BYLAWS OF THE CALIFORNIA TAU CHAPTER OF
THE TAU BETA PI ASSOCIATION INCORPORATED

Bylaw I: Authority and Restrictions

Section 1. Authority. TBII, University of California, Irvine Engineering Honor Society will follow the Constitution and Bylaws of the Tau Beta Pi Association Incorporated (hereafter referred to as "the Chapter" and "the Association" respectively).

Section 2. Restriction of the Association. These bylaws shall govern the proceedings of the Chapter in matters for which provision has not been made in the Constitution or Bylaws of the Association.

Section 3. Restrictions of the University. The Chapter shall conform to the rules and regulations of the University.

Bylaw II: Officers

Section 1. Officers and their Duties. The elected officers of the Chapter shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, a Cataloger, and four alumni advisors. The duties of these officers shall be as specified in Bylaw V, Section 5.03, of the Association Bylaws. In addition, there shall be appointed officers and committee chairmen designated in accordance with Bylaw II, section 7, as the need arises. It is recommended that the alumni advisors be faculty members of the School of Engineering. The President shall be the Chapter's delegate to the Convention.

Section 2. Terms of Office. The term of office of an alumni advisor shall be four years. The term of office of a student officer shall be the 7th week of the spring quarter through the 6th week of the spring quarter of the next year.

Section 3. Advisory Board. The advisory board shall be selected as specified in Article VI, Section 7, of the Association.

Section 4. Concurrent Offices. No member shall hold concurrently more than one office in the Chapter.

Section 5. Installation. The installation of new officers shall occur on the 7th week of the spring quarter. Bylaw V, Section 5.01, of the Association Bylaws should be consulted with respect to the procedure for installation.

Section 6. Election Procedure.

(a) Times of Election. Officers serving for any one term shall be elected at an officer election meeting held no later than the 5th week of the spring quarter. Alumni advisors shall be elected at these meetings.

(b) Nominations. Nominations for new officers may be submitted to the President during the week preceding the officer election meeting. In addition, nominations from the floor may be made during the meeting.
(c) Election. A quorum for the officer election meeting shall consist of 50% of the active membership of the Society (as defined in Bylaw III, Section 1). Election shall be declared by simple majority of a secret ballot, and proceedings shall be conducted by the outgoing President. The President shall cast a marked ballot for each election, but it shall be counted only in a tie-breaking situation. If no nominee receives a majority of votes on the first ballot, a second ballot shall be taken between the top two nominees. If after the second ballot no nominee has not received a majority of votes (due to write-in candidates), a third ballot shall be taken, with ballots counted only for the two designated candidates. In the event of a tie between the two nominees, either on the second or third ballot, the President's previously marked ballot shall be counted as the deciding vote.

Section 7. Appointment Procedure. If in the course of a President's term of office the need arises for an appointed officer or committee chairman, suggestions for the appointment shall be solicited from the membership by the President. From these suggestions the President shall appoint the new officer, subject to approval by the members present at a regularly scheduled officer meeting.

Section 8. Impeachment. Impeachment proceedings may be instigated against an elected officer upon the written request of 25% of the active membership or 50% of the alumni advisors. A trial date shall be set by the President or, if he is the defendant, by the Vice-President at a time within two weeks of the presentation to him of the instigating document. Notification of the trial time shall be made to all members at least one week before the trial. Three-quarters of the active membership must be present at the trial, where the presiding officer shall be the President, or, if he is the defendant, the Vice-President. A vote for impeachment of two thirds of the total active membership is necessary for impeachment.

Section 9. Vacancies. If any office other than the Presidency becomes vacant between regular elections, the President shall make an appointment to the office in the same manner as outlined in Bylaw II, Section 7. The Presidency shall be filled by the Vice-President, and the Vice-President, by appointment.

Section 10. Chapter Contacts. During the spring quarter, it shall be the responsibility of each outgoing officer to introduce his/her successor to all University personnel with whom the outgoing officer has conducted Chapter business during his term.

Section 11. Documents of the Chapter. All documents of the Society, including but not limited to schedules, sign-in sheets, original forms, letters to and from the Chapter, minutes of all meetings, information texts, legal documents, fiscal records, and catalogs shall be considered the property of the Chapter and shall be kept permanently in one facility located on the campus of the University of California, Irvine, in the School of Engineering. Neither officers nor members of the Chapter shall be allowed to keep any original documents of the Society in their possession for any extended period of time, but shall instead be instructed to make copies of any of the Chapter's documents for the execution of their Chapter duties.
Bylaw III: Society Membership

Section 1. Active Membership. The active membership of the Chapter shall be defined, in accordance with Article VI, Section 1, of the Constitution, to include all undergraduate members and, in addition, graduate student and alumnus members who have indicated in writing their desire to be fully active in Chapter affairs. In order to retain active status in the Chapter, members shall be required to attend the candidate election meeting each term. Members who have a valid reason for not attending the election meeting must submit a written excuse to the President prior to the meeting. The President shall then rule on the acceptability of the reason and, accordingly, determine the membership status.

Section 2. Inactive Status.

(a) Definition. A member of the Chapter who has become inactive shall have his name removed from the mailing list and shall lose all privileges of Chapter membership, in particular, participation in free activities.

(b) Procedure. The following steps shall be taken in rendering a member of the Chapter Inactive:

(i) If a member has not submitted to the President a written excuse for absence from the candidate election meeting, five-sevenths approval of the Advisory Board must be obtained to declare the member inactive.

(ii) In accordance with the Association's Bylaw VI, Section 6.05(c), written notification of a member's change in status shall be made to the Secretary-Treasurer of the Association within two weeks of the Advisory Board's decision.

(iii) An inactive member may be readmitted to active status in the Chapter by following the procedure outlined in the Association's Bylaw VI, Section 6.05(b).

Bylaw IV: Meetings

Section 1. General Meetings.

(a) Guidelines. General meetings of the Chapter shall be chaired by the President, or, in the case of his absence, the alternate chairman shall be selected according to Bylaw II, Section 1. Meetings shall be held at times convenient to the greatest part of the active membership. Active membership shall be notified of meeting times early in the officers' term.

(b) Officer Meetings. Officer meetings shall be held as necessary, and shall be open to all active members.

Section 2. Advisory Board Meetings. At least two Advisory Board meetings shall be held during the officers' term. A minimum of three of the four alumnus advisors and all student Advisory Board members must be present at the meeting, which may be conducted in lieu of an officer meeting. This meeting should take place early in the officers' term. The meeting is to be held so that the officers may present to the advisors plans and programs for the upcoming term, and so that the advisors can make suggestions and recommendations.
Bylaw V: Committees

Section 1. Standing Committees. The following five standing committees are hereby established to facilitate Chapter operations:

(i) A Program Committee, which develops and supervises the Chapter's projects and programs,

(ii) A Publicity Committee, which notifies the faculty and the student body as a whole of the Chapter's activities,

(iii) A Membership Committee, which determines and screens all prospective candidates for membership into the Chapter,

(iv) An Initiation Committee, which handles all details of the Chapter's initiation ceremony, and

(v) A Social Activities Committee, which organizes the social program for the Chapter.

Section 2. Special Committees. In addition, special committees may be created as deemed necessary by the President of the Chapter. Chairmen of these committees are to be appointed in the manner outlined in Bylaw II, Section 7. Possible special committees could include those dealing with Office Maintenance, or Bylaws Revision. In the event that the nature of a special committee is such that it develops a permanent status, it may be transformed to a standing committee by amending these Bylaws according to Bylaw VIII. The chair of the new standing committee shall become an elected office in subsequent terms.

Bylaw VI: Election of New Members

Section 1. Time of Election. Election of new members shall be held twice during a President's term of office.

Section 2. Eligibility. Eligibility of undergraduates, graduate students, alumni, and eminent engineers for membership must be determined according to Article VIII, Section 2, 3, 4, 5, 6 and 7 of the Constitution. Student Candidates must be enrolled in at least Junior level courses in the School of Engineering. In addition, the following Chapter eligibility requirements are imposed:

(a) Undergraduates. No undergraduate shall be eligible for membership if he has less than a 3.00 out of a possible 4.00 grade point average. Furthermore, an undergraduate must have completed at least 28 quarter units at the University of California to be considered for membership.

(b) Graduate Students. A graduate student must have been in residence at the University for a minimum of two quarters to be considered eligible for membership.

Section 3. Character Evaluation. The following procedure shall be observed for election of members:

(a) Undergraduates.

(i) All eligible undergraduates will be determined by the Membership
Committee based on membership requirements as stated in Bylaw VI, Section 2. Those eligible shall then be notified and invited to attend a Chapter meeting. At the meeting, the candidates shall be invited to prepare a resume and to sign up for participation in one of the Chapter's projects.

(ii) Each of the candidates shall be required both to participate actively in a project and to submit a resume in order to receive further chapter consideration.

(iii) At the election meeting, the Membership Committee shall make recommendations based on each candidate's resume and project participation.

(b) Graduate Students. An Advisory Board interview shall be conducted so that a recommendation concerning election may be made to the general membership. In addition, graduate students must submit a resume of academic and professional achievements so that the information may be relayed to National Headquarters in accordance with the Constitution, Article VIII, Section 3.

(c) Alumni and Eminent Engineers. Candidates for election as alumni or eminent engineers shall be required to submit a resume of academic and professional achievements to the Advisory Board. In addition, the candidate must be favorably recommended by at least one alumnus member of the Association. An evaluation of the candidate's credentials shall be made by the Advisory Board, and five-sevenths approval of his candidacy must be obtained before consideration by the Chapter's membership can take place.

Section 4. Candidate Election Meeting. After the above evaluation procedures have been completed for undergraduates, graduate students, alumni, and eminent engineer candidates, they must be voted upon at a candidate election meeting. The election meeting shall be conducted using the following procedure:

(a) At the Election Meeting, the Eligibility Code shall first be read.

(b) The names of eligible candidates will be submitted to the Chapter membership in groups by the Membership Committee along with the committee's favorable recommendation for each candidate in the group. The size of the groups shall be determined by the Membership Committee.

(c) If any active member has a question about any of the candidates in a group, that candidate's name shall be removed from the group ("purged") and considered separately.

(d) A Chapter vote shall be taken on the remainder of the group.

(e) Each candidate removed from a group and candidates who did not receive a favorable recommendation from the Membership Committee shall be considered separately after all groups have been voted on. Each name shall be presented for discussion and voted on before the following name is considered.

(f) After all names have been considered and voted on, there shall be a second individual ballot for each candidate who failed election on the first ballot.

(g) No candidate who fails election on the second ballot shall be considered further unless 25% of the members present so request.
(h) No candidate who fails election on the third ballot shall be considered again at this election. He or she may be considered again at the next election if he or she is eligible.

Bylaw VII: Finances

Section 1. Expenses and Initiation Fee. The expenses of the Chapter shall be borne by the initiation fee, with two-thirds vote of the total active membership being required to change the amount of this fee. Within one week, the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of the changes in initiation fee.

Section 2. Expenditures. Expenditures shall be made from petty cash or by checks signed by the Treasurer or President. All requests for reimbursement shall be accompanied by a receipt and shall be submitted to the Treasurer. The Treasurer shall keep records of expenditures, both by checks and from petty cash, and shall enter them in the Chapter Ledger.

Section 3. Operating Budget. Early in the officers' term an operating budget shall be submitted to the Chapter membership for recommendations and suggestions. This budget need not be all inclusive, and additional expenses may be included as deemed necessary by the President.

Bylaw VIII: Amendments

These Bylaws may be amended by a two-thirds vote of the total active membership of the Chapter, subject to the approval of the Advisory Board. Proposed amendments shall be submitted to the Chapter in a scheduled meeting at least one week before the voting.
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Section 2. Eligibility. Eligibility of undergraduates, graduate students, alumni, and eminent engineers for membership must be determined according to Article VIII, Section 2,3,4,5,6, and 7 of the Constitution. Also eligible members must be from an accredited ABET institution. Acceptable majors are Civil engineering, Environmental Engineering, Electrical Engineering, Computer Engineering, Biomedical Engineering, Chemical Engineering, Material Science, Mechanical Engineering, and Aerospace Engineering. Student Candidates must be enrolled in at least Junior level courses in the School of Engineering. In addition, the following Chapter eligibility requirements are imposed:

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