

**THE BY-LAWS
OF
THE ALABAMA EPSILON COLLEGIATE 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 South Alabama 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 South Alabama and/or the College of Engineering, the rules of the University of South Alabama and/or the 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:

- a. C-VI,1 -National Constitution Article VI, Section 1.*
- b. B-V,5.02 -National Bylaw V. Section 5.02.*
- c. AEB-I,4 -Alabama Epsilon Chapter Bylaw I, Section 4.*

Bylaw II -Non-Discrimination Policy

Membership in University of South Alabama student organizations is open to all regularly enrolled students. Accordingly, no person may be excluded from membership or leadership in a registered student organization due to race, color, religion, national origin, age, gender (unless exempt under Title IX), sexual orientation, disability or veteran status; provided, however, that registered student organizations may limit their membership to students who, upon individual inquiry, affirm that they support the organization's religious, political or other legally protected views, consistent with the First Amendment.

Bylaw III -Government and Officers

Section 1. 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 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 member" of this Chapter shall be 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. A student may become inactive only under the provisions of B-VI,6.05 or AEB-III,9.

Section 3. The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, Cataloger, and Webmaster, 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 four-year terms, 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 AEB-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 Corresponding 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.
- d. The Recording 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 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.

Section 9. In the case of under-representation of one or more majors in the engineering department, an ad-hoc position can be created and a person from the under-represented major can be appointed in order to increase involvement or participation of that major. For the creation of such ad-hoc position, quorum shall be three-fourths of all active elected

officers of Tau Beta Pi. The title of this position would be “Corresponding Departmental Representative.”

Bylaw IV -Meetings

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

Section 2. The following regular meetings shall be scheduled and held once in the Fall and once in the Spring terms: Discussion of Election Procedures, Election of Candidates, Initiation of Electees, and one general meeting of a social, literary, 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 term shall be held within two weeks of the start of the term.

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

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:

- a. Roll call*
- b. Minutes of the previous meeting*
- c. Reports of officers*
- d. Reports of committees*
- e. Unfinished business*
- f. New business*
- g. 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. An active member will become inactive if he or she misses two Chapter meetings in any one term without being excused, and with a majority vote of the active membership of the Chapter. An inactive member will be admitted to active status upon receipt of a written petition and its approval by the Advisory Board.

Section 10. The President shall call a meeting of the Advisory Board at the beginning of

each term to discuss Chapter activities for the term. 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 by written request to the Chair of the Board signed by 20% of the active members of the Chapter.

Section 11. A quorum for the consideration of routine business shall be a majority of the active membership of the Chapter; for the election of new members, for changing the initiation fee or Chapter dues, for passing an assessment on the members of the Chapter, for amending the Chapter Bylaws, and for approval or disapproval of a proposed amendment to the Constitution of the Association, a quorum shall be three-fourths of the active membership; for the election of officers, the quorum shall be two-thirds of the active membership. A quorum for an Advisory Board meeting shall be five members of the Board.

Bylaw V -Committees

Section 1. Subject to the provisions of B-V,S.02, the President shall appoint the chair and members of the following committees: Membership, Initiation, Program, Social Activities, and such other committees as the Chapter shall desire and establish. Appointments shall be made at the next chapter meeting following each initiation of new members.

Section 2. As early as possible after the 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 VI -Election of New Members

Section 1. Election of new members shall be held in the Fall and Spring terms 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. Scholastically eligible students from the following departments shall be considered for membership in the Chapter: Chemical and Biomolecular Engineering, Civil Engineering, Electrical and Computer Engineering, Mechanical Engineering, and Systems Engineering.

Section 4. Transfer students shall be eligible for consideration at the third regular election after their registration. Such students may be eligible at the second regular election after their registration, provided the consent of five-sevenths of the Advisory Board is obtained.

Section 5. Class standing, junior or senior, will be determined by enrollment in departmental junior or senior level classes. The list of courses for each level will be determined by Tau Beta Pi faculty members in the department.

Section 6. The cases of students whose scholastic eligibility is in doubt because of

irregularities in standing or curriculum shall be determined by the Advisory Board.

Section 7. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

Section 8. Exemplary character evaluation:

- a. Scholastically eligible candidates will be invited to a get-acquainted meeting.
- b. A get-acquainted meeting shall be held for Chapter members to meet the candidates. The candidates shall be introduced to the purposes and activities of Tau Beta Pi.
- c. The Chapter members shall be asked to make recommendations on the candidates they met during the get-acquainted meeting, at the Chapter's election meeting.
- d. Faculty members may be consulted on candidates that are not well known by the members of the Chapter.

Section 9. Voting Procedures

- a. At the Election Meeting, the Eligibility Code shall first be read.
- b. The election of the senior candidates shall precede the election of the junior candidates. Each name shall be presented in alphabetical order for discussion. The candidates shall then be voted on as a group, unless any active member has a question about any of the candidates in the group. That candidate's name shall be removed from the group and considered separately. A three-fourths affirmative vote of a quorum as required in AEB-III.11 constitutes election to the Chapter, except as specified in C-VIII 4(a) (4) and 5(a) (4). See B-6.03 (b) (1).
- c. 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.
- d. No student who fails election on the second ballot shall be considered further unless twenty-five percent of the members present so request.
- e. 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 membership committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters should be signed by the President, addressed to the electees, and mailed within six hours of the Election Meeting.

Section 11. All the 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 letter; 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.

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 take part in an activity recommended or approved by the Chapter officers to foster a spirit of liberal culture. This activity may take the form of a project and/or the writing of an essay, as specified in B-VII, 7.01.

Section 15. The Chapter may assign additional duties to electees, subject to the provision of B-VII, 7.02.

Bylaw VII -Election and Installation of Officers

Section 1. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, and an alumnus member of the Advisory Board shall be elected in the Spring term.

Section 2. Nominations for officers shall be made by two nominating committees appointed by the President. Each committee shall nominate one candidate for each office. Additional nominations may be made from the floor at the Election of Officers Meeting. Reports of the nominating committees shall be made at a scheduled Chapter meeting, or by mail, to the active members, at least one week prior to the Election of Officers Meeting.

Section 3. The Election of Officers Meeting shall be held at least six 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 counterpart to learn the duties and the responsibilities of the office. Transfer of financial records between the past and newly elected Treasurer is contingent upon an audit as required by AEB-VII, 8.

Section 4. The election of the 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 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 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 student membership shall be required to change any fees or dues or to levy any assessment. (See AEB-II, 2 and AEB-III, 11.)

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, the national Convention assessment, the cost of a rough Bent casting, and the operating expenses of the local Chapter.

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

Section 4. 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 5. 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 6. The Chapter's fiscal year shall be August 1 to July 31.

Section 7. 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 8. 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 IX -Initiation Loans

Section 1. Students pleading financial inability under AEB-V,14 may opt to borrow the initiation fee from the Association following the procedure outlined in B-XII, 12.02. It is the electee's responsibility to obtain and complete the necessary forms.

Section 2. The Advisory Board will determine if there is an actual financial need to justify the loan, and will evaluate the probability that the loan will be repaid. The Advisory Board will approve the loan if justified before the electee's certificate and key is ordered.

Section 3. The required forms will be submitted to the Secretary-Treasurer of The Association after the electee is initiated. The President may withhold the candidate's certificate and key until the initiation fee is paid in full.

Bylaw X -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 XI -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 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 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 XII -Suspension of the Bylaws

Section 1. These Bylaws may be suspended 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 XIII -Amendments

Section 1. Amendments to these Bylaws may be proposed by any five 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 approval of the Advisory Board, as provided in C-VI.7(b).

Bylaw XIV -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 of such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

Bylaw XV -Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on September 30, 1991.

They were last amended on March 15, 2018.

Signed

(President)

Signed

(Advisory Board Chair)