CHAPTER BYLAWS
THE TAU BETA PI ASSOCIATION
BETA OF ALABAMA

(Adopted March 31, 1965)
(Revised October 30, 1978)
(Revised October 28, 1981)
(Revised September 28, 1999)
(Revised October 21, 2003)

Bylaw I – General

Section 1. These bylaws shall govern the proceedings of this Chapter in all matters not specifically provided for in the Constitution and Bylaws, and in the Convention Acts of the Tau Beta Pi Association.

Section 2. This Chapter shall conform to such rules and regulations of the College of Engineering and this University as may apply to honor societies.

Section 3. In the event of a conflict between the Constitution and Bylaws of the Tau Beta Pi Association, and the rules and regulations of the College of Engineering and this University, such action shall be taken as deemed advisable by all parties concerned.

Bylaw II – Government

Section 1. The officers of this Chapter shall be, as specified in Article C-VI, Section 6 of the national Constitution.

Section 2. Except for alumnus members of the Advisory Board (see C-VI, 7), the officers of the chapter shall hold office for one year. (B-V, 1)

Section 3. The Treasurer shall be a faculty member of the College of Engineering, to hold office for one year. He/She may be re-elected and may also be an advisory board member.

Section 4. The Corresponding Secretary shall be a faculty member of the College of Engineering, to hold office for one year. He/she may be re-elected.

Section 5. The Chapter President shall be the delegate to the national Convention. The Chapter officers shall be alternates in the order listen in Section 1 above.

Section 6. The duties of the officers shall be outlined in B-V, 3 of the national Bylaws, and in the bylaws of this Chapter.

Section 7. The following extra duties shall be required of the officers:

a. The Chapter President shall be a member, ex-officio, of all committees.
b. The President shall see that each officer and committee chairman is provided with a written list of all specific duties for which each is responsible. These lists shall be discussed at the first meeting in the fall. A copy of each list shall be placed in the Recording Secretary's notebook and preferably also in the President's Book.

c. The President shall notify the Advisory Board of the time set for election of new members at least two weeks in advance.

d. The Corresponding Secretary shall keep an accurate up-to-date list of the names and addresses of all active members of the Chapter. He/she shall be the keeper of all dies and stationary of the Chapter. See also VIII-I of these bylaws.

e. The Recording Secretary shall see that each new member is provided with an up-to-date copy of these bylaws for his permanent keeping.

f. The Cataloger shall send out notices of all meetings to all active members and the Advisory Board at least five days in advance.

Bylaw III – Meetings

Section 1. Required meetings shall be as specified in C-VI, 9 and B-VII, 8.

Section 2. The first meeting of each term shall be held within two weeks after the start of that term.

Section 3. Special meetings may be called at any time by the President, or by any member of the Advisory Board. A special meeting shall be called by the President upon written request signed by five active members.

Section 4. Robert's Rules of Order shall be the parliamentary guide of this Chapter on all points not provided for in these bylaws and the Constitution and Bylaws of the Tau Beta Pi Association.

Section 5. A quorum shall be set forth in B-V, 6.

Bylaw IV – Election of Officers

Section 1. Officers shall be elected in the fall after the initiation of new members. The new officers shall act as officer-elects for the spring semester. Their terms in office will officially begin at the close of the last meeting of the spring semester and end at the close of the last meeting the following spring. The new officers shall be installed by the procedure adopted by the 1956 convention at a time which conforms to B-V, 1.
Section 2. Nominations for officers shall be made from the floor at the election meeting. At least two candidates must be nominated for each office with the exception of the Treasurer and Corresponding Secretary.

Section 3. The election of officers shall be by secret ballot, if requested by any member. Two-thirds of the total active membership shall constitute a quorum for election of officers, and a majority of this quorum shall be required for election. If no nominee receives a majority on the first ballot, a second ballot shall be held between the two leading candidates. At this election, the new member of the advisory board shall also be elected.

Section 4. If any office shall be come vacant between the regular elections, a special election shall be held at the next meeting to fill any and all vacancies created thereby, except that if the office of President is vacant the Vice President shall become President and a new Vice President shall be elected. The officer(s) elected at that time shall serve until the next regular election.

Bylaw V – Committees

Section 1. In accordance with the provisions in B-V, 2, the President shall appoint the chairman and members of the following committees: Membership, Initiation, Program, Social Activities, and such other committees as the Chapter shall desire and establish. Appointment shall be made at the first meeting in the fall semester and the first meeting in the spring semester.

Section 2. Duties of the committees shall be as outlined by the President at the beginning of each semester and may be modified as the situation may demand.

Bylaw VI – Election of New Members

Section 1. The election of new members shall be held in the fall and spring terms as soon as possible after the grades for the past term become available.

Section 2. Special note of the provisions of C-VIII and B-VI should be made in selecting members.

Section 3. In deciding the hours required for eligibility for membership, the hours shall be those earned towards an engineering degree as defined by the College of Engineering.

Section 4. Only persons enrolled in one or more of the following disciplines under the auspices of the College of Engineering shall be eligible for membership: aerospace (AE), chemical (ChE), civil (CE), electrical/computer (ECE), industrial (IE), materials/metallurgical (MTE), and mechanical (ME) engineering. The eligible curricula are the same for both graduate and undergraduate students.

Section 5. Only active members are eligible to vote on new members.
Section 6. In the fall and spring, the top fifth of the senior class, who have less than 32 hours remaining for completion of their Engineering degrees, shall be eligible for membership. No senior may be elected who shall not have achieved a 3.00 out of 4.00 GPA.

Section 7. In the fall and spring, the top eighth of the junior class, who have less than 64 hours remaining for completion of their Engineering degrees, shall be eligible for membership. No junior may be elected who shall not have achieved a 3.00 out of 4.00 GPA.

Section 8. Undergraduate students transferring from another institution or another division of this University shall not be eligible for election until the third regular election after their registration as outlined in C-VIII, 2(1). Transfer students must have a minimum of 24 credit hours at this University. Their GPA at this University must correspond with the requirements of Section 5 or 6 as applicable.

Section 9. A standard questionnaire and information form will be prepared by the local chapter and mailed out to the scholastically eligible candidates. These forms will seek only such brief information about the candidate as their campus and civic activities, organizations, hobbies, interests, and other qualities volunteered by the candidate. Attached with the form shall be a sheet presenting some information about Tau Beta Pi. These forms are to be returned to the Chapter by the candidate.

Candidate review committees will be formed by the chapter members in a departmental manner to evaluate the candidates from their respective departments. Each caucus is to be headed by a voluntary chairman or, if necessary, one will be appointed. Evaluation will be based on both the questionnaire and members' knowledge of the candidate. After reviewing is completed, recommendations will be made to the full chapter for the election voting.

Section 10. The President shall direct the Membership Committee to have sufficient letters of notification of election prepared in advance of the election meeting. These letters shall be signed by the President, addressed, and mailed within 24 hours of the end of the election meeting. All members shall keep the election results in absolute confidence so that no elected student shall learn of his/her election except by means of the official letter; likewise no elected student shall be informed of the details of the vote, especially concerning the personal matters discussed at the time of the voting.

Section 11. Each electee shall be required to notify the President of acceptance within one week of notification.

Section 12. Election of suitable alumnus members shall be encouraged by this Chapter.

Bylaw VII – Records

Section 1. All records shall be open for inspection to any member of Tau Beta Pi in good standing.

Bylaw VIII – Finances

Section 1. The expenses of the Chapter shall be borne by the initiation fee, and by such dues and assessments as may be voted by the Chapter. Three-fourths of the active membership must
be present and a majority vote of the total active membership shall be required to change any fees or dues or levy any assessment. Within two weeks, the Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning the changes in the amounts of these dues and assessments.

Section 2. Expenditures shall be made by check, signed by the Treasurer. The Treasurer shall issue receipts for all money received and records of such receipts shall be retained on file for at least three years.

Section 3. This Chapter shall use the official bookkeeping system of the Association.

Section 4. The initiation fee for all initiated shall be $55.00, and the payments, or arrangement for payments, shall be made in advance of initiation. This shall include all national fees.

Section 5. The Chairman of the Advisory Board shall appoint at least one faculty member of the Advisory Board, who shall, within one month following the election of the officers, audit the Chapter’s books. The appointed member of the Advisory Board shall not be the Treasurer.

Bylaw IX – Discipline

Section 1. Discipline shall be in accordance with C-IX.

Section 2. A uniform system of fines for habitual absence or tardiness may be established each year in which it is so desired. A majority vote of the total active membership shall be required to establish this system of fine for the period of one year.

Bylaw X – Special Project(s)

Section 1. Records of special project(s) shall be kept in the proper section of the President’s Book so that designated Chapter projects may be continued or repeated from year to year when deemed advisable.

Bylaw XI – Amendments

Section 1. These bylaws may be amended by a three-fourths vote of the required quorum (B-V, 6), subject to the approval of the Advisory Board (C-VI, 7). Proposed amendments must be submitted the Chapter in a scheduled meeting at least one week before the voting.

Section 2. These bylaws must be presented to the Chapter for discussion within the first two meetings each fall. In addition a copy of these bylaws must be given to all new members.