

Bylaws of the Colorado Alpha Chapter

of

The Tau Beta Pi Association

Bylaw I – General

SECTION 1. These bylaws shall govern the proceedings of the Colorado Alpha Chapter of Tau Beta Pi (hereafter referred to as “the Chapter” or “Chapter”) in all matters not expressly provided for in the Constitution and Bylaws of the Tau Beta Pi Association, Inc (hereafter referred to as “the Association” or “Association”).

SECTION 2. This Chapter shall conform to such rules and regulations of the Colorado School of Mines as may apply to honor societies and student organizations on campus.

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 the Colorado School of Mines, the rules of the school shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

SECTION 4. In the event of conflict between the Bylaws of this Chapter and the Constitution and Bylaws of the Association, the Constitution and Bylaws of the Association shall prevail, and the Bylaws of the Chapter must be revised to be in accordance with the Association Constitution and Bylaws during the next instance of revision.

SECTION 5. 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) COAB-I, 4 – Colorado Alpha 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 attainment and exemplary character, as enunciated in C-VIII and The Eligibility Code of the Association.

SECTION 2. The Chapter shall have full control of 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 Advisory Board. An “active member” of this Chapter shall be 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, on the amounts of the initiation fee, and dues.

SECTION 3. The Officer Team of this Chapter shall consist of a President, Vice President, Membership Director, Service Chair, Social Chair, Media Director, and Secretary who shall be active members of the Chapter, and a Treasurer, who may be an active member of the Chapter or member of the faculty.

SECTION 4. The Advisory Board of the Chapter shall be composed of the President, Vice President, Secretary, at least two faculty advisors from the Institution, and, if possible, at least two alumnus members of the Association. The Chairman of the Advisory Board shall be elected by the President.

SECTION 5. Alumnus members of the Advisory Board shall serve four-year terms, as specified in C-VI, 7. Officers shall serve for the duration of their term until their successors are duly elected and installed in accordance with annual officer election procedures.

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, including Officer Handbooks maintained by the Officer Team from year to year.

SECTION 7. The President shall be this Chapter’s delegate to the Convention of the Association. The other officers shall be alternate delegates, by the order of succession given in COAB-II, 3.

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

- a. The President shall preside over all meetings of the Chapter. In the event of absence of the President, Chapter meetings shall be presided by the Vice President, and so forth in the order of succession given in COAB-II, 3.
- b. The President shall be an ex-officio member of all committees.
- c. The President shall see that each officer and committee chairman is provided with a written list of specific duties for which each is responsible. A copy of each list shall be placed in the Secretary’s notebook and in the President’s Book.

- d. The Vice President 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 material as the Chapter may deem desirable.
- e. The Secretary shall serve as both Corresponding and Recording Secretary as defined in C-VI, 6.
- f. The Secretary shall notify each active member and advisor of the time, place, and purpose of each meeting at least one week in advance of the meeting.
- g. The Secretary shall serve as Secretary of the Advisory Board.
- h. The President and Vice President shall pay a courtesy call on the President of the Colorado School of Mines early in the academic year 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.
- i. The President and Secretary shall establish contact early in the academic year with the officers of the Colorado Beta, Colorado Delta, Colorado Epsilon, and Colorado Zeta Chapters in the interest of cooperation between the Chapters and the discussion of mutual problems.

Bylaw 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. The following regular meetings shall be scheduled and held once in the fall and once in the spring semesters; Preliminary Consideration of Candidates, Election of Candidates, Initiation of Electees, and at least one general meeting of a social, service, 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 request to the President 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 otherwise defined in the Constitution and Bylaws of the Association or in these Bylaws.

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

SECTION 6. The officers shall present a tentative 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. Approved calendars shall be sent to active members and alumnus advisors.

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.

SECTION 9. Attendance of members is expected at all general meetings, as outlined in COAB-VI. The Membership Director shall record attendance by name.

SECTION 10. The President shall call a meeting of the Advisory Board within the first two weeks of the semester to discuss Chapter activities for the semester. The minutes of each Advisory Board meeting shall be read at the following meeting of the Chapter. Additional meetings of the Board may be called by any of its members or upon request to the Chairman of the Board by 20% of the active members of the Chapter.

SECTION 11. The Officer Team shall meet at least once per semester and additionally as deemed necessary to coordinate the activities of the Chapter committees and determine the actions required to fulfill the schedule of Chapter activities derived pursuant to COAB-III, 10.

SECTION 12. 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 of 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; for the election of officers, the quorum shall be two-thirds of the active membership.

Bylaw IV – Committees

SECTION 1. Subject to the provisions of B-V, 5.02, the quorum shall appoint the chairmen and members of the following standing committees: Membership and Initiation, Program, Social Activities, and such other committees as the Chapter shall desire and establish, which shall be known as auxiliary committees. Chair appointments shall be made at the first Chapter meeting of each new semester.

SECTION 2. As early as possible after committee appointments are made, the Advisory Board shall provide each committee chairperson with a list of specific duties and responsibilities of the position.

SECTION 3. The current state of Chapter committee organization shall be laid out in the Colorado Alpha Officer Handbook. Additionally, alternate committee organization, operation, and auxiliary committees used previously by the Chapter shall be listed in the Officer Handbook.

Bylaw V – Election of New Members

SECTION 1. Consideration of new members for elections shall proceed in each of the fall and spring semesters as soon as possible after grades for the previous term become available.

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

SECTION 3. Scholastically eligible undergraduate students in the following undergraduate curricula shall be considered for the membership in this Chapter: Chemical and Biochemical Engineering, Chemical Engineering, Civil Engineering, Computer Science, Electrical Engineering, Environmental Engineering, General Engineering, Engineering Physics, Geological Engineering, Geophysical Engineering, Mechanical Engineering, Metallurgical & Materials Engineering, Mining Engineering, and Petroleum Engineering.

SECTION 4. Transfer students shall be eligible for consideration at the third regular election after their registration, so long as they have reached junior status as defined by the Colorado School of Mines. Transfer students may be eligible at the second regular election after their registration with the consent of five-sevenths of the Advisory Board is obtained.

SECTION 5. Scholastically eligible graduate students in the following graduate programs shall be considered for the membership in this Chapter:

Chemical Engineering, Civil and Environmental Engineering, Computer Science, Electrical Engineering, Engineering Systems, Environmental Science and Engineering, Geological Engineering, Geophysical Engineering, Materials Science, Mechanical Engineering, Metallurgical and Materials Engineering, Mining and Earth Systems Engineering, Nuclear Engineering, and Petroleum Engineering.

SECTION 6. The cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum shall be determined by the Advisory Board of the Chapter.

SECTION 7. Exemplary Character Evaluation

- a. Letters shall be sent to scholastically eligible candidates inviting them to informational sessions, where they will be introduced to the purposes and activities of Tau Beta Pi, and to the operations and officers of the Chapter.
- b. Each Candidate will be required to undergo an interview with one or more members of the Initiation committee. The interviewer(s) will submit character evaluations to the Initiation committee chair based on their interpretations of the candidates' commitment to the ideals of Tau Beta Pi, in the categories of integrity, liberal spirit, unselfish activity, and professionalism. Character evaluations will be made available to Chapter members for review at least one week before candidate elections are held.
- c. A second interview for any candidate may be conducted by one or more members of the Officer Team or Advisory Board, at the discretion of the Advisory Board, to verify the evaluations from the initial candidate interview.
- d. All candidates are required to participate in at least one Chapter-sponsored activity prior to the Election meeting, as approved by the Initiation committee.
- e. Current and alternate historical methods of character evaluation shall be included in the Vice President Officer Handbook.

SECTION 8. Voting Procedures

- a. New members of the Chapter shall be elected from among the scholastically eligible candidates on the basis of character, as enunciated in The Eligibility Code of the Association.
- b. The consideration of candidates shall proceed by an electronic message arranged alphabetically and distributed with a summary of candidate interview reports no less than one week before elections are held.
- c. The election of members shall be by dissenting vote. An opposing vote to the admission of any candidate by more than twenty-five percent (25%) of all active members will result in further consideration before election may be granted. The collection of votes shall be by physical or electronic anonymous secret ballot containing all candidates arranged alphabetically.
- d. A candidate receiving dissenting votes from more than one quarter of all active members will be reviewed by a special election committee consisting of the Advisory Board, Officer Team, and Initiation committee. Personal résumés and any available reasons for

dissenting votes will be considered at this time. A candidate may still be elected by a unanimous favorable vote of members in the special election committee.

- e. Those students who fail election by the special election committee may not be considered again until the next election cycle.

SECTION 9. Graduate and Alumni Consideration

- a. Proof of the worthiness of a graduate or alumni candidate for election must be presented to the Secretary-Treasurer of the Association, pursuant to C-VIII, 3 through C-VIII, 7.
- b. The evaluation of character for graduate and alumni candidates shall be in the form of a letter and résumé from the candidate and addressed to the Chapter containing the following:
 - i. An introduction of the candidate
 - ii. Reasons for seeking membership in Tau Beta Pi at the time of consideration, and if desired, reasons for not seeking membership during an undergraduate curriculum
 - iii. An explanation of the candidate's views on integrity and liberal culture, and how the candidate has displayed each both during and since enrollment in an undergraduate curriculum
 - iv. An explanation of how the candidate has held a continuous record of intellectual activity and attainment in engineering
 - v. An explanation of the candidate's views on the importance of service and unselfish activity, and examples of how the candidate has shown a commitment to each both during and since enrollment in an undergraduate curriculum
- c. Election of graduate student candidates shall be in accordance with C-VIII, 3.
- d. Election of alumni and eminent engineer candidates shall be in accordance with C-VIII, 4, 5, & 6.

SECTION 10. The President and/or Vice President shall notify the electees of their election or rejection no more than two days after the election results are tallied.

SECTION 11. All members shall keep the election results in absolute confidence so that no candidate shall learn of his election except by means of the official notification; 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. The requirements, objectives, and activities of the Association and the Chapter shall be explained in writing to electees no later than two days after election results are tallied. Electees must state their acceptance or refusal of membership in writing no more than one week after their election and must submit this statement to the chair of the Initiation committee.

SECTION 13. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 9(a).

SECTION 14. The Chapter may assign additional duties to electees, subject to the provisions of B-VIII, 7.02

Bylaw VI – Member Expectations

SECTION 1. Members shall be considered in good standing if they are active members of the Chapter, not under probation or suspension.

SECTION 2. Members are expected to attend all general meetings of the Chapter, except in the case that the Membership Director is notified in advance. Students who have scheduled courses or other prior engagements during the regular meeting time throughout the semester may submit a semester absence request to the Membership Director to be excused from all Chapter meetings, subject to approval by the Officer Team. Students under a semester absence or excused from a single meeting are responsible for keeping up with Chapter activities by way of posted meeting minutes or other avenues, and must still complete all other membership expectations.

SECTION 3. All members are expected to participate in a number of hours of service to the Chapter and the Institution each semester, as determined at the beginning of the term by the Advisory Board and Officer Team. Specific details for the required number and for the fulfillment of service hours shall be described in the Officer Handbook, and shall be made known to the Chapter at or before the first regular meeting of each semester.

SECTION 4. Members who fail to meet the service hour requirements, or who have unexcused absences from general meetings in excess of an amount deemed appropriate at the beginning of the term by the Officer Team and Advisory Board, will be placed on membership probation.

SECTION 5. Membership probation may involve the following, as determined by the Officer Team and Advisory Board:

- a. A mandatory meeting with the President of the Chapter to discuss participation in Tau Beta Pi activities

- b. Suspension of the right to:
 - i. Vote on official Chapter matters in the semester of and following the assignment of probation, as defined by COAB-II, 2.
 - ii. Participate in character evaluations of potential members in the semester of and following the assignment of probation.
 - iii. Don a stole and honor cords at a commencement ceremony following the semester in which probation was assigned, if the student is eligible for graduation.

SECTION 6. Members who are placed on probation in two consecutive semesters may be suspended or expelled in accordance with C-IX, 5(a), at the discretion of the Advisory Board, and at the recommendation of the Officer Team. The length of suspension will be defined by the Advisory Board. Re-instatement may be applied based on the student's term of graduation and history with the Chapter, subject to C-IX, 5(c).

Bylaw VII – Election and Installation of Officers

SECTION 1. All officers will be elected during the spring semester, prior to the initiation of new members.

SECTION 2. Nominations for officers may be made from the floor at the Election of Officers Meeting. Nominated members have the right to accept or refuse candidacy. Members must be present to be eligible, unless previous arrangements have been made with the presiding Chapter Officers and the Chapter is made aware of the circumstances of absence.

SECTION 3. The election of officers shall be by show of hands of all active members in good standing at the Election of Officers Meeting. If no nominee receives a majority of the first vote, a second vote shall be taken between the two leading candidates.

SECTION 4. An officer transition meeting shall be performed within two weeks of the election meeting and shall include the Advisory Board, outgoing Officer Team, and newly elected officers. At this meeting, the outgoing Officer Team will provide their successors with the following:

- a. The Officer Handbook for each position, which itself shall include:
 - i. Roles and Responsibilities of the position
 - ii. Relevant forms and instructions for their completion and submission

- iii. Instructions for the performance of described duties of the position, as currently defined
 - iv. A record of methods used for the performance of duties in past years
 - v. Any other information deemed useful toward the successful performance of duties of the office and/or operation of the Chapter
- b. Ritual equipment and materials, including instructions for their proper maintenance and storage
 - c. Chapter supplies inventory
 - d. Record of any active communication with individuals for the purpose of alumni relations or Chapter activities

SECTION 5. The formal installation of new officers shall occur during the final general meeting of the spring semester.

SECTION 6. The Chapter Officer Installation Procedure given in the President's Book shall be employed to install the new officers.

SECTION 7. If any office becomes vacant between regular elections, a special election shall be held at the next meeting to fill the vacancy, pursuant to the terms of COAB-VII, 2 &3. The officer elected shall serve until the next regular election.

Bylaw VIII – Finances

SECTION 1. The expenses of the Chapter shall be borne by the initiation fee and by such dues as may be voted by the Chapter. A majority vote of the active memberships shall be required to change and fees or dues. Within one week, the Secretary shall inform the Secretary-Treasurer of the Association concerning changes in amounts of initiation fees or dues.

SECTION 2. Shortly after the Election of Officers Meeting a committee composed of the President, President-elect, Treasurer, and Treasurer-elect shall prepare an operating budget for the next year. This budget shall be submitted to the Chapter for Approval by a majority vote at the first regular meeting in the fall semester. Any additional expenses over \$20 extra 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 to incur in attending the annual Convention of the Association.

SECTION 3. An initiation fee will be charged of each new initiate in their semester of initiation. The specific amount to be charged shall be approved by a majority vote of all active Chapter

members during the first Chapter meeting in the fall semester of each year. The initiation fee shall include at a minimum the amount equal to all national fees, the cost of one initiation banquet, and the cost of one graduation stole. It shall be paid during check-in procedures of the initiation ceremony, unless arrangements for payment have been made with the Treasurer of the Chapter.

SECTION 4. The Chapter shall use the official bookkeeping system of the Association (except as provided in B-V, 5.03(e) 2.).

SECTION 5. There shall be at all times a balance of at least \$50.00 in the treasury. A sum of no more than \$20.00 may be kept in petty cash.

SECTION 6. Expenditures in excess of \$5.00 shall be made by check, and signed by the Treasurer or the President. Expenditures of less than \$5.00 may be paid with petty cash by the Treasurer.

SECTION 7. Officers or members who use personal funds to pay for an approved Chapter expense related to any Chapter sponsored activity may be reimbursed for the entirety of such expenses, so long as receipts are submitted to the Treasurer amounting to the total of expenditures, and the reimbursement is approved by the Chapter. Reimbursement will be in accordance with COAB-VIII, 6.

SECTION 8. The Chapter's fiscal year shall be May 1 to April 30.

SECTION 9. Immediately following the end of the Chapter's fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if he is a faculty member of the Board) shall audit the books.

Bylaw IX – Discipline

SECTION 1. It is the intent of this disciplinary Bylaw to impress the membership with the seriousness of purpose of this Chapter and the Tau Beta Pi Association, and to enable the officers and dedicated members of this Chapter to accomplish its necessary business in a manner not inconvenienced or encumbered by a possible lack of interest on the part of a few members.

SECTION 2. Discipline shall be in accordance with C-IX, 4 & 5, and COAB-V, 4, 5, & 6.

Bylaw X – Record and Equipment

SECTION 1. All permanent records of the Chapter shall be kept accurate 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. A record and inventory of all physical equipment owned by the Chapter shall be turned over to the new Officer Team during the officer transition meeting.

SECTION 4. The Charter of this Chapter shall be framed under glass and prominently displayed at a location determined by the President of Colorado School of Mines.

Bylaw XI – Maintenance of the Bylaws

SECTION 1. These Bylaws may be suspended only by a one-half affirmative vote of the active membership of the Chapter and by four-sevenths affirmative vote of the Advisory Board, as provided in C-VI, 7(b).

SECTION 2. These Bylaws may be amended by a one-half affirmative vote of the active membership of the Chapter, subject to approval of the Advisory Board, as provided in C-VI, 7(b).

SECTION 3. The 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.

SECTION 4. These Bylaws shall be reviewed no less than once per academic year by the Advisory Board and Officer Team, and revised as necessary to accommodate changes to the structure and operation of the Chapter. Review of these Bylaws shall also verify adherence to the Constitution and Bylaws of the Association and the rules and regulations of the Colorado School of Mines, pursuant to COAB-I, 2, 3, &4. Revisions of the Bylaws will be in approved by the Chapter in accordance with C-IV, 5.

Bylaw XII – Enactment

SECTION 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on February 24, 2017. They were last amended on February 22, 2017.

Signed, _____

(President)

Signed, _____

(Advisory Board Chairman)