

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

BYLAW I

General

- Section 1. The President, Vice President/President Elect, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, and Engineering Joint Council (EJC) Delegate shall be elected each semester. An alumnus member of the Advisory Board shall be elected in the spring semester.
- Section 2. This Chapter shall conform to such rules regulations of California State University, Sacramento, its student association, and of its School of Engineering as may apply to honor societies.
- Section 3. In the event of conflict between the Constitution and Bylaws of the Tau Beta Pi Association, Inc. and the rules and regulations of California State University, Sacramento and/or the School of Engineering, the rules of California State University, Sacramento and/or the School of Engineering shall prevail, and the Corresponding Secretary of the Association shall be notified of the circumstances of the conflict.
- Section 4. Abbreviated referenced herein to the Constitution and Bylaws of the Association and to the various Bylaws 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. CUB-I, 4 - California Upsilon Chapter Bylaw I, Section 4.
 - d. CUC-V, 1 - California Upsilon Constitution, Article V, Section 1.

BYLAW II

Government and Officers

- Section 1. The Chapter shall be composed of members chosen from among eligible students and alumni on the bases of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VIII and in The Eligibility Code of the Association and in CUC-V, 1. In the event of a conflict of these codes, The Eligibility Code of the National Association shall prevail.

Section 2. The Chapter shall have full control over its individual affairs, subject to the Constitution and Bylaws of the Association, which control shall be exercised by the active membership of the Chapter and its Advisory Board. An "active member" of this Chapter shall be as defined in C-VI, 1, and only active undergraduate and graduate student members, as defined therein, shall have the privilege of voting on new members and on the amounts of the initiation fee, dues, fines, and assessments. A student may become inactive only under provisions of B-VI, 6.05.

Section 3. The officers of this Chapter shall be a President, President Elect/Vice President, Recording Secretary, Corresponding Secretary, Cataloger, and EJC Delegate, 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 alumnus advisors, preferably elected from among the faculty of the School of Engineering and Computer Science. If the Society deems it beneficial, a student Treasurer and faculty Treasurer may work jointly in that position.

Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumnus members of the Association. The Chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

Section 5. Alumnus members of the Advisory Board shall serve four-year terms, as specified in C-VI, 7. All other officers shall serve for one semester or until their successors are duly elected and installed.

Section 6. The duties of the officers shall be those usually performed by persons holding such offices, those prescribed by the Constitution and Bylaws of the Association, and those prescribed in these Bylaws or by Chapter action.

Section 7. The President shall be this Chapter's delegate to the Convention of the Association. The other officers shall be alternate delegates, in the order given CUB-II, 3.

Section 8. The following extra duties shall be required of the officers:

a. The President shall be an ex-officio member of all committees.

b. The President shall see that each officer and committee chair is provided with a written list of specific duties for which each is responsible. A copy of each list shall be placed in the Recording Secretary's notebook and in the President's Book.

c. The Recording Secretary shall see that each candidate accepting election receives copies of The Constitution and Bylaws and Eligibility Code of the Tau Beta Pi Association, Information about Tau Beta Pi, these Bylaw, and such other materials as the Chapter may deem desirable. These materials can be made available electronically.

d. The Corresponding Secretary shall notify each active member and Advisor of the time, place, and purpose of each Chapter meeting at last 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 the Dean of the College of Engineering & Computer Science early in each semester to discuss ways in which the Chapter may be of service to the School. The substance of such discussion shall be reported to the Chapter at the next meeting.

g. The President shall cooperate with the Directors of Tau Beta Pi District 15 and shall encourage the Chapter members to participate in the District's activities.

BYLAW III

Meetings

Section 1. The following regular meetings shall be scheduled and held once each semester: Organization, Election of Officers, and Installation of Officers.

Section 2. The following regular meetings shall be scheduled and held once in the fall and once in the spring semesters: Discussion of Election Procedures, Election of Candidates, Initiation of Electees, and at least one general meeting of a social, literary, or technical nature.

Section 3. 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 4. "Robert's Rules of Order" shall be the parliamentary guide of the Chapter in all matters not covered in the Constitution and Bylaws of the Association or in these Bylaws.

Section 5. The first meeting of each semester shall be held within three weeks of the start of the semester.

Section 6. The officers shall present a complete calendar of the regular meetings of the Chapter for the semester to the active members for their approval at the first meeting of the semester.

Section 7. Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 8. Business meetings, other than the Election Meeting, shall last no longer than two hours, unless extended by an affirmative vote of three-fourths of the active members present. The order of business at these meetings shall be as follows:

- a. Roll call
- b. Minutes of the previous meeting
- c. Reports of officers
- d. Reports of committees
- e. Unfinished business
- f. New business

g. Adjournment

Section 9. Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons judged to good and sufficient. A member who must miss a regular, scheduled meeting shall submit his or her reasons to the President, in writing, before the meeting, unless the excuse is illness.

Section 10. The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for the semester. The minutes of each Advisory Board meeting shall be read at the following regular meeting of the Chapter. Additional meetings of the Board may be called by any of its members or upon written request to the Chair of the Board signed by 20% of the active members of the Chapter.

Section 11. A Quorum for the consideration of routine business shall be majority of the active membership of the Chapter; for the election of new members, for 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 or approval of a proposed amendment to the Constitution of the Association, a quorum shall be three-fourths of the active membership, for the election of officers, a quorum shall be two-thirds of the active membership. A quorum for an Advisory Board meeting shall be five members of the Board.

BYLAW IV

Committees

Section 1. Subject to the provisions of B-V, 5.02, the President shall appoint the chair and members of the following committees: Membership, Initiation, Program, Social Activities, EIT Review Sessions, Tutoring, and such other committees as the Chapter shall desire and establish. Appointments shall be made at the next Chapter meeting following each initiation of new members.

Section 2. As early as possible, and no later than one week after committee appointments are made, the President shall provide each committee chair with a list of his or her Specific duties and responsibilities.

Section 3. Each committee chair shall make a report on the progress of his or her group's activities at each Chapter meeting.

BYLAW V

Election of New Members

- Section 1. Election of new members shall be held in the fall and spring semesters as soon as possible after grades for the previous term become available.
- Section 2. All provisions of C-VIII and B-VI shall be strictly followed.
- Section 3. Scholastically eligible students in the following undergraduate and graduate curricula shall be considered for membership in the Chapter: Civil Engineering, Electrical and Electronic Engineering, Mechanical Engineering and Computer Engineering.
- Section 4. Transfer students shall be eligible for consideration at the third regular election after their registration provided the students have completed 24 units at California State University, Sacramento, including 10 units of upper division engineering coursework. Such students may be eligible at the second regular election after their registration; provided the consent of five-sevenths of the Advisory Board is obtained.
- Section 5. The cases of those whose scholastic eligibility is in doubt because of irregularities in standing or curriculum shall be determined by the Advisory Board of the Chapter.
- Section 6. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.
- Section 7. The membership committee shall periodically consult with the chairs of the 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 8. Exemplary Character Evaluation
- a. Get-Acquainted-Meeting Procedure
 - i. Letters shall be sent to scholastically eligible candidates inviting them to a get-acquainted meeting ("smoker").
 - ii. A get-acquainted meeting shall be held at which the Chapter members will meet the candidates. The candidates shall be introduced to the purposes and activities of Tau Beta Pi.
 - iii. The Chapter members shall be asked to make recommendations on the candidates they met during the get-acquainted meeting, at the Chapter's election meeting.
 - b. Alternative Option 1: Resume Procedure
 - i. Letters shall be sent to scholastically eligible candidates inviting them to complete and return a resume/questionnaire form describing their activities and

interests. The letters shall contain a specific date for returning the resumes.

ii. After the specified deadline date the membership committee shall review all resumes and formulate a recommendation on each candidate

iii. At the election meeting the membership committee shall report its findings about each candidate and shall have on hand each candidate's resume for the Chapter membership's reference.

c. Alternative Option 2: Pre-initiation Service

i. Letters shall be sent to scholastically eligible candidates inviting them to an informational get-acquainted meeting after current members have reviewed the list of candidates.

ii. Those Electees who show interest will be asked to complete 2 hours of community service and attend general meetings of the Society before they are initiated. If a meeting is missed, an additional hour of service may be performed.

Section 9. Voting Procedures

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

b. The names of the 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 group 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 action of 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 then eligible.

Section 10. 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 Electees, and mailed within 48 hours of the Election Meeting.

Section 11. All members shall keep the election results in absolute confidence so that no

candidate shall learn 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 12. At the first meeting of Electees, the President shall explain the requirements, objectives, and activities of the Association and of the Chapter. Those electees desiring to accept election shall formally state their acceptance, in writing, in a letter addressed to the President. (A form letter should be made available to them.)

Section 13. Each Electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10 (a).

Section 14. 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. This activity may take the form of a project and/or the writing of an essay, as specified in B-VII, 7.01. They shall also be required to read the Constitution and Bylaws of the Association and these Bylaws.

Section 15. The Chapter may assign different or additional duties to Electees, subject to the provisions of CUB-V, 8.

BYLAW VI

Election and Installation of Officers

Section 1. The President, Vice President/President Elect, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, and EJC Delegate shall be elected each semester. An alumnus member of the Advisory Board shall be elected in each spring semester

Section 2. Nominations for officers shall be made by a nominating committee appointed by the President. The committee shall nominate one candidate for each office. Additional nominations may be made from the floor at the Election of Officers Meeting. Reports of the nominating committee shall be made at a scheduled Chapter meeting, or by mail to the active members, at least one week prior to the Election of Officers Meeting. Unless the Vice President/President Elect has demonstrated unwillingness or inability to perform the job of President, he or she will be the nominee for that position.

Section 3. The Election of Officers Meeting shall be held at least four weeks prior to the end of the each term. Officers-elect shall be formally installed at the last meeting of the year. The Chapter Officer Installation Procedure given in the President's Book shall be employed to install the new officers. During the period following the election until the Installation, each Officer-elect shall work closely with his or her officer counterpart to learn the duties and responsibilities of the officer. Transfer of financial records between the past and newly elected Treasurer is contingent up on an audit as

required by CUB-VII, 8.

Section 4. The election of officers shall be by secret ballot. Two-thirds of the active membership shall constitute a quorum for the Election of Officers Meeting, and a majority the quorum shall be required for election. A vote by the members present will cause the nominee receiving the least number of ballots to be dropped from further consideration until one receives a majority vote.

Section 5. If any office becomes vacant between regular elections, a special election shall be held at the next Chapter meeting to fill the vacancy. The officer elected shall serve until the next regular election.

BYLAW VII

Finances

Section 1. The expenses of the Chapter shall be borne by the initiation fee and by such dues and pro-rata assessments as may be voted by the Chapter. A majority vote of the active membership shall be required to change any fees or dues or to levy any assessment. (See CUB-II, 2 and CUB-III, 11.) Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of any changes in amount of the Chapter's initiation fee, dues or assessments.

Section 2. The Initiation fee for all initiates shall be \$80.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of \$21.00, the national Convention assessment of \$7.00, the cost of one initiation banquet, and the operating expenses of the local Chapter.

Section 3. Shortly after the Election of Officers Meeting a committee composed of the President, Vice President/President Elect, 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 semester. The budget shall include a recommended amount for the initiation fee to be charged during the year. 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 or she expects to incur in attending the annual Convention of the Association.

Section 4. The Chapter shall use the official bookkeeping system of the Association.

Section 5. There shall be at all times a balance of at least \$50.00 in the Chapter treasury. A sum of no more than \$50.00 may be kept in petty cash by the Treasurer.

Section 6. Expenditures in excess of \$50.00 shall be made by check or check card, signed by the Treasurer and approved by the President or Chief Chapter Advisor. Expenditures of

less than \$50.00 may be made from petty cash by the Treasurer.

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

Section 8. Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if he or she is an alumnus member of the Board) shall audit the Chapter's books. If necessary, the Treasurer and Treasurer-elect shall file the Internal Revenue Service's Form 990.

Section 9. No part of the net earnings of the Chapter will ensure to the benefit of, or be distributable to, members or officers of the Chapter or to any other individual.

BYLAW VIII

Discipline

Section 1. It is the intent of this disciplinary Bylaw 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. A uniform system of fines for habitual absence or tardiness may be established each year in which it is desired by the Chapter. A majority vote of the active membership shall be required to establish this system of fines for a period of one year.

BYLAW IX

Records and 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/President Elect, 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 New 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 except that the Ritual may not be inspected by non-members of the Association.

BYLAW X

Suspension of the Bylaws

Section 1. These Bylaws may be suspended-only by a three-fourths affirmative vote of the active membership of the Chapter and by a four-sevenths affirmative vote of the Advisory Board, as provided in C-VI, 5.

BYLAW XI

Amendments

Section 1. Amendments to these Bylaws may be proposed by any three active members of the Chapter. A proposed amendment shall be submitted in writing to the President and signed by the members proposing it.

Section 2. 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 C-VI, 7(b).

Section 3. The Corresponding Secretary shall send a copy of the Bylaws as amended, to the Secretary-Treasurer of the National Association within two weeks after an amendment is adopted.

BYLAW XII

Dissolution


Section 1. In the event of dissolution of the Chapter, the residual assets shall be distributed 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 of such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

BYLAW XIII

Enactment and Amendment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on April 21st, 1987

They were last amended on April 21st, 1987



President



Advisory Board Chair

Section 2. These Bylaws were amended again and adopted by vote of this Chapter and its Advisory Board and became effective on _____

President

Advisory Board Chair/Chief