Tau Beta Pi
The Engineering Honor Society

U. A. H. Alabama Delta Chapter

Constitution and Bylaws

October 12, 2016
# Table of Contents

I. **Constitution**... ..........................2
   - Preamble ....................................2
   - Article I – Name, Title and Insignia of Organization ........................................2
   - Article II - Purpose/Objective ........................................................................3
   - Article III - Association ..................................................................................3
   - Article IV - Membership ..................................................................................4
   - Article V - Officers .........................................................................................7
   - Article VI - Faculty Advisor ............................................................................7
   - Article VII – Meetings ...................................................................................8
   - Article VIII – Amendments ..........................................................................8

II. **Bylaws** ........................................10
   - Bylaw I - General ........................................10
   - Bylaw II - Government and Officers ..............................................................10
   - Bylaw III – Meetings ...................................................................................11
   - Bylaw IV - Committees ...............................................................................12
   - Bylaw V – Election of New Members ............................................................13
   - Bylaw VI– Election and Installation of Officers ..........................................14
   - Bylaw VII - Finance ....................................................................................15
   - Bylaw VIII – Discipline .............................................................................16
   - Bylaw IX - Records and Equipment ............................................................16
   - Bylaw X– Suspension of Bylaws ................................................................16
   - Bylaw XI– Amendments ..........................................................................16
   - Bylaw XII– Dissolution .............................................................................16
   - Bylaw XIII– Enactment ............................................................................16
Constitution

Preamble
“The Tau Beta Pi Association was founded at Lehigh University in 1885 by Edward Higginson Williams, Jr., to mark in a fitting manner those who have conferred honor upon their Alma Mater by distinguished scholarship and exemplary character as students in engineering, or by their attainments as alumni in the field of engineering, and to foster a spirit of liberal culture in engineering colleges.”-The Constitution and Bylaws and Eligibility Code of The Tau Beta Pi Association, Inc.-2014 and is referred to as Association throughout this document.

Article I – Name, Title and Insignia of Organization

1-1-1 The name of this organization shall be as it is registered at the Dean of Students office at the University of Alabama in Huntsville, “Tau Beta Pi – The Engineering Honor Society – University of Alabama in Huntsville Alabama Delta Chapter.” and is referred to as Chapter throughout this document.

1-1-2 The organization shall be abbreviated as “Tau Beta Pi - UAH.”

1-1-3 The colors of the honor society shall be “seal brown and white.”

1-1-4 The official emblem of the honor society shall represent the bent of a trestle and shall be called the Bent of Tau Beta Pi. The official badge of the Association shall be a watch-key, shaped like the bent of a trestle. The body of the key shall be 1/16” (0.16 cm) thick, and it shall have the dimensions shown in Figure 1. The symbols shall be engraved on the face of the key in the manner and form indicated in the figure. The reverse of the key shall have engraved on the cap of the Bent the name of the electing Chapter (state and Greek letter) and on the sill of the Bent the name of the owner and the year of graduation of the member’s class at the time of initiation.

1-1-5 The official seal of the honor society is illustrated in Figure 2 on page 3.
Article II - Purpose/Objective

2-1-1 "It is the purpose of the Society to mark in a fitting manner those who have conferred honor upon their alma mater by distinguished scholarship and exemplary character as students, or by their attainments as alumni." -The Constitution and Bylaws and Eligibility Code of The Tau Beta Pi Association-2014
Article III - Association

3-1-1 The University of Alabama in Huntsville Alabama Delta Chapter will be an affiliated chapter of The Tau Beta Pi Association, Inc. – The Engineering Honor Society. The Chapter shall have full control over its individual affairs, subject to the Constitution and Bylaws of the Association, which control shall be exercised by the active membership of the Chapter and its Advisory Board.

3-1-2 The Chapter shall be composed of members chosen from among eligible students and alumni on the bases of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VIII of the Association's Constitution and Bylaws and in The Eligibility Code of the Association.

3-1-3 This document shall be named the Constitution and Bylaws of Tau Beta Pi – The Engineering Honor Society – University of Alabama in Huntsville Alabama Delta Chapter and abbreviated as the Constitution and Bylaws of Tau Beta Pi – UAH.

3-2-1 No person shall be denied membership in Tau Beta Pi – UAH because of race, sex, disability, national origin, religious affiliation of belief, etc.

Article IV - Membership

4-1-1 Members in this organization shall consist of four classes:
   a. Undergraduate
   b. Graduate
   c. Eminent Engineer
   d. Alumni

4-1-2 Members eligibility criteria into the organization are determined by each of the four classes and are described below. In addition to the academic criteria, members must also demonstrate exemplary character.

4-1-3 Undergraduate Eligibility
   a. Undergraduate members-To be eligible for election, the candidate shall be a student pursuing an undergraduate engineering curriculum of the institution. Candidates for membership shall meet the scholarship provisions the Association's Constitution and shall have exemplary character as enunciated in the Eligibility Code of the Association.
   b. Juniors must be in the upper eighth of all juniors as defined by the administration of the college of engineering.
c. Seniors must be in the upper fifth of all seniors as defined by the administration of the college of engineering.

d. Transfer students shall be eligible for consideration at the third regular election after their registration provided they have completed a minimum of 30 hours at The University of Alabama in Huntsville. Students not satisfying these requirements may be eligible for consideration provided the consent of a majority of the active membership and five-sevenths of the Chapter's Advisory Board is obtained.

e. 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.

4-1-4 Graduate Students

a. A Chapter may elect to membership any candidate in a graduate engineering curriculum at its institution after the student has been in residence for one semester or two quarters and has completed at least 50 percent of the degree requirements, including coursework and research, as determined by the student’s primary academic advisor.

b. Complete proof of the worthiness of a candidate for election shall be presented in writing to the Secretary-Treasurer of the Association. Such proof shall include: (i) evidence of the candidate’s scholastic eligibility, consisting of certification of the standing in the top fifth of the graduate class. If, and only if, class rank cannot be determined, a statement by a faculty member that the candidate is doing graduate work of the quality expected of a member of the Association shall be substituted for class-rank certification; (ii) a list of the degree(s) held by the candidate, the institution(s) which granted the degree(s), and the year in which each degree was granted; and (iii) a statement from the Advisory Board of the Chapter that it believes the candidate to be worthy of membership in the Association and approves election of the student.

4-1-5 Eminent Engineer

a. A Chapter may elect to membership any alumnus of a recognized engineering college who graduated more than ten years ago and who has achieved distinction for eminent attainments in engineering.

b. A Chapter may elect to membership an engineer who is not a graduate of a recognized engineering college, who has had fifteen years of experience in the practice of
engineering, and who has achieved distinction for eminent attainments in engineering.
c. A Chapter may elect to membership an engineer who is not a graduate of a recognized
ing engineering college, who has had fifteen years of experience in the practice of
engineering, and who has achieved distinction for eminent attainments in engineering.
d. All elections under this section shall comply with the applicable provisions of Section 4-1-7.

Alumni
a. A Chapter may elect to membership any alumnus of its institution who:
   1) Graduated before the establishment of the Chapter at that institution and who
      would have been eligible for membership had the Chapter existed prior to
      the graduation of the alumnus.
   2) Was eligible as an undergraduate or graduate student but was overlooked
      rather than considered and rejected, or was eligible under the provisions of
      Section 2 or 3 of the Association' Constitution and Bylaws but was not
      considered because of the scholastic rules of the Chapter at that time.
   3) Was elected while an undergraduate or graduate student but refused
      membership at that time for financial or other reasons.
   4) Was considered eligible as an undergraduate or graduate student at the last
      election held before graduation but was rejected for reasons judged proper
      by the Chapter at that time. A candidate may be elected under this
      subsection only by a seven-eighths favorable vote of the active membership
      of the Chapter.
   5) Was not eligible at the times of election as an undergraduate, but who was
      graduated in the upper fifth of the undergraduate class.

b. All elections under this section shall comply with the applicable provisions of Section
   4-1-7.

Eligibility Requirements for Alumni and Eminent Engineers
a. To be eligible for election to membership under Sections 4, 5, or 6 of the Association'
   Constitution and Bylaws, a candidate must be a person of character, ability, and
   integrity; must have a continuous record of intellectual activity and of attainment in
   engineering; must be a person such as an undergraduate member of Tau Beta Pi
   might be expected to become; and shall be one who should be expected to add credit
   and honor to the Association.
b. Teaching of professional engineering subjects shall be considered as professional engineering experience. Administrators with engineering training and experience whose duties include supervision of professional engineering work shall be considered as being engaged in the engineering profession.

c. Complete proofs of the worthiness of the candidate, scholastic eligibility, and professional engineering record where required, the desirability of bestowing membership, and the approval of the Advisory Board of the Chapter which has elected the candidate must be presented in writing through the office of the Secretary-Treasurer of the Association to the Executive Council for its approval. The candidate’s election shall not be completed and valid until approval of the election by the Executive Council has been received by the nominating Chapter.

d. At the establishment of a new Chapter, neither an alumnus of the institution nor any other engineer shall be initiated unless the requirements of this section and of Section 4, 5, or 6 of the Association' Constitution and Bylaws shall have been complied with in all details for each candidate by the petitioning group acting as a Chapter.

4-1-9 Exemplary Character Evaluation

a. An Orientation Meeting of eligible candidates shall be held. At this meeting there shall be an informal discussion of the goals of Tau Beta Pi and of this Chapter with the eligible candidates.

b. The active members of the Chapter shall be asked to look up candidates who are not well-known before the date of the election meeting.

c. An election meeting shall be held at least one week after the orientation meeting.

Article V - Officers

5-1-1 The officers of the organization shall be as follows:

1. President
2. Vice President
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer
6. Webpage Administrator
7. Project Coordinator

Officer duties are included in the Tau Beta Pi – UAH Bylaws, Bylaw VI.

5-1-2 Officers will hold office from the beginning of the fall semester until the end of the spring semester.
Article VI - Faculty Advisor

6-1-1 The Chapter’s Chief Advisor must be a University of Alabama in Huntsville faculty member. The board of advisors shall be comprised of four alumnus advisors including the chief advisor. The boards of advisors are preferably elected among the faculty of The College of Engineering.

The officers shall invite and approve each Advisor. The officers must confirm the faculty advisor’s commitment for the next academic year by the end of each academic year. The term shall be a four year cycle for each advisor with each advisor’s term expiring on a revolving pattern. The length of appointment is active until resignation or removal.

6-1-2 A faculty advisor may be removed for not carrying out the defined duties and expectations. The process shall be as follow:

i. The officers will call a meeting with the faculty advisor to express concerns. If the faculty advisor cannot commit to a meeting, it will be considered a resignation.

ii. A majority vote by the officers will remove the faculty advisor.

iii. Efforts toward filling the vacant position shall begin immediately.

Article VII – Meetings

7-1-1 The purpose of the General Chapter Meeting shall be to keep the members at large interested, involved, and informed.

7-1-2 The president shall chair the General Chapter Meetings.

7-1-3 General Chapter Meetings shall be held bi-weekly during both the spring and fall semesters. The first meeting of each semester shall be held within two weeks of the start of the semester.

7-1-4 The President, with advice of the officers, shall prepare the agenda for the meeting.

7-1-5 The agenda shall be followed throughout the meeting. Any changes to agenda must be noted by the secretary and included in the minutes for the meeting.

7-1-6 Refer to Tau Beta Pi – UAH Bylaws, Bylaw III for more detailed information regarding meetings.

Article VIII – Amendments

8-1-1 Since this Constitution and Bylaws of Tau Beta Pi – UAH is based on the Constitution and Bylaws of the Tau Beta Pi Association, this chapter must abide by the rules governed by the association and is as follows:

"SECTION 15.01. Proposal. An amendment to the Bylaws may be proposed by the Executive Council or any undergraduate Chapter to the Convention Committee on Constitu-
tion and Bylaws, by a delegate directly to the Convention, or by the Convention Committee on Constitution and Bylaws directly to the Convention.

SECTION 15.02. Adoption. An amendment to the Bylaws proposed to any Convention may be adopted by the same Convention on any day following its formal presentation to the Convention by at least a three-fourths vote of those present and entitled to vote. Any proposed amendment may be laid over until the next succeeding Convention upon at least a three-fourths vote of those present and entitled to vote. Any proposed amendment may be referred to the Chapters upon at least a three-fourths vote of those present and entitled to vote. Ratification balloting on an amendment referred to the Chapters shall be conducted in accord with the procedures required for adoption of Constitution amendments (See Const. Art. XVIII, Sec. 2). Each Chapter must report its vote to the Secretary-Treasurer of the Association in accord with Constitution Article XVIII, Section 3, or it will forfeit its vote to the Executive Council. Any proposed amendment that has been laid over until the next Convention or referred to the Chapters may be reconsidered and voted upon at a later day at the same Convention.

SECTION 15.03. Report on Amendment. Amendments to the Bylaws shall be reported by the Secretary-Treasurer of the Association to each Collegiate and Alumnus Chapter, shall be printed in the official publications of the Association, and shall become the law of the Association.

SECTION 15.04. Restriction. These amending procedures shall apply to all Bylaws except Bylaw XV. This Bylaw may be amended only in accordance with Article XVIII of the Constitution".-The Constitution and Bylaws and Eligibility Code of the Tau Beta Pi Association-2014.
Bylaws

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 Alabama in Huntsville and of its College of Engineering 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 and regulations of The University of Alabama in Huntsville and/or its College of Engineering, the rules of The University of Alabama in Huntsville College of Engineering shall prevail, and the Secretary-Treasurer 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:

1. C-VI, 1 - National Constitution Article VI, Section 1.
2. B-V, 5.02 - National Bylaw V, Section 5.02.
3. ADB-I, 4 - Alabama Delta Chapter Bylaw I, Section 4.

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, which control shall be exercised by the active membership of the Chapter and its Advisory Board. An "active membership" of this Chapter shall be as defined in C-VI, 1, and only active undergraduate and graduate-student members, as defined therein, shall have the privilege of voting on new members and on the amounts of the initiation fee, dues, fines, and assessments. For the purposes of quorum, as applied to any voting procedures of the Chapter, the "active membership" shall be defined as the number of members present at the time of voting. A student may become inactive only under the provisions of B-VI, 6.05.

Section 3. The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, Webpage Administrator, and Project Coordinator who shall be active members of the Chapter; a Treasurer, who may be an active member of the Chapter or a member of the faculty; and four alumnus advisors, preferably elected from among the faculty of The College of Engineering.

Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumnus members of the Association. The Chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

Section 5. Alumnus members of the Advisory Board shall serve terms of up to four years, as specified in C-VI, 7. 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, in the order given in ADB-II, 3.

Section 8. The following extra duties shall be required of the officers:

a. The President shall be an ex officio member of all committees.

b. The President shall see that each officer and committee chair is provided with a written list of specific duties for which each is responsible. A copy of each list shall be placed in the Recording Secretary's notebook and in the President's book.

c. The Recording Secretary shall see that each candidate accepting election receives copies of The Constitution and Bylaws and Eligibility Code of The Tau Beta Pi Association, information about Tau Beta Pi, these Bylaws, and such other materials as the Chapter may deem desirable. In addition, the Recording Secretary shall see that newly-elected Advisors receive Advisor manuals.

d. The Corresponding 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.

e. The Corresponding Secretary shall serve as Secretary of the Advisory Board.

f. The President and Vice President shall pay a courtesy call on the Dean of the College of Engineering 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.

g. The President shall cooperate with the Director of Tau Beta Pi District 6 and shall encourage the Chapter members to participate in the District's activities.

h. The Webpage Administrator shall be responsible for maintaining the chapter’s webpage including listing current projects in calendar format.

i. The Project Coordinator shall plan and organize a minimum of two chapter projects per semester and shall work in conjunction with the President and Vice President.

Bylaw III - Meetings

Section 1. The following regular meetings shall be scheduled and held once each year: Organization, Election of Officers and Advisors, and Installation of Officers.

Section 2. The following regular meetings shall be scheduled and held once in the fall and once in the spring semesters: Discussion of Election Procedures, Election of Candidates, Initiation of Electees, and one general meeting of a social, literary, business networking, or technical nature.

Section 3. 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 signed by 20% of the active members of the Chapter.

Section 4. "Robert's Rules of Order" shall be the parliamentary guide of the Chapter in all matters not covered in the Constitution and Bylaws of the Association or in these Bylaws.

Section 5. The first meeting of each semester shall be held within two weeks of the start of the semester.

Section 6. The officers shall present a complete calendar of the regular meetings of the Chapter
for the semester to the active members for their approval no later than the second meeting of the semester.

Section 7. Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 8. Business meetings, other than the Election Meeting, shall last no longer than two hours, 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:

1. Roll call
2. Minutes of the previous meeting
3. Reports of officers
4. Reports of committees
5. Unfinished business
6. New business
7. Adjournment

Section 9. Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons which he or she judges to be good and sufficient. A member who must miss a regular, scheduled meeting shall submit his or her reasons to the President, in writing, before the meeting, unless the excuse is illness.

Section 10. The President shall call a meeting of the Advisory Board at the beginning of the fall term to discuss Chapter activities for the upcoming academic year. The minutes of each Advisory Board meeting shall be read at the following regular meeting of the Chapter. Additional meetings of the Board may be called by any of its members or upon written request to the Chair of the Board signed by 20% of the active members of the Chapter.

Section 11. A quorum is the number of members required for a vote to pass and varies as follows:

1. For the consideration of routine business, a quorum shall be defined as a majority of the active membership of the Chapter.

2. For the election of new members, changing the initiation fee or Chapter dues, passing an assessment on the members of the Chapter, amending the Chapter Bylaws and approval or disapproval of a proposed amendment to the Constitution of the Association, a quorum shall be defined as three-fourths of the active membership.

3. For the election of officers, a quorum shall be defined as two-thirds of the active membership.

4. For an Advisory Board meeting, a quorum shall be defined as five members of the Board.

Bylaw IV – Committees

Section 1. Subject to the provisions of B-V, 5.02, the President shall appoint the chair and members of the following committees: Initiation, Activities, and such other committees as the Chapter shall desire and establish.

Appointments shall be made at the first regular Chapter meeting of the semester.

Section 2. As early as possible after committee appointments are made the President shall provide each committee chair with a list of his or her specific duties and responsibilities.
Section 3. Each committee chair shall make a report on the progress of his or her group's activities at each chapter meeting.

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 grades for the previous term become available.

Section 2. All provisions of C-VIII and B-VI shall be strictly followed.

Section 3. Student Eligibility

- Scholastically eligible undergraduate students in the following curricula shall be considered for membership in the Chapter: Chemical and Materials Engineering, Civil and Environmental Engineering, Structural Engineering, Transportation Engineering, Geoenvironmental Engineering, Geotechnical Engineering, Hydraulic Engineering, Timber Engineering, Electrical and Computer Engineering, Software Engineering, Industrial and Systems Engineering and Engineering Management, Mechanical and Aerospace Engineering, and Optical Science and Engineering.

- Scholastically eligible graduate students in the following curricula shall be considered for membership in the Chapter: Chemical and Materials Engineering, Civil and Environmental Engineering, Structural Engineering, Transportation Engineering, Geoenvironmental Engineering, Geotechnical Engineering, Hydraulic Engineering, Timber Engineering, Electrical and Computer Engineering, Software Engineering, Industrial and Systems Engineering and Engineering Management, Mechanical and Aerospace Engineering, and Optical Science and Engineering.

- Section 4. Transfer students shall be eligible for consideration at the third regular election after their registration provided they have completed a minimum of 30 hours at The University of Alabama in Huntsville. Students not satisfying these requirements may be eligible for consideration provided the consent of a majority of the active membership and five-sevenths of the Advisory Board is obtained.

Section 5. 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 6. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

Section 7. The initiation committee shall periodically consult with the chairs of the various engineering departments to determine the names of graduate students, alumni, faculty members, and others who may be eligible for membership under the provisions of C-VIII, 3-7.

Section 8. Exemplary Character Evaluation

1. An Orientation Meeting of eligible candidates shall be held. At this meeting there shall be an informal discussion of the goals of Tau Beta Pi and of this Chapter with the eligible candidates.

2. The active members of the Chapter shall be asked to look up candidates who are not well-known before the date of the election meeting.

3. An election meeting shall be held at least one week after the orientation meeting.

4. Interview with members
5. Short personal statement or biography

**Section 9. Voting Procedures**

i. At the Election Meeting, the Eligibility Code shall first be read.

ii. The election of senior candidates shall precede the election of junior candidates. Each name shall be presented in alphabetical order for discussion and shall be voted on before the following name is considered.

iii. After all names have been considered and voted on, there shall be a second individual ballot, to be taken in the same order, for each student who failed election on the first ballot.

iv. No student who fails election on the second ballot shall be considered further unless twenty-five percent of the members present so request.

v. No student who fails election on the third ballot shall be considered again at this election. He or she may be considered again at the next election if he or she is then eligible.

**Section 10.** The President shall direct the Initiation committee to notify each electee of his or her status within 48 hours of the Election Meeting.

**Section 11.** All members shall keep the election results in absolute confidence so that no candidate shall learn of his or her election except by means of the official notification; likewise, no candidate shall be informed of the details of the vote, especially concerning the personal matters discussed at the time of voting.

**Section 12.** At the first meeting of electees, the President shall explain the requirements, objectives, and activities of the Association and of the Chapter. Those electees desiring to accept election shall formally state their acceptance, in writing, in a letter addressed to the President.

**Section 13.** Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10 (a).

**Section 14.** Each electee shall be required to read the Constitution and Bylaws of the Association and these Bylaws.

**Section 15.** The chapter may assign additional duties to electees, subject to the provision of B-VII, 7.02. These may include:

- Community Service
- Obtaining the signatures of one chapter advisor, one chapter officer and one fellow initiate

**Bylaw VI - Election and Installation of Officers**

**Section 1.** The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Webpage Administrator, Project Coordinator (and any other special officers), and an alumnus member of the Advisory Board shall be elected in the spring semester.

**Section 2.** Nominations for officers shall be made from the floor at the Election of Officers Meeting or through special mechanism agreed upon by a majority of the current officers.

**Section 3.** The Election of Officers Meeting shall be held at least three weeks prior to the end of the spring term. Officers-elect shall be formally installed at the last meeting of the year. The Chapter Officer Installation Procedure given in the President's Book shall be employed to install the new officers. During the period following the election until the installation, each Officer-elect shall work closely with his or her officer counterpart to learn the duties and responsibilities of the office. Transfer of financial records between the past and newly elected Treasurer is contingent upon an audit as required by ADB-VII, 8.
Section 4. The election of officers shall be by secret ballot. Two-thirds of the active membership shall constitute a quorum for the Election of Officers Meeting, and a majority of the quorum shall be required for election. A vote by the members present will cause the nominee receiving the least number of ballots to be dropped from further consideration until one receives a majority vote.

Section 5. If the President's office becomes vacant before his term is fulfilled then the Vice President shall assume the Office of President until the next regular election. A new Vice President shall be elected at the next Chapter meeting. If any office, other than the President's 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 VII – Finances

Section 1. The expenses of the Chapter shall be borne by the initiation fee and by such dues and pro-rata assessments as may be voted by the Chapter. A majority vote of the active membership shall be required to change any fees or dues or to levy any assessment. (See ADB-II, 2 and ADB-III, 11.) Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of any changes in amounts of the Chapter's initiation fee, dues, or assessments.

Section 2. The initiation fee for all initiates shall be $100.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee and convention assessment of $45.00, the cost of one initiation banquet, the cost of a rough Bent casting, and the operating expenses of the local Chapter.

Section 3. Shortly after the Election of Officers Meeting, a committee composed of the President, President-elect, Treasurer, and Treasurer-elect shall prepare an operating budget for the next year. The budget shall be submitted to the Chapter for approval by a majority vote at the first regular meeting in the fall semester. The budget shall include a recommended amount for the initiation fee to be charged during the year. Any additional expenses not provided for by the adopted budget must be approved by the Chapter, except that the Treasurer shall be authorized to advance to the Convention delegate a sum sufficient to cover expenses he or she expects to incur in attending the annual Convention of the Association.

Section 4. The Chapter shall use the official bookkeeping system of the Association.

Section 5. There shall be at all times a balance of at least $50.00 in the Chapter Treasury. A sum of no more than $20.00 may be kept in petty cash by the Treasurer.

Section 6. Expenditures in excess of $5.00 shall be made by check, signed by the Treasurer. Expenditures of less than $5.00 may be made from petty cash by the Treasurer.

Section 7. The Chapter's fiscal year shall be May 1 to April 30.

Section 8. Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if he or she is an alumnus member of the Board) shall audit the Chapter's books. If necessary, the Treasurer and Treasurer-elect shall file the Internal Revenue Service’s Form 990.

Section 9. No part of the net earnings of the Chapter will inure to the benefit of, or be distributable to, members or officers of the Chapter or to any other individual.

Bylaw VIII – Discipline

Section 1. It is the intent of this disciplinary Bylaw to impress the membership with the 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-IX, 4 & 5.

**Section 3.** A uniform system of fines for habitual absence or tardiness may be established each year in which it is desired by the Chapter. A majority vote of the active membership shall be required to establish this system of fines for a period of one year.

**Bylaw IX – 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 Chief Adviser and Vice President, and the Ritual and its related materials 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.

**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 X – Suspension of 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 four-sevenths affirmative vote of the Advisory Board, as provided in C-VI, 5.

**Bylaw XI – Amendments**

**Section 1.** Amendments to these Bylaws may be proposed by any three active members of the Chapter. A proposed amendment shall be submitted in writing to the President and signed by the members proposing it.

**Section 2.** These Bylaws may be amended by a three-fourths affirmative vote of the active membership of the Chapter, subject to the approval of the Advisory Board, as provided in Article VIII of the constitution.

**Section 3.** The Corresponding Secretary shall send a copy of the Bylaws as amended, to the Secretary-Treasurer of the Association within two weeks after an amendment is adopted.

**Bylaw XII – Dissolution**

**Section 1.** In the event of dissolution of the Chapter, the residual assets shall be distributed to The Tau Beta Pi Association, Inc., a corporation organized and operated exclusively for educational and scientific purposes and exempt from federal income tax under Section 501 (c) (3) of the U.S. Internal Revenue Code of 1954. Any such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

**Bylaw XIII – Enactment**
Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on May 13, 1980.

(Date)

They were last amended on August 25, 2014.

(Date)

They were last reviewed on October 12, 2016.

(Date)