

Bylaws of the California Epsilon Chapter of  
The Tau Beta Pi Association Incorporated

**Bylaw I: Authority and Restrictions**

Section 1. Authority. The authority for the establishment of this, the California Epsilon Chapter of the Tau Beta Pi Association Incorporated (hereinafter referred to as “the Chapter” and “the Association”, respectfully), rests with the Chancellor of the University of California, Los Angeles (hereinafter referred to as “the University”) and the Association.

Section 2. Restrictions of the Association. These bylaws shall govern the proceedings of the Chapter in matters for which provision has not been made in the Constitution or the Bylaws of the Association.

Section 3. Restrictions of the University. The Chapter shall conform to the rules and regulations of the University.

**Bylaw II: Officers**

Section 1. Officers. The elected officers of the Chapter shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer, a Cataloger, an Historian, four alumnus advisors, and any other officers deemed necessary by the Executive Board. In addition, there shall be appointed officers and committee chairs designated in accordance with Bylaw II, Section 6, as the need arises.

Section 2. Terms of Office. The term of office of an alumnus advisor shall be four years, and that of a Chapter officer, two quarters. The term of office for the President and Vice President shall be one year.

Section 3. Concurrent Offices. No member shall hold concurrently more than one office in the Chapter.

Section 4. Installation. The installation of new officers shall occur one week after their election. Bylaw V, Section 5.01 of the Association Bylaws should be consulted with respect to the procedure for installation.

Section 5. Election Procedure.

(a) Times of Election. It is suggested that officers serving for the winter-spring term be elected at an officer election meeting held within the last four weeks of fall quarter, and that officers serving for the summer-fall term be elected at an officer election meeting held within the last four weeks of spring quarter. When necessary, alumnus advisors shall be elected at one of the above meetings.

(b) Nominations. Nominations for new officers may be submitted to the President during the week preceding the officer election meeting. In addition, nominations from the floor may be made during the meeting.

(c) Election. A quorum for the officer election meeting shall consist of 50% of the active membership of the Chapter (as defined by Bylaw III, Section 1). Election shall be declared by simple majority of a secret ballot, and proceedings shall be conducted by the outgoing President. The President shall cast a marked ballot for each election, but it shall only be counted in a tie-breaking situation. If no nominee receives a majority of votes on the first ballot, a second ballot shall be taken between the top two nominees. If after the second ballot a nominee has not received a majority of the votes (due to write-in candidates), a third ballot shall be taken with ballots counted only for the two designated candidates. In the event of a tie between the two nominees, either on the second or third ballot, the President's previously marked ballot shall be counted as the deciding vote.

Section 6. Appointment Procedure. If in the course of a President's term of office the need arises for an appointed officer or committee chair, suggestions for the appointment shall be solicited from the membership by the President. From these suggestions the President shall appoint the new officer, subject to approval by the members present at a regularly scheduled officer meeting.

Section 7. Impeachment. Impeachment proceedings may be instigated against an elected officer upon the written request of 25% of the active membership or 50% of the alumnus advisors. A trial date shall be set by the President or, if he or she is the defendant, by the Vice-President at a time within two weeks of the presentation to him of the instigating document. Notification of the trial time shall be made to all members at least one week before the trial. Three-quarters of the active membership must be present at the trial, where the presiding officer shall be the President, or, if he or she is the defendant, the Vice-President. A vote for impeachment of two-thirds of the total active membership is necessary for impeachment.

Section 8. Vacancies. If any office other than the Presidency becomes vacant between regular elections, the President shall make an appointment to the office in the same manner as outlined in Bylaw II, Section 6. The Presidency shall be filled by the Vice-President, and the Vice-Presidency, by appointment.

Section 9. Duties. The principal duties of the officers are outlined in Article VI, Section 6 and Bylaw V, Section 5.03 of the Constitution and Bylaws of the Association. Additional duties of the officers shall be set forth in the California Epsilon President's Book.

### **Bylaw III: Chapter Membership**

Section 1. Active Membership. An active member shall be defined as an undergraduate or graduate member who has been designated as a chapter officer or has participated in a quarter long program for at least one quarter during the past academic year and has participated in the planning and execution of at least one chapter activity during that quarter.

Section 2. Maintaining active status as an alumnus or graduate member. Active members may continue their active membership beyond graduation by stating in writing their desire to remain fully active in chapter affairs. The obligations of such members shall be identical to those of undergraduate active members.

Section 3. Exceptions. In the event that a member must be absent from a general meeting, he or she must state in writing the reason for such absence and submit it to the President or Secretary at least one week prior to meeting. The acceptability of the excuse will be ruled upon at the following officer meeting, each officer having a vote. An excuse shall be called "unacceptable" if five officers vote it invalid. The member shall be notified of the outcome; and in the event an excuse is voted invalid, the case will be referred to the Advisory Board for further action.

Section 4. Inactive Status.

- (a) Definition. A member that is not considered active under Sections 1, 2, or 3 is an inactive member.
- (b) Procedure for rendering a member inactive.

(i) If a member has not stated his or her intention to attend a general meeting or submitted an excuse which has been ruled as being acceptable, the Advisory Board shall vote on whether or not to declare a member inactive. A five-sevenths vote of the Advisory Board will be sufficient to declare a member inactive.

(ii) In accordance with the Association's Bylaw VI, Section 6.05(c), written notification of a member's change in status shall be made to the Secretary-Treasurer of the Association within two weeks of the Advisory Board's decision.

(iii) An inactive member may be readmitted to active status in the Chapter by following the procedure outlined in the Association's Bylaw VI, Section 6.05(b).

#### **Bylaw IV: Meetings**

Section 1. General Meetings. General meetings of the Chapter shall be chaired by the President, or in the case of his absence, by the alternate chair selected according to the order of Bylaw II, Section 1. Meetings shall be held at times convenient to the greatest part of the active membership. Active members shall be notified of the meeting times early in the officers' term.

Section 2. Officer Meetings. Officer meetings shall be held once a week while classes are regularly in session, and shall be open to all active members. All members present at an officer meeting are entitled to vote, except when special voting restrictions are imposed by the Chapter or by the Constitution and Bylaws of the Association.

Section 3. Candidate Election Meetings. Candidate election meetings shall be held twice during a President's term in accordance with Bylaw VI, Section 3(b).

Section 4. Officer Election Meetings. Officer election meetings shall be held twice during a President's term in accordance with Bylaw II, Section 5(c).

Section 5. Advisory Board Meetings. At least one Advisory Board meeting shall be held during the officers' term. A minimum of three of the four alumnus advisors and all student Advisory Board members must be present at the meeting, which may be conducted in lieu of an officer meeting. This meeting should take place early in the officers' term. The meeting is to be held so that the officers may present to the advisors

plans and programs for the forthcoming term, and so that the advisors can make suggestions and recommendations.

### **Bylaw V: Committees**

Section 1. Committees. In addition, committees may be created as deemed necessary by the President of the Chapter. Chairs of these committees are to be appointed in the manner outlined in Bylaw II, Section 6. Possible special committees could include those dealing with Office Maintenance, Publicity, and/or Bylaws Revision. In the event that the nature of a special committee is such that it develops a permanent status, it may be transformed into a standing committee by amending these Bylaws according to Bylaw VIII. The chair of the new standing committee shall become an elected office in subsequent terms.

### **Bylaw VI: Election of New Members**

Section 1. Time of Election. Election of new members shall be held twice during a President's term of office.

Section 2. Eligibility. Eligibility of undergraduates, graduate students, alumni, and eminent engineers for membership must be determined according to Article VIII, Sections 2, 3, 4, 5, 6, and 7 of the Constitution. Student candidates must be enrolled in an eligible curriculum administered by the School of Engineering and Applied Science at the University. Eligible curricula include Bioengineering, Chemical Engineering, Civil Engineering, Environmental Engineering, Computer Science, Computer Science and Engineering, Electrical Engineering, Materials Engineering, Materials Science and Engineering, Mechanical Engineering, Aerospace Engineering, and Manufacturing Engineering. In addition, the following Chapter eligibility requirements shall be imposed:

- (a) Undergraduates. No undergraduate shall be eligible for membership if he or she has less than a 3.00 out of a possible 4.00 grade point average. Furthermore, an undergraduate must have completed at least 28 quarter units at the University to be considered for membership.
  
- (b) Graduate Students. A graduate student must have been in residence at the University for a minimum of two quarters to be considered eligible for membership.

Section 3. Procedure. The following procedure shall be observed for election of members:

(a) Candidate Evaluation.

(i) Undergraduates. At the onset of the quarter preceding the election of new members, the officer board shall determine the method by which undergraduate candidates are to demonstrate exemplary character. Suggested methods include an essay and/or a signature project. An appropriate topic for the essay shall be chosen each term by the members of the Chapter. In addition, optional projects which may also determine exemplary character could include a Candidate Introduction Meeting (with the general membership in attendance) and Candidate Interviews. In order to satisfy the Association's Bylaw VII, Section 7.03, an examination shall be administered to each candidate which should demonstrate knowledge and understanding of the Constitution and Bylaws of the Association and the Tau Beta Pi Information Booklet.

(ii) Graduate Students. There are two required projects intended to demonstrate a graduate student's exemplary character, those being an essay as described previously and an interview with an officer on the Executive Board. The topic of the essay may differ from the one for undergraduates, depending on its suitability for graduate students. The Advisory Board interview shall be conducted so that a recommendation concerning election may be made to the general membership. In order to satisfy the Association's Bylaw VII, Section 7.03, graduate students also shall be required to take the aforementioned examination. In addition, they must submit a resume of academic and professional achievements so that the information may be relayed to Nation Headquarters in accordance with Constitution Article VIII, Section 3.

(iii) Alumni and Eminent Engineers. Candidates for election as alumni or eminent engineers shall be required to submit a resume of academic and professional achievements to the Advisory Board. In addition, the candidate must be favorably recommended for membership by at least one alumnus member of the Association. An evaluation of the candidate's credentials shall be made by the Advisory Board, and five-sevenths approval of his candidacy must be obtained before consideration by the Chapter's membership can take place.

(b) Candidate Election Meeting. After the above evaluation procedures have been completed for undergraduate, graduate student, alumnus, and eminent engineer candidates, they must be voted upon at a candidate election meeting. At this meeting the following procedure will be followed:

- (i) Officers will submit any concerns they have regarding any candidates to the Executive Board.
- (ii) The Executive Board will meet with a committee of relevant officers and members to discuss the election of said candidate.
- (iii) If any candidate fails to be elected he or she will be given a second ballot in accordance with the Association's Bylaw VI, Section 6.03-2.

(c) Revocation of Election. After a candidate (undergraduate, graduate student, alumnus or eminent engineer) has been elected, but prior to initiation, the candidate's election may be revoked. Revocation of election shall take place at a meeting convened at the discretion of the Executive Board where three quarters of the officer board must be present. Any active member may present evidence regarding the candidate's violation of eligibility requirements set forth in the constitution and bylaws. Present members will vote via secret ballot. A vote for revocation by two-thirds of the total active membership is necessary for revocation.

## **Bylaw VII: Finances**

Section 1. Expenses and Initiation Fee. The expenses of the Chapter shall be borne by the initiation fee which is hereby established to be \$100.00, payable prior to the initiation unless special arrangements are made with the President and Treasurer (see the Association's Bylaw VII, Section 7.04). This fee shall include all Association assessments and the cost of one initiation banquet ticket. Two-thirds approval of the officer board is required to change the amount of this fee. Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of any changes made in initiation fees.

Section 2. Expenditures. Expenditures shall be made from petty cash or by checks signed by the Treasurer or President. All requests for reimbursement should be accompanied by a receipt and should be submitted to the Treasurer. The Treasurer

shall keep records of expenditures, both by check and from petty cash, and should enter them in the Chapter Ledger.

Section 3. National Convention Expenses. The Chapter is authorized to send one active member as the official delegate to the National Convention. The Chapter may send a secondary representative, who must also be an active member, if the expenses incurred by that representative are in part covered by the Association (see Association Bylaw 1, Section 1.06(b)) and there are sufficient Chapter funds to cover the remaining expenses. The current Chapter President shall appoint the official delegate. The president of the preceding term shall appoint the secondary representative.

Section 4. Operating Budget. Early in the officers' term an operating budget shall be submitted to the Executive Board for recommendations and suggestions. This budget need not be all-inclusive, and additional expenses may be included as deemed necessary by the President.

### **Bylaw VIII: Chapter Bylaws Revision**

These Bylaws may be amended by two-thirds vote of the total active membership of the Chapter, subject to the approval of the Advisory Board. Proposed amendments shall be submitted to the Chapter in a scheduled meeting at least one week before the voting. Absentee ballots may be used if necessary. These Bylaws may be suspended only with written consent of a majority of the Advisory Board (see Constitution Article VI, Section 5). New Chapter Bylaws shall be approved by a two-thirds vote of the Chapter membership.

### **Bylaw IX: Reading of Bylaws**

All electees shall be required to read these Bylaws before their initiation.

Note: The copy of The Constitution and Bylaws and Eligibility Code of the Tau Beta Pi Association Incorporated, to which the above references are made, is that dated 1977.

These bylaws were initially submitted to the Chapter membership for approval on April 25, 1978. Revisions were made in 1981, 1985, 2004, 2014 and 2015.