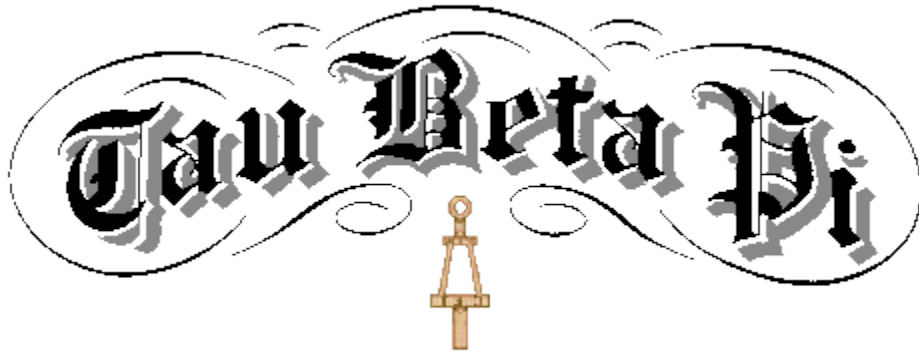


Florida Iota Chapter



By-Laws

Embry-Riddle Aeronautical University
Daytona Beach Campus
600 S. Clyde Morris Blvd. • Daytona Beach, FL 32114

11/09/2010 – 10/02/2019

By-Laws
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Article I: General

Section 1: These by-laws shall govern the proceedings of this Chapter in all matters not expressly provided for in the Constitution, By-Laws, and Eligibility Code of the Tau Beta Pi Association, Inc.

Section 2: **United States of America Constitutional Rights**

All members shall be entitled to all rights guaranteed to persons under the Constitution of the United States and its amendments therein, the State of Florida and Embry-Riddle Aeronautical University.

Section 3: **Rights of Tau Beta Pi**

- A. The right to establish and maintain a democratic membership in which each member of the chapter shall have an equal right to participate within the provisions of referendum and initiative. Students shall have the right, through their officers and officer appointed designees, to participate in the making of Chapter policies, via recommendations, and the right to petition for changes in regulations.
- B. The right in assembly to freedom of expression, discussion and inquiry related to the Chapter following the provisions of the Constitution, By-Laws, and Eligibility Code of the Tau Beta Pi Association, Inc. as well as the provisions within the By-Laws herein expressed.
- C. In accordance with Embry-Riddle Aeronautical University policy and the Family Education Rights and Privacy Act (Section 513 of Public Law 93-380. Education Amendments of 1974) subsequent amendments, students have the right of access to their official records as described in the act. This includes the right of protection against any disclosure of information by the Chapter concerning a student's views, beliefs, or political associations. The right to privacy with regard to a student's records shall be upheld, except by the student's own expressed permission, or under valid court order. Academic records may be referred to by appropriate University Personnel.

Section 4: **Succession of Rights**

In the event of a conflict between the rights, rules, and regulations established within Chapter documentation, the United States Constitution shall take precedence followed by Embry-Riddle Aeronautical University and lastly the provisions encompassed within the Chapter specific documentation.

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Should a conflict arise between the Tau Beta Pi Association, Inc. and Embry-Riddle Aeronautical University, the Secretary-Treasurer of the Association shall be notified of the conflict and the circumstances surrounding said conflict.

Section 5: **Addendums**

This organization is a recognized student organization at Embry-Riddle Aeronautical University, Daytona Beach and adheres to all campus policies as set forth by Student Activities & Campus Events.

Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

The organization shall appoint a full time faculty or staff member employed by Embry-Riddle Aeronautical University, Daytona Beach to serve as the university advisor to this organization as required by the University. Auxiliary staff, part time staff, and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Advisor Agreement Form. Advisors shall serve on an academic year basis or until their successor has been selected.

These by-laws were adopted on 11/09/2010 and most recently revised on 10/02/2019.

Section 6: **References**

Abbreviated references herein to the Constitution and By-Laws of the Association and to the various By-Laws 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 By-Law V, Section 5.02
- C. FI-I, 4 Florida Iota By-Law I, Section 4

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Article 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 or professional attainment and exemplary character, as enunciated in C-VIII and in The Eligibility Code of the Association.
- Section 2: The Chapter shall have full control over its individual affairs, subject to the Constitution and By-Laws of the Association, which control shall be exercised by the active membership of the Chapter and its Advisory Board. An “active member” of this Chapter shall be as defined in C-VI, 1, and only active – student members, as defined therein, shall have the privilege of voting on new members and on the amounts of the initiation fee, dues, fines, and assessments. A student may become inactive only under the provisions of B-VI, 6.05.
- Section 3: The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Cataloger, who shall be active members of the Chapter; a Treasurer, who may be an active member of the Chapter or a member of the faculty; and two alumnus advisors, preferably elected from among the faculty.
- Section 4: The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumnus members of the Association. The Chair of the Advisory Board shall be elected by its members at the first Board Meeting of the academic year.
- Section 5: Alumnus members of the Advisory Board shall serve four year terms, as specified in C-VI, 7. All other officers shall serve for one year or until their successors are duly elected and installed.
- Section 6: The duties of the officers shall be those usually performed by persons holding such offices, those prescribed by the Constitution and By-Laws of the Association, and those prescribed in these By-Laws or by Chapter action.
- Section 7: The President shall be this Chapter’s delegate to the Convention of the Association. The other officers shall be alternate delegates, in the order given in FI-II, 3.
- Section 8: The following extra duties shall be required of the officers:
- A. The **President** shall be an ex-officio member of all committees.
 - B. The **President** shall see that each officer and committee chair is provided with a written list of specific duties for which each is responsible. A copy of each list shall be placed in the Recording Secretary’s notebook and in the President’s Book.

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- C. The **Recording Secretary** shall see that each candidate accepting election receives copies of the Constitution and By-Laws and Eligibility Code of the Tau Beta Pi Association, Inc., information about Tau Beta Pi, these By-Laws, and such other materials as the Chapter may deem desirable.
- D. The **Corresponding Secretary** shall notify each active member and Advisor of the time, place, and purpose of each Chapter meeting at least one week in advance of the meeting.
- E. The **Corresponding Secretary** shall serve as Secretary of the Advisory Board.
- F. The **President** and **Vice President** shall pay a courtesy call to the Dean of the College of Engineering and the Department Chair of each represented degree program early in the fall term to discuss ways in which the Chapter may be of service to the respective College and Departments. The substance of such discussion shall be reported to the Chapter at the next meeting.
- G. The **President** shall cooperate with the designated Director of the corresponding Tau Beta Pi District and shall encourage the Chapter members to participate in the District's Activities.
- H. The **President** and **Corresponding Secretary** shall establish contact with the President of each Honor Society and Professional Association within each degree program in the interest of cooperation between Chapters and the discussion of mutual problems.

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Article III: Meetings

- Section 1: The following regular meetings shall be scheduled and held, at minimum, once each year:
- A. Organization
 - B. Election of Officers
 - C. Installation of Officers
- Section 2: The following regular meetings shall be scheduled and held once in the Fall and once in the Spring semesters or as deemed necessary by the Chapter:
- A. Discussion of Election Procedures
 - B. Election of Candidates
 - C. Initiation of Electees
 - D. General meeting of social, 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 written request to the President signed 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 covered in the Constitution and By-Laws of the Association or in these By-Laws.
- Section 5: The first meeting of each semester shall be held within two weeks of the start of the semester.
- Section 6: The officers shall present a complete calendar of the regular meeting of the Chapter for the semester to the active members for their approval no later than the second meeting of the semester.
- 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. The order of business at these meetings 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

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G. Adjournment

Section 9: Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons which he/she judges to be good and sufficient. A member who must miss a regular, scheduled meeting shall submit his or her reasons to the President, in writing, before the meeting unless extenuating circumstances prevent.

Section 10: The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for the semester. The minutes of each Advisory Board meeting shall be read at the following regular meeting of the Chapter. Additional meetings of the Board may be called by any of its members or upon written request to the Chair of the Board signed by 20% of the active members of the Chapter.

Section 11: A quorum shall be

- A. For the consideration of routine business: a **majority** of the active membership of the Chapter.
- B. For election of new members, for changing the initiation fee or Chapter dues, for passing an assessment on the members of the Chapter, for amending the Chapter By-Laws, and for approval or disapproval of a proposed amendment to the Constitution of the Association: **three-fourths** of the active membership of the Chapter.
- C. For the election of officers: **two-thirds** of the active membership of the Chapter.
- D. For an Advisory Board meeting: **five members** of the Board.

Section 12: The determination of what will qualify a member's active status will be at each officer board's specific discretion, as long as it is in accordance with these general guidelines. An active member will become inactive if generally

- A. He/she misses two Chapter meetings in a semester without approved written notice, unless extenuating circumstances prevent prior notice.
- B. He/she does not participate in at least two events in a semester, one of which must be related to the new member induction process.
- C. He/she misses the new member induction ceremony without approved written notice, unless extenuating circumstances prevent prior notice.

Approved reasons for absence from Chapter meetings and/or the induction ceremony are up to the discretion of the current Executive Board. A written list of approved reasons will be provided to the chapter at the beginning of each semester, and additional approvals may be made on an ad hoc basis.

The board has the right to modify these requirements and set up a program to encourage participation. For example it is acceptable for a board to have a policy to allow three consecutive absences if that member participates in

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three events. The board may not significantly increase or decrease the participation requirements. A majority vote of attending members is required for the board to implement a change in active member status policy.

A member will become inactive immediately upon violating this attendance policy. An inactive member will be re-admitted to active status upon receipt of a written petition and its approval by the Executive Board.

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Article IV: Committees

Section 1: Subject to the provisions of B-V, 5.02, the President shall appoint the chair and members of the following committees and such other committees as the Chapter shall desire and establish. Appointments shall be made at the next Chapter meeting following each initiation of new members.

- A. Membership*
- B. Initiation*
- C. Program
- D. Social Activities

* Except by special Chapter action by three-fourths majority vote, the President may combine the Membership and the Initiation committees into a single Membership and Initiation Committee.

Section 2: As early as possible after committee appointments are made, the President shall provide each committee chair with a list of his or her specific duties and responsibilities.

Section 3: Each committee chair shall make a report on the progress of his or her group's activities at each Chapter meeting.

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Article V: Election of New Members

- Section 1: Election of new members shall be held each semester as soon as possible after grades for the previous term become available.
- Section 2: Scholastically eligible students in the following ABET-accredited curricula shall be considered for membership in the Chapter:
- A. Aerospace Engineering (BS, MS, PhD)
 - B. Civil Engineering (BS, MS)
 - C. Computer Engineering (BS)
 - D. Engineering Physics (BS, MS, PhD)
 - E. Software Engineering (BS, MS)
 - F. Mechanical Engineering (BS, MS, PhD)
 - G. Electrical Engineering (BS)
 - H. Cybersecurity Engineering (MS)
 - I. Electrical & Computer Engineering (MS)
 - J. Electrical Engineering & Computer Science (PhD)
- Section 3: All provisions of C-VIII and B-VI shall be strictly followed with the following additional restrictions:
- A. Engineering junior standing is defined as enrollment in one of the 300 level engineering degree-specific courses. For example: AE3XX, ME3XX, et cetera. In addition, the applicant shall be in another 300 level engineering course. In total, the applicant shall be in a minimum of two 300 level engineering courses, one of which is engineering degree-specific.
 - B. Engineering senior standing is defined as enrollment in one of the 400 level engineering degree-specific courses. For example: AE4XX, ME4XX, et cetera. In addition, the applicant shall be in another 400 level engineering course. In total, the applicant shall be in a minimum of two 400 level engineering courses, one of which is engineering degree-specific.
- Section 4: 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 5: The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.
- Section 6: The Membership Committee shall periodically consult with the chairs of the various engineering departments to determine the names of graduate

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students, alumni, faculty members, and others who may be eligible for membership under the provisions of C-VIII, 3-6.

Section 8: **Exemplary Character Evaluation**

- A. Letters/e-mails shall be sent to scholastically eligible candidates inviting them to an informal get-acquainted meeting.
- B. A get-acquainted meeting shall be held at which the Chapter members will meet the candidates. The candidates shall be introduced to the purposes and activities of Tau Beta Pi.
- C. Interviews of each individual candidate will be held within two weeks of the get-acquainted meeting to determine his/her character.
- D. The interview panel will be made up of two to four active members
- E. The interview panel will report to the Chapter their recommendation for each candidate at the election meeting to be held within one week of the final interview.
- F. At the Election Meeting, the Chapter members shall be asked to make recommendations on the candidates they met during the get-acquainted meeting.

Section 9: **Voting Procedures**

- A. At the Election Meeting, the Eligibility Code shall first be read.
- B. The names of eligible candidates will be submitted to the Chapter membership in groups by the Membership Committee along with the committee's favorable recommendation for each candidate in the group. The size of the groups shall be determined by the Membership Committee.
- C. If any active member has a question about any of the candidates in a group, that candidate's name shall be removed from the group ("purged") and considered separately.
- D. A Chapter vote shall be taken on the remainder of the group. In every case, candidates must be elected by a 3/4 vote.
- E. Each candidate removed from a group and candidates who did not receive favorable recommendation from the Membership Committee shall be considered separately after all groups have been voted on. Each name shall be presented for discussion and voted on before the following name is considered.
- F. After all names have been considered and voted on, there shall be a second individual ballot for each candidate who failed election on the first ballot.
- G. No candidate who fails election on the second ballot shall be considered further unless 25% of the members present so request.
- H. No candidate who fails election on the third ballot shall be considered again at this Election Meeting. He/she may be considered again at the next election if he/she is then eligible.

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- Section 10: The President shall direct the Membership Committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters should be signed by the President, addressed to the electees, and mailed within six hours of the Election Meeting.
- Section 11: All members shall keep the election results in absolute confidence so that no candidate shall learn of his/her election except by means of the official letter; 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: At the first meeting of electees, the President shall explain the requirements, objectives, and activities of the Association and of the Chapter. Those electees desiring to accept election shall formally state their acceptance, in writing, in a letter addressed to the President.
- Section 13: Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10 (a).
- Section 14: Each electee shall be required to take part in an activity recommended or approved by the Chapter officers to foster a spirit of liberal culture. This activity may take the form of a project and/or the writing of an essay, as specified in B-VII, 7.01. They shall also be required to read the Constitution and By-Laws of the Association and these By-Laws.
- Section 15: The Chapter may assign additional duties to electees, subject to the provision of B-VII, 7.02.

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Article VI: Election and Installation of Officers

- Section 1: The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, any special officers (as established by the provisions of these By-Laws), and an alumnus member of the Advisory Board shall be elected in the Spring semester.
- Section 2: Nominations for officers shall be made by two nominating committees appointed by the President. Each committee shall nominate one candidate for each office. Additional nominations may be made from the floor at the Election of Officers Meeting. Reports of the nominating committees shall be made at a scheduled Chapter meeting or by mail to the active members, at least one week prior to the Election of Officers meeting.
- Section 3: The Election of Officers Meeting shall be held at least six weeks prior to the end of the spring semester. Officers–elect shall be formally installed at the last meeting of the year. The Chapter Officer Installation Procedure given in the President’s Book shall be employed to install the new officers. During the period following the election until the installation, each Officer–elect shall work closely with his or her officer counterpart to learn the duties and responsibilities of the office. Transfer of financial records between the past and newly elected Treasurer is contingent upon an audit as required by FI-VII, 8.
- Section 4: The election of officers shall be by secret ballot. Two-thirds of the active membership shall constitute a quorum for the Election of Officers Meeting, and a majority of the quorum shall be required for election. A vote by the members present will cause the nominee receiving the least number of ballots to be dropped from further consideration until one receives a majority vote.
- Section 5: If any office other than the Presidency or Vice-Presidency becomes vacant between regular elections, a special election shall be held at the next Chapter meeting to fill the vacancy. The officer elected shall serve until the next regular election. If the Presidential or the Vice-Presidential office becomes vacant or is known to become vacant for more than 30 days during the Fall or Spring term, then a succession will take place. This succession will be as follows in this order: President, Vice-President, Secretary, Treasurer, and then special officers. Remaining vacancies shall be filled at an open election at the first possible full member meeting.

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Article VII: Finances

- 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 active membership shall be required to change any fees or dues or to levy any assessment (FI-II, 2 and FI-III, 11). Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of any changes in amounts of Chapter's initiation fee, dues or assessments.
- Section 2: The initiation fee for all initiates shall be \$100.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of \$32.00, the National Convention assessment, the cost of a rough Bent casting, and the operating expenses of the local Chapter.
- Section 3: 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. The budget shall be submitted to the Chapter for approval by a majority vote at the first regular meeting in the fall semester. The budget shall include a recommended amount for the initiation fee to be charged during the year. Any additional expenses 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 he/she expects to incur in attending the annual Convention of the Association.
- 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 Chapter treasury. A sum of no more than \$20.00 may be kept in petty cash by the Treasurer.
- Section 6: Expenditures in excess of \$5.00 shall be made by check, signed by the Treasurer and countersigned by the President. Expenditures of less than \$5.00 may be made from petty cash by the Treasurer. Officers of the Chapter may make purchases up to \$50.00 without the approval of the Chapter only if the purchase is agreed upon via two of the Officers, one of which must be the President or Vice President.
- Section 7: The Chapter's fiscal year shall be May 1 to April 30.
- Section 8: Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if he/she is an alumnus member of the Board) shall audit the Chapter's books. If necessary, the Treasurer and Treasurer-elect shall file the Internal Revenue Service's Form 990.

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Section 9: No part of the net earnings of the Chapter will inure to the benefit of, or be distributable to, members or officers of the Chapter or to any other individual.

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Article VII: Discipline

- Section 1: It is the intent of this disciplinary By-Law to impress upon the membership the seriousness of purpose of this Chapter and the Tau Beta Pi Association, Inc., and to enable the officers and dedicated members of this Chapter to accomplish necessary business in a manner not inconvenienced or encumbered by a lack of interest on the part of a few members.
- Section 2: Discipline shall be in accordance with C-IX, 4 & 5.
- Section 3: A uniform system of fines for habitual absence or tardiness may be established each year in which it is desired by the Chapter. A majority vote of the active membership shall be required to establish this system of fines for a period of one year.

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Article IX: Records and Equipment

- Section 1: All records of the Chapter shall be kept current 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: All records and an inventory of all physical equipment owned by the Chapter shall be turned over to the new officers at the Installation of Officers Meeting.
- Section 4: The Charter of this Chapter shall be prominently displayed at a location determined by the Dean of Engineering.
- Section 5: All records of this Chapter shall be open for inspection to any member of the Association and to any official of the University who has received approval from the Advisory Board, except that the Ritual may not be inspected by non-members of the Association.

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Article X: Suspension of the By-Laws

Section 1: These By-Laws may be suspended only by a three-fourths affirmative vote of the active membership of the Chapter and by a four-sevenths affirmative vote of the Advisory Board, as provided in C-VI, 5.

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Article XI: Amendments

- Section 1: Amendments to these By-Laws may be proposed by any three active members of the Chapter. A proposed amendment shall be submitted in writing to the President and signed by the members proposing it.
- Section 2: These By-Laws may be amended by a three-fourths affirmative vote of the active membership of the Chapter, subject to the approval of the Advisory Board, as provided in C-VI, 7 (b).
- Section 3: The Corresponding Secretary shall send a copy of the By-Laws as amended, to the Secretary–Treasurer of the Association within two weeks after an amendment is adopted.

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Article XII: Dissolution

Section 1: In the event of dissolution of the Chapter, the residual assets shall be distributed to the Tau Beta Pi Association, Inc., a corporation organized and operated exclusively for educational and scientific purposes and exempt from federal income tax under Section 501(c)(3) of the U.S. Internal Revenue Code of 1954. Any of such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

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Article XIII: Enactment

Section 1: These By-Laws were adopted by this Chapter and became effective:

(Date)

(Founder)

(Advisory Board Chair)

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Article XIV: Catalog of Amendments

Section 1: These By-Laws have been amended within the provisions of this document and the governing rules and regulations of the Association. A catalog of amendments with the amendment title and date is to be kept in this section along with the authorizing signature of the Chapter President and Advisory Board Chair.

Amendment Title:

Amendment Date:

Chapter President's Signature:

Advisory Board Chair's Signature:

Amendment Title:

Amendment Date:

Chapter President's Signature:

Advisory Board Chair's Signature:

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Amendment Title:

Amendment Date:

Chapter President's Signature:

Advisory Board Chair's Signature:

Amendment Title:

Amendment Date:

Chapter President's Signature:

Advisory Board Chair's Signature:
