

**The By-Laws of**

**TβΠ**

**Tau Beta Pi**

**Engineering Honor Society**

**California Alpha-Alpha Chapter**

**California State University, Chico**

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**Article I - Name**

Tau Beta Pi California Alpha-Alpha (also herein called the “Society”) is the collegiate chapter for California State University, Chico representing Tau Beta Pi: The Engineering Honor Society National Organization. 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. Tau Beta Pi Engineering Honor Society is the only academic honor society that confers recognition on eligible individuals from all engineering disciplines.

## **Article II – Charter**

Tau Beta Pi California Alpha-Alpha's By-Laws and actions must adhere to and follow the Mission, Creed, and Goals of the Tau Beta Pi Association.

### **Section 1 - Goals**

The goal of Tau Beta Pi California Alpha-Alpha chapter is to create a community of students and professionals with distinguished scholarship and exemplary character to promote ethical engineering practices within our respective disciplines. Through this society, we aim to assist students and alumni in their professional and personal development while positively impacting our community.

### **Section 2 - Creed**

The Tau Beta Pi Association creed is *Integrity and Excellence in Engineering*.

### **Section 3 - Mission Statement**

The mission statement of the Tau Beta Pi Association is

- (a) Recognize those who have conferred honor upon their Alma Maters by distinguished scholarship and exemplary students in engineering, or by their attainments as alumni in the field of engineering;
- (b) Provide leadership and professional development training for engineering students and alumni members;
- (c) Promote lifelong alumnus member involvement.

## **Article III - Governance of the Society**

Tau Beta Pi California Alpha-Alpha Chapter governance and By-Laws must be in accordance with all Tau Beta Pi Associate's National By-Laws, California State University requirements, and California State University, Chico requirements.

### **Section 1 - Use of By-Laws**

Subject to the Tau Beta Pi Constitution and the By-Laws of the Society, the Society shall have full control of its individual affairs and may enact By-Laws for its own guidance in all matters not herein fully set forth.

### **Section 2 - Chapter Recognition**

Official Recognition of a student organization requires a minimum of:

- (a) Five (5) CSU students who are currently enrolled in at least one class.
- (b) Up to a maximum of twenty (20) percent of the members of a student organization may be individuals who are not CSU students, e.g., community members, or students at other colleges.
- (c) Only students enrolled at the CSU, Chico campus may vote on issues that come before the student organization. (Chancellor's Executive Order 1068)
- (d) No campus shall recognize any student organization, which discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, veteran status, citizenship, sexual orientation, or disability.

### **Section 3 - Advisory Board**

The Advisory Board shall act as an advisory and judiciary committee to determine the advisability of major actions taken or proposed by the Society, which may be referred to it by a majority vote of the Society, or brought before it by the petition of a minority of the same, or on its own initiative. All changes to the By-Laws of the Society must be submitted and approved by the Advisory Board before going into effect. The Advisory Board must approve any such action or change by a majority vote.

The Advisory Committee must include:

- (a) President
- (b) Vice-President
- (c) Recording Secretary
- (d) At least one and up to 3 Advisors.

#### **Section 4 - Meetings**

The Society may arrange for and hold meetings as it desires with the requirement of 3 meetings each academic semester:

- (a) Officer Elections
- (b) Orientation Meeting
- (c) Electee Meeting.

#### **Section 5 - Contingency**

In cases of inactiveness of the Tau Beta Pi California Alpha-Alpha Chapter, the previously elected advisors will nominate an Interim President until a chapter charter is either reestablished or reactivated. Should the previously elected advisors be unavailable approval must be granted from the Dean of the College of Engineering, Computer Science, and Construction Management.

## **Article IV - Officers and Committees**

The Officers of Tau Beta Pi California Alpha-Alpha Chapter must follow all requirements in **Article V - Membership** and uphold the mission statements and values of the Tau Beta Pi Associate.

### **Section 1 - Required Officers**

The required Officers of Tau Beta Pi California Alpha-Alpha must be:

- (a) President
- (b) Vice-President
- (c) Recording Secretary
- (d) Corresponding Secretary
- (e) Treasurer

### **Section 2 - Officer Roles**

Their roles shall be described below and is up to discretion to change annually per  $\frac{2}{3}$  vote of the Advisory Board:

#### **(a) President**

The President is the agent, leader, and ensures that the officers perform their duties in accordance with Society Bylaws, Tau Beta Pi Association Constitution and Bylaws and CSU, Chico Associated Students Bylaws and governance.

The President must be a current member for at least one semester prior to being eligible to be elected.

#### **(b) Vice Presidential Duties:**

They shall fulfill the duties of the President in their absence and assist with club duties.

#### **(c) Treasurer Duties:**

The Treasurer must keep an accurate record of past and future chapter expenditures. They must also be responsible for all financial matters and submitting the end-of-year financial report should it pass in their term. They will manage both the School and Chapter Financial Accounts. The treasurer shall assist with the Initiation Chair to ensure that Initiation Fees are paid by new initiates. The Treasures is responsible for maintaining the Chapter's financial records and collecting initiation fees and remitting the portion payable to the Association within two weeks after each initiation.

#### **(d) Recording Secretary Duties:**

They shall be responsible for keeping meeting minutes and the roll and record books.

(e) **Corresponding Secretary Duties:**

They shall be responsible for submitting all reports to TBP National Headquarters by the required deadline.

**Section 3 - Election**

There shall be a minimum requirement of one annual election of the Society's officers to take place prior to commencement in May.

**Section 4 - Removal**

Removal of an Advisory Board Member or any other elected leader shall be decided through an official appeal made to the advisory board or anonymously made to an elected Advisor. The appeal shall include reasoning and documentation as to why this decision shall occur.

To remove an Advisory Board Member or any other elected leaders, a two-thirds majority vote with three-fourth of the active members present must occur.

**Section 5 - Vacancy**

Should an Advisory Board Member be removed, relinquished, or vacated from their respective position, the President shall appoint an interim officer until a special officer election can be held at the Society's earliest convenience.

Should a Non-Advisory Board Member be removed, relinquished, or vacated from their respective position a special officer election can be held at the Society's earliest convenience.



## **Article V - Membership**

Tau Beta Pi California Alpha-Alpha Chapter will prohibit illegal discrimination based on age, race, religion, color, national origin, gender, sexual orientation, gender identity and/or gender expression, marital or veteran status, and physical or mental impairment.

### **Section 1 - California State University Mandated Requirements**

- (a) Students must be matriculated and enrolled at a California State University campus and maintain a minimum overall 2.0-grade point average per term. The student must be in good standing and must not be on probation of any kind.
- (b) Undergraduate students must earn six (6) semester units per term while holding office.
- (c) Undergraduate students are allowed to earn a maximum of 150-semester units
- (d) Graduate and credential students must earn three (3) semester units per term while holding office.
- (e) Graduate and credential students are allowed to earn a maximum of 50 semester
- (f) Students holding more than this number of units will no longer be eligible for a minor student government office. (Chancellor's Executive Order 969)

### **Section 2 - The Tau Beta Pi Association Initiation Requirements (Active Students)**

- (a) There are two categories of membership: current active members and alumni.
- (b) All members shall be elected and initiated by the Society.
- (c) The election of all members shall be by secret ballot and by a three-quarters vote of the active undergraduate members of the Society.
- (d) To be eligible for election as an undergraduate in engineering, the candidate shall be a student pursuing one of the regular, undergraduate, engineering, day curricula of the university. These curricula shall be Civil, Computer, Electrical, Mechanical, and Mechatronic Engineering or Computer Science. Students pursuing equivalent curricula in the evening (night) school may be eligible for election after a five-sevenths favorable vote of the Advisory Board.
- (e) No Student shall be initiated into membership during a summer session or if they are yet required to do more than seventeen months or less than one week of strictly academic work before their scheduled time for graduation in engineering.

- (f) A student who is scholastically in the upper eighth of the junior class at the beginning of the junior year of their undergraduate engineering curriculum shall be eligible for election at that time.
- (g) A student who is scholastically in the upper fifth of the senior class at the beginning of the senior year of his/her undergraduate engineering curriculum shall be eligible for election at the beginning of the first and second semesters of the senior year of their curriculum.
- (h) In computing one-eighth and one-fifth of the enrollment of the regular junior and senior classes, any fraction shall be rounded to the next integral value. If the lower limit of the one-eighth or the one-fifth of the enrollment falls within a group of students who have the same G.P.A., all such names shall be considered.
- (i) Members elected from a certain class who drop back to a later class, shall not be counted with the later class, nor in the quotas therefrom, when computing the quotas for purposes of the election.
- (j) Special students and those who are not candidates for an engineering degree shall not be counted in determining the enrollments or the numbers who are eligible for election.
- (k) During any period when the length of the curriculum is being changed by the faculty, the Advisory Board shall have the power to modify temporarily the provisions of the above paragraphs.
- (l) The cases of students whose eligibility is in doubt because of irregular standing or curriculum shall be referred to the Advisory Board for the determination of the terms and times of eligibility.
- (m) For the purpose of this article, G.P.A. and scholastic ranking shall be computed strictly on the basis of courses taken at CSU, Chico. In addition, units obtained by examination, unless graded according to quality, shall not be considered in computing the G.P.A. "Incompletes" shall not be considered or counted.
- (n) To be eligible for election as an undergraduate in engineering, the candidate must have completed at least twelve units in the College of Engineering, Computer Science, and Technology at CSU, Chico.
- (o) In determining the eligibility of undergraduate students transferring from other institutions, only their records made at CSU, Chico shall be considered and counted.
- (p) Undergraduate students transferring from other institutions shall not be eligible for election until the third regular election after their initial registration. A student may be eligible at the second regular election after their initial registration provided the consent of a majority of the Advisory Board is obtained and they meet the other requirements for election.

- (q) In considering candidates for election, the initiation committee shall first obtain from the registrar alphabetical listings of the names of students in the junior year and students in the senior year of the college of engineering.
- (r) To be considered a junior, a student shall have completed at least 60 units, 42 of which must be major required coursework (meaning general education does not count towards the 36 units)
- (s) To be considered a senior, a student shall have completed at least 90 units, 63 of which must be major required coursework (meaning general education does not count towards the 63 units)
- (t) The upper eight and fifth of a class shall be determined by the relative G.P.A. based upon the net number of regular engineering students enrolled in the junior and senior classes at the time of the election.
- (u) One or more failures in a person's undergraduate record shall not prevent his/her consideration and election.

### **Section 3 - The Tau Beta Pi Association Initiation Requirements (Alumni)**

- (a) A graduate of this university may be elected to membership if they were:
  - (1) Graduated before the establishment of the Society and would have been eligible for membership had the Society existed prior to their graduation;
  - (2) Eligible as an undergraduate but was overlooked, rather than considered and rejected, or was eligible under Section 2 but was not considered because of the scholastic rules of the Society at that time;
  - (3) Elected when they were an undergraduate but declined membership at that time for financial or other reasons;
  - (4) Considered as an undergraduate but was rejected for reasons judged proper by the Society at that time; a candidate may be elected under this subsection only by a seven-eighths favorable vote of the active membership of the Society or a five-sevenths vote of the Advisory Board.
- (b) (b) To be eligible for election to membership under this Section, a candidate must be actively engaged in the engineering profession; they must be a person of character, ability and integrity; they must have a continuous record of intellectual activity and of attachment in engineering; they must be a person such as an undergraduate member might be expected to become.
- (c) (c) The qualifications with regard to active engagement and attainment in engineering as specified in Section 3(b) need not be required of candidates who otherwise are eligible under Section 3(a)(1).

#### **Section 4 - No Non-Compete Clause**

Membership in any other society, fraternity, or association shall not debar a candidate from election to membership.

#### **Section 5 - Initiation**

- (a) Initiation requirements shall be determined by the initiation committee.
- (b) While electee duties for the initiates are permissible, they shall be limited to tasks and duties which are a test of a candidate's intellectuality and mentality rather than their physical strength and endurance, and shall not consume an inordinate amount of time (not require more than ten hours, any additional hours is voluntary) of a student, to the detriment of their required university work. Physical violence, offense to dignity or decency, and public exercise which will make the candidate look ridiculous shall not be permitted. If these requirements are not met then the member is no longer active. To become an active member again a person must plead their case to the Advisory Board and obtain a five-sevenths vote. So long as said person is an active member, they shall be required to pay to the Society all dues, assessments, and fines payable by the active members of the Society.
- (c) The initiation of members shall be conducted by the President of the Society, or by a member of the Advisory Board, or by an alumnus/alumna member, designated by the President. The electees shall be informed of their status by invitation to an initiation meeting.
- (d) As part of the initiation ceremonies, each initiate shall sign the roll book of the Society, giving their full name and permanent address. Each sheet of the roll-book shall have as a caption the pledge to support the Constitution, By-Laws, and the ideals of the Tau Beta Pi Society. These electees shall be serially numbered from the establishment of Tau Beta Pi.
- (e) Every member shall be given a certificate of membership, a key, and a copy of the Constitution and By-Laws.
- (f) Joint dinners, luncheons, dances, and similar activities with other organizations may be held where it has been formally decided by the Society and the Advisory Board to be desirable. Joint initiation ceremonies with other associations, fraternities, sororities, or societies shall not be held.

#### **Section 6 - Mistaken Eligibility**

If an ineligible person is initiated by error or mistake, the evidence in the case shall be referred by the President, or by the officials of the Society, to its Advisory Board, for its judicial decision as to whether or not the person is said to have been ineligible shall be considered and accepted as a member.

### **Section 7 - Removal of Membership**

Should a member of Tau Beta Pi California Alpha-Alpha chapter break the California State University Mandated Requirements in **Article V - Section 1** or California State University Chico's Student Conduct, Rights, and Responsibilities as deemed by California State University Chico, they shall be immediately removed as an active member of Tau Beta Pi California Alpha-Alpha Chapter.

## **Article VI - Advisor**

### **Section 1 - Advisor Requirements**

- a) There should be a minimum of three advisor members.
- b) Advisors are elected for four-year terms with two advisors up for elections every other spring semester.
- c) Faculty and alumni of the College of Engineering, Computer Science, and Technology at CSU, Chico and are members of Tau Beta Pi Association are eligible for the role of advisor.
- d) Advisors shall be elected by a simple majority upon election or re-election.

**Article VII -Alcohol**

The organization Tau Beta Pi California Alpha-Alpha attests that we will adhere to all laws regarding alcohol, including, but not limited to, supplying alcohol to minors and having any alcohol on campus premises. Our organization will be in compliance with any and all applicable laws of the state, county, and city.

## **Article VIII - Amendment Process**

Ratification to the Tau Beta Pi California Alpha-Alpha Chapter's By-Laws requires at minimum 2 Advisor Board Members and 5 active members present for a voting quorum.

### **Section 1 - Proposals**

Amendments to the Constitution can be proposed by any active member or advisor of the Tau Beta Pi California California Alpha-Alpha.

### **Section 2 - Ratification Approval**

Approval for ratification occurs by

- a) Three-Fourths favorable vote of the active members present

OR

- b) Five-Sevenths vote of the Advisory Board.



## **Article IX – Dispersal of Assets**

### **Section 1 - In-Voluntary Dispersal**

In the event of California State University, Chico's requirement of disbandment AND/OR remaining financially inactive for 3 academic years, Tau Beta Pi California Alpha-Alpha Chapter must comply with California State University Chico's Student Organization Financial Handbook regarding disbursement of association funds in the school bank account.

### **Section 2 - Voluntary Dispersal**

In the event of a voluntary disbandment, Tau Beta Pi California Alpha-Alpha Chapter must comply with California State University Chico's Student Organization Financial Handbook regarding the disbursement of association funds in the school bank account. Note that in this case a request can be made to the Student Organization Financial Coordinator to donate the remaining monetary assets to a specified student organization or outside 501(c)3 nonprofit organization.

### **Section 3 - Dispersal of Off-Campus Association Account**

In the event of disbandment, the funds from the Tau Beta Pi California Alpha-Alpha Chapter off-campus account shall be donated to the Tau Beta Pi Association (Headquarters).