

**CONSTITUTION OF THE  
TAU BETA PI ENGINEERING HONOR SOCIETY – CALIFORNIA THETA CHAPTER  
CALIFORNIA STATE UNIVERSITY, LONG BEACH (CSULB)**

Article I.            Name of Organization: The name of this organization shall be Tau Beta Pi Engineering Honor Society – California Theta Chapter, hereinafter referred to as “TBP-CA Q.”

Article II.           Statement of Purpose:

**Section 1.**        It is the purpose of this society to mark in a fitting manner those who have conferred honor upon their alma mater by distinguished scholarship and exemplary character as students in engineering, or by their attainments as alumni in the field of engineering.

**Section 2.**        To promote ethical leadership and academic achievement, and to cultivate civic responsibility.

**Section 3.**        To provide the students opportunities for association and interaction with the faculty and administration of CSULB and with the members of the community.

Article III.           Authority:

**Section 1.**        This organization is a recognized student organization at California State University, Long Beach and adheres to all campus policies as set forth in the CSULB Campus Regulations Handbook ([www.csulb.edu/regs](http://www.csulb.edu/regs)).

**Section 2.**        This organization is affiliated with The Tau Beta Pi Association, the national engineering honor society.

**Section 3.**        This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these constitution and bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

**Section 4.**        The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Article IV.

Membership:

- Section 1.** Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity/expression, marital status veteran status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity/expression, marital status veteran status, citizenship, sexual orientation, or disability.
- Section 2.** Regular membership in the organization shall be open to all those regularly-enrolled CSULB students who are interested in membership and who meet the current eligibility standards set by TBP-CA Q and The Tau Beta Pi Association. Each regular member has equal rights and privileges.
- Section 3.** By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSULB students (e.g., faculty, staff, community members, students at other colleges, etc.). Such members have all membership privileges except for the right to vote or hold office.
- Section 4.** For the organization to be recognized by CSULB, a minimum of five (5) matriculated CSULB students (who are currently enrolled in at least one class) need to be regular members.
- Section 5.** Members shall not be required to pay dues, except for the one-time initiation fee.

Article V.

Officers:

- Section 1.** The elected officers of the Executive Board shall be the President, Vice President, Treasurer, Corresponding Secretary, and Recording Secretary.
- Section 2.** Qualifications necessary to hold office in this organization are as follows:

To be eligible for and to hold office, candidates must meet the requirements of CSU's policy on minimum academic qualifications for student office holders for major and minor student officers or representatives that is found at <http://www.calstate.edu/SAS/stdsrvc.shtml>.

A candidate for office must be carrying a minimum of six (6) undergraduate units or three (3) graduate units of regular university credit per semester at CSULB.

All student representatives must be matriculated at the university, maintaining a minimum overall, on-campus cumulative 2.5 grade point average (GPA) at all times, and a 2.5 GPA in every semester while in office, and in the semester prior to running for office, and not be on probation of any kind.

Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible.

Article VI. Meetings:

**Section 1.** Regular meetings shall be scheduled at least bi-monthly during the academic year and shall include the following to be scheduled and held once each year: Organization Meeting and the Planning Meeting. The Planning Meeting shall be held soon after the Election of Officers. In connection with new members, regular meetings shall be: Preliminary Consideration of Candidates, Election of Candidates, Formal Initiation, and Banquet.

**Section 2.** Special meetings may be called by the President or by the written request of any five members. All members must be given a minimum of 48 hours notice, weekends and holidays excluded, prior to the meeting time. The purpose of the meeting shall be stated in the call and no business except that which is specified in the call may be transacted at a special meeting. Except in cases of emergency, at least three (3) days notice shall be given, excluding weekends and holidays.

**Section 3.** Business cannot be conducted unless quorum of the membership is present.

Article VII. Executive Board:

**Section 1.** The elected officers shall constitute the executive board of the organization and each shall have one vote. The advisor(s) shall be ex-officio, non-voting members.

**Section 2.** The Executive Board shall meet no less than once per month during the academic year. Meetings of the board shall be open to any member.

**Section 3.** Approval by the President and the Treasurer is needed for all disbursements of \$250.00 or less, which are not first brought before the organization for approval. Expenditures in excess of \$250 must have majority approval of the organization.

**Section 4.** The Executive Board shall serve as a planning committee.

Article VIII. Succession of officers:

**Section 1.** In the event of permanent incapacitation, resignation, or removal from office, the line of temporary succession shall be as follows: President, Vice President, Corresponding Secretary, Recording Secretary, and Treasurer.

**Section 2.** Upon the vacancy of any office, a new candidate will be elected at the next regular meeting or at a special meeting.

Article X. Hazing Prohibition:

This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

Section 48900 of the Education Code

SEC. 4. Section 245.6 is added to the Penal Code, to read:

245.6. (a) It shall be unlawful to engage in hazing, as defined in this section.

(b) "Hazing" means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.

(c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

(d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of

Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.

(e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.

(f) Prosecution under this section shall not prohibit prosecution under any other provision of law.

SEC. 5. This act shall be known and may be cited as "Matt's Law" in memory of Matthew William Carrington, who died on February 2, 2005, as a result of hazing.

Article IX.

Discipline of Members

**Section 1** This organization shall comply with Title 5, Section 41301, Student Conduct Code.

**Section 2** All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the Office of Judicial Affairs.

**Section 3** Complaints may also be brought to the attention of the Executive Board or the Office of Judicial Affairs. A written charge may be filed with the Executive Board or the Office of Judicial Affairs. The Executive Board or the Office of Judicial Affairs shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Board or the Office of Judicial Affairs shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Board or the Office of Judicial Affairs shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Board or the Office of Judicial Affairs shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion,

suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

**Section 4** The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

**Section 5** The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

**Section 6** By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

Article X. Method to Amend and Renew the Constitution:

**Section 1.** Proposed constitutional amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.

**Section 2.** Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.

**Section 3.** Approval by the University is needed to change the constitution.

**Section 4.** Constitutions must be renewed with the University every 5 years.

**BYLAWS OF THE  
TAU BETA PI ENGINEERING HONOR SOCIETY – CALIFORNIA THETA CHAPTER  
CALIFORNIA STATE UNIVERSITY, LONG BEACH (CSULB)**

Bylaw I.

Membership:

- Section 1.** There shall be two types of membership in the organization: regular and honorary.
- Section 2.** The election of new members shall be held once in the fall and once in the spring semester as soon as possible and after grades for the previous semester become available.
- Section 3.** All the provisions of C-VIII and B-VI from the national association's Constitution, Bylaws, and Eligibility Code shall be strictly followed.
- Section 4.** Students in good standing in the College of Engineering and in the following curricula shall be considered for membership in TBP-CA Q: Aerospace Engineering, Biomedical & Clinical Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Computer Science, Electrical Engineering, and Mechanical Engineering. For the purpose of these Bylaws, the term "Engineering Degree" shall be defined as a Bachelor of Science in one of the aforementioned disciplines, or a baccalaureate degree where at least one of multiple majors is among the aforementioned disciplines.
- Section 5.** Each semester, to be eligible for consideration, a continuing Senior shall have completed 90 semester hours of work toward an Engineering Degree, and have completed at least 16 semester hours of work in residence at California State University, Long Beach.
- Section 7.** Each semester, to be eligible for consideration, a continuing Junior shall have completed 70 semester hours of work toward an Engineering Degree, and have completed at least 16 semester hours of work in residence at California State University, Long Beach.
- Section 8.** The cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum shall be determined by the Executive Board of TBP-CA Q.

**Section 9.** TBP-CA Q may elect to specify scholastic requirements higher than those stated in C-VIII of the national constitution.

**Section 10.** The Executive Board may 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 of the national constitution.

**Section 11.** Exemplary Character Evaluation

- a. Formal letters and/or E-mails shall be sent to scholastically eligible candidates inviting them to a “get-acquainted” meeting.
- b. A “get-acquainted” meeting shall be held as early as practical in the semester at which time TBP-CA Q members will meet the Candidates. The Candidates shall be introduced to the purpose and activities of TBP-CA Q.
- c. Each of the candidates will be required to actively participate in a TBP-CA Q project or event to receive further consideration.
- d. Each of the candidates shall be invited by a membership committee appointed by the President and will report to the Vice President. The committee shall evaluate the Candidates and their participation and, when deemed necessary, consult with member faculty.

**Section 12.** Election to Membership

- a. At the time of election, the Eligibility Code shall first be read.
- b. The report of the membership committee shall be discussed.
- c. Each of the candidates in turn shall receive a brief interview by a quorum of the active members. Immediately upon the Candidate’s departure a ballot shall be taken. A majority of votes cast shall be necessary for a choice.
- d. After all the Candidates have been voted upon, a second ballot shall be taken in the same order for each Candidate who failed the first ballot.
- e. No Candidate who fails election on the second ballot shall be considered further unless thirty-percent of the members so request.
- f. No Candidate who fails election on the third ballot shall be reconsidered at the same election.



- g. Any Candidate failing election may be considered at a future election providing that the Candidate is then eligible.

**Section 13.** 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 nominees, and mailed within twelve hours of the Election Meeting.

**Section 14.** All members shall keep the election results in absolute confidence so that no Candidate shall learn of his/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 15.** Each nominee shall be required to notify the President, in writing or E-mail, of his/her acceptance.

**Section 16.** Each nominee who refuses for financial reasons shall be interviewed by the Executive Board, as required by C-VIII, 10-a of the national constitution.

**Section 17.** Any person who has rendered outstanding service to the organization may be conferred honorary membership with a majority vote of the organization. Honorary members have no vote within the organization.

**Section 18.** Any member may be suspended or expelled from the organization for conduct contrary to the constitution of the organization or for conduct that grossly impairs the rights of the members to enjoy the benefits of the organization. The offense must be in writing and submitted by a member. After the offense has been submitted to the organization, the offending member shall have the right to a hearing before the organization at a regular meeting and may be suspended or expelled only upon the affirmative vote of three-fourths of the voting members present. The offending member has the right to appeal an adverse decision at a regular meeting, and such offending members shall be reinstated unless the suspension or expulsion is again approved by three-fourths vote.

Bylaw II.

Dues:

**Section 1.** There shall be a one-time initiation fee for all initiates. This fee shall include all National fees, and the cost of one initiation banquet.

**Section 2.** Any change in amount of the initiation fee shall be approved by a three-fourths vote of the total active membership one semester prior to the assessment of such dues.

Bylaw III.

Officers:

**Section 1.** The President shall preside at all meetings of the organization. He/She shall be the official spokesperson of the organization, representing policies, views, and opinions of the organization in its relations with the campus and community at large. He/She shall have such further powers and duties as may be prescribed by the organization.

**Section 2.** The Vice President shall preside at the organization meetings in the absence of the President. He/She shall perform all legal duties assigned to him/her by the President. He/She shall notify all members of the organization meetings and shall be in charge of the management of all new member activities.

**Section 3.** The Treasurer shall handle all financial affairs and budgeting of the organization, maintaining all necessary accounting records. Said records shall be maintained in accordance with generally accepted accounting principles. He/She shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements. All disbursements in excess of \$250 require the majority approval of the organization.

**Section 4.** The Corresponding Secretary shall be responsible for the regular and timely submission of all required reports to the Tau Beta Pi National Office, all organization correspondence, and shall keep copies thereof on file.

**Section 5.** The Recording Secretary shall take minutes at all meetings of the organization, keep minutes on file and submit required copies to all organization members. He/She shall also act as historian and shall maintain all records of the organization.

**Section 6.** In the event that an elected officer is unable to fulfill his/her term of office, there shall be an election to fill the vacancy at the next regular meeting or at a special meeting. Any eligible member, including those already holding office, may be nominated for a vacant office. However, an executive officer may hold only one position at a time.

**Section 7.** Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of voting members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

**Section 8.** Officers shall assume office at the first regular meeting following the election. The term of office for the officers of the organization shall be for one academic year. No officer is allowed to hold the same office for more than two consecutive terms.

Bylaw IV. Advisors:

**Section 1.** The organization shall elect an individual employed as a faculty or staff member at CSULB to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Faculty/Staff Advisor Acceptance of Responsibility Form. Advisors shall serve on an academic year basis or until their successor has been selected. The Faculty Advisor so elected should preferably be a member of Tau Beta Pi.

**Section 2.** The organization shall elect such number of alumni of this chapter of Tau Beta Pi as it may find convenient to serve as Alumni Advisor(s) to the chapter and to advise the chapter in the administration of its affairs in a manner consistent with Tau Beta Pi's national policies.

**Section 3.** The advisors shall serve a term of one year and will be elected at the same time as the officers of the organization.

**Section 4.** The advisor(s) shall be ex-officio, non-voting member(s).

Bylaw V. Committees:

**Section 1.** Subject to the provisions of B-V, 5.02 of the national bylaws, the President shall appoint the chair/member of the following committees: Initiation Banquet, Engineering Futures, and Publicity. Appointments shall be made at the first meeting after the election of officers each semester.

- Section 2.** The Membership Committee described in Bylaw I shall be chaired by the Vice President and shall consist of additional members appointed by the Vice President. The Vice President shall determine the number of additional members required in consideration of the size of the new member class.
- Section 3.** The Initiation Banquet Committee shall be responsible for planning the initiation banquet, to include selecting the location, negotiating the price if necessary, and such other related duties as the President shall direct.
- Section 4.** The Engineering Futures Committee shall be responsible for activities consistent with the Engineering Futures program sponsored by, and information about which is available from, the national office of Tau Beta Pi.
- Section 5.** The Publicity Committee shall be responsible for publicizing Tau Beta Pi events consistent with campus advertising policies.
- Section 6.** Each committee chair shall make a report as necessary on the progress of his/her group's activity.
- Section 7.** The President shall have the authority to create additional committees to further the purposes of the organization.

Bylaw VI.

Quorum:

- Section 1.** The percentage of members that constitutes a quorum shall be fifty percent plus one.
- Section 2.** In voting, a majority shall consist of more than fifty percent of those voting.
- Section 3.** There must be a quorum in order for any official vote or election to occur.

Bylaw VII.

Elections:

- Section 1.** Elections will be held once in the spring semester of each academic year soon after Initiation.
- Section 2.** The new officers shall take office at the meeting following the election meeting.
- Section 3.** At least one week's notice shall be provided for any meeting at which a regular election is to be held.

- Section 4.** Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.
- Section 5.** Elections shall be by show of hands, unless a secret ballot is requested by a member, to be held on the campus of CSU Long Beach. The two highest ranking officers present who are not running for the position being elected shall count the votes, whether by show of hands or by ballot, or upon demand of any member present, the ballots shall be counted aloud.
- Section 6.** A majority of members of the organization shall constitute a quorum for an election.
- Section 7.** A majority of all votes cast in the election shall be necessary to elect. If no candidate receives a majority, a run-off election shall be held between the two candidates receiving the largest number of votes.

Bylaw VIII. Method to Amend the Bylaws:

- Section 1.** Proposed bylaw amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.
- Section 2.** Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.
- Section 3.** Approval by the University is needed to change the bylaws.
- Section 4.** Bylaws must be renewed with the University every 5 years.