



Report of Bylaws Amendment for Collegiate Chapters

Fiscal Year

A chapter's fiscal year should be listed in the bylaws. Provide the location (bylaw, section, page) and the start and end dates for the fiscal year.

Bylaw: _____ Section: _____ Page: _____

Fiscal Year Start: _____ Fiscal Year End: _____

Exemplary Character Evaluation Procedure

The Tau Beta Pi Constitution (Art. III, Sec. 1(a)) requires each chapter to include its exemplary character evaluation procedure to be listed in its bylaws. This procedure is subject to approval by the Executive Council. Provide the location (bylaw, section, page) of this procedure.

Bylaw: _____ Section: _____ Page: _____

Signatures

We, the undersigned chapter officers, certify that the information included on this report and the copy of the bylaws provided is an accurate version of the chapter's bylaws as approved by the chapter and its Advisory Board.

President's Signature

President's Printed Name

Date

Chief Advisor's Signature

Chief Advisor's Printed Name

Date

Amendment Overview / Changes Made

Summarize the changes made to the chapter's bylaws since its last version.

BYLAWS OF THE CALIFORNIA ETA 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 San Jose State University and of its School of Engineering 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 San Jose State University and/or its School of Engineering, the rules of San Jose State University and/or the School of Engineering shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

Section 4. Abbreviated references herein to the Constitution and Bylaws of the Association and to the various Bylaws of this document shall be made in the form illustrated by the following examples:

- a. C-VI, 1—National Constitution Article VI, Section 1.
- b. B-V, 5. 02 – National Bylaw V, Section 5. 02.
- c. P01, - National Policy 1
- d. CEB-I, 4—California Eta 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-VII, 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 fees, dues, fines, and assessments. A student may become inactive only under the provisions of C-VII. Note the CEB-VII,12 automatic inactivation clause.

Section 3. The officers of this Chapter shall be a President, Vice President, Recording Secretary, and Corresponding Secretary, who shall be active members of the Chapter; a Treasurer who may be an active member of the Chapter or a member of the faculty; and four alumnus advisors.

Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumnus members of the Association. The Chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

Section 5. Alumnus members of the Advisory Board shall serve four-year terms, as specified in C-VI, 7. 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 CEB-II, 3.

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

- a. The President shall be an exofficio member of all committees.
- b. The President shall see that each officer and committee chair 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.
- c. The Recording Secretary shall see that each candidate accepting election receives copies of the Constitution and Bylaws and The Eligibility Code of The Tau Beta Pi Association, Information About Tau Beta Pi, these Bylaws, and such other materials as the Chapter may deem desirable.
- d. The Corresponding Secretary shall notify each active member and Advisor of the time, place, and purpose of each Chapter meeting at least one week in advance of the meeting.
- e. The Corresponding Secretary shall serve as Secretary of the Advisory Board.
- f. The President and Vice President 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.
- g. The President shall cooperate with the Director of Tau Beta Pi District 15 and shall encourage the Chapter members to participate in the District's activities.

BYLAW III – Meetings

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

Section 2. The following regular meetings shall be scheduled and held once in the Fall and once in the Spring semesters: Discussion of Election Procedures, Election of Candidates, Initiation of Electees, and one general meeting of a social, literary, or technical nature.

Section 3. Special meetings may be called at any time by the President, any alumnus member of the Advisory Board, or upon written request to the President by one-fifth (20%) of the active members of 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 first meeting of each semester shall be held within two weeks of the start of the semester.

Section 6. The officers shall present a complete calendar of the regular meetings of the Chapter for the semester to the active members for their approval no later than the second meeting of the semester.

Section 7. Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 8. Business meetings, other than the Election Meeting, shall last no longer than two hours, unless extended by an affirmative vote of three-fourths of the active members present. The order of business at these meetings shall be as follows:

- a. Roll Call
- b. Minutes of the previous meeting
- c. Reports of officers
- d. Reports of committees
- e. Unfinished business
- f. New business
- g. Adjournment

Section 9. 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 10. The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for the semester. The minutes of each Advisory Board meeting shall be read at the following regular meeting of the Chapter. Additional meetings of the Board may be called by any of its members or upon written request to the Chair of the Board signed by one-fifth(20%) of the active members of the Chapter.

Section 11. 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 12. An active member will become inactive if he or she misses two consecutive meetings without notice, unless the excuse is illness. An inactive member will be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board) (see B-V, Section 10).

BYLAW IV – Committees

Section 1. Subject to the provisions of B-V, 5.02, the President shall appoint the chair and members of the following committees: Membership, Initiation, Program, Social Activities, and such other committees as the Chapter shall desire and establish. Appointments shall be made at the next Chapter meeting following each initiation of new members.

Section 2. As early as possible after committee appointments are made the President shall provide each committee chair with a list of his or her specific duties and responsibilities.

Section 3. Each committee chair shall make a report on the progress of his or her group's activities at each Chapter meeting.

BYLAW V – Election of New Members

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

Section 2. All provisions for C-II shall be strictly followed.

Section 3. Scholastically eligible students in the following curricula and with the associated level shall be considered for membership in the Chapter:

Undergraduates: Aerospace Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Industrial and Systems Engineering, Materials Engineering, Mechanical Engineering, Software Engineering

Graduates: Aerospace Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Industrial and Systems Engineering, Materials Engineering, Mechanical Engineering, Software Engineering.

Section 4. Junior students shall be considered to be those who complete 60 credit hours or more. Senior students shall be considered to be those who complete 90 credit hours or more.

Section 5. Transfer students shall be eligible for consideration at the third regular election after their registration. Such students may be eligible at the second regular selection after their registration, provided the consent of five-sevenths of the Advisory Board is obtained

Section 6. 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 7. A student will not be scholastically eligible until a minimum of 15.0 semester units of Science/Engineering have been completed. An overall grade-point-average of 3.5 for juniors, 3.2 for seniors and graduate students, or requirements stated in C-VIII, whichever is higher, shall be used to determine scholastic eligibility.

Section 8. The membership committee shall periodically consult with the chairs of the various engineering departments to determine the names of graduate students, alumni, faculty members, and others who may be eligible for membership under the provisions of C-VIII, 3-6.

Section 9. Exemplary Character Evaluation

- a. A list of scholastically eligible candidates shall be circulated to selected faculty members of Tau Beta Pi. The faculty shall be asked to make recommendations on candidates they know and also to suggest persons who may have been overlooked.
- b. Letters shall be sent to scholastically eligible candidates inviting them to sign up for participation in one of the Chapter's projects/activities.
- c. A member of the membership committee shall serve as candidate participation coordinator for each of the projects/activities available for candidate participation.
- d. Each of the candidates shall be required to participate actively in a project to receive further Chapter consideration.
- e. Projects that involve physical violence, offense to dignity or decency, and/or public exercises that make the candidate ridiculous in any way are strictly prohibited.
- f. At the election meeting the membership committee shall make recommendations based on the candidates' participation in their assigned projects.

Section 10. Voting Procedures

- 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 in groups by the membership committee along with the committee's favorable recommendation for each candidate in the group. The size of the groups shall be determined by the membership committee.

- c. If any active member has a question about any of the candidates in a group, that candidate's name shall be removed from the group (purged) and considered separately.
- d. A Chapter vote shall be taken on the remainder of the group.
- e. Each candidate removed from a group and candidates who did not receive 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 further unless 25% of the members present so request.
- 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.
- i. Anyone eligible under Constitution Article III must be elected by an affirmative vote of at least 3/4 of the active chapter membership eligible to vote thereon, who are present and voting affirmatively or negatively, except as provided for in Constitution Article III, Sec. 3(a). In each case the total affirmative vote must be a majority of the active chapter membership eligible to vote thereon. In computing these ratios, any fraction 1/2 or greater shall be counted as a whole number.

Section 11. The President shall direct the membership committee to have sufficient letters of notification of election prepared in advance of the election Meeting. These letters should be signed by the President, addressed to the electees, and mailed within six hours of the Election Meeting.

Section 12. 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 13. 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, in writing, in a letter addressed to the President.

Section 14. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisor Board, as required by C-VIII, 10(a).

Section 15. 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 and/or the writing of an essay, as specified in B-VII, 7.01. They shall also be required to read the Constitution and Bylaws of the Association and these Bylaws. The same person who, as a candidate, participated in a project or activity in the Chapter's character-measurement procedure need not now, as an electee, be required to take part in another project or activity in order to meet the requirements of the national Bylaw.

Section 16. The Chapter may assign additional duties to electees, subject to the provisions of B-VII, 7.02.

BYLAW VI – Election and Installation of Officers

Section 1. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, and an alumnus member of the Advisory Board shall be elected in the spring semester.

Section 2. Nominations for officers shall be made by two nominating committees appointed by the President. Each committee shall nominate one candidate for each Officers' Meeting. Additional nominations may be made from the floor at the Election of Officers Meeting. Reports of the nominating committees shall be made at a regular, rescheduled Chapter meeting, or by mail to the active members, at least one week prior to the Election of Officers Meeting.

Section 3. The Election of Officers Meeting shall be held at least six weeks prior to the end of the Spring semester. Officers-elect shall be formally installed at the last meeting of the Spring semester. The Chapter Officer Installation Procedure 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 an audit as required by CEB-VII, 8.

Section 4. The election of officers shall be by secret ballot. Two-thirds of the active membership shall constitute a quorum for the Election of Officers Meeting, and a majority of the quorum shall be required for election. A vote by the 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 officer becomes vacant between regular elections, a special election shall be held at the next Chapter meeting to fill the vacancy. The Officer elected shall serve until the next regular election.

BYLAW VII – Finances

Section 1. The expenses of the Chapter shall be borne by the initiation fee and such dues and pro-rata assessments as may be voted by the Chapter. A majority vote of the active membership shall be required to change any fees or dues or to levy any assessment. (See CEB-II, 2 and CEB-III, 11.) Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of any change in the amounts of the Chapter's initiation fee, dues or assessments.

Section 2. The initiation fee (A fee paid once in the lifetime of the individual) for all initiates shall be \$90.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee (Paid once in the lifetime of the individual) of \$55.00, the cost of one initiation banquet, the cost of the certificate and best casting, and the operating expenses of the local Chapter.

Section 3. Shortly after the Election of Officers Meeting a committee composed of the President, President-elect, Treasurer, and Treasurer-elect shall prepare an operating budget for the next year. The budget shall be submitted to the Chapter for approval by a majority vote at the first regular meeting in the fall 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. The Chapter shall use the official bookkeeping system of the Association.

Section 5. There shall be at all times a balance of at least \$200.00 in the Chapter treasury. A sum of no more than \$100.00 may be kept in petty cash by the treasurer.

Section 6. Expenditures in excess of \$20.00 shall be made by check, signed by the Treasurer and countersigned by the President. Expenditures of less than \$20.00 may be made from petty cash by the Treasurer.

Section 7. The Chapter's fiscal year shall be from June 1 to May 31.

Section 8. Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if the Treasurer is an alumnus member of the board) shall audit the

Chapter's books. If necessary, the Treasurer and Treasurer-elect shall file the Internal Revenue Service's Form 990.

Section 9. No part of the net earnings of the Chapter will inure to the benefit of, or be distributable to, members or officers of the Chapter or to any individual.

BYLAW VIII – 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 uniform 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 IX – Records and Equipment

Section 1. All permanent records of the Chapter shall be kept current and up-to-date.

Section 2. The initiation equipment shall be maintained in good order and in a secure manner by the Vice President, and the Ritual and its related materials shall be kept up-to-date and under lock and key when not in use.

Section 3. All records and 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 X – Suspension of the Bylaws

Section 1. These Bylaws may be suspended only by a three-fourths affirmative vote of the active membership of the Chapter and by a four-sevenths affirmative vote of the Advisory Board, as provided in C-VI, 5.

BYLAW XI – Amendments

Section 1. Amendments to these Bylaws may be proposed by any three active members of the Chapter. A proposed amendment shall be submitted 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 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 the amendment is adopted.

BYLAW XII – 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©(3) of the U.S. Internal revenue Code of 1954. Any of such assets not so disposed of shall be distributed to a Federal, State or Local Government for public purposes.

Bylaw XIII – Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on November 4th, 2023.

They were last amended on November 4th, 2023

Signatures

DocuSigned by:
Alisha Limbu
B11EG69291AA4A1...

(President)

DocuSigned by:
Nicole Okamoto
3ADB185ABC0F435...

(Chair of Advisory Board)