

BYLAWS OF THE CALIFORNIA ALPHA 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 California at Berkeley and of its College of Engineering and College of Chemistry 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 California at Berkeley and/or its College of Engineering and/or its College of Chemistry, the rules of the University of California at Berkeley and/or the College of Engineering and/or its College of Chemistry shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of 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) CAB-I, 4 = California Alpha Chapter Bylaw I, Section 4.

Bylaw II - Government and Officers

Section 1. The Chapter shall be composed of members chosen from among eligible students and alumni on the 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 as defined in C-VI, 1, and only active undergraduate and graduate-student members, as defined therein, shall have the privilege of voting on new members and on the amounts of the initiation fee, dues, fines, and assessments. A student may become inactive only under the provisions of B-VI, 6.05. A student may be declared "temporarily inactive" for the

purposes of conducting official business by a four-sevenths vote of the Advisory Board and a majority of all elected officers (both present and non-present). Such a “temporarily inactive” student is reactivated by a four-sevenths vote of the Advisory Board and a majority of all elected officers (both present and non-present) when the official business is completed.

Section 3. The officers of this Chapter shall be a President, first Vice President, second Vice President, Recording Secretary, Corresponding Secretary, Cataloguer, and a Treasurer, who shall all be active members of the Chapter, and who shall make up the Executive Committee of the Chapter; and four Alumnus advisors, preferably elected from among the faculty of, or the graduate students enrolled in, the College of Engineering. The Cataloguer shall also serve as the second Vice President. Additional officer positions and their duties shall be established as needed by the student officers listed above.

Section 4. The members of the Advisory Board of the Chapter shall be those defined in C-VI, 7. The Chapter President shall act as Chairman of the Advisory Board. A quorum of the Advisory Board is defined in CAB-III, 9.

Section 5. Alumnus members of the Advisory Board shall serve four-year terms, as specified in C-VI, 7. The Treasurer and Corresponding Secretary shall serve one year terms. All other officers shall serve for one semester 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 CAB-II, 3. The order shall extend into additional officers in the order that those officers were chosen.

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

a. The President shall see that each officer and/or project leader 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.

b. The Recording Secretary shall see that each candidate accepting election receives copies of The Constitution and Bylaws and Eligibility Code of The Tau Beta Pi Association, Information about Tau Beta Pi, this chapter's Bylaws, and such other materials as the Chapter may deem desirable.

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

d. The President and Vice Presidents 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.

e. The President shall cooperate with the Directors of Tau Beta Pi District 15 and shall encourage the Chapter members to participate in the District's activities.

f. The vice-presidents must inform the candidates before the initiation ceremony that the initiation ritual and motto must be kept secret.

Section 9. Active membership for a semester shall be defined as having attended a minimum of 5 events in that semester.

Section 10. For the purposes of determining the number of active members needed for quorum in a semester, the number of enrolled members in that semester who had active in the prior semester shall be used.

Bylaw III - Meetings

Section 1. A meeting shall be called in the Fall and Spring semesters for the purpose of electing officers.

Section 2. There shall be a minimum of eight other required meetings during the year: two introductory meetings, two for the election of candidates, two for final candidate review, and two for electee initiation; there shall be one of each aforementioned type of meeting in both the fall and spring semesters.

Section 3. Special meetings, taking place no sooner than 72 hours before notification, 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. Notification must arrive 72 hours in advance by mail, e-mail or phone using the most recent contact information submitted to 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 Chapter officers (and advisors) shall meet once a week starting within three weeks of the beginning of the fall semester, and continuing throughout the year in order to organize Chapter activities.

Section 6. Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 7. Business meetings, other than the Election Meeting and Final Candidate Review Meeting, shall last no longer than two hours, unless extended by an affirmative vote of three-fourths of the active members present.

Section 8. 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 9. 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.

Section 10. Advisory Board Meetings must be held at least once a year to discuss general health of the chapter and approve or disapprove proposed bylaw amendments in accordance with C-VI,7(b).

Meetings shall be held on UC Berkeley campus unless otherwise provided by the board. The meeting may be held by conference telephone, electronic video screen communication, or other communications equipment.

Participation in a meeting through use of conference telephone constitutes presence in person at that meeting so long as all board members participating in the meeting are able to hear one another. Participation in a meeting through use of electronic video screen communication or other communications equipment (other than conference telephone) constitutes presence in person at that meeting if all of the following apply:

- a. Each Advisory Board member participating in the meeting can communicate with all of the other Board members concurrently;
- b. Each board member is provided means to participate in all matters before the board, including capacity to propose or interpose objection to a specific action being taken.

Bylaw IV - Election and Initiation of New Members

Section 1. Election of new members shall be held in the Fall and Spring semesters as soon as possible after the eligibility list becomes available.

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

Section 3. Scholastically eligible students in the College of Engineering and in the College of Chemistry are qualified for membership in the Chapter.

- a. Eligible undergraduate students shall be those of any of the approved programs in the College of Engineering and the Chemical and

Biomolecular Engineering major of the College of Chemistry. Approved programs within the College of Engineering include Bioengineering, Civil and Environmental Engineering, Electrical Engineering and Computer Science (*), Computational Engineering Science, Environmental Engineering Science, Engineering Physics, Industrial Engineering and Operations Research, Manufacturing Engineering, Materials Science and Engineering, Mechanical Engineering, Nuclear Engineering, Energy Engineering, as well as the Engineering Undeclared program(**). Engineering Mathematics and Statistics students are not eligible for membership in Tau Beta Pi.

b. Eligible graduate students shall be those registered within the College of Engineering or part of the Chemical Engineering Department (***)

c. Members will be chosen and accepted without discrimination on the basis of race, religion, color, national origin, sex, sexual preference, age, or

handicap. Further, members will not, as part of their initiation procedure, or at any other time, engage in hazing as defined by California State Law (+).

d. As stated in C-VIII, 2, students may be considered eligible for admission into Tau Beta Pi if they are Juniors or Seniors as determined by the requirements of the College of Engineering at the particular school. Class standing at the University of California, Berkeley (UC Berkeley) is defined as follows (per Title IX, Section 800 of the General Regulations of the UC Berkeley Academic Senate): a Junior is a person who has completed 60 or more units toward a degree program, and a Senior is a person who has completed 90 or more units toward a degree program. The UC Berkeley College of Engineering and the College of Chemistry also accept and employ this rule in determining class standing. This judgment is reasoned as follows:

1.) The engineering curricula in UC Berkeley's College of Engineering are fluid and flexible. Classes are not required to be taken in a particular order and no "junior only" or "senior only" classes exist.

2) Many engineers, especially those seeking admission to Tau Beta Pi, advance quickly into upper-division coursework before their junior year due to AP credits and/or community college classes. These students have already reached a high level of academic performance equivalent to junior or senior work as underclassmen.

For the CA-A chapter, class standing shall be determined in the same manner, consistent with university regulations.

Section 4. Transfer students shall be eligible for membership per C-VIII, 2 (k).

Section 5. The cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum shall be determined by the Advisory Board of the Chapter.

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

Section 7. The President shall periodically consult with the senior faculty member of the Advisory Board to determine the names of graduate students, alumni, faculty members, and others who may be eligible for membership under the provisions of C-VIII, 3-6. If no member of the Advisory Board is a faculty member, then the President shall consult with an appropriate faculty member.

Section 8. Exemplary Character Evaluation

a. The Vice Presidents shall establish a set of requirements and deadlines for the purposes of character evaluation. These requirements are subject to a two-thirds approval from the Chapter members.

b. Scholastically eligible candidates shall be contacted inviting them to attend an introductory meeting at which the Chapter officers shall explain the purpose of Tau Beta Pi, requirements for membership, and answer any

questions. At this time, candidates that wish to be considered for election shall be given a questionnaire to complete by a specified date.

c. After the specified deadline date the Chapter membership shall review a list of all eligible candidates and formulate a recommendation on each candidate.

d. At the election meeting the Chapter membership shall vote on the above recommendations with the understanding that the election of candidates can be revoked at the Final Candidate Review Meeting. A three-fourths vote of active members present is required to elect a candidate.

Section 9. Voting Procedure

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

b. The names of eligible candidates will be submitted to the Chapter membership.

c. If any active member has a question about any of the candidates, that candidate's name shall be removed from the group and considered separately.

d. A Chapter vote shall be taken on the remainder of the group.

e. Each candidate removed from the group and/or candidates who did not receive a favorable recommendation from the membership committee shall be considered separately after all groups have been voted on. Each name shall be presented for discussion and voted on before the following name is considered.

f. After all names have been considered and voted on, there shall be a second individual ballot for each candidate who failed election on the first ballot.

g. No candidate who fails election on the second ballot shall be considered again unless 25% of the members present so request it.

h. No candidate 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. 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 official notification; likewise, no candidate shall be informed of the details of the vote, especially concerning the personal matters discussed at the time of voting.

Section 11. At the first meeting of electees, the President shall explain the requirements, objectives, and activities of the Association and of the Chapter. Those electees desiring to accept election shall formally state their acceptance by returning the appropriate forms to the President.

Section 12. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10 (a).

Section 13. Each electee shall be required to complete the requirements set forth by the Vice Presidents in CAB-IV, 8a. Satisfactory completion of the requirements will be determined at the Final Candidate Review Meeting.

Section 14. A Final Candidate Review Meeting shall be called at the end of each Fall and Spring semester to evaluate each electee. At this meeting, an individual's status as an electee may be revoked by a three-fourths affirmative vote under the provisions of B-VI, 6.04 if it is found that the individual in question has failed to satisfactorily complete the requirements specified at the beginning of the term or has shown his or her character to be deficient in any other manner.

Bylaw V - Election of Officers

Section 1. The President, Vice Presidents, Recording Secretary, Cataloguer and any additional officers shall be elected in the fall and spring semesters. The Corresponding Secretary, Treasurer, and an alumnus member of the Advisory Board shall be elected in the spring.

Section 2. Nominations for officers shall be made from the floor at the Election of Officers Meeting.

Section 3. The Election of Officers Meeting shall be held within two weeks after initiation in both the fall and spring semesters. The Chapter Officer Installation Procedure given in the President's Book shall be employed to install the new officers. During the period following the election until the installation, each officer-elect shall work closely with his or her officer counterpart to learn the duties and responsibilities of the office. Transfer of financial records between the past and newly elected Treasurer is contingent upon the completion of the outgoing Treasurer's financial report as required by CAB-VI, 6.

Section 4. 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.

Section 6. Resignations must be submitted to the Chapter President in writing. The resignation shall become effective 7 days from the date of submission unless the resignation is rescinded. The position of the resigning officer shall then become vacant.

Section 7. An officer may be removed for misconduct (e.g., negligence) by the three-step process described in this section.

- a. Indictment. The Executive Committee shall have the power to draft indictments and approve them by a vote of at least two thirds (2/3) of the size of the quorum. For the purposes of indicting an officer, quorum shall consist of the entire Executive Committee. If the officer being considered for indictment is a member of the Executive Committee, he or she shall be excluded from the Executive Committee for the indictment, trial, and appeal proceedings. An indictment shall list the reason(s) the officer should be removed, including specific instance(s) of misconduct.
- b. Trial. The Executive Committee shall appoint a Prosecutor. The indicted officer shall have the opportunity to defend himself or herself.

The President shall preside at the trial as an impartial Judge. If the President is being indicted, or is unable to serve as Judge, then the first Vice President shall serve as Judge instead. If the indicted officer accepts neither the President nor the Vice President as Judge, then the indicted officer must select an Advisor to serve as Judge subject to approval by the Executive Committee. If the indicted officer does not make a selection within seven calendar days of being notified of the indictment, the Executive Committee shall select an Advisor other than the Chief Advisor to serve as Judge. The Judge shall set fair trial procedures, including, but not limited to, setting and adjusting time limits.

The indicted officer shall stand trial at the next regularly-scheduled officer meeting that is at least seven calendar days after a Judge and a Prosecutor have been selected. If the indicted officer is unable to attend the scheduled trial, he or she must notify the Judge at least 48 hours before the scheduled trial, and the Judge must provide three alternative times for the trial from which the indicted officer must select one. If the indicted officer is not present at the trial, he or she shall be tried in absentia.

The Prosecutor and the indicted officer shall be allowed to present evidence, call witnesses, cross-examine witnesses, and challenge evidence during the allotted time.

Upon the expiration of the allotted time (as determined by the Judge), the indicted officer and the Prosecutor must leave the room. The officer corps shall then debate the case and vote. The Judge, the Prosecutor, and the indicted officer are ineligible to vote. Quorum for the trial shall consist of three quarters (3/4) of the current officers who are eligible to vote. An affirmative vote of at least two thirds (2/3) of the eligible officers present shall be necessary to convict.

- c. Appeal. If convicted, the officer shall have seven calendar days to submit a written appeal to the chapter's Chief Advisor. The Chief Advisor shall notify the Prosecutor of the appeal and provide a copy thereof. The Prosecutor shall then have seven calendar days to submit a written

- response to the Chief Advisor. If the Chief Advisor denies the appeal, the convicted officer is removed and his or her position is vacated. A successful appeal can be overturned within fourteen calendar days by an affirmative vote of at least four fifths (4/5) of the total number of officers, excluding the Judge, the Prosecutor, and the convicted officer. If the appeal is overturned, the convicted officer is removed and his or her position is vacated. If the officer corps does not overturn the appeal within fourteen calendar days, the successful appeal stands.
- d. Double jeopardy. An officer may not be indicted or tried more than once for the same instance(s) of misconduct.

Bylaw VI - Finances

Section 1. The expenses of the Chapter shall be borne by initiation fees, project revenues, and by such dues and pro-rata assessments as may be voted on by the Chapter. A three-fourths vote of the active membership shall be required to change any fees or dues, or to levy any assessment. Within one week, the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of any changes in amounts of the Chapter's initiation fee, dues, or assessments.

Section 2. The initiation fee for all initiates shall be \$64.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of \$32.00, the national Convention assessment of \$7.00, and the operating expenses of the local Chapter. An additional fee, of no more than \$40.00, from all new initiates and members is required to attend the end of the semester banquet.

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

Section 4. There shall be at all times a balance of at least \$1000.00 in the Chapter treasury.

Section 5. The Treasurer submits a budget to be approved by the majority of all elected officers at the beginning of the semester. Modifications to the budget require a majority vote of all elected officers.

Section 6. Budget expenditures shall be made by check, signed by the Treasurer, or by the President, or by the Head Advisor. Cash expenditures may

be made subject to approval of the Advisory Board. Any non-budget expenditures requires a majority vote of all elected officers.

Section 7. Immediately following the end of the academic year, the outgoing Treasurer shall prepare a financial report to be presented to the Treasurer-elect and the Advisory Board.

Section 8. No part of the net earnings of the Chapter will go to the benefit of, or be distributable to, members or officers of the Chapter or to any other individual.

Bylaw VII - 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 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 VIII - 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 IX - 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 and by a four-sevenths affirmative vote of the Advisory Board, as provided in C-VI, 5.

Bylaw X - Amendments

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

Section 2. These Bylaws may be amended by a three-fourths affirmative vote of the active membership of the Chapter, subject to the approval of the Advisory Board, as provided in C-VI, 7(b).

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

Bylaw XI - 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 XII - Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on April 22th, 2013.

They were last amended on April 17th, 2013.

Signed Pritha Hait
(President)

Signed Dennis K. Lieu
(Chief Advisor Advisory Board Chair)

Notes:

*) The phrase "Electrical Engineering and Computer Science" refers to the major in the College of Engineering that is commonly referred to as EECS for short. It does not include the similarly titled major in the College of Letters and Sciences called Computer Science, which this Chapter does not consider an engineering major.

**) Engineering Undeclared students in the College of Engineering are considered to be within Engineering Science.

***) The graduate curriculum has many programs within each department and they are continually being updated and altered. This makes it difficult to list every single graduate program available and keep that list up to date.

+) This clause is required by UC Berkeley.