

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 at Birmingham and its School of Engineering as may apply to honor societies.

Section 3. In the event of conflict between the constitution and Bylaws of Tau Beta Pi Association, Inc., and the rules and regulations of the University of Alabama at Birmingham and/or its School of Engineering, the rules of the University of Alabama at Birmingham and/or the School 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. AGB-1, 4-Alabama Gamma Chapter Bylaw I, Section 4.

Bylaw II – Government and Officers

Section 1. The Chapter shall be composed of members chosen from eligible students and alumni on the basis of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-II and 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 as defined in Bylaw III, and only active undergraduate and graduate student members, as defined therein, shall have the privilege of voting on new members.

Section 3. The officers of the Chapter shall be a President, Vice President, Secretary, Treasurer, Social Chair, and Volunteer Coordinator, who shall be active members of the Chapter or a member of the faculty; and five alumnus advisors – one advisor representing each of the engineering disciplines – preferably elected from the faculty of the School of Engineering.

Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice President, Secretary, Treasurer, and four alumnus members of the Association. The Chair of the Advisory Board is the Chapter President.

Section 5. Alumnus members of the Advisory Board shall serve four-year terms, as specified in C-VII, 9(a). All other officers shall serve for one year or until successors are duly elected and installed.

Section 6. The duties of the officers shall be those 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 alternate delegate(s) shall be chosen from Chapter officers.

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 duties for which each is responsible. A copy of each list shall be placed in the Secretary's notes and in the President's Book.
- c. The 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, Chapter Bylaws, and such other materials as the Chapter may deem desirable.
- d. 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.
- e. The Secretary shall serve as Secretary of the Advisory Board.

Bylaw III – Membership

Section 1. A member in good standing shall be known as an active member; initiating members are considered active members until the conferral of his or her bachelor's degree. Once the bachelor's degree has been bestowed, the student will be known as a graduate student or alumnus member. Graduate Student and Alumnus Members shall be known as active members only if they desire.

Section 2. A member may be declared inactive by affirmative vote of five-sevenths of the Advisory Board if he or she fails to appear at mandatory meetings as specified in B-II and/or if he or she fails to complete a minimum of two service opportunities approved by the Volunteer Coordinator per semester. Inactive members shall become active upon receipt of a written petition signed by five-sevenths of the Advisory Board.

Section 3. The Secretary shall keep a record of all inactive members. Changes in member status will be reported to Chapter Headquarters within two weeks of any decision as specified in C-VII, 2(e). The National Office shall be informed of inactive members and disciplinary action will be taken as deemed appropriate by the National Office and the Chapter Advisory Board.

Section 4. The University of Alabama at Birmingham and Tau Beta Pi prohibits discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status or genetic or family medical history.

Bylaw IV – Meetings

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

Section 2. 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 3. 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 and for passing assessments on the members of the Chapter, a quorum shall be three-fourths of the active membership. For the election of officers, a 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 C-VII, 2(g), the President may appoint the chair and members of the following committees: Membership, Initiation, Program, and such other committees as the Chapter shall desire and establish.

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 VI – Election of New Members

Section 1. Election of new members shall be held in the Fall and/or Spring semesters as soon as possible after grades for the previous term become available.

Section 2. All provisions of C-II, C-III, and C-IV shall be strictly followed.

Section 3. Scholastically eligible graduate and undergraduate students in the following curricula shall be considered for membership in the Chapter: Biomedical Engineering, Civil Engineering, Electrical Engineering, Engineering Design, Mechanical Engineering, and Materials Engineering. Scholastically eligible graduate students pursuing Masters of Science and Doctorates in the following curricula shall be considered for membership in the Chapter: Biomedical Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering, Materials Engineering, Interdisciplinary Engineering, and

Advanced Safety Engineering and Management. Professional programs are not eligible to be considered for Tau Beta Pi induction.

Section 4. No student shall be considered more than once per semester as a junior or more than once per semester as a senior.

Section 5. Transfer students shall be eligible for consideration after the completion of one academic school year. Such students may be eligible after the completion of one semester after their registration, if the consent of five-sevenths of the Advisory Board is obtained.

Section 6. The Advisory Board of the Chapter shall determine the cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum.

Section 7. Chapter Officers 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-II, 2-6. Graduate and doctoral students shall only be considered for induction after the completion of one-half of their graduate course work.

Section 8. Exemplary Character Evaluation:

- a. The list of scholastically eligible candidates shall be sent to the Chairs of each Engineering department for review of good standing and exemplary character.
- b. The list of eligible candidates shall then be sent to the Chapter Officers for a second exemplary character review.
- c. Previous knowledge of potential members' character from active members and advisors shall be taken into consideration.

Section 9. Voting Procedures

- a. At the Election Meeting, the Eligibility Code shall first be stated. Election Meetings and Chapter Voting may be held directly or electronically.
- b. The election of senior candidates shall precede the election of junior candidates. Each name shall be presented in order of decreasing class rank for discussion and shall be voted on before the following name is considered.
- c. After all names have been considered and voted on, there may be a second individual ballot, 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.

Section 10. The President may direct the membership committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. If written letters of notification are sent, these letters should be signed by the President, addressed to the electees, and mailed within six 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 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-III, 7.

Section 14. The Chapter may assign additional duties to electees, subject to the provisions of C-VII,8(a).

Bylaw VII – Election and Installation of Officers

Section 1. The President, Vice President, Secretary, Treasurer, Social Chair, and Volunteer Coordinator shall be elected in the spring semester.

Section 2. Chapter officers shall appoint Chapter Advisors.

Section 3. Members with the intent to run for office shall inform the Chapter President and Secretary of their intent to run. The Secretary will compile a list and, in conjunction with the President, communicate the candidate selection with the Chapter Advisors to confirm their agreement of the candidates. A vote of three-fourths negative by Chapter Advisors shall revoke the nomination of a candidate, as determined by C-III,7(c)(1-2). Following acceptance, a ballot will be formed and only one candidate from each officer position shall be elected for a position in the upcoming term. An Election of Officers Meeting will be held by the outgoing officers to inform elected candidates and Chapter Advisors before informing the active members at the next Chapter meeting.

Section 4. The Election of Officers Meeting shall be held in the spring semester. Members can be polled regarding officer elections either directly or electronically. Officers-elect shall be installed at the next meeting following elections. 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 installation, each Officer-elect shall work closely with his or her officer counterpart to learn the duties and responsibilities of the office.

Section 5. 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 active members will drop the nominee that received the least number of ballots from further consideration until a majority vote is received.

Section 6. 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, dues, and the Chapter may vote pro-rate assessments. A majority vote of the student officers of the Advisory Board shall be required to change any fees or dues or to levy any assessment.

Section 2. The initiation fee for all initiates shall be \$90.00 payable in advance of initiation to the Chapter Treasurer. This amount covers the national initiation fee of \$45.00, an \$8.60 Convention assessment, and the operating expenses of the local Chapter.

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

Section 4. The Chapter's fiscal year shall be May 1 to April 30.

Section 5. 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 Services Form 9909.

Section 6. No part of the net earnings of the Chapter will inure to the benefit of, or be distributed to, members or officers of the Chapter or to any other individual.

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 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, excluding the Ritual – non-members of the Association may not inspect the Ritual.

Bylaw X – 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, as provided in B-IV,4.02.

Bylaw XI – Amendments

Section 1. Any three active members of the Chapter may propose amendments to these Bylaws. 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 four-sevenths affirmative vote of the Advisory Board.

Section 3. The corresponding Secretary shall send a copy of the Bylaws as amended, to the Chapter body within two weeks after an amendment is adopted.

Bylaw XII – Dissolution

Section 1. In the event of the 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©(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 XIII – Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on 09-05-2018

(Date)

They were last amended on 09-05-2018

(Date)

Signed Morgan Mitchell

(President)