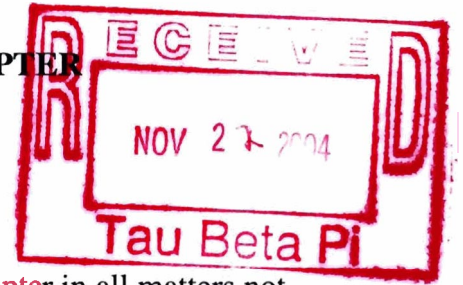


**BYLAWS OF THE CALIFORNIA XI CHAPTER  
OF  
THE TAU BETA PI ASSOCIATION**



*Bylaw I – General*

- Section 1. These bylaws 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 2. This chapter shall conform to such rules and regulations of San Diego State University and of the College of Engineering applicable 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 San Diego State University and/or its College of Engineering, the rules of San Diego State 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 4. Abbreviated references 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. CXB-1, 4 – California Xi Chapter Bylaw I, Section 4.

*Bylaw II – Government and Officers*

- Section 1. **The Chapter shall be** composed of members chosen from among eligible students and alumni on the basis of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VIII and/or in The Eligibility Code of the Association.
- Section 2. The Chapter shall have full control over its individual's affairs subject to the Constitution and Bylaws of the Association, which control shall be exercised by the active membership of the Chapter and approval of 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 define 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 only under provisions of B-VI, 6.05.
- Section 3. The officers of this Chapter shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, and Cataloger, 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 College of Engineering.
- 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. Its members, at the first Board Meeting of the year, shall elect the Chair of the Advisory Board.

- 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 year 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 preside 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 or the Association. The other officers shall be alternate delegates, in the order given in CXB-II,3.
- Section 8. The following extra duties shall be required of the officers:
- a. **The President shall be an ex officio member o fall 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 Bylaws, and such other materials as the Chapter may deem desirable.
  - d. The Corresponding Secretary shall notify each active members and Advisors of the time, place, and purpose of Chapter meeting at least one week in advance of the meeting. Agenda of the meeting should be posted at the same time.
  - e. The corresponding secretary shall serve a Secretary of the Advisory Board.
  - f. The President shall cooperate with the Director of Tau Beta Pi District 15 and shall encourage the Chapter members to participate in the District's activities.

### Bylaws III – Meetings

- Section 1. **The following regular meetings shall be scheduled and held once each year: Organization, Election of Officers, and Installation of Officers.**
- Section 2. A minimum of two meetings each month shall be scheduled and held during the semester.
- 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 parliamentary guide of the Chapter in all matter 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 no later than the second meeting of the semester.

- Section 7. 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. Minutes of previous meeting
  - b. Reports of officers
  - c. Reports of committees
  - d. Unfinished business
  - e. New business
  - f. Adjournment
- Section 8. Attendance of active members shall be encouraged at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons which he or she judges to be good and sufficient. A member who must miss a regular scheduled meeting shall notify the Chapter of his or her reason before the meeting.
- Section 9. 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 10. A quorum for the consideration of routine business shall be a 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 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 provision of B-V, 5.02, the President shall appoint to the chair and members of the following committees: Projects, Initiation, and such other committees as the Chapter shall desire and establish.
- Section 2. As early as possible after committee appointments are made, the committee chair shall provide the President with a plan of activities.
- 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.
- Section 2. All provisions of C-VIII and B-VI shall be strictly followed.
- Section 3. Each new member must be declared under one of the San Diego State University's ABET accredited engineering majors. (Aerospace Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Environmental Engineering, or Mechanical Engineering)

- Section 3. Transfer students shall be eligible for consideration after they have completed 18 units at San Diego State University.
- Section 4. The Advisory Board of the Chapter shall determine the cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum.
- Section 5. Exemplary Character Evaluation.
- a. The chapter's officers shall select and appoint an interview committee consisting of three active members with a chapter officer as chair.
  - b. Letters shall be sent to all possibly eligible candidates inviting them to sign up for a personal interview with the interview committee.
  - c. The interview committee shall conduct interviews with all interested candidates. The interview committee shall make recommendations on each candidate interviewed to the Chapter membership at the election meeting.
  - d. Letters shall be sent to eligible candidates inviting them to sign up for participation in one of the Chapter's projects.
  - e. Each of the candidates shall be required to participate actively in a project to receive further Chapter consideration or respond, in writing or by phone, indicating interest and reasons for necessary absence from the Chapters' project.
  - f. At the election meeting the projects committee shall make recommendations based on the candidate's participation in their assigned projects. Necessary documentation should be provided by the committee to be included in the annual report.
- Section 6. Voting Procedures
- a. At the Election Meeting, the Eligibility Code shall be first read.
  - b. The names of eligible candidates will be submitted to the Chapter membership and Advisors in groups by the President along with the interview committee's favorable recommendation for each candidate in the group.
  - c. If 10% of the active member has a question about any of the candidates in a group, that candidate's name shall be considered separately.
  - d. A Chapter vote shall be taken on the remainder of the group.
  - e. Each separately considered candidate and candidates who did not receive a favorable recommendation from the membership committee shall again be considered by a second interview committee not consisting of any members on the original committee. Each name shall be presented for discussion and voted on before the following name is considered.
  - f. No candidate who fails election on the second ballot shall be considered further unless a majority of the members present so request.
  - g. No candidate who fails election on the third ballot shall be considered again at this election.
- Section 7. 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 twenty-four hours of the Election Meeting.

- Section 8. All members shall keep the election result in absolute confidence so that no candidate shall learn of his or 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.

Bylaws VI - Election and Installation of Officers

- Section 1. The President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger and an alumnus member of the Advisory Board shall be elected in the Spring Semester.

Bylaws VII – Finances

- Section 1. One faculty advisor would be required to oversee the Chapter's finances.
- Section 2. Shortly after the Election of Officers Meeting, a committee composed of the President, President-elect, Treasurer, and Treasurer-elect shall prepare an operation 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 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 expected 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 \$200.00 in the Chapter treasury. The Treasurer may keep a sum of no more than \$20.00 in the petty cash.
- Section 5. Expenditures in excess of \$5.00 shall be made by check signed by the Treasurer and/or by the President. The Treasurer may make expenditures of less than \$5.00 from petty cash.
- Section 6. The Chapter's fiscal year shall be May 1 to April 30.
- Section 7. 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.

Bylaw VIII – Discipline

- Section 1. Discipline shall be in accordance with C-IX, 4 & 5.
- Section 2. A uniform system of fines for habitual absence or tardiness may be established each year in which the Chapter desires it. A three-fourths vote of the active membership shall be required to establish this system for fines for 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, 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.
- 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 non-members of the Association may not inspect the Ritual.

Bylaw X. – Suspension of 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. **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 2. The Corresponding Secretary shall send a copy of Bylaws amended, to the Secretary-Treasurer of the 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 such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

Bylaw XIII – Enactment

- Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on \_\_\_\_\_

Signed: \_\_\_\_\_  
Chapter President – Trung M. Huynh

Signed: \_\_\_\_\_  
Chapter Advisor – Dr. Bruce Westermo

Dated: \_\_\_\_\_