

Article I. Preamble

Section A. The California Mu chapter of the Tau Beta Pi Association, national engineering honor society was founded on February 13, 1972 at California Polytechnic State University, San Luis Obispo, to mark in a fitting manner those who have conferred honor upon their Alma Mater by distinguished scholarship and exemplary character as undergraduates in engineering, or by their attainments as alumni in the field of engineering, and to foster a spirit of liberal culture in engineering colleges. To carry out the purposes and objectives of Tau Beta Pi, we do hereby ordain and enact the following bylaws.

Section B. It is the intent of this organization to abide by pertinent State, University, and ASI regulations.

Article II. Objectives

Section A. Believing the principles of comradeship among colleagues are beneficial, both in college and afterwards, this chapter exists to develop leadership, promote exemplary character and further the principles of scholarship, practicality, and sociability within the engineering community.

Section B. We associate ourselves together to maintain an honor society, the purpose of which shall be to recognize scholarship and professional attainment, subject to the requirements of the Tau Beta Pi Association and as specified here.

Article III. Identification

Section A. Name

1. The name of this society shall be the California Mu chapter of the Tau Beta Pi Association.

Section B. Affiliation

1. This society shall maintain active status as California Mu chapter of the Tau Beta Pi Association, national engineering honor society.

2. As an active chapter, this society shall abide by the constitution and bylaws of the Tau Beta Pi Association except where they may conflict with the codes and bylaws of this society, the regulations of the Associated Students, Inc., California Polytechnic State University, and the State of California.

Section C. Motto, Insignia and Ritual

1. The motto, insignia, and ritual of this society shall be those specified in the Constitution of the Tau Beta Pi Association.

Article IV. Membership

Section A. Discrimination

1. There shall be no membership discrimination on the basis of race, sex, religion, national origin, or sexual preference.

Section B. Elections of New Members

1. Elections of new members shall be held during two of the three quarters as soon as possible after grades for the previous term become available.

2. 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.

3. The election of members shall be by the fulfilment of standardized requirements and the anonymous approval of the officers.

Section C. Eligibility of Undergraduates

1. Scholastically eligible students in the following curricula shall be considered for membership in this society:

- a. Aerospace Engineering
- b. Bioresource and Agricultural Engineering
- c. Architectural Engineering
- d. Biomedical Engineering
- e. Civil Engineering
- f. Computer Engineering
- g. Electrical Engineering
- h. Environmental Engineering
- i. Industrial Engineering
- j. Manufacturing Engineering
- k. Mechanical Engineering
- l. Software Engineering

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

3. The Chapter may elect to specify scholastic requirements higher than those stated in the National Tau Beta Pi Bylaws.

4. The Chapter will verify the class level of eligible candidates through the Engineering Dean's office. Only students that have completed or are currently enrolled in major related coursework on the Junior or Senior flowchart for their respective majors are eligible for membership.

Section D. Other Candidates for Membership

1. 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 the National Tau Beta Pi Bylaws.

Section E. Notification and Election of New Members

1. Membership Committee shall hold pre-election meeting to determine scholastically eligible candidates.

2. Membership Committee shall send out notification to all scholastically eligible candidates.

Upon completion of all agreed-to requirements, candidates shall automatically be considered for election.

3. Membership Committee shall send a notification to all candidates currently unacceptable for election stating reason for ineligibility. Candidates deemed unacceptable may repeal decision to the officers.

Section F. Acknowledgment of Election

1. At the first meeting of electees, the President shall explain the requirements, objectives, and activities of the Association and of the Chapter.

- a. Those electees desiring to accept election shall formally state their acceptance, in writing, in a letter addressed to the President or by verbal confirmation to the Membership Committee.

2. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board as mentioned in the National Tau Beta Pi Bylaws.

Section G. Initiation

1. Each electee shall be required to:

- a. Construct a bent or shine a bent
 - i. Construct a bent to the specifications which are given during the 1st electee meeting. Also signatures of the active members and faculty are to be obtained as specified by the Membership Committee.
 - ii. Bent castings for shining can be purchased from the chapter at any point during the quarter a candidate is pursuing membership and must be shined before the initiation ceremony. Also interviews of the active members and faculty are to be conducted by the electees as specified by the Membership Committee.

- b. Show the spirit of Tau Beta Pi by participating in a service project. This project can be of benefit to an organization, school, or the community. This project shall be subject to approval by the representative or representation of Tau Beta Pi.
- c. Help the chapter financially by participating in an electee fundraising project. The project shall be subject to approval by a representative(s) of Tau Beta Pi.
- d. Read the Constitution and Bylaws of the Association and these bylaws.

Section H. Privileges

1. Active Members

- a. Only active members may participate in meetings, be elected to office, vote, debate, or represent the society. Active members shall be currently enrolled students of California Polytechnic State University.
- b. Only active members may wear or purchase graduation regalia.
- c. Only active members may submit resumes to the chapter resume book.
- d. The chapter may organize active only events as it sees fit.
- e. Only active members may vote on matters concerning the chapter.

2. Inactive Members

- a. All members regardless of status may acknowledge their membership of Tau Beta Pi on official documentation.

Section I. Hazing

1. This organization or any of its members shall not conspire to commit any act which causes or is likely to cause, bodily danger, physical or emotional harm to any member of the campus community.

Section J. Suspension and Discipline

1. A member may be disciplined by suspension or expulsion.

2. Any member who is reported in writing to the Executive Council upon majority vote of the active members of his Chapter and of its Advisory Board as having continued an inexcusable absence from the meetings of the Chapter, as not attending to his assigned or elected duties to the Chapter, as being morally delinquent, as inexcusably failing to meet his financial obligations to the Chapter, or for other just cause after a fair trial, may be suspended or expelled by the Executive Council and the member's official badge and certificate recalled.
 - a. The Executive Council shall report its action and reasons therefore to the next Convention.

3. Suspension shall entail the following:
 - a. Return of badge and certificate.
 - b. Loss of voting privileges.
 - c. Provision by the Chapter of Opportunity for the individual to demonstrate his desire to be reinstated.

4. A member may be suspended for a specified length of time, not to exceed one year.
 - a. At the end of time specified, the Chapter, with the concurrence of its Advisory Board, shall make recommendation with reasons to the Executive Council in writing either to reinstate the member, or to expel the member.
 - b. If, as, and when a member is reinstated, his official badge and certificate shall be returned to him.

5. A member who is suspended or expelled by the Executive Council may appeal his case to the next regular Convention of the Association, and that member shall have the right to be heard by the Convention and to please his own cause.

- a. The Convention shall affirm or modify the action of the Executive Council and its action shall be final.

Section K. Inactive Status

1. An undergraduate member will become inactive by the affirmative vote of five-sevenths (5/7) of the Advisory Board or automatically if they fail to complete the requirements defined below.
 - a. Attendance to one community service event per quarter
 - b. Attendance to any other chapter event per year
 - c. Attendance to chapter elections
 - i. This requirement may be waived if a member is unable to attend due to a prior conflict, and notifies the chapter officers in advance
 - d. Any additional requirements and the frequency of the requirements agreed to by a majority vote of the Advisory Board and the Officer Board.
2. Such a member will be readmitted to active status upon the fulfillment of the requirements or may submit a written petition to the Advisory Board for consideration.

Section L. Honorary membership shall not exceed 10% of the active membership.

Article V. Officers

Section A. Classification-Qualification

1. 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 alumna advisers, preferably elected from among the faculty of the College of Engineering.

2. A member must serve in any officer or chair position for one full year before they may be considered for the office of President.

3. The right to elect special Chapter officers, for example, a Chapter representative to Engineering Council, is reserved.

Section B. Duties-Responsibilities

1. The duties of the officers shall be those usually performed by persons holding such offices and also:

- a. Those prescribed by the Constitution and Bylaws of the Association.
- b. Those prescribed in these Bylaws.
- c. Those prescribed by Chapter action.

2. The President shall be this Chapter's delegate to the Convention of the Association.

- a. The other officers shall be alternate delegates in the order given in Article V, Section A of these Bylaws.

3. 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 Codes of the Tau Beta Pi Association, information about Tau Beta Pi, these Bylaws, and such other material as the chapter may deem desirable; and shall also submit a year-end-report to the Activities Planning Center within two weeks after elections.
- d. 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.
- e. The Corresponding Secretary shall serve as Secretary of the Advisory Board.
- f. The President and Vice President shall pay a courtesy call on Dean of the School of Engineering at least once a year to discuss ways in which the Chapter may be of service to the University. The substance of such discussion shall be reported to the Chapter at the next meeting.

Section C. Nominations

1. Nominations for officers shall be made by one nominating committee appointed by the President.

- a. This committee shall nominate candidates for each office.

2. Reports of the nominating committee shall be made at a scheduled Chapter meeting, or by email to the active members, at least one week prior to the Election of Officers Meeting.

3. Additional nominations may be made from the floor at the Election of Officers Meeting.

Section D. Election of Officers

1. During the spring quarter the following officers shall be elected:

- a. President
- b. Vice President
- c. Recording Secretary
- d. Corresponding Secretary
- e. Treasurer
- f. Special officers, if any
- g. An alumnus member of the Advisory Board

2. The election of officers shall be by secret ballot.

3. Two-thirds of the active membership shall constitute a quorum for the Election of Officers Meeting, and a majority of this quorum shall be required for election.

4. If no nominee receives a majority on the first ballot, a second ballot shall be taken between the two leading candidates.

5. The term of office for all officers shall be one year.

6. A minimum of a 2.0 Cal Poly cumulative GPA is required of all officers at the time of nomination and throughout their term in office.

Section E. Vacancies

1. If any office becomes vacant between regular elections, a special election shall be held at the next meeting to fill the vacancy.

2. The officer elected shall serve until the next regular election.

Section F. Installation Procedure

1. The installation meeting shall take place in accord with Bylaw V, 5.01.

2. The installation meeting may be either a business meeting or dinner, as the chapter desires.

3. There shall be a period of at least one week between the election and the installation of officers.

- a. During this period, a meeting of the outgoing and incoming officers, as a group, shall be held. (1) The purpose of this meeting shall be the discussion of such problems of administration as are of a general nature and the relation of each office to the others.

4. Before the installation meeting, each outgoing officer shall prepare, in writing, a report on the conduct of his position during his term of office.

- a. This report, outlining procedures and "pitfalls" peculiar to the chapter shall be presented by the outgoing officer to his successor at the installation meeting.

5. Under the chairmanship of the faculty advisor, the installation ceremony shall proceed in the following fashion:

- a. The chairman shall introduce the Corresponding Secretary, who, after taking the rostrum shall delineate the duties of his office as described in Bylaw V.
 - i. He/She shall, in addition, present verbally, the contents of his/her previously prepared written report related to his/her tenure in office.
 - ii. At the conclusion of his report, he/she shall introduce his/her successor, turning over to him/her all the materials of office which may be brought conveniently to the meeting.
 - iii. Materials not brought to the meeting shall be listed in writing with their exact locations noted.
 1. This list, together with the written report shall be presented to the new officer.
 2. The outgoing officer shall then turn the rostrum back to the chairman.
- b. The chairman shall then recognize the remaining officers, who shall follow the method of 5-a above, in vacating their offices.
 - i. They shall proceed in the following order
 1. Treasurer
 2. Corresponding Secretary
 3. Recording Secretary
 4. Vice President
 5. President
- c. Additional points relative to certain offices which shall be observed are:
 - i. The treasurer shall have prepared in advance any forms necessary to the transferring of chapter funds to the new treasurer such as bank-account signature cards.
 - ii. The Corresponding Secretary shall include among his materials of office duplicate, filled-out sample copies of Reports and Eligibility, Election, and Final Action, Chapter Surveys, and other forms as he/she may see fit.
 1. These forms shall be distributed both to his successor and to the incoming President.

- iii. The Recording Secretary shall include among his materials of office an accurate list of active members showing mailing addresses and exact dates of graduation of all members.
 1. This list shall be in triplicate, and distributed to his successor, the new Corresponding Secretary, and the new President.
- d. At the conclusion of the preceding "ceremonies," the faculty advisor shall turn the chair over to the New President who shall conduct the remainder of the meeting in the conventional fashion.
- e. This ceremony may be modified as the Advisory Board and the outgoing Officer board as they see fit on a case by case basis.

Article VI. Meetings

Section A. Frequency of Meetings

1. General meetings shall be held as necessary
2. Committee meetings shall be held monthly or as deemed necessary.
3. The officers shall present a complete calendar of the regular meetings of the Chapter for the quarter to the active members for their approval at the first meeting of the quarter.

Section B. Special Meetings

1. The following special meetings shall be held once each year.
 - a. Organization
 - b. Election of Officers
 - c. Installation of Officers
2. The following meetings shall be held twice a year with their sequence beginning in the fall and winter quarters.
 - a. Preliminary Consideration of Candidates
 - b. Election of Candidates
 - c. Initiation of Electees
3. One meeting of a social, literary, or technical nature shall be held each quarter.
4. Additional 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 signed by 20% of the active members of the Chapter.

Section C. Parliamentary Procedure

1. Sturgis Rules of Order shall be the parliamentary guide of the Chapter in all matters not covered in the Constitution and Bylaws of the Association nor in these Bylaws.

Section D. Notice of Meetings

1. Notices sent by email or telephone to the active members and alumnus advisers announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section E. Length of Meeting

1. 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.

Section F. Attendance

1. Attendance of active members shall be required at all regular scheduled meetings of the Chapter, unless excused by the President for reasons which he/she judges to be good and sufficient.

Section G. Advisory Board Meetings

1. The President shall call a meeting of the Advisory Board at the beginning of each quarter to discuss Chapter activities for the quarter.
2. The minutes of each Advisory Board meeting shall be read at the following regular meeting of the Chapter.
3. Additional meetings of the Board may be called by any of its members or upon written request to the Chairman of the Board signed by 20% of the active members of the Chapter.

Section H. Quorum

1. A quorum for the consideration of routine business shall be a majority of the active membership of the Chapter.
2. A quorum shall be three-fourths of the active membership for:
 - a. Changing the initiation fee.
 - b. Passing an assessment on the members of the Chapter.
 - c. Amending the Chapter Bylaws.
 - d. Approval or disapproval of a proposed amendment to the Constitution of the Association.
3. For the election of officers, the quorum shall be two-thirds of the active membership.
4. A quorum for an Advisory Board meeting shall be five members of the Board.

Article VII. Committees

Section A. Appointments-Classification

1. Subject to the provisions of the National Tau Beta Pi Bylaws, the President shall appoint the chairman and members of the following committees:
 - a. Membership
 - b. Initiation
 - c. Program
 - d. Social Activities
 - e. Such other committees as the Chapter shall desire and establish
2. Appointments shall be made at the next Officer meeting following each initiation of new members.

Section B. Membership

1. Committee membership shall consist of active members of the Chapter

2. Advisers may be non-voting members of any committee.

Section C. Responsibilities

1. 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.

Section D. Executive Committee

1. The executive committee shall consist of the elected officers and the adviser.

Article VIII. Finances

Section A. Expenses and Assessments

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.
2. A majority vote of the active membership shall be required to change any fees or dues or to levy any assessment.
3. Within one week, the Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning changes in amounts of the initiation fee, dues, or assessments.

Section B. Initiation Fee-Dues

1. The initiation fee shall be \$95.00.
2. The initiation fee shall include the following:
 - a. The national initiation fee.
 - b. The national convention assessment.
 - c. The cost of one initiation banquet.
3. The initiation fee shall be paid in advance of the initiation.
4. There shall be no other fee, such as yearly, quarterly, or weekly dues, levied on the members, except by special assessment, as noted in VIII A, 2, above.

Section C. Budget

1. 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.
2. This budget shall be submitted to the Chapter for approval by a majority vote at the first regular meeting in the fall.
3. 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/she expects to incur in attending the annual Convention of the Association.

Section D. Bookkeeping Procedure

1. The Chapter shall use the official bookkeeping system of the Association.
2. The Chapter's fiscal year shall be May 1 to April 30.

3. Immediately following the end of the Chapter's fiscal year, at least one alumnus member of the Advisory Board shall audit the books.
 - a. Following the audit, the Treasurer with the aid of the Treasurer-elect, shall file the required information return with the District Director of Internal Revenue.

Section E. Administering of Funds

1. Funds shall be administered through the ASI account service and within ASI policies and procedures.
2. All Chapter officers shall have the authority to expend Chapter funds.

Article IX. Advisors-Advisory Board

Section A. Advisory Board Members

1. The Advisory Board of the Chapter shall be composed of the following:
 - a. President
 - b. Vice President
 - c. Corresponding Secretary
 - d. Four alumnus members of the Association
 - e. Advisor
2. The Chairman of the Advisory Board shall be elected by its members at the first Board meeting of the year.

Section B. Term of Office

1. Alumnus members of the Advisory Board (who shall be known as Advisers) shall serve four-year terms, as specified in the National Tau Beta Pi Bylaws.
2. All other officers shall serve for one year or until their successors are duly elected and installed.

Section C. The faculty advisor shall be a member of the teaching or professional faculty or staff, who shall be approved in advance by his department head and respective school dean.

Article X. Amendments

Section A. Procedure

1. These Bylaws may be amended by a three-fourths affirmative vote of the active membership of the Chapter, subject to the approval of the Advisory Board, as provided in the National Tau Beta Pi Bylaws.
2. Amendments must be approved by Codes and Bylaws Committee, Student Senate, and the University before becoming effective.
3. The Corresponding Secretary shall send a copy of the Bylaws as amended, to the Secretary-Treasurer of the Association within two weeks after an amendment is adopted.

Article XI. Conflict

Section A. These bylaws shall be in accordance with the ASI Bylaws and Codes,

and the policies of the University.