



# Bylaws of the Alaska Alpha Chapter of The Tau Beta Pi Association

## Bylaw I – General

- Section 1.** These Bylaws shall govern the proceedings of this Chapter in all matters not expressly provided for in the Constitution and Bylaws of The Tau Beta Pi Association, Inc.
- Section 2.** This Chapter shall conform to such rules and regulations of the University of Alaska Fairbanks and/or the College of Engineering and Mines as may apply to honor societies.
- Section 3.** In the event of conflict between the Constitution and Bylaws of The Tau Beta Pi Association, Inc., and the rules of the University of Alaska Fairbanks and/or the College of Engineering and Mines, the rules of the University of Alaska Fairbanks and/or the College of Engineering and Mines shall prevail. The Headquarters of the Association shall be notified of the circumstances of the conflict.
- Section 4.** Abbreviated references herein to the Constitution and Bylaws of the Association and to the various Bylaws of this document shall be made in the form illustrated by the following examples:
- a. C-VI, 1 – National Constitution Article VI, Section 1
  - b. B-V, 5.02 – National Bylaw V, Section 5.02.
  - c. AK-B-I, 3 - Bylaws of the Alaska Alpha Chapter, Bylaw I, Section 3

## Bylaw II – Government and Officers

- Section 1.** The Chapter shall be composed of members chosen from among eligible students and alumni on the basis of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VIII and in The Eligibility Code of the Association.
- Section 2.** The Chapter shall have full control over its individual affairs, subject to the Constitution and Bylaws of the Association; this control shall be exercised by the active membership of the Chapter and its Advisory Board. An “active member” of this Chapter shall be as defined in [AK-B-III, 11](#) and only active student members, as defined therein, shall have the privilege of voting on new members and on the amounts of the initiation fees, dues, fines, and assessments. A student may become inactive only under the provisions of C-VII, 2.
- Section 3.** The officers of this Chapter shall be a President, Vice President, and Secretary, who shall be active student members of the Chapter; and a Treasurer who may be an active student member of the Chapter or a Chapter Advisor. Basic duties of officer positions are enumerated in C-VII, 10.

- Section 4.** The Advisory Board of the Chapter shall be composed of the President, Vice President, Secretary, Treasurer, the Chief Advisor, and up to three alumni members of the Association. The Chair of the Advisory Board shall be the Chapter President.
- Section 5.** Alumnus members of the Advisory Board shall serve two-year terms. All other officers shall serve for one year or until their successors are duly elected and installed.
- Section 6.** The duties of the officers shall be those usually performed by persons holding such offices, those prescribed by the Constitution and Bylaws of the Association, and those prescribed in these Bylaws or by Chapter action.
- Section 7.** The President shall be this Chapter's delegate to the Convention of the Association. The other officers shall be alternate delegates.
- Section 8.** The following extra duties shall be required of the Advisory Board:
- a. The Chief Advisor shall ensure the continuity and consistency in the execution of the Chapter's proceedings.
  - b. The Chief Advisor shall see that each officer and committee chair is provided with a written list of specific duties for which each is responsible. A current list will be kept and updated on Google Drive.
  - c. All current and outgoing officers shall collaborate on the chapter survey, spring chapter improvement plan, and project reports.
  - d. The President shall be an ex-officio member of all committees.
  - e. The President shall cooperate with the Director of Tau Beta Pi District 14 and shall encourage the Chapter members to participate in the District(s) activities.
  - f. The President shall serve as the Student Representative for the University of Alaska Fairbanks College of Engineering and Mines Advisory Development Council.
  - g. The President and Vice-President shall pay a courtesy call on the Dean of the College of Engineering and Mines early in the fall term to discuss ways in which the Chapter may be of service to the College. The substance of such discussions shall be reported to the Chapter at the next meeting.
  - h. The Vice-President shall be responsible for maintenance of the chapter display cases.
  - i. The Secretary shall see that each candidate accepting election receives access to the most recent *Constitution and Bylaws and Eligibility Code of The Tau Beta Pi Association*, *Tau Beta Pi Information Book*, these Bylaws, and such other materials as the Chapter may deem desirable.
  - j. The Secretary shall notify each active member and Advisor of the time, place, and purpose of each Chapter meeting at least one week in advance of the meeting.
  - k. Prior to the start of the fall semester, the Secretary shall re-register the Chapter as a University of Alaska Fairbanks student club following the University of Alaska Fairbanks Student Leadership and Involvement Office protocols.

### **Bylaw III – Meetings**

- Section 1.** The election of officers shall be held at a regular meeting annually during the fall semester.

- Section 2.** The following meetings shall be scheduled and held once in both the fall and spring semesters: discussion of election procedures and election of candidates, initiation of electees, and at least three general meetings.
- Section 3.** In addition to these formal meetings, a dinner shall be held to celebrate new members of the Chapter after initiation in the spring semester. This dinner shall be open to all members as well as friends and family.
- Section 4.** Special meetings may be called at any time by the President, any alumnus member of the Advisory Board, or upon written request to the President.
- Section 5.** The first meeting of each semester shall be held within one month of the start of the semester.
- Section 6.** Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.
- Section 7.** Business meetings, other than the election meeting, shall last no longer than one hour, unless extended by an affirmative vote of three-fourths of the active members present. The order of business at these meetings shall be as follows:
- a. Attendance
  - b. Review of the previous meeting's minutes
  - c. Reports of the officers
  - d. Reports of the committees
  - e. Unfinished business
  - f. New business
  - g. Adjournment
- Section 8.** Attendance of active members is expected at all regular, scheduled meetings of the Chapter, unless excused by a member of the Advisory Board. A member who must miss a regular, scheduled meeting shall present reasons to a member of the Advisory Board, in writing, before the meeting, unless the excuse is illness.
- Section 9.** The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for that semester. The minutes of each Advisory Board meeting shall be discussed at the following regular meeting of the Chapter.
- Section 10.** For business within the Chapter, a quorum shall be a majority of the active membership of the Chapter. A quorum is needed for:
- a. routine business
  - b. changing the initiation fee or Chapter dues
  - c. amending the Chapter Bylaws
  - d. election of officers

For approval of a proposed amendment to the Constitution of the Association, a quorum shall be three-fourths of the active membership.

- Section 11.** Only active members shall be permitted to wear the Tau Beta Pi stole and cords at graduation. To be considered active, a member must attend at least one meeting and one Chapter event per semester. An active member shall become inactive at the discretion of the Advisory Board. An inactive member shall be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board (C-VII, 2).

#### **Bylaw IV – Committees**

- Section 1.** *Ad hoc* committees shall be formed as deemed required by the Chapter. The President shall approve the chair and members of committees.
- Section 2.** As early as possible after committee appointments are made, the Advisory Board shall provide each committee chair with a list of specific duties and responsibilities.
- Section 3.** Each committee chair shall make a report on the progress of committee activities at each Chapter meeting for approval of the Chapter.

#### **Bylaw V – Election of New Members**

- Section 1.** Election of new members shall be held in the fall and spring semesters as soon as possible after the registration for the current term is complete.
- Section 2.** Unless otherwise specified in these Bylaws, all provisions of C-III shall be followed.
- Section 3.** Scholastically-eligible undergraduate students enrolled in Civil Engineering, Computer Engineering, Electrical Engineering, Geological Engineering, Mechanical Engineering, Mining Engineering, and Petroleum Engineering shall be considered for membership in the Chapter.
- Section 4.** Junior students who shall be considered are those who are enrolled in the junior-level courses typical of their respective degree programs full-time. Senior students who shall be considered are those who are enrolled in the senior-level courses typical of their respective degree programs.
- Section 5.** Junior- or senior-level transfer engineering students shall be eligible for consideration of membership during their third full-time semester at the University of Alaska Fairbanks.
- Section 6.** The Advisory Board of the Chapter and available active members shall meet to determine the scholastic eligibility and evaluate the character of potential initiates.
- Section 7.** The cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum shall be determined by the Advisory Board of the Chapter.
- Section 8.** The Advisory Board of the Chapter shall solicit feedback on electee recommendations from the active members of the Chapter. Should an active member express concerns regarding an electee's character, this insight shall be considered in the election of new

members. Once approval of the active membership is attained, this list of electees is finalized.

- Section 9.** Electees shall be presented with a letter of invitation to the Chapter signed by the Chapter Secretary and the Dean of the College of Engineering and Mines as soon as possible after final approval.
- Section 10.** All members shall keep all materials required for the election process in absolute confidence so that no candidate shall learn of his or her election except by means of the official letter; likewise, no candidate shall be informed of their character evaluation discussed at the time of election.
- Section 11.** At the first meeting of the electees, the President shall explain the requirements, objectives, and activities of the Association and of the Chapter. Those electees desiring to accept election shall state their acceptance to a member of the Advisory Board and provide a down payment towards the initiation fee.
- Section 12.** Any electee who has concerns regarding initiation due to financial reasons shall be encouraged to speak with the Chief Advisor.
- Section 13.** Each electee shall be encouraged to take part in an activity recommended or approved by the Chapter officers to foster a spirit of liberal culture. They shall be encouraged to read the Constitution and Bylaws of the Association and these Bylaws.
- Section 14.** The Chapter may assign additional duties to electees, subject to the provision of C-III, 2.

### **Bylaw VI – Outstanding Sophomore Award**

- Section 1.** The Alaska Alpha Chapter shall recognize an Outstanding Sophomore every spring semester to honor the student's achievements and increase the visibility of the Organization.
- Section 2.** This student shall be selected based on academic standing, character evaluation, and extracurricular involvement.
- Section 3.** The Advisory Board of the Chapter shall identify the Outstanding Sophomore when meeting to determine the scholastic eligibility and evaluate the character of potential initiates for the spring semester.
- Section 4.** The Outstanding Sophomore's name shall be engraved on a plaque that is placed in the Chapter's display case. This student shall also be invited to the celebration described in [AK-B-III, 3.](#)

### **Bylaw VII – Election and Installation of Officers**

- Section 1.** The President, Vice President, Secretary, and Treasurer shall be elected in the fall semester during a regular meeting.

- Section 2.** Nominations for officers shall be made by active Chapter members. The election of officers shall be by secret ballot with a majority vote of the quorum as defined in [AK-B-III, 10](#).
- Section 3.** Officers-elect shall be installed at a formal meeting with the current Advisory Board members after the election. The Chapter Officer Installation Procedure in the *President's Book* shall be employed to install the new officers. New officers shall work closely with their previous officer counterparts to learn the duties and responsibilities of the office for the first semester of appointment.
- Section 4.** If any office becomes vacant between regular elections, a special election shall be held at the next Chapter meeting to fill the vacancy. The officer elected shall serve until the next regular election.

### **Bylaw VIII – Finances**

- Section 1.** The expenses of the Chapter shall be covered by the initiation fee and fundraising activities. A majority vote of the active membership shall be required to change any fees or dues. Within one week the Secretary shall inform the Headquarters of the Association of any changes in the amounts of the Chapter's initiation fee or dues.
- Section 2.** The initiation fee for all initiates shall be \$75.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of \$55.00, and supports the cost of one initiation celebratory dinner and the operating expenses of the local Chapter.
- Section 3.** In the beginning of the spring semester, the Advisory Board shall prepare an operating budget for the new calendar year. The budget shall be submitted to the Chapter for approval by a majority vote at a regular meeting early in the spring semester. The budget shall include a recommended amount for the initiation fee to be charged during the year. Any additional expenses not included in the adopted budget must be approved by the Chapter.
- Section 4.** There shall be at all times a balance of at least \$50.00 in the Chapter treasury.
- Section 5.** Expenditures shall be paid by credit card using operating procedures outlined by UAF's Student Leadership and Involvement Office.
- Section 6.** The Chapter's fiscal year shall be June 1 to May 31.
- Section 7.** At the end of the spring semester, the Treasurer and a separate Chapter Advisor shall audit the Chapter's books. The Treasurer shall file the Internal Revenue Service Form 990 by November 1st.
- Section 8.** No part of the net earnings of the Chapter will be to the benefit of, or be distributable to, members or officers of the Chapter or to any other individual.

## **Bylaw IX – Discipline**

- Section 1.** It is the intent of this disciplinary Bylaw to impress the membership with seriousness of purpose of this Chapter and of the Tau Beta Pi Association, and to enable the officers and dedicated members of this Chapter to accomplish necessary business in a manner not inconvenienced or encumbered by a lack of interest on the part of a few members.
- Section 2.** Discipline shall be in accordance with C-I, 5.

## **Bylaw X – Records and Equipment**

- Section 1.** All permanent records of the Chapter shall be kept current and up-to-date.
- Section 2.** The initiation equipment shall be maintained in good order and in a secure manner by the Chapter Advisor, and the Ritual and its related material shall be kept up-to-date and under lock and key when not in use.
- Section 3.** All records and an inventory of all physical equipment owned by the Chapter shall be turned over to the new officers at the Installation of Officers Meeting.
- Section 4.** The Charter of this Chapter shall be prominently displayed at a location determined by the Dean of the College of Engineering and Mines.
- Section 5.** All records of this Chapter shall be open for inspection to any member of the Association and to any official of the University who has received approval from the Advisory Board, except that the Ritual may not be inspected by non-members of the Association.

## **Bylaw XI – Suspension of the Bylaws**

- Section 1.** These Bylaws may be suspended only by a three-fourths affirmative vote of the active membership of the Chapter and by a three-fourths affirmative vote of the Advisory Board.

## **Bylaw XII – Amendments**

- Section 1.** Amendments to these Bylaws may be proposed by any member(s) of the Chapter. A proposed amendment shall be submitted in writing to the President and signed by the member(s) proposing it.
- Section 2.** These Bylaws may be amended by a majority affirmative vote of the active membership of the Chapter, as per [AK-B-III, 10](#).
- Section 3.** The Secretary shall send a copy of the Bylaws as amended to the Headquarters of the Association within two weeks after an amendment is adopted.

## **Bylaw XIII – Chapter Discipline**

- Section 1.** In the unlikely event of chapter behavior deemed unacceptable by the Association, C-XII shall be enacted.

**Bylaw XIV – Enactment**

**Section 1.** These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on Oct. 26, 2021.

They were last amended on —.

Signatures

Rosalee E. Betton

President

Margaret Lawson

Chief Advisor