BYLAWS FOR CALIFORNIA KAPPA CHAPTER OF 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.

Bylaw II - Government and Officers

Section 1. The Chapter shall be composed of members chosen among eligible students and alumni on the basis 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 of 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 defined in Chapter Bylaws III section 12, 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.

Section 3. The officers for the California Kappa Chapter of Tau Beta Pi shall be: President, Vice President of Internal Affairs, Vice President of External Affairs, Corresponding Secretary, Recording Secretary, Secretary of Industrial Relations, Treasurer, Cataloger, Historian, Alumnus Liaison, and (2) ICC Representatives.

President, Corresponding Secretary, Recording Secretary, Treasurer, and Cataloger are as those expressed in the National Constitution Article VI section 6, and National Bylaw V sections 5.01 and 5.03.

Vice President of Internal Affairs: Chairs membership and initiation committees, conducts nominee meetings, maintains records on nominees, conducts the nominee election meeting, sees that records are kept regarding each members activities and active status; and oversees the Cataloger, the Corresponding Secretary, and the Recording Secretary.
Vice President of External Affairs: Chairs program committee, responsible for special events, fund raisers, advertisement, alumnus and industrial contact; and oversees the Historian, the Alumnus Liaison, the ICC Representatives, and the Secretary of Industrial Relations.

Secretary of Industrial Relations (Recommended for the outgoing President or Vice President): makes industrial contacts for funding, banquet, tours, and speakers. Must be able to impress industry with knowledge of Tau Beta Pi.

Alumnus Liaison: Responsible for all contact with local alumnus chapters; must obtain lists of speakers and topics, industrial tours, and eminent engineer candidates; responsible for informing the alumnus chapters of California Kappa's activities. Should work with the Cataloger to maintain a list of alumni addresses.

Historian: Responsible for recording Tau Beta Pi events, and should photograph and write a paragraph on each event and/or project.

Cataloger: Updates active, inactive, and alumnus member address and phone lists; responsible for mailings (address labels, envelopes, stuffing and mailing).

Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice President of Internal Affairs, Corresponding Secretary, and the four Alumni advisors for the Chapter. The President of the Chapter shall be the Chairman of the Advisory Board.

Section 5. Alumni members of the Advisory Board shall serve four-year terms, as specified in C-VI, 7. All other officers shall serve for one year 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 CA Kappa B-II, 3.
Section 8. The following extra duties shall be required of the Officers:
   a. The President shall be an ex officio member of all committees.
   b. The President shall see that each officer and committee chairman 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 Eligibility Code of Tau Beta Pi Association, these Bylaws, and such other material as the Chapter may deem useful.
   d. The Corresponding Secretary shall serve as Secretary of the Advisory Board.
   e. The Corresponding Secretary shall notify each active member and advisor of the time, place, and purpose of each meeting at least one week in advance of the meeting.
   f. The President and Vice Presidents shall pay a courtesy call on the Dean of the School of Engineering early in the Fall semester to discuss ways in which the Chapter may be of service to the School. The substance of such discussions shall be reported to the Chapter at the next meeting.
   g. The President and the Corresponding Secretary shall establish contact early in the year with the officers of the CA Epsilon at UCLA and any other local Tau Beta Pi Chapters in the interest of cooperation between the Chapters and the discussion of mutual problems and functions.

**Bylaw III - Meetings**

Section 1. The following 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: Preliminary Consideration of Candidates, 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 member of the Advisory Board, or upon written request to the President signed by 20% of the active members of the Chapter.
Section 4. Robert's Rules of Order shall be the parliamentary guide to 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 meetings of the Chapter for the second 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: 1) Roll Call, 2) Minutes of the previous meeting, 3) Reports of Officers, 4) Old businesss, 5) New business, 6) Adjournment.

Section 9. Attendance of active members shall be required at all scheduled meetings of the Chapter, unless excused by the President for reasons which he judges to be good and sufficient. A member who must miss a regular scheduled meeting shall submit his reasons to the President before the meeting. See C V section 5.

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 Chapter meeting. Additional meetings of the Board may be called by any of its members or upon written request to the President signed by 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; (A quorum shall be three fourths of the active membership) for the election of new members, for the changing of the initiation fee or Chapter dues, for amending the Chapter Bylaws, and for approval or disapproval of a proposed amendment to the constitution of the Association. A quorum for an
Advisory Board meeting shall be four members of the Board. A quorum is to be determined by the active membership as defined in Bylaw III section 12, exclusive of those members who are excused by the President from attending meetings.

Section 12. An active member is defined as a member who has paid dues as determined by the Chapter each term, attends meetings (unless excused by the President, See Bylaw 3, section 9), and is participating in a Tau Beta Pi project. All members are considered active for the first two weeks of each term. Beginning the third week of the term only members, who have paid dues and met the above requirements will be considered active.

Bylaw IV - Committees

Section 1. Subject to the provisions of B-V, 5.02, the President shall appoint a chairman and members of the following committees: Membership, Initiation (Vice President of Internal Affairs), Program (Vice President of External Affairs), 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 chairman with a list of his specific duties and responsibilities.

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 students who are scholastically eligible and have also declared themselves as Engineering Majors shall be considered for membership.

Section 3. Transfer students who have completed a minimum of 30 units at CSUN, and have shown a superior GPA than that required for scholastic eligibility in their CSUN and overall GPAs shall be considered for membership.

Section 4. The cases of students whose scholastic eligibility is in doubt because of
irregularities in standing or curriculum shall be examined by the Advisory Board of the Chapter.

Section 5. Juniors with 70 to 89 units complete who can be expected to graduate in two years, and Seniors with 90 or more units complete who can be expected to graduate in one year, shall be considered for membership.

Section 6. The membership committee shall periodically consult with the chairmen 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 7. New members of the Chapter shall be elected from among the scholastically eligible candidates on the basis of character, as enunciated in the Eligibility Code of the Association. The election of members shall be by secret ballot and by a majority of the active membership of the Chapter. The eligibility Code shall be read by the President at the Election Meeting.

Section 8. The President shall direct the Membership Committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters shall be signed by the President, addressed to the electees, and mailed within 24 hours of the end of the Election Meeting; or hand delivered to the electee by an officer so assigned to do so within one week.

Section 9. All members shall keep the election results in absolute secrecy so that no candidate shall learn of his/her election except by means of the official letter or by an officer who is delivering an 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 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 inform the Secretary of their acceptance.

Section 11. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10(a).

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. They shall also be required to read the Constitution and Bylaws of the Association and these Bylaws.

Section 13. Each nominee shall be required to complete a resume, schedule of his/her classes, a signature book as defined by the current Chapter Officers, and 2 hours of service to the Chapter. These duties are in addition to the responsibilities assumed by active membership.

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. The election of officers shall be at the Election of Officers Meeting which may follow the initiation of new members. If no officer nominee receives a majority on the first ballot, a second ballot shall be taken between the two leading candidates. If no nominee receives a majority on the second ballot, the Advisory Board shall be asked to select the officer from the two leading candidates.

Section 3. If any office becomes vacant between regular elections, a special election shall be held at the next meeting to fill the vacancy. The officer elected shall serve until the next regular election.

Section 4. Chapter Officer Installation Procedure given in the President's book shall be employed to install new officers.

Bylaw VII - 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 active membership shall be required to change any fees or dues or to levy any assessment. (See CA K B-II.2, CA K B-III.11). Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning changes in the amounts of the initiation fee, dues, or assessments.
Section 2. The initiation fee shall not exceed one half of the full time registration fee at CSUN. The specific amount to be charged shall be set during the first Chapter meeting in the fall semester of each year. (See CA K B-VII.3). The initiation fee shall include the national initiation fee, the national Convention assessment and the cost of one initiation banquet. It shall be paid in advance of the initiation.

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. This budget shall include a recommended amount for the initiation fee to be charged during the year. Any additional expenses not provided for by the 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 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 $25.00 in the Chapter treasury. A sum of no more than $25.00 may be kept in petty cash.

Section 6. Expenditures in excess of $10.00 shall be made by check, signed by the Treasurer and countersigned by the President. Expenditure of less than $10.01 may be paid from petty cash by the Treasurer.

Section 7. The Chapter's fiscal year shall be May 1 to April 30.

Section 8. Immediately following the end of the Chapter's fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if he is a faculty member of the Board) shall audit the books. Following the audit, the treasurer, with the aid of the Treasurer-elect, shall file the required information return with the District Director of the Internal Revenue Service.

Section 9. Active membership dues shall not exceed $5.00 in any one term. The specific amount shall be set during the first Chapter meeting each semester.
Bylaw VIII - Discipline

Section 1. It is the intent of this disciplinary Bylaw to impress membership with the seriousness of purpose of this Chapter and the Tau Beta Pi Association, and to enable the officers 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. Discipline shall be in accordance with C-IX, 4 and 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. (See CA K B-II.2, and CA K B-III.2).

Bylaw IX - Records and Equipment

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

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 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 framed under glass and 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.

Section 6. All officers shall keep an inventory list of all materials pertaining to Tau
Beta Pi which they have in their possession. The officers shall provide the President with a copy of their individual inventory list. The President shall keep all inventory lists updated in the President's manual.
Roger Hawks

From: Prudencio Alonso [pja39834@hotmail.com]
Sent: Thursday, May 13, 2004 12:16 AM
To: roger@tbp.org
Subject: RE: Eligible curricula not approved

Here is a new version of our chapters Bylaws. Sorry for the lack of completeness of our previous version. If you have any more questions please email.

Prudencio Alonso
CAK Chapter President

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 students who are scholastically eligible, The top 1/5 of the class if you are a Senior and the top 1/8 of the class if you are a Junior with a minimum CSUN GPA of 3.2 and have also declared themselves as Engineering majors and Computer Science majors shall be considered for membership. Those eligible to become members must also show exemplary character throughout their career at CSUN. This is done by performing tasks set by the Chapter Board. Pervious tasks have included community service hours and helping with Tau Beta Pi projects

Section 3 Transfer students who have completed a minimum of 30 units at CSUN, and have shown superior GPA than that required for scholastic eligibility in their CSUN and overall GPAs shall be considered for membership.

Section 4 The cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum shall be examined by the Advisory Board of the Chapter.

Section 5 Juniors with 70 to 89 units complete who can be expected to graduate in two years, and Seniors with 90 or more units complete who can be expected to graduate in one year, shall be considered for membership.

Section 6 The membership committee shall periodically consult with the chairmen 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 7 New members of the chapter shall be elected from among the scholastically eligible candidates on the basis of character, as enunciated in the Eligibility Code of the Association. In order to guarantee equal human rights for the student body of CSUN, equal opportunities shall be afforded all students without regard to race, color, religion, creed, gender, pregnancy, and marital affiliation, sexual of affectional orientation, age, ethnic origin, citizenship, nationality, veteran status, or physical disability. Any student duly registered at CSUN in good standing with the Accounting and Registrar’s Office and fulfilling the membership requirements of the Tau Beta Pi Association may be member. The election of members shall be by secret ballot and by a majority of the active membership of the Chapter; The Eligibility Code shall be read by the president at the Election Meeting.

Section 8 The President shall direct the Membership Committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters shall be signed by the President, addressed to the electees, and mailed within 24 hours of the end
of the Election Meeting; or hand delivered to the electee by an officer so assigned to do so within one week.

Section -9 All members shall keep the election results in absolute secrecy so that no candidate shall learn of his or her election except by means of the official letter or by an officer who is delivering an official letter, likewise, no candidate shall be informed of the details of the vote, especially concerning the personal matters discussed at the time of the voting.

Section -10 At the first meeting of electees, the President shall explain the requirements, objectives and activities of the Association of the chapter. Those electees desiring to accept election shall inform the Secretary of their acceptance.

Section-11 Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 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. They shall also be required to read the Constitution and Bylaws of the Association and these Bylaws.

Section-13 Each nominee shall be required to complete a resume, schedule of his/her classes, a signature book as defined by the current Chapter Officers, and 2 hours of service to the Chapter. These duties are in addition to the responsibilities assumed by the active membership.

*Amendment to Section – 2

Acceptable declared majors for Undergraduates are as follows:

- Bachelor of Science in Computer Science
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Manufacturing Systems Engineering
- Bachelor of Science in Mechanical Engineering

Acceptable declared majors for Graduates are as follows:

- Master of Science in Computer Science
- Master of Science in Electrical Engineering
- Master of Science in Engineering Management
- Master of Science in Engineering with Options in:
  - Applied Mechanics
  - Automation Engineering
  - Materials Engineering
  - Mechanical Engineering
  - Structural Engineering

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5/13/2004