The Bylaws of the CA Φ Chapter
of the Tau Beta Pi Engineering Honor Society

Bylaw I - General

SECTION 1. These Bylaws shall govern the proceedings of this Chapter in all matters.

SECTION 2. This Chapter shall conform to such rules and regulations of University of California at San Diego (UCSD) and the Jacobs School of Engineering as may apply to honor societies.

SECTION 3. In the event of conflict between the Bylaws of this Chapter, and the rules and regulations of University of California as San Diego and/or the Jacobs School of Engineering, the rules of University of California shall take precedence over the Jacobs School of Engineering shall prevail. SECTION 4. Abbreviated references herein to the Constitution and Bylaws of the Tau Beta Pi Association and to the various Bylaws of this document shall be made in the form illustrated by the following examples: a. C-VI, 1 - Tau Beta Pi Association Constitution Article VI, Section 1. b. B-V, 5.02 - Tau Beta Pi Association Bylaw V, Section 5.02. c. UCSD-B-1, 4 - UCSD Tau Beta Pi California Psi Chapter Bylaw 1, 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 of professional attainments and exemplary characters as defined in C-VIII and in the Eligibility Code of the Tau Beta Pi Association.

SECTION 2. The Chapter shall have full control over its individual affairs subject to its Bylaws, which control shall be exercised by the active membership of the Chapter and its Advisory Board. An "active member" of this Chapter shall be defined in C-VI, 1, and only active undergraduate and graduate students, 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 the provisions of B-VI, 6.05.

SECTION 3. The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, Cataloguer, and other officers deemed necessary by the previous year's President 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 alumni advisors, preferably elected from among the faculty of the Jacobs School of Engineering.

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

SECTION 5. Alumni 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 Executive Committee shall be those usually performed by person holding such officers and the prescribed in these Bylaws or by Chapter action.

SECTION 7. 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 President's Book.
c. The Recording Secretary shall see that each candidate accepting election receives a copy of these Bylaws and other such material as the
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 Winter and Spring Quarters as soon as possible after grades for either of the previous two terms become available.

SECTION 2. All provisions of C-VIII and B-VI shall be strictly followed.

SECTION 3. Scholastically eligible students in the following curricula shall be considered for membership in the Chapter: Aerospace Engineering, Bioengineering, Bioengineering, Bioengineering, Biotechnology, Chemical Engineering, Computer Engineering, Computer Science, Electrical Engineering, Environmental Engineering, Engineering Physics, Engineering Science, Mechanical Engineering, and Structural Engineering. Graduate curricula of the above shall also be considered for membership.

SECTION 4. Transfer students shall be eligible for consideration at the third regular election after their registration. 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 students whose scholastic eligibility is in doubt because of irregularities in standing 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, 3-6.

SECTION 7. The membership committee shall 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. Exemplary Character Evaluation

a. Letters shall be sent to all scholastically eligible candidates inviting them to an information meeting. The candidates will be required to complete and return an application packet describing their academic activities and interests. It shall be stated, at the meeting, a specific deadline date for returning the application packet and a copy of their resume must be submitted along with the application.

b. Personal interviews shall be conducted with all interested candidates. The interview committee shall make recommendations on each candidate based on the interview and his/her candidate packet to the Chapter membership at the election meeting.

SECTION 9. Voting Procedures

a. At the Election Meeting, the Eligibility Code of the Tau Beta Pi Association shall first be read.

b. At least 3/4 of the active members must be present for the election to be held.

c. The election of senior candidates shall precede the election of the junior candidates. Each name shall be presented for discussion and shall be voted on before the following name is considered.

d. After all names have been considered and voted on, there shall be a second individual ballot, to be taken in the same order, for each student who failed election on the first ballot.

e. No student who fails election on the second ballot shall be considered further unless twenty-five percent of the members present so request.

f. No student 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. The letters should be signed by the President, addressed to the electees, and mailed within six hours after the completion of the Election Meeting.

SECTION 11. All members shall keep the election results 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 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 Chapter. Those electees desiring to accept election shall formally state their acceptance, in writing, in a letter addressed to the President.

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 activities 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 Bylaws of the Chapter.

SECTION 15. The Chapter may assign additional duties to electees, subject to the provision of B-VII, 7.02.

Bylaw VI - Election and Installation of Officers

SECTION 1. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, other officers deemed necessary by the outgoing President, and an alumnus or member of the Advisory Board shall be elected in the Spring Quarter.

SECTION 2. Nominations of officers shall be made by two nominating committees appointed by the President. Each committee shall nominate one candidate for each office. Additional nominations may be made from the floor at the Election Officers Meeting. Reports of the nomination committees 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.

SECTION 3. The Election of Officers Meeting shall be held at least six weeks prior to the end of the Spring term. Officers-elect shall be formally installed at the last meeting of the school 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 office. Transfer of financial records between the past and newly elected Treasurer is contingent upon an audit as required by UCSDG-VIII, 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 of 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 vacant. 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 of dues or to levy any assessment. (See UCSDB-II, 2, and UCSDB-III, 11.) Within one week of the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of any changes in amounts of the Chapter initiation fee, dues or assessments.

SECTION 2. The initiation fee for all initiates shall be $100.00, payable in advance of initiation, to the UCSD Tau Beta Pi California Chapter. This amount covers the costs of one initiation banquet and the operating expenses of this Chapter.

SECTION 3. Shortly after the Election of Officers Meeting, a committee composed of the 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 quarter. The budget shall be submitted to the Chapter for approval by a majority vote at the first regular meeting fall quarter. The budget shall include a recommended amount of the initiation fee charge during the year. Any additional expenses not provided for by the adopted budget must be approved by the Chapter. 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. There shall be no petty cash fund kept by this Chapter.
SECTION 6. All expenditures in excess of $5.00 shall be made by check, signed by the Treasurer and countersigned by the President or Vice President.

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 alumni member of the Advisory Board (but not the Treasurer if he or she is an alumni 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 inure to the benefit of, or be distributable to, members or officers of the Chapter or any other individual.

Bylaw VIII - Discipline

SECTION 1. It is the intent of the disciplinary Bylaw to impress the membership with the seriousness of the purpose of this Chapter, and to enable officers and dedicated members of this Chapter to accomplish necessary business in a manner not inconvenient of encumbered by a lack of interest on the part of a few fellow members.

SECTION 2. Discipline shall be in accordance with C-IX, 4 & 5.

SECTION 3. A uniform system of fines for habitual absence of 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 of 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, 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 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 at a location determined by the Dean of Engineering.

SECTION 5. All records of this Chapter shall be open for inspection to any official of the University who has received approval from the Advisory Board.

Bylaw X - Suspension of the Bylaws

SECTION 1. These Bylaws may be suspended only with 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 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 School of Engineering of the University of California at San Diego 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 - Requirements

SECTION 1. All undergraduate members must have an Open Computing Account (OCE) or other electronic mail account in order to receive information from the California Pi chapter on a regular basis.

SECTION 2. In order to keep all permanent records of the California Pi chapter current and up-to-date, as required under UCSD-IX, 1, all undergraduate members will electronically mail the society their current phone number and their date of graduation, at the beginning of fall quarter each year.

SECTION 3. All members must attend a minimum of one regularly scheduled meeting per each quarter and all voting meetings.

SECTION 4. Those undergraduate members who do not fulfill sections 1-3 will be declared inactive. Inactive members will not be recognized by the California Pi chapter.

SECTION 5. Active status may be reinstated by attendance of two meetings and compliance with UCSD-III, 9 and UCSD-XIII, 1-3.

Bylaw XIV - Enactment

SECTION 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on October 13, 2014. They were last amended in 2009.

Signed

(Acting Co-President)

Signed

(Acting Co-President)

Signed

(Acting Board Chair)
We, the Advisory Board of the California Psi chapter of Tau Beta Pi, hereby give our approval of the attached, most recent version of the chapter bylaws, year 2014.

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