

**CHAPTER BYLAWS
THE TAU BETA PI ASSOCIATION
Alpha of District of Columbia**

Bylaw 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, and in the Convention Acts 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 the Bylaws of 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.

Bylaw II — Government

Section 1. The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and a Cataloguer, who shall all be active members, except that the Treasurer may be an alumnus member, and alumnus member of an Advisory Board, as specified in C-VI 6¹ of the National Constitution. The alumnus members of the Advisory Board shall preferably be from the faculty of the School of Engineering.

Section 2. Except for the Treasurer and members of the Advisory Board (see C-VI, 7), the officers of this Chapter shall hold office for one and only one year.

Section 3. The Chapter President shall be the delegate to the National Convention and to District meetings. The other Chapter officers shall be alternatives in the order listed in section 1 above.

Section 4. The duties of the officers shall be as outlined in B-V, 5.03² of the National Bylaws, and below in section 5 of this bylaw.

¹ Refers to National Constitution, 1992 Edition

² Refers to National Bylaws, 1992 Edition

Section 5. The following extra duties shall be required of the officers:

- a.** The Chapter President shall be a member, *ex-officio*, of all committees.
- b.** The President shall see that each officer and committee chairperson is provided with a written list of all specific duties for which each is responsible. These lists shall be discussed at the first meeting in the fall. A copy of each list shall be placed in the Recording Secretary's notebook and preferably also in the President's Book. Failure to comply with established duties as agreed may result in dismissal of an officer (see IX – 4 of these bylaws), and replacement by a specially elected/ appointed officer (see II-7 of these bylaws).
- c.** The President shall notify the Advisory Board of the time set for election of new members at least one month in advance, and of the time set for initiation of new members at least one week in advance.
- d.** The Corresponding Secretary shall keep an accurate, up-to-date list of the names and addresses of all active members of the Chapter. He/She shall send out notices of all the meetings at least 72 hours in advance, and post notice in the lobby of the Engineering Building 72 hours in advance. See also VII-I of these bylaws. He/She shall send out written notices to electees, two (2) weeks in advance of initiation.
- e.** The Recording Secretary shall see that each new member is provided with a copy of these bylaws for his/her permanent keeping.

Section 6. Chapter Treasurer's Term of Office

- a.** The Treasurer may be a faculty member from the School of Engineering, elected to hold office for three years and may be reelected. He/She may also be an Advisory Board Member.
- b.** A student member may be elected Treasurer and may be re-elected to serve for a total of no more than two years.

Section 7. Special officers may be elected or appointed.

Bylaw III --- Chapter Membership Meetings

Section 1. The following regular meetings of the active chapter members shall be scheduled and held once each year: organization meeting, election of officers, and planning meeting. The planning meeting shall be held soon after the election of officers.

Section 2. The following regular meetings shall be scheduled and held once in the fall and once in the spring: preliminary consideration of candidates, election of candidates, introduction of electees, informal initiation, formal initiation, and banquet.

Section 3. Meetings shall be held at such times at such times that a majority of the active membership can be present.

Section 4. The first meeting of each semester shall be held no later than two weeks after the start of the semester.

Section 5. A complete calendar of the regular functions of the Chapter for each semester shall be presented to the members at the first meeting or soon afterwards, but no later than the second meeting of the semester.

Section 6. Special meetings may be called at any time by the President, by any member of the Advisory Board, or upon written request to the President signed by five active members.

Section 7. All active members and the Advisory Board shall be notified of all meetings well in advance by the Corresponding Secretary. See II-5 (d) of these bylaws.

Section 8. Robert's Rules of Order shall be the parliamentary guide of this Chapter on all points not provided for in these bylaws, and the Constitution and Bylaws of the Tau Beta Pi Association.

Section 9. At all meetings, except the open meetings, the order of business shall be as follows:

- a. Roll call.
- b. Minutes of the previous meeting.
- c. Reports of officers.
- d. Reports of committees.
- e. Unfinished business.
- f. New business.
- g. Adjournment.

Section 10. A quorum shall be as set forth in B-V, 5.07, of the National Bylaws.

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Bylaw IV ---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 election meeting, but no later than the last day of classes.

Section 3. Nominations for officers shall be made by two nominating committees, each composed of two Juniors and a Senior, who shall chair the committees. They shall meet simultaneously but separately, and shall each nominate one candidate for each office. Additional nominations from the floor at the time of election shall be in the form of a petition, bearing the signatures of at least three active members. The pledge of each candidate to serve faithfully if elected must accompany each petition or committee report. Reports of the nominating committees shall be made at a scheduled Chapter meeting at least one week prior to the election.

Section 4. The election of officers shall be by secret ballot. Two-thirds 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 on the first ballot, a second ballot shall be held between the two leading candidates. At this election, an alumnus member shall be elected or re-elected to fill any vacancy on the Advisory Board of the Chapter.

Section 5. 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. Officer(s) elected at that time shall serve until the next regular election.

Bylaw V -- Committees

Section 1. Subject to the provision in B-V, sec 5.02, the President shall appoint the chairman and members of the following committees: Membership, Initiation, Program, Social Activities, Alumni Relations, and such other committees as the Chapter shall desire to establish. Appointments shall be made at the first meeting after the election of officers, and the first meeting after the fall initiation of new members.

Section 2. As early as possible after committee appointments, the President shall provide each committee chairperson with a list of his/her specific duties and responsibilities. See 11-5(b) of these bylaws.

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Bylaw VI —Election of New Members

Section 1. The election of new members shall be held in to fall and spring Semesters as soon as possible after the grades for the past semester become available.

Section 2. All the provisions of C-VII and B-VI shall be strictly followed.

Section 3. Regular students in good standing in the following departments, and only these undergraduate and graduate departments, shall be eligible for membership in the Chapter: Chemical Engineering, Civil Engineering, Electrical and Computer Engineering, Mechanical Engineering, and Systems and Computer Science.

Section 4. In deciding the time that certain students shall be eligible for membership, the academic year shall be divided into two equal semesters as defined in the University bulletin. A total of 8 semesters shall be required for graduation in engineering; therefore, one-eighth of the credit hours required for graduation shall be considered the equivalent of one semester for this purpose.

Section 5. Scholastic Eligibility

- a. Each semester, the top fifth of the seniors who have completed semester 6 shall be eligible, provided that each shall have earned at least ninety (90) credit hours, at least thirty (30) of which were attempted at this University. No senior shall be elected who shall not have achieved at least 3.20 out of 4.00 cumulative index through semester 6.
- b. A senior who has completed semester 7 may be elected only if he/she has previously been overlooked. He/She shall have the same requirements as those elected after semester 6.
- c. Those regular juniors who are scholastically in the upper eight of their regular engineering class of their junior year and have a cumulative index of at least 3.20 out of 4.00 shall be eligible for election, provided that they shall have completed at least 4 semesters and earned at least sixty (60) credit hours, including at least thirty (30) credit hours attempted at this University.

Section 6. The membership committee shall periodically consult with the chairpersons 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-VII, 3-7, and XI, 1&2 of these bylaws.

Section 7. Exemplary Character Evaluation

- a. Prior to the interview, eligible candidates are to submit two (2) or more recommendations from faculty members.
- b. Candidates must also submit an autobiography prior to the interview.

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- c. Letters shall be sent to scholastically eligible candidates inviting them to a get-acquainted meeting ("mixer").
- d. A get-acquainted meeting shall be held at which the Chapter members will meet the candidates. The candidates shall be introduced to the purposes of Tau Beta Pi and activities of D.C. Alpha Chapter.
- e. A pre-discussion meeting shall be held 48 hours before interviews or immediately preceding interviews. At this meeting, there shall be an informal discussion of the autobiographies, recommendations, and the candidates. Therefore, members will have some knowledge of the candidates.
- f. Also at the pre-discussion meeting, there shall be an explanation of election procedures, and the Eligibility Code of values. There shall be an oral confirmation of members who plan to attend the Interview Election meeting.
- g. Immediately following each interview, there shall be a brief discussion, if necessary, in review of the candidate.
- h. The election of each candidate shall be completed immediately following each interview. The voting shall be completed by the Election Point System (as explained in the next section).

Section 8. Voting Procedures

- a. At the Interview-Election meeting, the Eligibility Code shall first be read. Only active undergraduate members are eligible to vote on new members.
- b. The Election Point System allots a number of points to each aspect of character as defined by the Eligibility Code. They are as follows:

1) Integrity	0-15
2) Breadth of Interest	0-10
3) Adaptability	0-10
4) Unselfish Activity	0-15

Maximum Points =50

- c. Each voting member shall use their judgment to assess the number of points deserved by the candidate in each area, and compute the sum. Thirty-eight points (76%) or greater designate a YES vote. Thirty-seven points or less designate a NO vote by the member.
- d. The votes shall be tallied, and the requirements for affirmative votes shall be adhered to strictly according to B-VI, Sec. 6.03 (a) 2 and (b) 1.

- e. 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.
- f. No student who fails election on the second ballot shall be considered unless twenty-five percent of the members present so request.
- g. 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 9. The President shall direct the Membership Committee to have sufficient letters of notification of election prepared in advance of the election meeting. These letters shall be signed by the President, addressed, and mailed within six hours of the end of the election meeting. All members shall keep the election results in absolute confidence so that no elected student shall learn of his/her election except by means of the official letter; likewise, he/she shall not be informed of the details of the vote, especially concerning the personal matters discussed at the time of the voting.

Section 10. Each electee shall be required to notify the President, in writing of his/her acceptance, within five (5) school days of the mailing of the notification letter.

Section 11. Each electee who refuses induction for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10.

Bylaw VII --- Records

Section 1. Records shall be kept up to date in good order. See B-V, 5.01 (b) and (c). The completed records shall be turned over to the new officers before they assume office.

Section 2. All records shall be open for inspection to any active member of Tau Beta Pi in good standing.

Bylaw VIII --- Finances

Section 1. The expenses of the chapter shall be borne by the initiation fee, proceeds from fundraising activities, gifts, and donations, and by such dues and pro rata assessments as may be voted by the Chapter. A majority vote of the total active membership shall be required to change any fees, dues, or levy any assessment. Within one week, the Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning the changes in the amount of these dues and assessments.

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Section 2. Expenditure other than those for less than \$10.00 (which may be made from petty cash) shall be made by check, signed by the Treasurer and/or the President. Petty cash vouchers must be retained on file for at least three years. Receipts must be written for all money received and must be retained on file for at least three years.

Section 3. This Chapter shall use the official bookkeeping system of the Association except as provided by B-V, 5.03, (e), 2. **Section 4.** The initiation fee for all initiates shall be \$60.00 payable in advance. This shall include all National fees, and the cost of all initiation expenses.

Section 5. There shall be at all times a balance of at least \$100.00 in the treasury. A sum of no more than \$50.00 may be kept in petty cash.

Section 6. Shortly after spring election of officers, a committee composed of incoming and outgoing Presidents and Treasurers shall prepare an operating budget for the coming year. This budget shall be submitted to the Chapter for approval by a majority vote at the first regular meeting in the fall. Any additional expenses not provided for in the budget must be approved by the Chapter with these exceptions: the Treasurer shall be authorized to advance a reasonable sum to the Convention delegate and to settle assessments by the Tau Beta Pi Associations.

Section 7. Within one month of the election of new officers at least one member of the Advisory Board (but not the Treasurer if he/she is faculty member on the Advisory Board) shall audit the Chapter's Books.

Bylaw IX --- Discipline

Section 1. Discipline shall be in accordance with C-XI.

Section 2. A uniform system of fines for habitual absence or tardiness may be established each year in which it is so desired. A majority vote of the total active membership shall be required to establish this system of fines for the period of one year.

Section 3. A \$5.00 bond shall be maintained by each member. This bond is to be forfeited if the member is absent from two or more meetings without legitimate excuse, otherwise the \$5.00 is applied to his dues obligation during his last undergraduate semester at the institution. In all cases, only written excuses that are presented to the President of the Chapter prior to the following meeting and approved by a majority of members present, constitute legitimate reasons for absences and subsequent waiver of fines.

Section 4. Failure to comply with established duties (see II – 1) will result in termination of an officer after:

- a. Two written violations of established duties have been submitted to the advisory board and offending officer.
- b. 2/3 consensus of the Chapter officers (conducted by secret ballot) has been reached.

Bylaw X —Special Project(s) and Prizes

Section 1. The principal special project of this Chapter shall be a tutoring program conducted by members and outstanding students. Outstanding students are to be selected and approached by the Chapter to serve as tutors for students having academic difficulties. Other special projects shall be encouraged.

Section 2. Outstanding Freshman and Sophomore

- a. The Sophomore of the Year Prize shall be awarded to the student in the second year Engineering class with the highest grade point average (above 3.80/4.0), who has earned at least forty-five (45) credit hours, including at least thirty (30) attempted at this University.
- b. The Freshman of the Year Prize shall be awarded to the student in the first year Engineering class with the highest grade point average (above 3.80/4.0), who has earned at least fourteen (14) credit hours attempted at this University.

Bylaw XI — Criteria for Election of Graduate Students

Section 1. Each graduate student to be considered under these provisions must meet all of the following requirements:

- a. The overall undergraduate grade point average cumulative index was at least 3.10 (out of a maximum 4.00), or equivalent;
- b. The student must have completed at least 15 graduate credit hours at this University; and be enrolled in a program for the degree of MaEng, M.S. or Ph.D. in Civil Engineering, Chemical Engineering, Electrical Engineering, Mechanical Engineering, or Systems and Computer Science.
- c. The student must have a grade point average of at least 3.50 in the Graduate School of Arts and Sciences at this University;

- d. The candidate shall provide authentic copies of all undergraduate and graduate transcripts, and two letters of recommendation from faculty, including the thesis advisor, if applicable.

Section 2. Final action by the Chapter's Advisory Board shall be taken on the election of an eligible graduate student after ascertaining

- a. Whether a Tau Beta Pi Chapter existed at the candidate's alma mater at time of graduation; and
- b. Why the candidate was not elected as an undergraduate, if a Chapter existed; and only after
- c. Final action on the election of undergraduates shall have been completed by the active membership of the DC Alpha Chapter; and provide that
- d. The total number of graduate students elected to membership in the Chapter during any academic year shall at no time exceed one-fourth the number of undergraduates already elected during that academic year.

Bylaw XII --- Amendments

Section 1. These 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 (C-VI, 7). Proposed amendments must be submitted to the Chapter at a scheduled meeting at least one week before the voting. Absentee ballots may be used if necessary.