

CHAPTER BYLAWS The

Tau Beta Pi Association

Alpha of Arkansas

June 2015

BYLAW I – GENERAL

Section 1. These bylaws shall govern the proceedings of this Chapter in all matters not specifically provided for in the National 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, Registered Student Organization, and the University of Arkansas as may apply to honor societies.

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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:

- A. President.
- B. Vice-President.
- C. Corresponding Secretary.
- D. Recording Secretary.
- E. Treasurer.
- F. Initiate Trainer.
- G. Program Chair.
- H. Publicity Chair.
- I. Service Chair.
- J. Graduate Coordinator.

who shall be active members, and an Advisory Board, consisting of the Chapter President, the Vice-President, the Corresponding Secretary, and four alumnus advisors elected by the Chapter, as specified in the National Constitution VI, Section 7.

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Section 2. Except for the members of the Advisory Board, the officers of this Chapter shall hold office for one year. Advisory Board members shall be elected each spring, to hold office for four years, in staggered terms (that is, in which only one of the four non-officer members is replaced each year).

Section 3. The Chapter President shall be the delegate to the national Convention. The Chapter officers shall be alternates in the order listed in Section 2.

Section 4. The duties of specific officers, in accord with National Bylaw V, Section 5.03 and Chapter provision, shall be as follows:

A. The President:

1. shall see that the other officers of the Chapter perform their duties in accordance with the Constitution and Bylaws of the Association and the Bylaws of the Chapter.
2. shall see that each officer and committee chairperson is informed of all specific duties for which each is responsible.
3. shall notify the Advisory Board of the time set for election of new members at least ten days in advance.
4. shall be a member, ex-officio (that is, by virtue of one's position), of all committees.

B. The Vice-President:

1. shall promote the advancement of the technical and professional education of the active members.
2. shall perform any and all duties of the president at such times when the president is absent or unable to fulfill them.
3. shall actively assist other officers in the performance of their duties upon their request.
4. shall be responsible for all arrangements concerning Initiation.
5. shall be a member, ex-officio, of the Initiation Committee.

C. The Corresponding Secretary:

1. shall send promptly in October each year to the Secretary-Treasurer of the Association lists of the names and post-office addresses of the officers, active members of the Chapter and of the eight members of the Advisory Board and to report promptly all changes in their membership which may occur during the year.
2. shall send to the Secretary-Treasurer of the Association the Report of Eligibility, the Report of Election, Catalog Cards, and the Report of Final Action.
3. shall send to the Secretary-Treasurer of the Association, immediately upon receipt of the proper form or after their election, a duplicate of the credentials for the delegate and alternate to the ensuing Convention.
4. shall furnish to the Secretary-Treasurer of the Association a copy of the Chapter's Bylaws, amended to date, with the written approval of the Advisory Board within two weeks of their adoption and amendment.
5. shall report to the Secretary-Treasurer of the Association such items of news and of interest as to honors received, offices to which members of the Chapter have been

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ected, and the like, and also any cases of discipline which might affect the standing of one or more members on the rolls of the Association.

6. shall carry on such other correspondence of the Chapter as the President may direct.
7. shall report to the Secretary-Treasurer of the Association any and all actions taken by the Advisory Board of the Chapter.
8. shall keep an accurate, up-to-date list of the names, mailing addresses, telephone numbers, e-mail addresses, serial numbers, and departments of all active members of the Chapter.
9. shall be a member, ex-officio of the Social Committee.

D. The Recording Secretary:

1. shall keep minutes for all business and officers meetings and shall post all business meeting minutes in the glass case across from Bell Engineering Room 273.
2. shall set up and correspond with all parties involved in the Fundamentals of Engineering (FE) exam review sessions each semester.
3. shall notify in a timely manner, with the assistance of the Membership Committee, all members as to the date, time, and place of all Chapter meetings and events by posting signs in Bell Engineering Center along with email and other social media.
4. shall keep the last year's copies of THE BENT and THE BULLETIN on hand for the benefit of all members of the Chapter.
5. shall circulate the Chapter roll sheet at regular meetings, track attendance of members and declare those members missing two consecutive meetings without written notice as inactive (see Bylaw VI, Section 6).
6. shall determine, from the Chapter roll sheet, the number of active members present at a meeting and declare whether or not a quorum is present, as defined in Chapter Bylaw II, Section 2.
7. shall distribute secret ballots, tally and record the results of both secret ballots and voting by a show of hands or performed online
8. shall be a member, ex-officio, of the Membership committee.

E. The Treasurer:

1. shall, within ten days after each Initiation, remit to the Secretary-Treasurer of the Association the stated amount of the initiation fee payable to the Association for each new initiate, as detailed in National Bylaw VII, Section 7.04.
2. shall use and follow the official bookkeeping system of the Association on standard forms furnished by the Secretary-Treasurer of the Association, except when the rules of the institution require that the Treasurer of a Chapter keep its financial accounts in a specified way and form.
3. shall for any candidate not initiated, refund or credit, as may be elected, the full amount of the remittance excepting the portion remitted to the Association, which is not refundable.
4. shall reimburse officers for all legitimate Chapter expenses upon presentation of a receipt.
5. shall be a member, ex-officio, of the Program committee.

F. Initiate Trainer:

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1. shall maintain an up-to-date file of all new initiates of the Chapter.
2. shall see that each initiate is provided with, for their permanent keeping:
  - a. an Initiate Calendar listing all required meetings.
  - b. a current Initiate Manual detailing membership requirements.
  - c. current copy of these Bylaws.
  - d. a current copy of "The Constitution and Bylaws".
  - e. a current copy of "Information about Tau Beta Pi".
3. shall ensure that any initiate failing to meet all membership requirements as outlined in the Initiate Manual, is not initiated.
4. shall ensure that all initiates submit their completed Boards and Bents at least one week prior to Initiation.
5. shall ensure that all initiate materials (including catalog cards, new Boards Bents, and all items mentioned in part 2 above) are in adequate supply and on hand before the Election meeting. The Initiate Trainer shall also ensure that all Initiation materials (seal brown and white ribbon, safety pins and so on) are in adequate supply and on hand at least two weeks before Initiation.

G. Program Chair.

1. Lead the program committee.

H. Publicity Chair.

1. Lead the social committee.

I. Service Chair.

1. Provide service events for the chapter.

J. Graduate Coordinator.

1. Work with graduate students in the chapter.
2. Provide advice to undergraduates pursuing a graduate degree.
3. Work as a liaison between graduate students and undergraduate students.

Section 5. The following duties shall be required of all officers:

- A. Attend all bimonthly officer meetings or notify another officer, preferably the President, by phone, text, email, etc.
- B. Perform committee duties as outlined above and in Chapter Bylaw V, Section 7.
- C. Construct a semester calendar of events at the first officers meeting and inform all active members of the Chapter (see Chapter Bylaw V. Section3).
- D. Attend Officer Installation, both as an incoming officer and as an outgoing officer. In addition, outgoing officers are to prepare a brief written report detailing their position (see Chapter Bylaw V, Section 3).

Section 6. The following duties shall be required of all members:

- A. Attend all meetings or give notice to President or Vice President beforehand, as covered in Chapter Bylaw VI, Section 6.

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- B. Notify Corresponding Secretary upon graduation or whenever a change occurs in name, mailing address, or phone number.
- C. Assure that each elected officer of the Chapter conscientiously performs their duties, as covered in National Bylaw V, Section 3 and Chapter Bylaw IX, Section 2.

Section 7. All members are urged, but not required, to involve themselves with one of the standing committees.

### BYLAW III – MEETINGS

Section 1. The following regular meetings shall be scheduled and held each semester:

- A. Bimonthly officer's meetings. The first meeting shall be held as early as possible in the semester. Its purpose shall be to plan regular meetings detailed in parts B-I below, and to construct a complete calendar of these events, including dates, times and tentative locations.
- B. Minimum of two business meetings.
- C. Smoker.
- D. Interviews and election of candidates.
- E. Service project.
- F. Board signing party, which may follow a business meeting.
- G. Officer elections each spring semester, which may follow Initiation.
- H. Officer Installation each spring semester, which may precede a social event.
- I. Social event.

Section 2. The complete calendar of events developed at the first officer's meeting shall be incorporated into a newsletter along with other pertinent information (officer names, phone numbers, e-mail addresses, Chapter news, and so on) by the officers and given to all active students, faculty, and alumnus members within the first two weeks of the semester.

Section 3. The first business meeting in part 1.B above shall be held within the first three weeks of the semester. Business meetings of the Chapter shall last no longer than one hour and fifteen minutes, unless extended by a three-fourths vote of all those present.

Section 4. Special meetings may be called at any time by the President, by any member of the Advisory Board, or upon written request to the President by five active members.

Section 5. The order of business for the business meetings (part 1.B above) shall be as follows:

- A. Circulation of Chapter roll sheet.
- B. Speaker, if so arranged by Program Committee.
- C. Reports of officers, if necessary.
- D. Reports of committees, if necessary.
- E. Unfinished business.
- F. New business.
- G. Split of membership into committees.

- H. Adjournment.
- I. Social activity, if so arranged by the Social Committee.

The order of business for the Smoker shall be as outlined in Chapter Bylaw VI, Section 6, for the Election of new members as outlined in Chapter Bylaw VI, Section 7, for Initiation as outlined in the Rituals of the Association, and for Installation as outlined in Chapter Bylaw IV, Section 5. Quorums shall be defined as follows:

Section 6.

- A. Majority of the active membership of the Chapter for:
  - 1. Consideration of routine business.
- B. Three-fourths of the active membership for:
  - 1. Election of new members.
  - 2. Changing the initiation fee or Chapter dues.
  - 3. Passing an assessment on the members of the Chapter.
  - 4. Amending the Chapter Bylaws.
  - 5. Approval or disapproval of a proposed amendment to the Constitution of the Association.
  - 6. Removal of officers for inexcusable absence or dereliction of duty.
- C. Two-thirds of the active membership of the Chapter for:
  - 1. Election of officers (see Chapter Bylaw IV, Section 3).
  - 2. Five members of the Board for an Advisory Board meeting.

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Section 7. The active membership of this Chapter shall consist of all undergraduate and graduate members, either by Chapter initiation or by transfer (see National Constitution VI, Section 1 and National Bylaw VI, Section 6), all graduate student members and all alumnus members assume the responsibilities of active membership as detailed in Chapter Bylaw II, Section 6. The requirement of graduate students and alumni submit in writing their desire to be fully active in Chapter affairs shall be waived upon their assuming said responsibilities.

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- Section 8.
- (a) An active member shall become inactive if he or she misses two consecutive events without written notice in the Tau Beta Pi mailbox (third floor of Bell Engineering Center), unless the reason is illness or another cause deemed good and sufficient by the Recording Secretary (see Chapter Bylaw II, Section 6).
  - (b) An active member shall become inactive upon withdrawal from college or because of illness or accidental disability lasting over two months. On returning to college, the member shall immediately become active.
  - (c) An active member will become inactive by the affirmative vote of five-sevenths of the Advisory Board or as provided in the chapter's Bylaws. Such a member will be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board.
  - (d) Chapters should report the number of members affected and the reason for their change of status to the Executive Director of the Association within two weeks of the Advisory Board's decision.

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An inactive member will be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board (see National Bylaw VI, Section 6.06).

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Section 9. At the President's discretion, a relaxed Robert's Rules of Order shall be used to run meetings efficiently. Otherwise, strict Robert's Rules shall be the parliamentary guide of the Chapter in all matters not covered in the Constitution and Bylaws of the Association nor in these Bylaws.

#### BYLAW IV – ELECTION OF OFFICERS

Section 1. Every active member returning to school for the next academic year shall be eligible to hold an office. Officers shall be elected in the spring and shall serve for one year. Outgoing officers shall relinquish their position and incoming officers shall assume the same at Installation (see Chapter Bylaw V, Section 1).

Section 2. At the time of election, nominations from the floor shall be made by any of the active members present.

Section 3. 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 (see Chapter Bylaw V, Section 1.). If no nominee receives a majority vote 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 become vacant between the regular elections, a special election shall be held at the next regular meeting to fill any vacancies created thereby. Nominations will be from the floor. The officer(s) elected at that time shall take office immediately and serve until the next regular election. Notice of the special election must be displayed at least one week prior to election.

Section 5. The Chapter Officer Installation procedure shall be employed to install the new officers and shall proceed under leadership of the Chapter Advisor, as follows (see National Bylaw V, Section 1):

- A. A brief meeting of the outgoing and incoming officers, as a group, shall be held, to discuss general administrative problems and the relation of each officer to the others.
- B. Officer Transitions shall immediately follow the meeting and transfer positions from outgoing officers to incoming officers in this order:
  1. Graduate Coordinator
  2. Service Chair
  3. Publicity Chair
  4. Program Chair
  5. Initiate Trainer
  6. Treasurer
  7. Recording Secretary.
  8. Corresponding Secretary.
  9. Vice-President.

10. President

C. Each Officer Transition shall consist of:

1. Recognition of the outgoing officer by the chair.
2. Delineation of officer duties by outgoing officer as described in National Bylaw V, and Chapter Bylaw II, Sections 4 and 5.
3. Verbal presentation by outgoing officer of his or her previously prepared written report outlining procedures and potential concerns particular to his or her position.
4. Introduction by outgoing officer of his or her successor.
5. Presentation of office materials by outgoing officer to incoming officer. These materials include those that may be brought conveniently to Installation, a written list of exact locations of all materials not brought to the meeting, and the written report.
6. Turning the floor back to the chair by outgoing officer.

D. Additional points relative to certain offices which shall be observed are:

1. The Treasurer shall have prepared in advance any forms necessary to the transferring of chapter funds to the new Treasurer such as bank account signature cards.
2. The Corresponding Secretary shall include completed, sample copies of Reports of Eligibility, Election and Final Action, as well as a duplicate, accurate list of active members, their mailing addresses, phone numbers and graduation date to be distributed to his or her successor and the new Recording Secretary.

E. At the conclusion of Installation, the Chapter Advisor shall turn the chair over to the new President who shall conduct the remainder of the meeting in the usual way.

BYLAW V – COMMITTEES

Section 1. At the first business meeting of each semester, members shall volunteer for and appoint a chair for the following standing committees:

- A. Membership.
- B. Initiation.
- C. Program.
- D. Social.

With the exception of the Program Committee, whose chair remains the Vice-President (see Chapter Bylaw V, Section 7).

Section 2. At the split of the membership committees during the first business meeting (see Chapter Bylaw III, Section 5.G.), the President shall circulate and inform each committee chairperson of their specific duties and responsibilities as outlined below.

Section 3. The duties of specific committees shall be as follows:

The Membership Committee:

1. shall exist to provide information about and promote Tau Beta Pi among non-members, as well as keeping members informed on Chapter happenings and fostering their pride in the Chapter.
2. shall establish contact with freshmen in introductory engineering classes, speaking briefly about the purpose, requirements, objectives and events of the Association, distributing brochures and bookmarks and promoting the home page of the Chapter on the Internet.
3. shall construct and maintain the home page of the Chapter that includes chapter history, semester schedule, officers, purpose, requirements, objectives, and other pertinent information.
4. shall keep contents of glass case (across from Bell Engineering Room 273) current and informative, including semester schedule, meeting minutes, pledge class photographs, home page as, and so on.
5. shall make and post signs in Bell Engineering advertising Chapter events.
6. shall design, order and sell member t-shirts, hats, sweatshirts, key chains, decals, and other fund-raising items if desired.
7. shall photograph noteworthy Chapter events, including Initiation and all social functions, using the photographs as needed to promote the Chapter.

B. The Initiation Committee:

1. shall exist to guard the character of the Chapter by leading Election in such a way that all candidates are subjected to thorough scrutiny and careful consideration, to assist the Cataloger with the mechanics of the Initiation process and to mark initiates in a fitting manner.
2. shall develop and use inquiries in order to examine, as best as is possible, a candidate's character or lack thereof, especially with respect to honor, truthfulness, loyalty and self-discipline. These questions are to be utilized on the Recommendation forms and as standard and alternate questions during Election.
3. shall lead Election by directing questions to candidates, pursuing meaningful responses and prompting discussion of candidates.
4. shall prepare and help distribute letters, on Chapter letterhead, of eligibility, notification of Election and Decline of Election (rejection).
5. shall assist the Vice-President in finding appropriate and tasteful locations for the Smoker and for Initiation, and by taking other measures that ensure a significant and meaningful Initiation ceremony for initiates.
6. shall distinguish new members by publishing their names, along with congratulations for the Chapter, in *The Traveler*, as soon as possible after Initiation.

C. The Social Committee:

1. shall exist to draw members together in close true friendship, to establish and perpetuate long-standing Chapter traditions, and to affirm the regenerative worth of play and rest in a person's life.
2. shall seek and take actions that encourage individual members to increase their knowledge of and deepen their admiration for fellow members.
3. shall research, create and perpetuate significant social events, one each in the Fall and Spring semesters, to be observed annually by the Chapter. The events are to have a name and theme and to include meaningful tradition and activity, with the fall function being the more formal occasion of the two events.
4. shall strive to provide at each social event an environment marked by relaxed, light-hearted playfulness rather than stiff, affected pretense.
5. shall, for each social event, book locations, plan activities, purchase food, drinks and supplies, set up beforehand, clean up afterwards and handle other related details.

D. The Program Committee:

1. shall exist to advance the technical and professional expertise of active members, to accelerate accomplishment of Chapter projects, to strengthen the Chapter by innovation worthwhile projects, to designate awards at the Chapter level, and to pursue awards at the National level.
2. shall recruit and schedule effective speakers or programs for business meetings and Chapter events, including a strong video presentation for the Smoker.
3. shall launch, direct and complete both fund-raisers (such as t-shirt sales) and service projects (such as Habitat for Humanity involvement).
4. shall act as the forefront of the Chapter by exploring creative project options.
5. shall declare Chapter awards as detailed in Chapter Bylaw X.
6. shall, when applicable and desirable, apply for these National awards: Outstanding Advisor Award, Standard of Excellence Award for Alumni, Greater Interest in Government Grant, Secretary's Commendation, Chapter Project Award, R.C. Matthews Outstanding Chapter Award, and the R.H. Nagel Most Improved Chapter Award.
7. shall identify and assist Chapter members who are possible candidates for a Fellowship, and, if possible, nominate one or more members for Laureate status.
8. shall develop and execute a strategy encouraging election of graduate, alumnus and eminent engineer candidates, as provided in Chapter Bylaw VI, Section 14.

Section 4. The officers and standing committees interface in the following way:

- A. The President shall be a member, ex-officio, of all committees.
- B. The Vice-President shall be the chair of the Program committee and a member, ex-officio, of the Initiation Committee.
- C. The Corresponding Secretary shall be a member, ex-officio, of the Social Committee.
- D. The Recording Secretary shall be a member, ex-officio, of the Membership Committee.
- E. The Treasurer shall be a member, ex-officio, of the Program Committee.

Section 5. Each of the four alumnus advisors shall be assigned to one of the standing committees at the discretion of the Advisory Board.

#### 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 list of eligible students is received from the Dean's office. No prospective member shall be discriminated against because of race, sex, color, religion, age or national origin.

Section 2. The eligibility requirements for prospective members are:

- A. The Juniors and Seniors who meet all the other eligibility requirements will be ranked in order of their grade point averages at the University of Arkansas. The top 1/8 of the Junior class and the top 1/5 of the Senior class are eligible for membership.
- B. A student's grade point average shall be calculated from all courses taken at the University of Arkansas (including all non-engineering classes).
- C. A student shall be classified a Junior if he or she has completed at least 66 semester hours which can be applied to an engineering degree. To be classified a Senior, a student must have completed a minimum of 99 engineering curriculum hours.
- D. Transfer students shall be eligible for consideration after completing two semesters of full-time residence at the University of Arkansas. Two full-time Summer sessions of six weeks each shall count as one semester's residence.
- E. Undergraduate and graduate students in the following curricula are eligible for membership: Biological Engineering, Agricultural Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Environmental Engineering, Industrial Engineering, Mechanical Engineering, and Transportation Engineering.

Section 3. 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. This will particularly be true when considering the grade point averages of transfer students while they were attending other schools.

Section 4. The Chapter may elect to specify scholastic requirements higher than those stated in National Constitution VIII and Chapter Bylaw VI, Section 2.A..

Section 5. The Cataloger and Initiate Committee shall prepare and distribute to all eligible candidates a letter of eligibility on Chapter letterhead signed by the President, and invitation to the Smoker, a persona data form and general information about the Association and the Chapter. The personal data form is to include an area indicating the candidate's interest or lack of interest in membership and their intent to attend the Smoker or not. Candidates shall be requested to return the personal data form to the Chapter mailbox on the third floor of Bell Engineering Center before the Smoker or to bring it with them to the event.

Section 6. The purpose of the Smoker is to provide candidates with more knowledge of the requirements, objectives and activities of the Association and an opportunity to meet active members. It shall include:

- A. Welcome to candidates.
- B. Verbal and /or visual (i.e. video, slide) presentations about the Association.
- C. Distribution of Recommendation forms and Active Members List to candidates.
- D. Set up of Personal Interviews of candidates.
- E. Collection of any personal data forms not yet turned in.
- F. Open time for candidates and members to get acquainted.

Recommendation forms shall be composed of questions designed to determine whether the candidate demonstrates the character required in The Eligibility Code. The forms are to be given by candidates to active members (undergraduate, graduate, alumni or faculty) familiar with them. The active members shall be asked to complete the forms and return them confidentially, without candidate scrutiny, directly to a closed envelope in the Chapter mailbox. Personal Interviews are to be arranged in consecutive periods of 10-15 minutes per candidate, which should include time for discussion and voting.

Section 7. Election shall be composed of private Personal Interviews with each candidate seeking membership, followed by voting. The process shall be as follows:

- A. The candidate is to be informed that he or she is honor-bound not to disclose questions asked of them in the Interview to other candidates or non-members.
- B. The candidate is to verbally present a prepared written statement outlining his or her desire to join the Association. The statement is then submitted to the Initiation Committee.
- C. Questions are to be directed to the candidate to ascertain whether he or she possesses the necessary character. These inquiries are to include standard questions asked of all candidates and alternating questions, both led by the Initiation Committee, followed by questions from any active member.
- D. The candidate is to be instructed that he or she will be contacted by letter and is then dismissed.
- E. Members are to discuss the candidate.
- F. The completed Recommendation forms are to be reviewed and with further discussion finalized.
- G. Members are to vote by secret ballot for or against each candidate. At least three-fourths of the active members must be present to constitute a quorum. Each candidate must be elected by at least a seven-eighths affirmative vote of those present (see Chapter Bylaw III, Section 6.B.1.).

H. Parts A – G are repeated until all candidates have been considered, at which time there shall be a second individual ballot taken in the same order for each candidate who failed election on the first ballot. No candidate who fails election on the second ballot shall be considered further unless 25% or more of the voting members present so request. No candidate who fails election on the third ballot shall be considered again at this Election (See national Bylaw VI, 6.03).

- Section 8. The President shall direct the Initiation Committee to have sufficient letters of notification of Election and Decline of Election (rejection) on Chapter letterhead prepared in advance of the Election meeting. These letters shall be signed by the President, addressed to the electees, and mailed within twenty-four hours of the end of the Election meeting.
- Section 9. 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 10. At the first initiate meeting, 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 11. Whenever an electee refuses initiation for financial reasons, the Advisory Board shall be notified of the fact, as required by National Constitution VIII, Section 10a.
- Section 12. 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 as specified in National Bylaw VII, Section 7.01. They shall also be required to read the Constitution and Bylaws of the Association and these Bylaws.
- Section 13. This Chapter may assign additional duties to electees, subject to the provisions of National Bylaw VII, Section 7.02.
- Section 14. Election of suitable alumnus and eminent engineer members shall be encouraged by this Chapter, under the direction of the Program Committee, as outlined in Bylaw VI, Section 3.

#### BYLAW VII – RECORDS AND EQUIPMENT

- Section 1. All permanent records of the Chapter shall be kept accurate and up-to-date (see National Bylaw VI, Section 6.02).
- Section 2. The initiation equipment shall be maintained in good order and in a secure manner by the 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 Officer Installation (see Chapter Bylaw VI, Section 6.07.).

Section 4. 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 and Initiation equipment may not be inspected by non-members of the Association.

#### 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 total active membership shall be required to change any fees or dues or levy and assessment. Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning the change in the amounts of these dues and assessments.

Section 2. The specific amount to be charged as the Initiation fee shall be set during the first business meeting in the fall semester of each year. The Initiation fee shall include the national initiation fee and the National Convention assessment. It shall be paid in advance of Initiation.

Section 3. There shall be at all times a balance of at least \$100.00 in the Treasury, except with the approval of the Advisory Board for additional expenses.

Section 4. In any year in which B-Funds are desired, shortly after the spring election of officers, a committee composed of incoming and outgoing Presidents and Treasurers shall prepare an operating budget for the coming year. This budget shall be submitted to the Chapter for approval by a majority vote. Any additional expenses not provided for by the budget must be approved by the Chapter with these exceptions: the Treasurer shall be authorized to settle assessments by the Tau Beta Pi Association.

Section 5. Within one month of the election of new officers at least one member of the Advisory Board shall audit the Chapter's Books.

#### BYLAW IX – 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 the dedicated members of the Chapter to accomplish its necessary business in a manner not inconvenienced or encumbered by a possible lack of interest upon the part of a few members.

Section 2. Any member who is reported in writing to the Executive Council upon majority vote of the active members of the Chapter and of its Advisory Board as having continued and inexcusable absence from the meetings of the Chapter, as not attending to assigned or elected duties to the Chapter, as being morally delinquent, as inexcusably failing to meet financial obligations to the Chapter, or for other just cause after a fair trial, may be suspended or expelled by the Executive

Council and the member's official badge and certificate recalled, as provided in the National Constitution IX, Section 5a.

- Section 3. Any officer shown as having repeated and unjustifiable absence from the meetings of the Chapter or failing to perform his or her elected duties as enumerated in National Bylaw V, Section 5.03, shall be removed from office upon a three-fourths vote of the active members of the Chapter.

#### BYLAW X – AWARDS

- Section 1. The Chapter, at the direction of the Program Committee, shall make an award to the outstanding member of the spring semester sophomore class and to the outstanding non-officer member.

#### BYLAW XI – AMENDMENTS

- Section 1. These Bylaws may be amended by a three-fourths vote of the total active membership of the Chapter, subject to the approval of the Advisory Board, as provided in the National Constitution VI, Section 5. Proposed amendments must be submitted to the Chapter at least one week before the voting. Absentee ballots may be used if necessary.