

CHAPTER BYLAWS
COLORADO BETA CHAPTER OF
THE TAU BETA PI ASSOCIATION

BYLAW I—SCOPE AND PURPOSE OF THESE BYLAWS

- Section 1: These bylaws shall govern the proceedings of this Chapter in all matters not specifically provided for in the Constitution and Bylaws and in the convention acts of the Tau Beta Pi Association.
- Section 2: This Chapter shall conform to such rules and regulations of the College of Engineering and this University as may apply to honors 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 College of Engineering and this University, the former shall take precedence.
- Section 4: In the event of conflict between the Constitution and Bylaws of the Tau Beta Pi Association, Inc. and the Bylaws of the Colorado Beta Chapter, it is the responsibility of the chapter's officers to arrive at a consensus chapter position on the conflict and work with the Tau Beta Pi Association, Inc. to resolve the conflict.
- Section 5: Recommended procedures for chapter operations shall be contained in the Chapter Operations Guide.

BYLAW II—GOVERNMENT

- Section 1: The officers of the Chapter shall be those listed in National Article VI Section 6 of the National Constitution. All the officer positions described therein shall be held by active members in good standing with the chapter. The active membership of the Chapter shall elect all officers, as specified in Chapter Bylaw V.
- Section 2: Any additional chapter officers, such as Engineering Council representative, webmaster, publicity chairperson, etc. can be established as need arises in order to facilitate the smooth functioning of the chapter. Establishment of committee chairpersons is also encouraged to further delegate authority. These posts may be held by members or nonmembers. The active membership of the Chapter shall elect these officer posts, as specified in Chapter Bylaw V.

- Section 3: A chapter advisory board shall be composed of the president, vice president, corresponding secretary, and four alumni advisors. The advisors shall be elected as specified in Article VII Section 9 of the National Constitution and Chapter Bylaw V Section 5. One alumni advisor must serve as a faculty member of the University of Colorado at Boulder.
- Section 4: The officers of the Chapter shall hold office for one or two semesters, as determined at the time of their election.
- Section 5: Alumni advisory board members shall serve four year terms.
- Section 6: The Officer Group shall include the Chapter officers, and committee chairs. The Officer Group shall also include non-elected alumnus advisors and interested members, subject to individual approval by the Advisory Board.
- Section 7: The Chapter President shall be the delegate to the National Convention. If sufficient funds are available, the Chapter shall pay for the Chapter Vice President to attend the National Convention as a non-voting delegate. If alternate delegates are needed, they shall be selected by a vote of the Officer Group. Regardless, the voting delegate and all non-voting delegates that are sent to the National Convention on chapter funds must be members.
- Section 8: The duties of the officers shall be as outlined in Article VII Section 10 of the National Constitution. In addition, the following extra duties shall be required of the officers.
- A. The Chapter President oversees all operations of the chapter, but delegates the actual undertaking of most activities. The President encourages participation in chapter projects and activities, and presides at general meetings and officer meetings. He or she shall be an ex officio member of all committees convened by the chapter. The President shall also see that each officer and committee chair is provided with a written list of specific duties for which each is responsible. The President shall cooperate with the Directors of Tau Beta Pi District Twelve, and attend the district conference. If the Chapter President is unable to attend the district conference, an alternate representative will be selected. He or she shall read the Chapter Bylaws and Chapter Operations Guide. The President, along with the Vice President, shall revise and update the Chapter Operations Guide and schedule the required meetings (see Chapter Bylaw IV Section 1-3).
- B. The Vice President shall undertake and organize initiation activities. The Vice President, along with the President, shall revise and update the

Chapter Operations Guide as well as schedule the required meetings (see Chapter Bylaw IV Section 1-3). The Vice President shall read the Chapter Bylaws and Chapter Operations Guide, and fully understand the process for initiating new members.

C. The Recording Secretary is responsible for taking meeting notes at all general meetings and distributing these meeting notes in a timely fashion. The Recording Secretary is also responsible for taking and distributing meeting notes at officer meetings. The Recording Secretary will also take attendance at all meetings (Chapter Bylaw IV Section 5).

D. The Corresponding Secretary is responsible for all chapter correspondence. This includes all chapter reports, ratification results, and materials that must be sent to the National Headquarters, with the exception of reports related to initiation, which are the responsibility of the Faculty Advisor. The Corresponding Secretary shall read the sections of the Chapter Operations Guide relevant to the chapter initiation reports (Chapter Operations Guide Section I-IV, VIII, and XIII) and be aware of the posted deadlines of said reports. The Corresponding Secretary shall supervise the preservation and revision of the Chapter Bylaws, and send updated copies of these to the National Headquarters. The Corresponding Secretary is part of the Advisory Board.

E. The Treasurer shall read and perform Chapter Bylaw VIII in a timely manner. In addition, the Treasurer is responsible for setting up the initiation banquet if one is to be held (Chapter Operation Guide Section XII).

Section 9: The Chapter shall establish committees for ongoing or one-time tasks as needed. Recommended standing committees include committees on initiation, projects, community service, publicity, and social activities. The President shall appoint committee chairs.

Section 10: Colorado Beta shall have full control over its individual affairs, subject to the Constitution and Bylaws of the Tau Beta Pi Association. Such control can be exercised by the Officer Group, the active membership of the chapter, and its advisory board.

BYLAW III—MEMBER DUTIES

Section 1: Requirements for active membership of this chapter shall be defined in accord with Article VII of the National Constitution, with the added responsibilities of voting on the election of candidates to membership (see Chapter Bylaw VI Sections 8-10), the ratification of changes to the

National Constitution and Bylaws, the election of New Officers (Chapter Bylaw V), and other votes declared mandatory by the Advisory Board.

- Section 2: If a member is unable to attend a meeting where a mandatory vote is held, the member shall vote by absentee ballot.
- Section 3: Only active members have the privilege of voting on the amounts of initiation fees, dues, fines, and assessments. Only active members may wear stoles at graduation. The Officer Group may add any other benefits of active membership as deemed necessary for the duration of the semesters over which they reign. All functions and meetings of the chapter should be structured to allow as much participation by all active members as possible.
- Section 4: A member may be designated as inactive only under the provisions of Article VII Section 2 of the National Constitution. Such an action should be considered a severe censure of a member and should only be used in appropriately serious circumstances.

BYLAW IV—MEETINGS

- Section 1: For the purpose of quorums, those members of the Chapter not attending the Boulder campus shall be omitted from the count of total active membership.
- Section 2: It is strongly suggested that general meetings be held every 2-4 weeks to plan activities, receive committee reports, and increase membership participation in chapter activities. General meetings can be held on different days at different times to accommodate various schedules. Additional recommendations are covered in the Chapter Operations Guide Section III.
- Section 3: The following regular meetings shall be scheduled and held once in the fall and once in the spring: candidate information meeting (also known as the orientation session), consideration and election of candidates, and initiation ceremony. These are discussed in the Chapter Operations Guide Sections VI, VIII, and XII, respectively.
- Section 4: Special meetings may be called at any time by the President, by any member of the Advisory Board, or upon written request signed by five active members.
- Section 5: The Recording Secretary shall take attendance at all meetings.

BYLAW V—ELECTION OF OFFICERS

- Section 1: Officer election meetings shall be held before the last day each semester in which a current officer's term will end.
- Section 2: Officers may be elected to a single position for no more than two consecutive semesters without requiring re-election.
- Section 3: The default officer appointment is for two consecutive semesters unless explicitly stated otherwise prior to the election.
- Section 4: Following the election of any new officer, it shall be the responsibility of each outgoing officer to provide their successor with an explanation of duties and all relevant materials related to the position before the start of the next term.
- Section 5: Pursuant to Article VII Section 6 of the National Constitution, one-half of the total active membership shall constitute a quorum for election of officers, and a majority of this quorum shall be required for election. If no nominee receives a majority of the votes on the first ballot, a second ballot shall be held between the two leading candidates. The new member of the Advisory Board shall also be elected at the same time.
- Section 6: If any office shall become vacant between the regular elections, a special election shall be held at the next meeting to fill any and all vacancies created thereby. The officers elected at that time shall serve until the next regular election.
- Section 7: Other than the four alumnus advisors, all offices shall be held by undergraduate or graduate students pursuing an engineering degree at the University of Colorado. Should no undergraduate or graduate member express interest in an office, alumnus members may be elected to that office.

BYLAW VI—ELECTION OF NEW MEMBERS

- Section 1: In accordance with the guidelines outlined in the Chapter Operations Guide Section III, the Vice President and President shall establish a schedule of initiation events as soon as possible after the beginning of each semester. The Dean's office shall be notified two weeks in advance of the scheduled time to send out invitations.
- Section 2: All the provisions of Article II of the National Constitution and Bylaws shall be strictly adhered to.

- Section 3: Regular students in good standing at the University of Colorado at Boulder pursuing one or more of the following undergraduate or graduate degrees shall be eligible for membership in this Chapter: Aerospace Engineering Sciences, Architectural Engineering, Biomedical Engineering, Chemical Engineering, Chemical and Biological Engineering, Civil Engineering, Computer Science, Electrical Engineering, Electrical and Computer Engineering, Engineering Physics, Environmental Engineering, General Engineering Plus, and Mechanical Engineering. If the College of Engineering establishes a new degree, students pursuing that degree shall be eligible if the degree program meets the requirements of Article II Section 1 of the National Constitution.
- Section 4: A potential candidate's class standing (Junior or Senior) shall be that determined by the College of Engineering.
- Section 5: Each semester the top fifth of seniors and the top fifth of fifth year seniors shall be eligible for membership.
- Section 6: Each semester, the top eighth of juniors shall be eligible for membership.
- Section 7: An email shall be sent to all eligible candidates for membership. The emailed letter shall inform the candidate that they are eligible to be considered for membership in Tau Beta Pi, and inform them when and where the information meeting(s) will be held. (See Chapter Operation Guide section V and VI.)
- Section 8: All eligible candidates who show interest in being elected to membership shall be put to a vote of the active undergraduate chapter membership. The procedure in place to elect candidates shall be in accordance with Article III of the National Constitution and Chapter Operation Guide section VIII.
- Section 9: Only active members are eligible to vote on election of candidates. No person who is not a member of Tau Beta Pi may be present or privy to the details of the vote and discussion thereof.
- Section 10: All members shall keep the election results in absolute confidence so no candidate shall learn of his or her election or rejection except by means of official announcement; likewise, the candidate shall not be informed of the details of the vote, especially concerning the personal matters discussed at the time of the voting.
- Section 11: Before the initiation ceremony, each candidate must demonstrate the following.
- a) Unselfish activity
 - b) Breadth of interest outside of engineering

c) Interest in and desire to join Tau Beta Pi
Specific procedures shall be outlined in the Chapter Operations Guide, and may be amended to as seen fit by the Officer Group or Advisory Council.

Section 12: The initiation ceremony shall be held once in the fall semester and once in the spring semester. The initiation ceremony shall not be conducted until approval from National Headquarters is given. The ceremony shall be held in accordance with known Tau Beta Pi standards (also see Chapter Operation Guide section XI). Makeup initiation ceremonies shall be permitted only if National Headquarters approves in advance.

BYLAW VII—RECORDS

Section 1: The Chapter shall maintain the following records: catalog cards, roll book, undergraduate member contact information, budget, revenues and expenses, and the Chapter Operations Guide.

Section 2: Records shall be kept up to date and in good order in the Tau Beta Pi office. The complete records shall be turned over to new officers as they assume office.

Section 3: All records shall be open for inspection to any member of Tau Beta Pi in good standing.

BYLAW VIII—FINANCES

Section 1: Chapter finances shall be handled as stated in Article XIII of the National Constitution. Funding from the Dean of Engineering, contributions, grants, and other funds may be used to supplement these finances.

Section 2: Expenditures other than those for less than \$5.00 (which may be made from petty cash, if a petty cash fund exists) shall be made by check, signed by the Treasurer or President. Petty cash vouchers and receipts must be retained on file for at least three years.

Section 3: By the time of election, electees shall pay the initiation fee. After the National Association dues are paid for each new member, the chapter will keep the remainder.

Section 4: The chapter's initiation fee for an electee is double the fee due to the National Association at the time of the initiation, rounded up to the nearest \$5 increment.

- Section 5: The initiation fee for a single semester's electees may be adjusted following a discussion and 5/7 vote of the advisory board members.
- Section 6: In extreme cases where an electee can not pay the initiation fee, the chapter initiation fee may be waived and the Nation Association due paid for with chapter funds subject to the approval of the Chapter President and Advisory Board.
- Section 7: There shall be at all times a balance of at least \$50.00 in the Treasury. A sum of no more that \$20.00 may be kept in petty cash.
- Section 8: Within one month of the election of new officers, at least one member of the Advisory Board (who is not also the Treasurer) shall audit the Chapter books.
- Section 9: In the event that the chapter ceases to exist, all funds shall revert to the National Association, who shall use the funds to pay off any existing chapter debts; all remaining resources shall be disposed of at the discretion of the National Association.

BYLAW IX—CHAPTER OPERATIONS

- Section 1: The Chapter shall maintain a Chapter Operations Guide with procedures for regular chapter operations, and other details, so as to ensure continuity and strength of the chapter.
- Section 2: All members of the Officer Group shall, at a minimum, read all sections of the Chapter Operations Guide that pertain to their duties. The Chapter President and Vice President shall read the entire Chapter Operations Guide.
- Section 3: The procedure for modifying the Chapter Operations Guide shall be as follows:
- a) A member of the Chapter will make a proposal for a change to the Chapter Operations Guide.
 - b) The Officer Group shall try to reach consensus on the proposed change. If consensus is reached in the affirmative, the change is added to the Chapter Operation Guide by the Corresponding Secretary and reviewed by the Chapter President.
 - c) If consensus cannot be reached, the Advisory Board shall vote on the proposed change.
 - d) If the proposal is adopted, the Chapter Operations Guide shall be modified and all interested and affected parties shall be informed of the change.

BYLAW X—ENACTMENT AND AMENDMENTS

- Section 1: These Chapter Bylaws shall be effective immediately upon ratification and supersede any other bylaws of this chapter. A copy of the new Chapter Bylaws will immediately be transmitted to the National Association.
- Section 2: These Chapter Bylaws may be amended by a three fourths vote of the total active membership of the Chapter, subject to the approval of the Advisory Board. Absentee ballots may be used if necessary.
- Section 3: The Chapter Bylaws should be made available to any interested party upon request.

Bylaws corrected and amended May 7, 1969; November 4, 1979; April 1, 1976; May 21, 1980; May 7, 1982; February 20, 2008; December 29, 2008; October 07, 2014; October 31, 2016; April 19, 2020.