as examples. On the “Catalog Items In Process” tab, click the yellow and white icon to “Add”. Fill out all the necessary information, especially on the left side and the description lower on the page and click “Continue”. Add an image, like the Chi Epsilon logo, by clicking “Edit Image”. Make sure the checkboxes next to “Email Notice to Officers for Approval” and “Ready for Business Office Approval” are checked. Like “Save”. It will take BOSO 2-4 days to fully approve dues, so make sure to plan ahead before the pledge class meetings.

The same method can be used for merchandise, like shirts. Scrolling all the way to the bottom of the Add Catalog Items in Process page reveals tab options including inventory and documents. Enter the necessary information and merchandise can be sold through COOL.

Access the TOOCOOL Storefront by googling “TOOCOOL Purdue” and clicking the first link (direct website links do not always work with this finicky website). Search “Chi Epsilon” in the search bar and the dues, merchandise, etc. show populate.

### Deposits at BOSO

If Purdue Chi Epsilon is given cash or checks for dues and/or chapter operations, they can be deposited at the BOSO in Karch 365 by filling out a deposit slip. Enter the name of the organization (Chi Epsilon), the SAO number (1088), the preparer (usually the Treasurer or President), the quantity and type of income, and the income codes (displayed in the BOSO office). Place the cash or check and deposit slip into the envelope and put it in the drop box outside the BOSO office. Deposits take 3-4 days to appear in the BOSO account.

## **Secretary**

The Secretary is responsible for the physical notes and details of Purdue Chi Epsilon. These responsibilities include tracking attendance and service hours, making roster updates, communicating to the active members, and creating and modifying banquet programs.

### Attendance Tracking & Service Hours

Attendance at active meetings is required for all active members, specifically attending at least 3 active meetings and elections per semester. It is also required for all active members to attend Initiation both semesters. All active members must attend 2 social/service events per semester. Lastly, all active members (except Officers) are required to do 3 service hours per semester. It is the responsibility of the Secretary to track these requirements of all active members. Should the active members fulfill these requirements each semester, they shall receive a graduation cord during the semester that they graduate.

Service hours are tracked through Boilerlink. All active members who have accepted their invitation to join the Purdue Chi Epsilon Boilerlink should have access to a "Service Hours" tab. Instructions to fill out Service hours should be presented at active meetings every semester and can be found in previous active meeting presentations on the Google Drive. Service hours should be approved by either the President or the Secretary.

### Roster Updates & Communication

The Secretary is responsible for updating the active roster in the Google Drive every semester with new initiates. These new initiates need to be invited to the Boilerlink by email by the President, Secretary, or other Officer. Keeping an updated roster, including planned graduation semester, is helpful when ordering graduation cords and preparing for end-of-semester activities.

The Secretary is also responsible for communicating with all the active members regarding events and activities. The Secretary can use a combination of email and Slack messages to notify the active members about upcoming active meetings, social events, and other activities. After every active meeting, a final copy of the presentation should be emailed to all active members.

### Banquet Programs

Toward the end of every semester, the Secretary is responsible for creating, modifying, and printing the Banquet programs. The number of programs can differ between Banquets, but plan on some faculty and initiates to keep their Banquet programs. At least one physical Banquet program should be stored in the HAMP 2154 office. They should always be printed in color. The names of all the award recipients should be coordinated with the President and Faculty Advisor. Example programs can be found in the Google Drive [w Fall 23 Banquet.docx](#) , but the creativity and graphic design of these programs is at the discretion of the Secretary.

### ***Marshalls***

The Marshalls are the backbone of this student organization, the do-ers; they get things done in an efficient and easy way. They are the reason how and why most of the organization's events and activities take place.

### Room Reservations

Most activities are going to be held in classrooms or spaces in an academic building: Officer meetings, active meetings, pledge class meetings, the Faculty Breakfast, Initiation, etc. The Marshalls are responsible for booking the spaces in advance of the meetings. At the first Officer meeting, the Officer discussions should guide these meetings to established day and time and, after this first Officer meeting, the Marshall should book the rooms and the requested day and time. From experience, Officer and active meetings occur on Thursdays, pledge class meetings occur on Wednesday, Initiation occurs on a weekend, other events require more discussion and

planning. However, Purdue Chi Epsilon events and activities should occur when the majority of members are available. If that still means that Officer and active meetings remain on Thursdays, so be it.

Room reservations are located online through myPurdue. Under the Registration tab, in the “Register for Classes” tab, click on “Use Scheduling Assistant”. Pick a term and input your PIN (this step does not matter). On the left, click the “Events” tab and then click “Room Availability”. Enter the correct Academic Session, choose the dates of the planned events, pick the times (usually choose one hour before to one hour after the planned event), and enter locations to choose from. It is easiest to leave the locations as general buildings, like HAMP and FRNY, so that more than one room can be viewed at a time. When there is a time available in a particular room, drag across that time in the time grid that appears. Click “Add Event” and enter in the information required. An email will be sent to all emails provided when the submission is sent and when the room reservation is complete. Most of the time, the room reservation will be approved.

Larger rooms, like HAMP 1144, HAMP 1252, FRNY G124, and FRNY B124, may be appropriate to host 30-60 people at active meetings. Officer meetings require any classroom, preferably with a computer and overhead display. Initiation will require two classrooms, one to host the event, and another to store leftover tables and chairs. The Faculty Breakfast should be scheduled in the Hampton Hall Wood Commons, booked through Heather Philhower ([hphilhow@purdue.edu](mailto:hphilhow@purdue.edu)). Larger rooms also tend to be booked quicker, so the sooner these rooms can be reserved for Chi Epsilon meetings, the easier and less stressful it is to conduct the semesterly events and activities. Ideally, during the first week of the semester, and after the first Officer meeting, the Marshalls will be busy completing room reservations.

### Food at Meetings

From experience, the main reason why active members continue to attend active meetings may be the camaraderie, but the food at these meetings certainly help. The Marshalls are responsible for ordering and picking up the food for meetings and submitting the itemized receipt with proof of payment to the Treasurer (with additional

information, if necessary). The Marshalls shall do their best to stay within the budget of the food for meetings (active meetings and pledge class meetings). The spring semester usually warrants a higher budget for food due to the higher number of fall initiates. Any questions or concerns regarding the budget should be voiced during the planning of the budget at the beginning of the semester.

Dietary restrictions should be considered when purchasing food, and a variety of food should be purchased throughout the semester. For example, I highly discourage ordering pizza from Papa John's for every single active meeting. Be creative and get something different once in a while.

In order to order and pick food, Marshalls should allocate 30-45 minutes before meetings to fulfill their responsibilities. If the Marshalls require assistance, ask the fellow Officer Team to get food for meetings.

### Faculty Breakfast

The Faculty Breakfast should be planned for in the middle of the semester and at least before the final active meeting of the semester. This event allows Chi Epsilon faculty and students to interact and become familiar with each other, prior to Initiation and the Banquet. For some Chi Epsilon faculty, the Faculty Breakfast is the only time they have to interact with Chi Epsilon students.

It should be scheduled on a weekday morning (i.e. 8 am), avoiding senior design and other major classes or events. The day should be easily rememberable with a reminder; students should participate and not forget about this event.

The food most often purchased for the Faculty Breakfast are bagels with cream cheese, coffee, and pastries, but Panera Bread has steadily increased their prices over the years. It is up to the discretion of the Officer Team to decide what food to provide at the Faculty Breakfast. Marshalls should expect to pick up the food early that morning and help set up Wood Commons for the event. Tables can be borrowed from Civil Engineering main office, specifically from the back of the copy room on the first floor. Make sure extra plates, napkins, utensils, and cups are provided.

It is highly suggested for the President or Marshalls to email an Outlook calendar invite to the Chi Epsilon faculty to save the date and time of this event. With their schedules, the faculty often forget about an email or conversation, and from experience, an Outlook invite is the best way to boost the faculty presence.

### Initiation

Initiation takes place after the final active meeting and before the end of the semester on a Saturday or Sunday that is available for a banquet facility and that is convenient for all Officers, the Faculty Advisor, and Chapter Honor Member. Two rooms should be booked (usually on the second floor of Hampton Hall). One room is used for the event, while the other room is used to store extra furniture.

In the room that hosts the event, all tables should be transferred to the other room except for two for the Officers at the front of the room. There should be enough rows of chairs to comfortably seat everyone. The large Purdue Chi Epsilon word and chapter Charter must be retrieved from the Faculty Advisor's office or other storage area and put on display at Initiation. The Initiation supplies, including tablecloth, lamps, extension cords, banner, gong, etc. must be retrieved from the HAMP 2154 office. The Initiation script provides a map of the setup of the front of the room. The lights to the room are turned off for the ceremony.

Set up takes about 45 – 60 minutes, so plan to have the Officers arrive an hour before Initiation should begin. New initiates and the Chapter Honor Member should arrive 30 minutes before Initiation should begin. All other active members should arrive 15 minutes before Initiation should begin. These times are subject to change. Initiation should begin in the late afternoon, around 3:00 or 3:30 pm. Depending on the length of the ceremony, it should take no longer than one hour and there should be enough time to be able to go home before the start of the Banquet.

### Banquet

The Banquet normally starts between 5:30 and 6:30 pm and lasts about 90 minutes in total. Since the pandemic, banquet halls and food venues have dramatically

raised their prices and it has been difficult to stay within budget in recent years. There can be two solutions: allocate more money in the budget to the Banquet or continually research and find new less expensive venues.

There is some documentation with research related to banquet facilities and food options in the Google Drive. It is easiest to use banquet finder websites and have facilities contact you or to call or email facilities directly. It is preferable to find one place and stay at one place every semester, but if the price does not fit the budget, it may not be feasible. Having a banquet on campus has become one of the most expensive and difficult-to-plan options in recent years, so be creative in your search for venues.

The Banquet menu should take dietary restrictions into consideration, as a list of restrictions should be compiled from Banquet invitations. The Officer Team collectively should pick the items of the menu before the Marshall give a final update to the venue.

An APF should be filed for the Banquet due to the use of contracts (food and venue). Under SAO and BOSO rules, students are not able to sign contracts on behalf of their student organization. The university must sign them and submit them back to the Banquet host. The APF for the Banquet should be filed well in advance (this event should have the most lead time for the APF), or about 6 weeks. Not all information needs to be known 6 weeks in advance and comments can be made to the APF to update information. SAO needs to be aware of this large-scale event ahead of time in order to approve it on time and Purdue Chi Epsilon has access to the BOSO account. If the event is off campus, an event roster with participant and their phone numbers may be required. An APF does not necessarily need the approval of the Faculty Advisor to be approved.

### ***Pledge Class Coordinators***

The Pledge Class Coordinators are the recruiters of Purdue Chi Epsilon. They are a direct reason as to why this organization continues to operate today, and their work should be complimented and never overshadowed. It is not an easy task to be a

Pledge Class Coordinator because it takes a lot of sacrificing your time to perform your responsibilities.

### New Constitution and Bylaws

As of the 2024 National Meeting hosted virtually by Auburn University on May 12, 2024, a new Constitution and Bylaws was drafted and unanimously approved. Awaiting a vote by the student members of Chi Epsilon nationally, a majority vote will ratify this new document. Simplifying the document from 61 pages to 8 pages, there are a few major changes, affecting the Purdue student chapter. The biggest change is to Chi Epsilon's prospective membership. Purdue Chi Epsilon can invite anyone who has completed 25% of their bachelor's degree and who are in the top third of their respective cohort/class in terms of cumulative GPA. Membership used to only recruit from juniors and seniors by class at Purdue, but now, under the new Constitution and Bylaws, sophomores can be added to the mix. Once ratified, the Constitution and Bylaws can be downloaded from the national website and the Purdue Chi Epsilon Constitution in Boilerlink should be modified to reflect this national changes.

This change offers more of the Purdue Civil Engineering community to join this prestigious, historic organization. It provides more stability and less member turnover. But it also adds more work for the Pledge Class Coordinators to contact all potential new student initiate candidates.

### Contacting New Initiates

Purdue Chi Epsilon is very different from other Purdue civil engineering student organizations in the way that we recruit new members, mainly because it is by invite only. At the very beginning of each semester, preferably a week before the start of the semester, Pledge Class Coordinator should reach out to the Faculty Advisor to ask for a list of the names and emails of the top third student of each of the senior and junior (and now potentially sophomore) classes, according to cumulative GPA. It is at the discretion of the Officer Team whether to recruit graduate students, under the parameters of the national Constitution and Bylaws.

The Pledge Class Coordinators should draft and print letters to deliver to new initiate candidates in person. Examples can be found in the Google Drive [Student Invitation Letter F23](#) . It is always preferable to start a physical connection through hand delivering these letters, rather than sending an email with no personal connection. It may be useful to plan Purdue civil engineering-wide student organization fairs during the first week of school to connect the name of the student organization to faces of the civil engineering student and explain what Chi Epsilon is all about before the recruitment process. In the past, the Pledge Class Coordinators have been given the class schedule, however, that has been found to be a FERPA violation. It is at the discretion of the Pledge Class Coordinators how they would like to reach out to students. In the past, professors for larger classes, like Hydraulics, Materials, Structural Analysis, and Transportation, have been contacted to compare class roster and to ask permission to come to their class and present these invitations. The Faculty Advisor should assist in this process too.

Invitations should be sent out with a week's notice to the pledge class callout. The pledge class callout, with an APF filed, should be planned for no later than the fourth week of the semester. It is encouraged for the Pledge Class Coordinators to go back to the classes they visited directly before the callout to remind students of the callout. The entire Officer Team should assist in the distribution of invitations.

It is at the discretion of the Officer Team if they would like to recruit faculty as new initiate candidates. Faculty initiates shall complete the same process as the student initiates. It is preferable to boost the faculty presence within Purdue Chi Epsilon, so do not shy away from inviting faculty. Faculty typically need more time, likely a full year, to complete the pledging process with their busy schedules, so be sure to reach out heavily in the fall semester.

### Pledge Class Meetings

Presentation slides for all pledge class meetings can be found in the Google Drive. The callout is a very informal way of introducing the initiates candidates to Chi

Epsilon. Attendance at the callout is non-binding and the Pledge Class Coordinator serve as resources for any questions that the pledges may have.

The first pledge class meeting should be scheduled for the week after the callout. Initiate candidates who attend this meeting should show genuine interest in continuing the pledging process to become active members of Purdue Chi Epsilon. A quiz study guide should be given at this meeting. Pledge class meetings from this point forward should be scheduled at least once every two weeks and as often as once per week. At the second pledge meeting, the initiate candidates should take the pledge class quiz, found in the Google Drive. (The civil engineering problems of the quiz may need to be revised or modified, or an additional problem may need to be added, based on the demographic of the initiate candidates.) The initiate candidates need to answer all questions on the first page correctly and complete one problem on the second page correctly to pass. Once the initiate candidate has passed the quiz and paid Purdue chapter dues, they are considered initiates and can be given a pledge class board.

### Pledge Class Responsibilities

It is at the discretion of the Pledge Class Coordinators and the Officer Team what Pledge Class positions have been created. In the past, a Pledge Class Chair, Pledge Class Community Service Coordinator, and Pledge Class Social Event Coordinator have been offered.

The availability of Pledge Class chair positions is dependent on the number of initiates each semester, at the discretion of the Pledge Class Coordinators. The Pledge Class Chair should assist the Pledge Class Coordinators throughout the board making process. They should be available to set up work times, similar to the Pledge Class Coordinators, to provide availability to the initiate class to complete their individual pledge board. The presence of Pledge Class Community Service Coordinator depends on the requirement of initiates needing to complete 3 hours of community service during their initiation semester. The Pledge Class Community Service Coordinator works with the Social Chairs to plan and brainstorm service events for all active members and

initiates. The Pledge Class Social Event Coordinator also works with the Social Chairs, specifically to foster ideas for social events for active members and initiates.

### Board Making

Once the initiate has passed the pledge quiz and paid Purdue chapter dues, they can receive a bare pledge class board. When new boards need to be ordered, contact Charles Warner from the Forestry Department at Purdue. Pledge class meetings from this point forward until the pledge boards are due are devoted to working on the pledge board. They can be as often as the Pledge Class Coordinators and initiates would like them to be, but at least once every two weeks. The meetings are meant to be more of a bonding and social experience amongst the initiate class. If faculty are also initiating, these meetings are another opportunity to connect the faculty with the students.

The board making instructions can be found in the Google Drive. In short, to their pledge boards, initiates must sand it, seal it, sand it again, seal it again, tape it, cut it, paint it, tape it again, cut it again, paint it again, paint it some more, add stickers to it, and sign it. The entire process usually takes 20-30 hours, depending on the quality and care that the initiate takes throughout the process. It should be done over an 8–10-week time frame, but I have seen it completed (not very well) in 2 days.

### Finishing Pledge Boards

At the discretion of the Pledge Class Coordinators, President, and Faculty Advisors, they may set a deadline near the last active meeting and Initiation to submit completed pledge class boards for inspection by the Pledge Class Coordinators and Faculty Advisor. The Pledge Class Coordinators and Faculty Advisor reserve the right to reject an initiate from becoming an active member if the quality of their board is too poor. All active members of the Purdue Chi Epsilon chapter must have a fully completed and approved pledge board.

Multiple awards can be given based on a list of different criteria, and examples can be found in the Google Drive [BestBoardAward.pdf](#). If the awards are to be ordered plaques with engraved names, the Pledge Class Coordinators must plan

ahead, giving at least a week for the plaques to be made. Pledge boards may be submitted late, up to the date of Initiation, without being considered for pledge board awards. Each initiate's completed pledge board will be given back to them at the Banquet.

### National Catalog

Immediately after each initiate has qualified to be an initiate, by passing the pledge quiz and paying the chapter dues, a list of all the initiates of the semester must be sent to nationals by the President based on their spreadsheet template (examples can be found in the Google Drive [x Fall\\_23\\_Initiates.xlsx](#) ). After nationals have received the list, they will contact each initiate via their Purdue email to confirm that they are continuing the pledging process and that they agree to paying national dues.

**Purdue Chi Epsilon initiates are not responsible for paying national dues** (the Wood Endowment pays for them). Please communicate this information prior to sending the spreadsheet to nationals.

National dues pay for a certificate and Chi Epsilon official insignia pin to be sent directly to the Purdue Chi Epsilon student chapter. The certificate needs to be signed by the President and Faculty Advisor. Ideally, certificates and pins should be received before the Initiation. Pins are to be given at Initiation and certificates are to be given at the Banquet. The new initiates are added to a database of all active members of Chi Epsilon nationally, and after Initiation, the new pledge class of initiates become active members. Initiates can take part in the elections of their initiate semester, including running for office.

### ***Social Chairs***

The Social Chairs offer a creative specialty while upholding the sociability pillar of Chi Epsilon. It is a requirement for active members to attend 2 social events per semester and complete 3 hours of community service per semester. These events can be considered either social events or service events.

## Social Events

Social events are the method in which active members come together, enjoy each other's companionship, and have fun. It is at the discretion of the Social Chairs and the Officer Team to devise a plan of social events throughout the semester. Social events should be planned a few weeks in advance, in case an APF is required. Social chairs should notify the club during active meetings and through Slack between a few days and a week before the event.

Social events hosted in the past include a Fall Picnic, Board Game Night, Trivia at the Tap, Bowling at the Union Rack 'n' Roll, and the Faculty Breakfast. More ideas can be found in the Google Drive. Be mindful of the budget for social events and be creative.

## Service Events

Service events are another opportunity to share time with fellow active members, and they are ways to give back to the community or a cause greater than yourself. Like social events, service events should be planned and advertised in advance of the event. Normally, an APF is not required for service events, as Purdue Chi Epsilon usually would need access to the BOSO account to complete the service event.

The Purdue community offers a multitude of ways to complete service hours. Winterization (in the fall) is a popular event that Purdue Chi Epsilon has started to participate in. Dog shelters and food pantries in Lafayette offer unique opportunities, too. Habitat for Humanity has reached out in the past and asked Purdue Chi Epsilon to help build sheds for the Lafayette and West Lafayette area. On Purdue's campus, Friday Night Lights (i.e. turning off classroom lights in academic buildings) and the Oral English Proficiency Program (OEPP, grading foreign students' English presentation and understanding skills) offer quick events throughout the semester. As always, Purdue Chi Epsilon is looking for active member volunteers to lead an FE Review Session. The Social Chairs should plan and advertise organized events and offer many opportunities throughout the year.

## **Webmaster**

The Webmaster is solely responsible for the Purdue Chi Epsilon website (<https://xepurdue.wixsite.com/purduexe>) and social media platforms. During the 2021-2022 academic year, the Purdue Chi Epsilon hard drive for the office computer went missing. It was later found, but all documents specific to this hard drive, including the website, had to be recreated. I suggest trying to troubleshoot the old hard drive and try to find old documents. It is at the discretion of the Webmaster and the Officer Team to upgrade or downgrade the condition of the website and what social media platforms to use.

## Website

The website is one half of Purdue Chi Epsilon's digital outreach, although not much is stored there. Using Wix on its cheapest plan does not offer much storage. A brief history of the chapter, copies of FE Review Session presentations, Officer and active member information, and other basic information should be stored on this website. It is at the discretion of the Webmaster and Office Team how much information should be shared and publicized. I suggest having professional Officer photos taken in Purdue Chi Epsilon polo, but it is not required.

## Social Media

Social media platforms are the other half of the digital outreach. For a few years, Purdue Chi Epsilon social media took a hiatus and was dormant, however, the Instagram has been revitalized in recent time. Social media offers a unique opportunity to connect with active members, initiates, and other university chapters. It can also serve as advertisements for the organization's events and activities. The Purdue Chi Epsilon Instagram was featured on the national website in Spring 2024 for publicizing FE Review Sessions.

Social media presence is at the discretion of the Webmaster and the Officer Team, and there is so much more potential that can be reached to bring this

organization to the next level. Please use your common sense as to what material should be posted on official organization social media pages.

## Pictures


The Webmaster shares the responsibility of taking, gathering, organizing, and storing pictures of the years' events and activities with the Editor. The more photos taken, the better. Often times, when future members look back, the most valuable part are the pictures. Do not overlook taking pictures throughout the year. The Editor may need photos to send to nationals as part of the Transit or National Scholarships.

## ***Editor***

The Editor is an important role that alleviates the stress of completing a large project for the national organization that could have been a different Officer's responsibility. Because Chi Epsilon is a national organization, it is imperative that the university chapters give yearly updates and foster continued communication to the national headquarters. The Editor specializes in analyzing the chapter's history through historical documentation, completing a yearly update (known as the Transit), and completing any applicable national scholarship applications.

## Transit

Every year, the Purdue Chi Epsilon creates a report to send to nationals, based on given criteria, that gives an update on the organization, membership, and events of the chapter through the year. This report is known as the Transit. In theory, nationals could compile all the university chapters' Transit documents and create one large Transit to show the activities of the national organization. As of 2024, however, the Transit documentation was converted to a Google Form with more unique and different questions asked of the chapters. It is the responsibility of the Editor to work with the President and Faculty Advisor to complete any of this documentation to be sent to nationals. Examples of previous submissions can be found in the Google Drive

 [Transit\\_Purdue University\\_Chpt 11\\_5December2022.pdf](#)  [XE-transit-2023.docx](#) .

## National Scholarships

As a part of the new Google Form system, there are sections to submit the following national scholarships:

- Individual Leadership Scholarship
- Chapter Scholarship
- Faculty Advisor Award Scholarship

Each scholarship has its specific criteria, that usually change from year to year, and varying monetary values. The individual leadership scholarship pertains to a single member (usually an Officer) application, usually consisting of an essay, multiple letters of recommendation, and a transcript. The chapter scholarship helps fund the university chapter's operations. In 2024, the Officer Team applied for this scholarship, but were unsuccessful in earning it. The example can be found in the Google Drive

[w Chi Epsilon Scholarship - Nationals - Written.docx](#) [Chi Epsilon Scholarship.mp4](#) .

The Faculty Advisor award scholarship is related to an outstanding Faculty Advisor and a recommendation form is required with this submission. These national scholarships are subject to change based on the discretion of the national leadership.

## **Conclusion**

That's everything! Good luck, and do not be afraid to try something new. You have a deep community of faculty and alumni that want to see you succeed. Continue the traditions of Purdue Chi Epsilon and accept the changes of the future. Adapt to new circumstances, and the chapter will strengthen. After all, it is a team of Officers that work toward a year's worth of accomplishments. Be proud of what you have completed and be excited for what is on the horizon!

If you have any questions or need additional guidance, do not hesitate to contact me. Boiler Up!

Yours Truly,

*Joey Martin* and the 2023-2024 Officers

[jmartin@vsengineering.com](mailto:jmartin@vsengineering.com)

860-302-3782