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Constitution of
Tau Beta Pi at the University of Miami

Ratified: June 6, 1966/ Updated: February 16, 2004

Article I. Name

This organization shall be named Tau Beta Pi: Florida Beta Chapter at the University of Miami. Tau Beta Pi may also be referred to as TBP.

Article II. Affiliation Statement

- Section 1. These bylaws shall govern the proceedings of this chapter in all matters not specifically 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 honor societies.
- Section 3. In the event of a conflict between the Constitution and bylaws of the Tau Beta Pi Association and rules and regulations of the College of Engineering, such action shall be taken as deemed advisable by The Committee on Student Organizations.

Article III. Statement of Purpose

- Section 1. **Guiding Principles**
The purpose of Tau Beta Pi is to mark in a fitting manner those who have conferred honor upon their Alma Mater by distinguished scholarship and exemplary character as undergraduates in engineering, or by their attainments as alumni in the field of engineering, and to foster a spirit of liberal culture in engineering colleges.
- Section 2. **Objectives**
The objectives of Tau Beta Pi shall be to promote distinction within the engineering community.

Article IV. Responsibility

- Section 1. Tau Beta Pi shall comply with all University of Miami policies and procedures, including but not limited to those policies set forth in the *Student Rights and Responsibilities Handbook*, the *Student Organization Handbook*, as well as local, state and federal laws.

Article V. Membership

- Section 1. **General Membership**

- A. The election of new members shall be held in the Fall and Spring semesters soon after the grades of the previous semester have been released.
- B. Consideration for membership in this Chapter shall be given to students in the following departments: Civil & Architectural Engineering, Biomedical Engineering, Computer Engineering, Electrical Engineering, Industrial Engineering, Mechanical Engineering, and Aerospace Engineering
- C. To determine when certain students shall be eligible for membership, the academic year shall be divided into two semesters (summer sessions not included). A Junior will be a student who has completed at least 50% of his/her curriculum requirement. A Senior must have completed 75% or more of his/her curriculum requirement.
- D. Only active members are eligible to vote for new members
- E. The upper fifth of the senior class shall be considered for election to membership.
- F. The upper eighth of the junior class shall be considered for election to membership.
- G. Exemplary Character Evaluation:
 - a. A list of scholastically eligible candidates shall be circulated to selected faculty members of Tau Beta Pi. The faculty shall be asked to make recommendations on candidates they know and also to suggest persons who may have been overlooked.
 - b. A letter shall be sent out to all candidates informing them of their eligibility. Information on the purpose and activities of Tau Beta Pi shall be included. The candidates shall be requested to fill out and submit a resume form for consideration into the Association.
 - c. A get-acquainted meeting shall be held, whereby active members of the chapter and the engineering faculty shall be invited. Members and faculty shall have been instructed to look out for exceptionally good or bad character traits.
 - d. After election, project activities shall be assigned. Each electee shall be given a post-election evaluation by committee chairpersons. Electees failing to meet character expectations shall have their initiation postponed.
- H. Voting Procedures: (Candidate by Candidate)
 - 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 the President's decision for discussion and shall be voted on before the following name is considered.
- c. After all 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 further unless 25% of the members present so request.
- I. A transfer student must complete two semesters at this University before he/she is considered for membership.
- J. The electees shall be notified of their official election by tapping in the classrooms.
- K. A formal notice of election shall be sent to electees who cannot be tapped in class, and they shall be requested to inform the President of their acceptance or refusal.
- L. All electees shall be asked to polish to a mirror finish a bronze bent given to them at the time of the tapping. They must also wear the bent one-week prior to initiation for recognition amongst other engineering students.
- M. Graduate active membership in the Chapter may be approved by the Advisory Board for one year.

Section 2.

Executive Board

- A. Titles/Descriptions/Responsibilities
 - a. The officers of this Chapter shall be a President, Vice-President, Recording Secretary, Treasurer, Cataloguer and an Advisory Board, so specified in Article VII of the National Constitution. The alumnus members of the Advisory Board shall preferably be from the faculty of the College of Engineering.
 - b. The duties of the officers shall be outlined in Bylaw III of the National Bylaws of this Chapter.
 - c. The following extra duties shall be required of the officers:
 - i. The Chapter President shall be the delegate to the National Convention. The Chapter officers shall be alternates in the order listed in Section 2.A.a. above.
 - ii. The President shall be a member, ex-officio, of all the committees he/she appoints subject to the provisions in Bylaw III of the National Bylaws.

- iii. The President shall see that each officer and 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 President's Book. Extra copies shall be kept in the Chapter files.
 - iv. The President shall notify the Advisory Board of the time set for election of new members.
 - v. The Corresponding Secretary shall keep an accurate, up-to-date list of the names and addresses of all the active members of the Chapter. He/she shall send out notices of all meetings to the active members.
 - vi. The Recording Secretary shall see that each new member is provided with an up-to-date copy of these bylaws for his/her permanent keeping.
 - vii. The Card Cataloguer shall keep the Roll Book and card file up-to-date and shall be a member of the Initiation Committee.
- B. Eligibility Requirements
- a. The elected officers shall be from the pool of active members only.
- C. Length of Term:
- a. Except for the members of the Advisory Board, the officers of this Chapter shall hold office for one year.
- D. Vacancies/Succession:
- a. 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 officer(s) elected at that time shall serve until the next regular election. This section shall also apply to members of the Advisory Board.

Article VI. Elections

Section 1. Timeline

- A. Officers shall be elected in the Spring, no later than May 15, and shall serve for one year. An officer shall not be eligible for re-election to the same office. Only active members shall be eligible to office, and they shall be active during their term of office.
- B. The new officers shall take office at the meeting following the election meeting.

Section 2. Procedures

- A. Nominations for officers shall be made by an active member and must be seconded by another active member. Nominations shall be made at the election meeting.
- B. The election of officers shall be by secret ballot. Two-thirds of the total active membership shall constitute a quorum for the 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 leading candidates. At this election, the new members of the Advisory Board shall also be elected.

Article VII. Advisor

- Section 1. The Advisor of Tau Beta Pi shall be Dr. Reuven Lask, a full-time faculty member at The University of Miami.

Article VIII. Meetings

Section 1. General

- A. The following regular meetings shall be scheduled and held once each year: organization meeting, election of officers, and planning meeting. The organization meeting shall be held within two weeks after the beginning of the Fall Semester to structure the activities of the year. The planning meeting shall be held soon after the election of officers to insure continuity between outgoing and incoming officers.
- B. 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, post-election final consideration, and formal initiation.
- C. Meetings should be held at such times that it is convenient for most of the members to attend.
- D. The first meeting of each semester shall be held within two weeks after the start of that semester.
- E. A complete calendar of the regular functions of the Chapter for the semester shall be presented to the members no later than the second meeting of the regular semester.

Section 2. Special Meetings

- A. Special meetings may be called at any time by the President, or by any member of the Advisory Board.
- B. All active members and the Advisory Board shall be notified of all meetings well in advance by the Corresponding Secretary.

- C. Robert's Rules of Order shall be the preliminary guide of this Chapter on all points not provided for in these bylaws or the Constitution and Bylaws of the Tau Beta Pi Association.
- D. Business meetings of the Chapter shall last no longer than two hours, unless extended by a 60% vote of all those present.
- E. At all meetings, except open meetings, the order of business shall be as follows:
 - a. Roll Call
 - b. Minutes of previous meeting
 - c. Reports of officers
 - d. Reports of committees
 - e. Unfinished business
 - f. New business
 - g. Adjournment
- F. A quorum shall be set forth in B-V, 5.07 of the National Bylaws.

Article IX. Committees

- Section 1. Subject to the provisions in Bylaw V-Section 2 of the National Bylaws, the President shall appoint the chairperson and members of the following committees: Initiation, Publications, Social Activities and such other committees as the Chapter shall desire and establish.
- Section 2. The Vice-President shall be the chairperson of the Social Activities Committee. The Card Cataloguer shall be a member of the Initiation Committee.
- Section 3. As early as possible after committee appointments, the President shall provide each committee chairperson with a list of his specific duties and responsibilities.
- Section 4. The following shall be the duties and responsibilities of the permanent committees:
 - A. Initiation Committee:
 - a. Prepare a list of eligible students as soon as possible after the grades for the previous semester have become available.
 - b. Prepare the cast bents with ribbons to use during the tapping ceremony.
 - c. Procure the tapping monologues.
 - d. Procure the information material to be given to electees during the tapping ceremony.
 - e. Prepare a tapping schedule from class schedules received from candidates.

- f. Procure the facilities for the formal initiation, including room, initiation equipment, and initiation team.
- B. Publicity Committee:
 - a. Prepare write-ups on Chapter activities to be published on campus in the University of Miami Hurricane, and the Miami Engineer, and other publications that are available.
 - b. Work with the social activities committee or with any other standing committee on matters concerning publications.
- C. Social Activities Committee:
 - a. Procure facilities for barbeques, mixers, parties, and stands for special events.
 - b. Organize activities that include reservations, ticket sales, programs, publicity, etc.

Article X. Discipline

- Section 1. An active member will become inactive if he or she misses two consecutive chapter meetings without 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.

Article XI. Finance

- Section 1. The expenses of the Chapter shall be borne by the initiation fee, 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 or dues or levy any assessments.
- Section 2. Expenditures other than those for less than \$5.00 (which may be made by cash) shall be made by check. Petty cash vouchers and receipts for all money received must be retained on file for at least three years.
- Section 3. The initiation fee for all student initiates shall be \$75.00, and the fee for alumni and eminent engineers shall be \$100.00, payable in advance before the formal initiation. This shall include all National Fees, the cost of one initiation banquet, and a four year subscription to The Bent.
- Section 4. There shall be a balance of at least \$250.00 at the end of the school year. A sum of no more than \$100.00 may be kept in petty cash.
- Section 5. The Treasurer shall be authorized to advance a reasonable sum to the Convention delegate and to settle assessments by the Tau Beta Pi Association.

Article XII. Amendments of the Constitution

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. Proposed amendments must be submitted to the Chapter in a scheduled meeting at least one week before the voting. Absentee ballots may be used if necessary.

(Last revision February 16, 2004 ~ Catalina Gonzalez, President, Natalie M. Sanchez, and Neha S. Patel, Corresponding Secretary)

Date 03/30/04

Signed Catalina Gonzalez
Catalina Gonzalez (President)

Signed Natalie M. Sanchez
Natalie M. Sanchez (Vice President)

Signed _____
Neha S. Patel (Corresponding Secretary)