

MAY 3 2004

TAU BETA PI

DISTRICT OF COLUMBIA GAMMA CHAPTER

BYLAWS

Bylaw I - General

Please note
some relevant
changes marked
in yellow
regarding eligibility
and curricula.

~~Section 1.~~ Section 1. These bylaws shall govern the proceedings of this Chapter in all matters specifically provided for in the Constitution and Bylaws and in the Constitution of the Tau Beta Pi Association.

Section 2. This Chapter shall conform to such rules and regulations of the School of Engineering and Applied Science and of the George Washington University as may apply to honor societies.

~~Section 3.~~ 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 Applied Science and the George Washington University, the latter shall prevail, and the Executive Council of the Tau Beta Pi Association shall be advised of the circumstances of the conflict for whatever further action may be required.

Section 4. The President shall be responsible for registering this Chapter with the George Washington University Student Activities Office within the first three weeks of the Fall Term.

Bylaw II - Government

Section 1. The offices of this Chapter shall be as specified in the Constitution and Bylaws of the Tau Beta Pi Association (see C-VII and B-IV), and their duties shall be those outlined therein and in this Chapter's Bylaws.

Section 2. 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 Chapter President shall see that each officer and committee chairman 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 also in the President's Book.
- c) The Chapter President shall notify the Advisory Board of the time set for election of new members at least two weeks in advance.
- d) The Corresponding Secretary shall keep an accurate up-to-date list of the names, addresses, and telephone numbers of all active members of this Chapter. He shall send out notices of all meetings at least one week in advance, shall have notices placed on the School bulletin boards of such meetings, and will work with the Recording Secretary to

- prepare written articles of this Chapter's activities for the University newspaper, the School of Engineering and Applied Science magazine, and for the University yearbook. He shall also be the keeper of all dues and stationery of this Chapter.
- e) The Corresponding Secretary shall advise the faculty and officers of the School of Engineering and Applied Science, the Engineers' Council, and all active members of newly initiated members and officers. All members and the Advisory Board shall be notified of any changes that might take place in the Tau Beta Pi Association Constitution and Bylaws or in the Bylaws of this Chapter.
 - f) The Chapter President and the Corresponding Secretary shall, within one month after their election, establish contact with the officers of each of the other local Chapters of the Tau Beta Pi Association of each of the other local Chapters of the Tau Beta Pi Association and with the District of Columbia Alumni Chapter of the Tau Beta Pi Association in the interests of Chapter coordination, for the discussion of mutual problems, and for the furtherance of the goals of the Tau Beta Pi Association.
 - g) The Chapter President, Vice-President, and such other officers as may be designated shall, within one month after their election to office, pay courtesy calls on the Dean of the School of Engineering and Applied Science to discuss outstanding problems and projects and to reaffirm this Chapter's support of the activities of the School of Engineering and Applied Science. The results of these discussions shall be recorded during the next business meeting.
 - h) The Recording Secretary shall be responsible for seeing that each member of this Chapter is provided with a copy of these Bylaws.

Section 3.

Except for members of the Advisory Board (see C-VII) who are not student members of this Chapter, the officers of this Chapter shall hold office for one year. They may be re-elected to the same or other offices, if still eligible.

Section 4. The Chapter President shall be the delegate to the National Convention. The Chapter alternates shall be the Vice-President, the Recording Secretary, and the Corresponding Secretary, in that order.

Section 5. The Chapter President, or his appointee, shall represent this Chapter in all University activities wherein this representation is required, with the exception that this Chapter will be represented on the Engineers' Council by the Vice-President of the Chapter elected at the time and in the same manner as the other officers of this Chapter. The Engineers' Council representative shall attend all meetings of that body and shall report to the officers of this Chapter all Council activities of interest to this Chapter.

Section 6. The custodian of Chapter monies shall be the Chapter Treasurer. The Chapter Treasurer shall also be responsible for the proper records and correspondence concerning all Chapter finances.

Section 7. Members of the Advisory Board may serve more than one four-year term.

Section 8. In the interest of expeditious government, as much of this Chapter's routine

business will be handled in committee as possible. To this end, the most competent persons in a given activity should be appointed to a given committee so that the committee's judgment can be respected. To reduce the amount of discussion on the floor during a business meeting, committees shall sample opinion prior to the presentation of their reports and shall state majority and minority views as a part of their reports.

Section 9. The Chapter President shall appoint the membership of such committees as are required in these Bylaws and may create temporary committees to accomplish specific tasks. Permanent or standing committees may be created by amendment of these Bylaws.

Section 10. Additional offices may be created by amendment of these Bylaws.

Bylaw III - Election of Officers

Section 1. Officers shall be elected in the Spring, before the Spring initiation, and shall serve for one year.

Section 2. Nominations can be made by a special nominating committee or can be made from the floor during the election meeting. A pledge to serve faithfully in his office shall be obtained from each nominee.

Section 3. The election of officers shall be by secret ballot. Two thirds of the active membership constitutes a quorum for the election. If no nominee is elected on the first ballot, a second ballot will be held between the two leading candidates.

Section 4. Offices vacated for any reason shall be filled by a special election held as soon as possible after the vacancy was created.

Section 5. New members of the Advisory Board shall be elected during the election of officers.

Section 6. The officers-elect shall work with the current officers on all activities taking place after the election, including the Spring initiation, and shall take office at the Initiation Banquet.

Bylaw IV - Election of New Members

Section 1. In accordance with the provisions of the National Constitution and Bylaws (see C-VIII and B-VII), election of new members shall take place in the Fall and Spring as soon as possible after release of grades of the past term. **Students in the following curricula are eligible for consideration:**

- Biomedical Engineering
- Civil Engineering
- Computer Engineering

Computer Science (BS only)
Electrical Engineering
Mechanical Engineering
Systems Engineering.

Section 2. Eligibility shall be specified in the National Constitution and Bylaws. A senior (advanced level) is a student who has one calendar year of school before graduation, and a junior is a student who has two calendar years of school before graduation. To be considered for membership, full-time students must have taken an average of at least 12.0 credit hours. Working part-time students (35 or more hours of work per week) who have taken at least 6 credit hours towards an engineering degree per semester for two semesters preceding the semester they became eligible are subject to the approval of the Advisory Board. Similarly, a transfer student must have completed at least 30 credit hours of courses toward an engineering degree in this University to be considered for membership in this Chapter.

Section 3. Minimum Grade Point requirements for election consideration shall be 3.30 for Juniors and 3.25 for Seniors. However, preliminary eligibility will be according to the National Requirements (i.e., top 1/8 of Junior Class, top 1/5 of Senior Class).

Section 4. Prior to the election, the Membership Committee shall have presented to each Tau Beta Pi member of the faculty for his comment and recommendations a list of the eligible candidates prepared in conformity with the National Constitution and Bylaws. This list shall also be made available to the Deans of the School of Engineering and Applied Science for their information and comment.

Section 5. Voting Procedures

- a) At the Election Meeting, the Eligibility Code shall first be read.
- b) The election of senior candidates shall precede the election of junior candidates. Each name shall be presented in order of decreasing class rank for discussion and shall be voted on before the following name is considered.
- c) After the 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.
- d) No student who fails election on the second ballot shall be considered again unless twenty-five percent of the members so request.
- e) 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 6. 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, addressed, and mailed within 72 hours of the completion of the election. The results of the election shall be kept secret by all members so that the new members will be informed of the result only by official letter.

Section 7. Each electee shall be required to notify the Chapter President, in writing, of his acceptance.

Section 8. In the case of a refusal to accept membership, the Vice-President shall make an immediate effort to ascertain the reason for refusal. If it appears that the reason is financial, the Advisory Board will be notified, and it will undertake an interview of the candidate as specified in the National Constitution (see C-VIII-10).

Section 9. Election of suitable alumni of the School of Engineering and Applied Science shall be encouraged by this Chapter. To this end, the Chapter will periodically discuss the matter with the officers and faculty of the School of Engineering and Applied Science as a part of its effort to determine those alumni who have gained eminence in the field of Engineering or who have otherwise reflected favorably upon their Alma Mater.

Section 10. When requested to do so by the Tau Beta Pi Association, this Chapter will initiate candidates for other Chapters in the same warm and friendly manner as would be accorded him if he were being initiated by his parent Chapter. An extended effort shall be made by all of this Chapter's membership to make this person feel at home and to remember forever the respect that this Chapter and the Tau Beta Pi Association have for him.

Section 11. This Chapter shall, on a regular basis, elect members of both graduate and eminent engineer status in conformance to the National Constitution, Article VIII, Sections 3, 6, and 7. At the beginning of each semester, the President shall direct the Chairman of the Membership Committee to solicit, by letter, names of candidates in these categories from each member of the faculty.

The criteria for election shall be based on the following:

a) Graduate Students

- 1) Minimum G.P.A. for the Master's, the Professional, and the Doctoral programs shall be 3.0 based on the completion of 24 credit hours or a sufficient number of credits to obtain the applicable graduate degree in the current semester. Doctoral students shall also be required to have passed their Doctoral Qualifying Exam.
- 2) Students in the following curricula are eligible for consideration:
 - Civil and Environmental Engineering
 - Computer Science
 - Electrical and Computer Engineering
 - Mechanical and Aerospace Engineering
 - Engineering Management and Systems Engineering
- 3) The minimum G.P.A. in their undergraduate program shall be 3.0 or equivalent, based on A=4.0.
- 4) Evidence of the candidate's dedication and activity in engineering must be provided to the chapter prior to election.
- 5) The number of graduate students to be elected each semester shall not exceed 5 or 1/5 of the undergraduate membership, whichever is less.

b) Eminent Engineers The number of eminent engineers to be elected shall not exceed 3 per

Bylaw V - Meetings

Section 1. The following regular meetings will be held: Fall and Spring membership election meetings, Fall and Spring initiation meetings, Fall and Spring initiation banquet meetings, and the Spring officer election meeting. Membership election meetings shall be so scheduled as to permit the initiations to take place no later than the middle of November and the middle of March for the Fall and Spring semesters, respectively. The initiation meeting and the initiation banquet meeting will ordinarily be held on the same date. All meetings are for Tau Beta Pi members only, with the exception that the initiation banquet meeting may be attended by members' guests.

Section 2. The first meeting of each term should be held within two weeks after the start of that term.

Section 3. Meetings may be called by the Chapter President, by any group constituting 30% of the active membership, or by a majority of the Advisory Board. Proper membership notification shall be made (see B-II-2d of these Bylaws).

Section 4. Robert's Rules of Order shall be the parliamentary guide of this Chapter on all points not covered in these Bylaws and in the Constitution and Bylaws of the Tau Beta Pi Association.

Section 5. With the exception of meetings devoted to the discussion of new members and the initiation banquet meeting, no regular business meeting shall last longer than two hours unless extended by a three-fourths vote of all present.

Section 6. A quorum shall be as set forth in the National Bylaws (see B-V, 5.07).

Section 7. At all meetings except the initiation banquet meeting, the order of business shall be as follows:

- Roll call
- Minutes of the previous meeting
- Reports of officers
- Reports of committees
- Unfinished business
- New business
- Adjournment
- Special program or speaker

Section 8. The notices concerning meetings that are to be devoted to election, to proposals concerning finances, or those involving Bylaw changes, shall clearly state the purpose of the meeting and each member will be advised that his attendance is required. This type of meeting will be referred to as a "required" meeting.

Section 9. The Chapter President will call at least one meeting of the Advisory Board per term. This meeting should be held during the first month of each term. The Fall meeting of the

Advisory Board should be held prior to the National Convention. The minutes of the Advisory Board meeting shall be read at the following regular meeting of the Chapter.

Section 10. A calendar of Chapter activities for the school year shall be prepared by the Chapter Officers and shall be presented not later than the second regular meeting of the Fall term. This calendar should reflect the material covered in the discussions with school officials, the Advisory Board, and the membership. It may be amended informally at any time, due notice being given to the membership.

Bylaw VI - Discipline

Section 1. Discipline shall be according to the National Constitution and Bylaws (see C-IX).

Section 2. An active member will become inactive if he misses two consecutive chapter meetings without written notice, unless the excuse is illness. An inactive member will be re-admitted to active status upon receipt of a written petition and its approval by the Advisory Board (see B-VI, 6.05).

Section 3. If any member of this Chapter misses three consecutive business meetings unexcused or misses two consecutive "required" meetings unexcused, he may be suspended or expelled from the Tau Beta Pi Association.

Section 4. No Chapter discipline shall be imposed which would involve routine Chapter business or project activity since these are not considered in terms of individual discipline.

Section 5. It is the intent of this disciplinary Bylaw to impress the membership with the seriousness and purpose of this Chapter and of the Tau Beta Pi Association and to enable the officers and dedicated members to accomplish the necessary business of this Chapter in a manner not inconvenienced or encumbered by a possible lack of interest upon the part of a few persons.

Section 6. Whether or not disciplinary actions should be taken in any given instance shall be interpreted in the light of the intent of this Bylaw as given in Section 5 above.

Bylaw VII - Finances

Section 1. The expense of this Chapter shall be borne 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 or dues or to levy any assessment. Within one week after voting, the Corresponding Secretary shall inform the Secretary-Treasurer of the Tau Beta Pi Association concerning the changes in the amounts of these dues and assessments.

Section 2. Expenditures other than those made for less than \$5.00 (which may be made from petty cash) shall be made by check signed by the Treasurer of the Chapter monies after receiving approval of the Chapter President.

Section 3. The Chapter shall use the official bookkeeping system of the Tau Beta Pi Association and it shall be maintained by the Treasurer.

Section 4. All receipts and cancelled checks for expenses incurred by this Chapter will be kept on file for three years.

Section 5. Shortly after the Spring election of officers, a committee composed of the incoming and outgoing presidents and treasurers shall prepare an operating budget for the following year. This budget shall be submitted to the Chapter for approval by a majority vote during the first regular Fall meeting. 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 Association, to include amounts due National on membership fees and Convention assessments.

Section 6. Within one month of the election of new officers, one member of the Advisory Board shall perform an audit of the Chapter's books. A report of this audit shall be made during the next regular business meeting and shall be made a matter of permanent record.

Bylaw VIII - Records

Section 1. Each officer shall make a report in writing at the end of his term of office outlining in detail what his activities have been during the previous year, and these reports shall be made a matter of separate record in the Chapter files. An effort should be made by each officer to prepare his report such that its format may serve as an example for the following years. These reports shall be an aid to the President in preparing his annual report to the Tau Beta Pi Association.

Section 2. Records shall be kept up to date and in good order. It shall be the responsibility of the Recording Secretary to supervise the files, and he should advise the Chapter President that those persons who should make formal reports have done so.

Section 3. The official files of this Chapter shall be kept in a locked file in the Davis-Hodgkins House for students of the School of Engineering and Applied Science. The current files will be maintained by each officer and committee chairman concerned and shall be collected for joint filing by the outgoing and incoming Recording Secretaries at the end of the Spring semester.

Section 4. The initiation equipment shall be maintained in good order and in a secure manner by an appointee of the Chapter President and the ritual will be kept in the President's Book under lock and key when it is not in use.

Section 5. The charter of this Chapter will be framed under glass and will be prominently displayed in the School of Engineering and Applied Science at a location determined by the Dean of that School.

Section 6. Such other artifacts as may represent a contribution by this Chapter to the School of Engineering and Applied Science (pictures, study material, plaques, equipment, displays, etc.) shall be inspected periodically by a special committee to ensure its good repair so that the item may be of continued use and may reflect favorably upon this Chapter.

Bylaw IX - Committees

Section 1. The Chapter President shall appoint the chairmen and members of the following committees: Membership, Initiation, Project, and such others as he or the membership deems necessary. 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. A Constitution and Bylaws Committee shall be appointed by the President. This committee shall have two primary functions; to be fully acquainted with the provisions of the National and Chapter Constitution and Bylaws and thus serve the Chapter by being experts concerning their provisions; and by being constantly observant of activities which should or could be undertaken by the Chapter, but which would require the amendment of Chapter Bylaws. This committee should be ever alert that the officers and members are observing correct constitutional behavior in their Chapter activities.

Bylaw X - Projects

Section 1. Standing project activities of this Chapter can be created or altered by amendment of these Bylaws.

Section 2. Projects which may be completed by the membership of this Chapter within the school year during which they are undertaken or projects which the membership does not wish to pass on to the membership of the following years need not involve an amendment of these Bylaws.

Section 3. Committees shall be established at the beginning of the Fall term to carry out the following projects of this Chapter:

- a) The proper order of the bulletin boards located in the School of Engineering and Applied Science stairwells.
- b) The presentation of the Outstanding Sophomore Award to the engineering student who stands at the top of his class at the end of his sophomore year.

Bylaw XI - Amendments

Section 1. These Bylaws may be amended by a three-quarters vote of the total active membership of this Chapter, subject to the approval of the Advisory Board (see C-VI-7). Proposed amendments must be submitted to the membership in writing at least one week prior

to the meeting during which they will be voted upon.

Original Bylaws	February	1963
Amended	February	1981
Bylaw IV Section 5	April	1981
Bylaw IV Section 11	February	1983
Bylaw IV Section 2	March	1984
Bylaw IV Section 11	March	1985
Amended	April	2004