

CALIFORNIA ZETA CHAPTER BYLAWS  
Updated October 24, 2014

**ARTICLE I – GENERAL**

**Section 1.** These bylaws shall govern the proceedings of this Chapter in all matters not Specifically provided for in the Constitution and Bylaws or in the Convention Acts and Rules of the Tau Beta Pi Association.

**Section 2.** This Chapter shall conform to such rules and regulations of the School of Engineering and this University as may apply to honor societies.

**Section 3.** In the event of a conflict between the Constitution and Bylaws of the Tau Beta Pi Association, and the rules and regulations of the School of Engineering and this University, such action shall be taken as deemed advisable by all parties concerned.

**ARTICLE II – GOVERNMENT**

**Section 1.** The officers of this Chapter shall be a President, Vice President, Secretary, Treasurer, Cataloguer, and an Advisory Board of three alumnus members who shall be subject to election/reelection who shall be subject to election/reelection when required, as determined by collaboration between members and the Board. The Chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

**Section 2.** Except for the members of the Advisory Board, the officers of this Chapter shall hold office for one year.

**Section 3.** The Chapter President shall be the delegate to the national Convention. The Chapter officers shall be alternate delegates in the order listed in Section 1 above.

**Section 4.** The duties of the officers shall be as outlined in E-V of the national Bylaws and the Bylaws of this chapter.

**Section 5.**     **a)** It shall be the duty of the President to preside at all meetings, to appoint chairmen of all committees, and to act as ex-officio member of all committees.

**b)** It shall be the duty of the Vice President to supervise fund-raising projects and to maintain all equipment and materials used in initiation ceremonies.

**c)** The Treasurer shall monitor all of the financial transactions of the Chapter and shall be an ex-officio member of all committees involving the budget. He shall be in charge of the bank accounts, shall supervise and approve all expenditures, and shall arrange to have the books audited semi-annually.

**d)** The Secretary shall notify each active member and Advisor of the time, place, and purpose of each Chapter meeting at least one week in advance of the meeting. When an issue is decided by secret ballot, the Secretary shall be responsible for the distribution and collection of ballots, and the tabulation and reporting of results.

e) The Cataloguer shall monitor and update the membership file and catalog, and shall be responsible for distribution of membership certificates and Bents to new members.

f) A junior shall be elected to the position of Junior Representative immediately after the Fall initiation. This junior shall take office with the understanding that he or she will run for office the following year.

It shall be the duty of the Junior Representative to attend officer meetings and take minutes at general meetings.

### **ARTICLE III – MEETING**

**Section 1.** The following regular meetings shall be scheduled and held once every year:  
Organization meeting, election and installation of officers.

**Section 2.** The following regular meetings shall be scheduled and held once in the fall and once in the winter: Recognition of candidates, consideration and election of candidates, informal initiation, formal initiation.

**Section 3.** The first meeting of each quarter shall be held within the first two full weeks of classes.

**Section 4.** A tentative calendar of the functions of the Chapter for the quarter shall be presented to the members no later than the second meeting of the quarter.

**Section 5.** Special meetings may be called at any time by the President, Vice President, any member of the Advisory Board, or upon written request to the President by an active member.

**Section 6.** Business meetings shall be in session no longer than one and a half hours, unless extended by a three-fourths vote of all those present.

**Section 7.** 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, the quorum shall be two-thirds of the active membership. A quorum for an Advisory Board meeting shall be four members of the Board.

**Section 8.** Regular attendance of active members at meetings shall be strongly encouraged, and repeated absence without notice to the President or Vice President shall bring to question a member's active standing.

**Section 9.** The President shall call a meeting of the Advisory Board at the beginning of each quarter and shall report the results of the meeting to the next general chapter meeting.

### **ARTICLE IV – COMMITTEES**

Committees shall be formed as need dictates. Each committee chair shall make regular reports to the officers.

## **ARTICLE V – ELECTION OF NEW MEMBERS**

**Section 1.** The election of new members shall be held in the fall and winter quarters. The formal initiation for those members elected in the winter shall be held before the date set for election of officers (Chapter Bylaw VI,1). Students elected for induction in the fall, but are studying abroad that quarter, will be inducted when they return in the winter.

**Section 2.** All of the provisions of C-VEII of the Constitution and E-VII of the National Bylaws shall be strictly followed.

**Section 3.** Students in good standing with the following majors shall be eligible for membership in this chapter: Civil Engineering, Electrical Engineering, Mechanical Engineering, Computer Science and Engineering, Web Design and Engineering, General Engineering, and Bioengineering.

**Section 4.** Only active members are eligible to vote on new members.

**Section 5.** GPA figures computed by the Registrar's office at this University shall be used in determining eligibility for membership.

**Section 6.** Every fall and winter, an eligibility list for undergraduates shall be made, composed of those students in the upper fifth of the senior class and in the upper eighth of the junior class, who have maintained GPA's of 3.45 or higher and have completed at least 44 quarter units at Santa Clara.

**Section 7.** Every fall and winter, an eligibility list for graduate students shall be made, composed of those students who have maintained GPA's of 3.45 or higher and have attained candidacy.

**Section 8.** The eligibility lists shall be submitted to the faculty members for their recommendations and comments concerning the candidates.

**Section 9.** A pre-election meeting shall be held. At this meeting the lists shall be submitted to the active members and there shall be an informal discussion of the eligible candidates along with a discussion of the faculty recommendations obtained. If particular candidates are unknown to the active members, then active members of the Chapter shall be asked to look them up before the date of the election meeting.

**Section 10.** An election meeting shall be held at least one week after the preelection meeting. All elections for membership will be decided. All elections for membership will be decided by secret ballot. A second secret ballot may be held for all candidates who fail on the first ballot (see B-VI, 6.03 (a)).

**Section 11.** Each electee who refuses membership based on financial restrictions shall be interviewed by the Advisory Board, as acquired by C-VIII, 10.

## **ARTICLE VI - ELECTION OF OFFICERS**

**Section 1.** Officers shall be elected in the spring, no later than April 15, and shall serve for one year.

**Section 2.** The new officers shall take office at the meeting following the election meeting following the election meeting.

**Section 3.** Nominations for officers shall be made from the floor by the active members present.

**Section 4.** Two-thirds of the active membership (see C-VI, 1) shall constitute a quorum for election of officers, and a majority of this quorum shall be required for election. If no candidate receives a majority on the first vote, a second vote shall be held with all but the two leading candidates removed from contention.

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

**Section 6.** The new alumnus members of the Advisory Board shall be elected during the same meeting as the new officers.

## **ARTICLE VII – FINANCES**

**Section 1.** The expenses of this chapter shall be borne by the initiation fee, fund-raising activities, and by such dues and pro rata assessments as may be voted by the chapter. A three-fourths vote of the quorum shall be required to change any fees or dues or levy any assessments.

**Section 2.** The initiation fee for all initiates shall be \$80.

## **ARTICLE VIII – DISCIPLINE**

Discipline shall be in accordance with C-IX, 4 and 5.

## **ARTICLE IX -- RECORDS AND EQUIPMENT**

**Section 1.** Records shall be kept up to date and in good order. The complete records shall be turned over to the new officers before they assume office.

**Section 2.** The Chapter files will be reorganized at the end of each academic year.

**Section 3.** All records shall be open for inspection to any member of this chapter in good standing.

**Section 4.** 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.

## **ARTICLE X – AMENDMENTS**

These Bylaws may be amended by a three-fourths vote of the active membership, subject to the approval of the Advisory Board. Proposed amendments must be submitted to the Chapter in a scheduled meeting at least one week before the voting. Absentee voting shall be permitted on all amendments.

## **ARTICLE XI - DISSOLUTION**

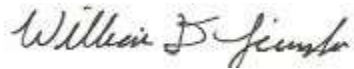
In the event of dissolution of the Chapter, the residual assets shall be distributed to the Tau Beta Pi Association, Inc.

## **ARTICLE XII – ENACTMENT**

These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on 10/23/2014.

They were last amended on 10/23/014.

Signed,

A handwritten signature in cursive script, appearing to read "William D. Leineweber".

William D Leineweber  
President, California Zeta

## **THE TAU BETA PI INCORPORATED ASSOCIATION**

**NATIONAL ENGINEERING HONOR SOCIETY MEMBER OF ASSOCIATION OF COLLEGE HONOR SOCIETIES**

**CALIFORNIA ZETA CHAPTER  
UNIVERSITY OF SANTA CLARA  
SANTA CLARA, CALIFORNIA 95053**

### **CALIFORNIA ZETA CHAPTER BYLAWS AMENDMENTS October 2014**

#### **1. Amendment to Article II, Section 1:**

...who shall be subject to election/reelection when required, as determined by collaboration between members and the Board...

#### **2. Amendment to Article V, Section 1:**

... Students elected for induction in the fall, but are studying abroad that quarter, will be inducted when they return in the winter.

#### **3. Amendment to Article V, Section 3:**

...Computer Science and Engineering, Web Design and Engineering, General Engineering, and Bioengineering.

#### **4. Amendment to Article VII, Section 2:**

The initiation fee for all initiates shall be \$80