

CONSTITUTION OF THE CALIFORNIA LAMBDA CHAPTER
OF THE TAU BETA PI ASSOCIATION

ARTICLE I: NAME AND PURPOSE OF THE ORGANIZATION

- Section 1 The name of this organization shall be Tau Beta Pi, California Lambda Chapter.
- Section 2 The purpose of this organization is to honor engineering students at the University of California, Davis who have distinguished scholarship and exemplary character.
- Section 3 This Chapter shall conform to such rules and regulations of the University of California and the College of Engineering as may apply to honor societies.
- Section 4 This document 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 5 In the event of conflict between the Constitution and the Bylaws of The Tau Beta Pi Association, Inc. and the rules and regulations of the University of California and/or the College of Engineering, the rules of the University of California and/or the College of Engineering shall prevail, and the Secretary- Treasurer of the Association shall be notified of the circumstances of the conflict.
- Section 6 Abbreviated references herein to the Constitution and Bylaws of the Association and to the various sections 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. CL-I, 6 – California Lambda Constitution Article I, section 6.

ARTICLE II: REQUIREMENTS FOR MEMBERSHIP AND MEANS OF SELECTION OF MEMBERS

- Section 1 Membership in this organization shall not be denied to any student of the University of California, Davis on the basis of race, creed, religion, gender, political affiliation, physical disability, sexual orientation or age.
- Section 2 There shall be two type of membership in the organization: voting members and inactive members.
- Section 3 Voting membership is limited to regularly enrolled students at the University of California, Davis.

- Section 4 The Chapter shall be composed of members chosen from 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 5 Only currently enrolled University of California, Davis students who are scholastically eligible in the following curricula shall be considered for membership in the Chapter: Aerospace Science and Engineering, Biochemical Engineering, Biological Systems Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Computer Science and Engineering, Computer Science, Electrical Engineering, Environmental Engineering, Materials Science and Engineering, and Mechanical Engineering.
- Section 6 Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of this chapter, or the National Constitution or Bylaws. After the alleged offense has been submitted to the organization, the accused member shall have a right to a hearing before the organization at a regular meeting and may be reported in writing to the Executive Council only upon the affirmative vote of the majority of the chapter's voting members and the Advisory Board. Further discipline will be determined by the Executive Council in accordance with C-IX, 4 & 5.
- Section 7 Voting members may become inactive under the provisions of B-VI, 6.06. Also, voting members who fail to attend at least two meetings or events during an academic quarter will automatically become inactive members for future quarters. Members who are unable to attend at least two meetings or events, but would like to remain active members, must set up a meeting with the President or Vice President to discuss the business conducted during the meetings and how they may remain involved. Inactive members will automatically return to voting member status at the beginning of the second meeting or event of an academic quarter that they attend. Only voting members shall have the privilege of voting.
- Section 8 Candidates for initiation shall be selected in the Fall and Spring quarters as soon as possible after grades for the previous term become available.
- Section 9 All provisions of C-VIII and B-VI shall be strictly followed.
- Section 10 Undergraduate students transferring from another institution shall not be eligible for election until the third regular election after their registration. Students subject to this subsection shall be eligible at the second regular election after their registration, provided the consent of five-sevenths of the Advisory Board is obtained and they meet the other requirements for election.
- Section 11 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 12 As stated in B-VI, 6.02(e), the Chapter may elect to specify scholastic requirements higher than those stated in C-VIII, including the establishment of a minimum cumulative G.P.A. for election. This chapter does not currently have a minimum cumulative G.P.A.
- Section 13 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 14 Candidate Character Evaluation:
- a. Letters shall be sent or personally delivered to scholastically eligible candidates inviting them to an informational meeting and a “get acquainted” meeting.
 - b. Candidates must attend the informational meeting or express their interest in writing if they are unable to attend. At the informational meeting, the candidates shall be introduced to the purposes and activities of Tau Beta Pi.
 - c. Social meetings shall be held at which the Chapter members will meet the candidates.
- Section 15 Voting Procedures
- a. An eBallot shall consist of three-fourths the total voting members of the chapter. The election shall follow all instructions in the B-VI, 6.03.
 - b. At the top of the eBallot, the Eligibility Code shall be visibly printed.
 - c. Candidates must receive at least three-fourths affirmative vote of the voting members, except as specified in C-VIII, 4 and 5. In any case, candidates must receive at least one-half of the total voting members, to be elected.
 - d. All candidates will be voted on simultaneously by secret ballot. There shall be discussion and a second ballot for any candidates who failed the first election.
 - e. No student who fails election on the second ballot shall be considered further unless one-fourth of the members present so request. No candidate who fails election on the third ballot shall be considered again at this election. He/She may be considered again at the next election if he/she is then eligible.

- Section 16 Official election letters shall be sent to the initiates within one week following the election meeting.
- Section 17 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 candidates shall be informed of the details of the vote.
- Section 18 Each electee who refuses initiation due to financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10(a).
- Section 19 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 as specified in B-VII, 7.01. They shall also be required to read the Constitution and Bylaws of the Association and the chapter's bylaws/constitution.
- Section 20 The Chapter may assign additional duties to electees, subject to the provisions of B-VII, 7.02.

ARTICLE III: OFFICERS

- Section 1 The elected officers of the organization shall be the President, Vice President, Recording & Corresponding Secretary, Treasurer, Tutoring & Outreach Chair, and Technology Officer. Each of these officers shall be elected near the end of the winter quarter to be in office during the next school year.
- Section 2 The powers and duties of officers shall be those prescribed by the Constitution and Bylaws of the Association, those prescribed in the following clauses a-i, or by those assigned by the Chapter's action.
 - a. The President shall preside at all meetings of the organization and shall be an ex-officio member of all committees. He/She shall be the official spokesperson and representative of the organization in its relations with the campus and community at large. The president shall, along with the Vice President, meet with the Dean early in each school year to discuss ways in which the Chapter may be of service to the college. The president shall cooperate/communicate with the Director of Tau Beta Pi District 15 and shall encourage the chapter to participate in district activities. He/She shall pick up and complete all annual paperwork for the University of California, Davis Center for Student Involvement. He/ She shall request rooms for meetings, create and publish the agenda for meetings and notify all members of the organization's meetings. He/She shall have such further powers and duties as may be prescribed by the organization. He/She shall see that each officer and committee chair is provided with a written list of specific duties for which each is responsible. He/She shall also have the power to assign any additional duties to the officers not mentioned in the Constitution.
 - b. The Vice President shall preside at organization meetings in the absence of the President. He/She shall conduct all correspondences with new initiates. He/She shall be responsible for the advancement of the technical and

professional education of active members. He/She shall be responsible for organizing/planning all initiate meetings and events. He/She shall assist the Corresponding Secretary in preparation of all initiate related Reports.

- c. The Recording & Corresponding Secretary shall serve as the communicator between the chapter at the University of California, Davis and the national headquarters. He/She shall send the names and addresses of the organization's officers to the national headquarters in October, whenever there are any changes in officers and/or changes in their contact information. He/She shall complete and submit the Report of Eligibility, Report of Election, and Report of Final Action. He/She shall submit to the national headquarters, the credential for the convention delegate and alternate, the amended Bylaws along with written approval from the Advisory Board within two weeks of the approval of any amendments, and all actions taken by the Chapter's Advisory Board. He/She shall serve as the secretary of the Advisory Board. He/She shall keep the roll and record books of the Chapter, the minutes of the meetings, and keep adequate meeting notes.
- d. The Treasurer shall handle all financial affairs of the organization, maintaining all necessary accounting records using the official bookkeeping system of The Tau Beta Pi Association. He/She shall maintain bank accounts in the organization's name, requiring signatures of either the Treasurer or the President for authorized disbursements. He/She shall remit initiation fees to the national headquarters within two weeks after each initiation. He/She shall obtain and complete the necessary paperwork for any requests for funding through the Club Finance Council or Engineering Joint Council. The Treasurer shall prepare the financial report for the chapter at the end of the spring quarter. The Treasurer shall give a report of the chapter's finances and spending to the last regular meeting of each quarter.
- e. The Tutoring & Outreach Chair is responsible for preparing events and projects that help better our community. He/She shall schedule tutoring sessions for engineering undergraduates, reach out to MESA in order to plan joint events, and establish outreach events and mentorships within the Davis area and beyond. He/She will assist the Secretary with any project reports and the Treasurer with any financial reports related to these projects and events.
- f. The Technology Officer shall be in charge of maintaining the organization's website.

Section 3 Additional officer positions may be created with a majority vote of the officers. A newly created position will be filled as vacant as described in CL-III, 7 and the elected officer will serve out the remainder of the current officer's term. The new position will cease to exist at the end of the term. This decision can be overridden with a majority vote of the active membership.

Section 4 Officer positions may be combined or left vacant with a majority vote of the officers. This decision can be overridden with a majority vote of the active

membership.

- Section 5 Qualifications necessary to hold office in this organization are as follows:
- a. Must be a voting member of the organization at the time the election meeting is announced.
 - b. Must be carrying a minimum of 3 units a quarter at the University of California, Davis.
- Section 6 Petition by one-third of the total number of voting members shall be cause for recall election. The offense must be in writing and submitted by a member to the Chief Advisor. After the offense has been submitted to the organization, the accused officer shall have at least 48 hours before the recall election. A recall election shall be held at the next regular business meeting after the presentation of the recall petition and shall be conducted as a special election. A recall will require a favorable vote of three-fourths of the voting membership in attendance. If an officer is successfully recalled, the position will be filled as described in CL-III, 7.
- Section 7 In the event that an elected officer is unable to fulfill his/her term of office, there shall be a special election to fill the vacancy at the next regular meeting. Any eligible member, including those already holding office, may be nominated for a vacant office. If the President is unable to fulfill his/her term in office, the Vice President shall assume the Presidential position and will continue to hold the position of President for the remainder of the term, and the position of Vice President shall be elected as described above at the next regular meeting. All new officer(s) will serve until the next regular election.
- Section 8 If an officer has two unexcused absences from meetings, they will be contacted by the President and informed that a meeting will take place in a week's time to decide by a majority vote whether or not the officer will remain in his/her position. If the officer in question is the President, the Vice President shall inform the President of the meeting with a week's notice and chair the meeting. The officer position will be filled as prescribed in CL-III, 7. A class conflicting with a meeting, medical absence, family emergency, or individual cases as determined by the President shall be considered excused absences provided the President is notified prior to the meeting, unless extenuating circumstances prohibit the officer from contacting the President. If the President cannot make a meeting, he/she must contact the Vice President.
- Section 9 The President Shall be this chapter's delegate to the Convention of the Association. The Vice President shall be the alternate delegate, followed by the Corresponding Secretary. If there is still a vacancy in either the position of delegate or alternate, the chapter's officers must nominate and elect one of the officers to assume each vacant position. If all of the officers are unable or unwilling to be the delegate or the alternate, the officers will elect voting members of the chapter to these positions.

ARTICLE IV: MEETINGS

- Section 1 Officer meetings shall be scheduled at least twice a quarter during the academic year. The following events, meetings, and activities shall be scheduled and held each quarter: 4-5 social events, 4+ outreach and tutoring events, and 1+ technical and career building event. During initiating quarters we shall conduct: Candidate Information Meeting, Social between initiates and active members, Shine the Bent, Find the Bent, Initiate Elections, and Initiation of Electees. During the winter quarter, we will hold elections for next year's officer board.
- Section 2 Special meetings may be called by any elected officer, advisor or by 20% of the voting members of the organization. All members must be given a minimum of 24 hours notice, weekends and holidays excluded, prior to the meeting time.
- Section 3 Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as 50% +1 of the voting membership for consideration of routine business. A quorum shall be three-fourths of the voting members for the election of new members, the revocation of election, 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 or Bylaws of the Association. A quorum shall be two-thirds of the voting members for election of new officers. A quorum for an Advisory Board meeting shall be five of members of the Board.
- Section 4 The first event or meeting of each quarter shall be held within two weeks of the start of the quarter.
- Section 5 The officers shall present a complete calendar of the meetings and events of the Chapter for the quarter to the active members for their approval no later than the second meeting of the quarter.
- Section 6 Notices announcing meetings shall clearly state the time, place, and purpose of the meetings.
- Section 7 Business meetings shall last no longer than one hour, unless extended by an affirmative vote of three-fourths of the voting members present.
- Section 8 The order of business at officer meeting shall be as follows:
- a. Call to Order
 - b. Roll Call
 - c. Minutes of the Previous Meeting
 - d. Unfinished Business
 - e. New Business
 - f. Reports of Officers
 - g. Reports of Committees
 - h. Adjournment

ARTICLE V: ELECTIONS

- Section 1 Officers are elected once a year. Elections are held near the end of the Winter

quarter and shall take place through an anonymous, UC Davis eBallot.

- Section 2 At least one week's notice shall be provided for deadlines involving elections and ballot submissions.
- Section 3 Nominations for officers shall be made through email to the chapter President during the given month leading up to elections.
- Section 4 The officers shall be filled in the following order: President, Vice President, Corresponding & Recording Secretary, Treasurer, Tutoring & Outreach Chair, and then Technology Officer. Starting with President nominees, each nominee for the office shall write a speech explaining his/hers qualifications for the position, which will be attached to the eBallot for reference. This is followed by each position's nominees. A majority of the quorum shall be required for election. If a member runs unsuccessfully for a position, they may run for other position(s).
- Section 5 If after the elections have been held, there are positions remaining open due to a lack of interested members who meet the qualifications set forth in CL-III, 5, a second election may be held at a later date as described in CL V, 1-4.
- Section 6 At the end of the regular election meeting, all elected officers are considered officers-elect. The officers-elect will shadow their corresponding current office-holder, (the President-elect shall shadow the President, the Treasurer- elect shall shadow the Treasurer, and so on) for the entirety of the Spring quarter, to allow for a smooth officer transition.
- Section 7 Officers-elect shall be formally installed at the last meeting of the Spring quarter. The Chapter's Officer Installation Procedure given in the President's Book shall be employed to install the new officers. Transfer of the financial records between the past and newly elected Treasurer is contingent upon an audit as required by C-VII, 7.

ARTICLE VI: ADVISORS

- Section 1 An individual employed on a more than half-time basis by the University of California, Davis will serve as Chief Advisor to this organization.
- Section 2 New advisors shall be elected each spring, and shall serve four-year terms, as specified in C-VI, 7.
- Section 3 If an advisor is deemed to be ineffective by the organization, the advisor(s) may be removed from their role by majority vote of a quorum of the membership at a regularly scheduled meeting. A minimum of seven days notice must be given prior to such a vote to the advisor(s) in question and the membership.
- Section 4 There shall be a total of four advisors, who all must be members of Tau Beta Pi. Faculty advisors shall preferably be elected among the faculty of the College of Engineering, and preferably with each advisor representing a different program.

Non-faculty alumni advisors may also be elected.

- Section 5 The Advisory Board of the Chapter shall be composed of the President, Vice President, Recording & Corresponding Secretary, and four advisors of the Chapter. The Chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

ARTICLE VII: DUES

- Section 1 This organization has the ability to assess the membership. Assessments shall be determined by a quorum of the membership annually at a regularly scheduled meeting.
- Section 2 There are no assessments on current members.
- Section 3 All new initiates must pay to the organization the sum of \$120.00 prior to their initiation into the organization to the chapter Treasurer. This amount covers the national initiation fee, the Convention assessment, a sweatshirt, and all other activities of the chapter.
- Section 4 Any person who pays the initiation dues and is not initiated may receive a full refund if the President is informed by the candidate at least 2 weeks in advance of the initiation date or the candidate is not elected. A refund in the amount of \$80.00 will be reimbursed otherwise.

ARTICLE VIII: METHOD TO AMEND THE CONSTITUTION

- Section 1 Proposed constitutional amendments or changes shall be presented to the organization, in writing, one meeting before it may be voted on.
- Section 2 Approval by two-thirds of the voting members present at the regular meeting shall pass a proposed change. The change shall be put into effect immediately following approval of the Advisory Board, as provided in C-VI, 7(b), unless otherwise stipulated in the amendment.
- Section 3 The Secretary shall send a copy of the Constitution as amended, to the secretary-treasurer of the Association within two weeks after an amendment is adopted.

ARTICLE IX: DISBURSAL OF ORGANIZATION ASSETS

- Section 1 In the event Tau Beta Pi should become defunct, all assets will be turned over 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 assets not so disposed of shall be distributed to the College of Engineering at the University of California, Davis.

ARTICLE X: STATEMENT OF AFFILIATION

Section 1 This organization is affiliated with The Tau Beta Pi Association, Inc.

ARTICLE XI: RULES OF ORDER

Section 1 Tau Beta Pi accepts “Robert’s Rules of Order” as its rules of order.

Section 2 Any issue not directly spoken to in this document will be resolved by referring to the Rules of Order.

ARTICLE XII: 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 three-fourths vote of the voting 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 During the Spring quarter, a committee composed of the current President, Vice President, 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 Quarter. The budget shall include a recommended amount for the initiation fee to be charged during the year. Any additional expenses over \$400.00 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 3 The Chapter shall use the official bookkeeping system of the Association.

Section 4 There shall be at all times a balance of at least \$50.00 in the Chapter treasury. A sum of no more than \$20.00 may be kept in petty cash by the Treasurer.

Section 5 Expenditures in excess of \$20.00 shall be made by check, signed by the Treasurer, unless the Treasurer is the recipient of the check, in which case the President must sign. Expenditures of less than \$20.00 may be paid from petty cash by the Treasurer. All disbursements in excess of \$200.00 require a two thirds approval of the organization’s officers.

Section 6 The chapter’s fiscal year shall be June 1 to May 31.

Section 7 Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board shall audit the Chapter’s books. If necessary the Treasurer and Treasurer-elect shall file the Internal Revenue Service’s Form 990.

Section 8 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 other individual.

ARTICLE XIII: DISCIPLINE

- Section 1 It is the intent of this disciplinary article 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 Requirements to Purchase Tau Beta Pi Graduation Paraphernalia
- a. Graduating members of Tau Beta Pi may only attain Stoles and Chords from Tau Beta Pi if he/she has maintained voting status for a minimum of three quarters, one of which must be the quarter of his/her graduation.
 - b. For the purpose stated in CL-XIII, 3, initiates are considered active members for the quarter during which they are initiated after the completion of the initiation ceremony.
 - c. Members initiated during the quarter of his/her graduation will only be required to maintain active membership for that one quarter.
 - d. Members initiated two quarters before his/her graduation will only be required to maintain active membership for two quarters.

ARTICLE XIV: RECORDS & 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, with the exception of the Ritual which may not be inspected by non-members of the Association.

ARTICLE XV: SUSPENSION OF THE CONSTITUTION

- Section 1 This Constitution may be suspended by a three-fourths affirmative vote of the voting membership of the Chapter and by a four-sevenths affirmative vote of the Advisory

Board, as provided in C-VI, 5.

ARTICLE XVI: ENACTMENT

Section 1 This Constitution was approved by the Constitution and Bylaws Committee on:

Date: 9/18/2020

Constitution Committee Members:

Shannon Lamb

Jay Takamura

M Kung

Christina Davis

Section 2

This Constitution was approved by the Advisory Board on:

Date: 9/18/2020

Advisory Board Members:

Signed: Jay Takamura

Chief Advisor Dr. Yayoi Takamura

Signed: Shannon Lamb

President Shannon Lamb

Signed: M Kung

Vice President Marilyn Kung

Signed: Christina Davis

Corresponding Secretary Christina Davis