

# ***Upsilon Pi Epsilon (UPE) Management and Control System (UPEMCS)***

## **I. Background of UPE.**

Computing Sciences is a relatively young discipline. Yet despite its comparative youth, Computing Science has had an unparalleled effect on almost every aspect of contemporary life. Indeed it is difficult to predict the ultimate place of the computer in our world. It is the express purpose of **Upsilon Pi Epsilon** to promote the Computing Sciences and to encourage its contribution to the enhancement of knowledge.

UPE was first organized at Texas A&M University, College Station, Texas, in 1967. The international organization now consists of chapters in various colleges and universities in North America and overseas.

The mission of UPE is to recognize academic excellence at both the undergraduate and graduate levels in the Computing and Information Disciplines. UPE is a member of the Association of College Honor Societies (ACHS).

UPE is the first and only existing international honor society in the Computing and Information Disciplines. It has received endorsements from the two largest computer organizations in the world, the Association for Computing Machinery (ACM) and the IEEE Computer Society (IEEE-CS).

## **II. Reference to UPE: <http://www.acm.org/upe>**

## **III. Activities / needs of various stakeholders in the UPEMCS**

### **A. UPE International Secretary:**

#### **Has relationships with:**

- Institutions having UPE chapters
- Institutions desiring UPE chapters
- All members of Executive Council
- All contacts with ascending institutions and chapter advisors
- All contacts with investments / accounts, etc.
- Represents UPE as primary contact for ACHS

Among many duties are included:

**Responsibility for printing individual UPE member certificates signed by International President; International Secretary**  
Initial sending to ascending institution  
Resend when necessary (errors in calligraphy, etc.)  
Certificates are mailed directly to institution once names are emailed to International Secretary.

**Ensuring UPE memorabilia are available**  
Establishes contacts, financial solvency, inventory and mailing to all chapters and UPE members desirous of memorabilia. (More ahead)  
See web page for pictures and descriptions and costs.

Requires a mini inventory system to track memorabilia: such a system needs to include item name, item description, quantity on hand, reorder point, UPE cost, unit cost (to student), supplier and supplier contact information, General comments section (free text) – comments on supplier...

**Print Charter**  
signed by International President; International Secretary  
Must be mailed to President, who forwards charter to specific executive council representation who will represent UPE at the charter ceremony.

**Mail large key to institutions together with all UPE memorabilia.**

**Handle all postage for everything (tall order - given the diversity of items sent).**

**Collect funds and deposit to UPE active account**  
\$750 for each new chapter - one time fee.  
\$35 one time fee for a member  
Inactive chapter - restart fee??

**Input new chapter and chapter identification into database**  
advisor location information

**Input all new members into member database**  
new member location information - name and code.  
Year 1-4  
month 5-6  
sequence number 7-10  
chapter code 11-15  
e.g.: 20030503444UNoFL

**Receive mailing addresses from ACM and enter into database**

### **Handles all correspondence with institutions**

Email or snail mail

Distributes hard copy applications to all exec council members.

Sends congratulatory letters or rejection letters.

If approved, (and with approval of executive council member) transmit executive council member=s email address to institution so they can set up a mutually-acceptable induction date.

Distribute all chapter applications to Executive Council members for their evaluation and recommendation for membership in UPE.

Get responses from Council members re: applications.

### **Prepare summer meeting agenda**

bring materials (scholarship materials; recent applications, etc.)

send deposits to hotels

send travel advances to exec council members

### **Prepare ICPC agenda**

send deposits to hotels

send travel advances to exec council members

reimburse exec council members for expenses on presentation of receipts

Prepare gift bags - including certificates, t-shirts, memorabilia, registration forms, etc. to be used for ICPC Registration.

### **Create Newsletter**

Contact all Council members and solicit inputs to the biannual UPE Newsletter.

Get AGreeting@ article from International President for each Newsletter

Get pictures of newly-inducted chapter=s officers w/short bio on school.

Get list of scholarship winners to include in Newsletter

Announce scholarship application dates in Newsletter

Maintain contact with Newsletter editor for control

Work with webmaster on matters related to postings on the UPE web.

### **Scholarship applications.**

Get all scholarship applications on-line, be able to index these by date of arrival and by category (graduate/undergraduate)

Reproduce and mail scholarship applications to Council Members  
(Applicants are supposed to include six copies of application)