

## Bylaws of Tau Beta Pi Florida Theta

### 1 Preamble:

The purpose of these Bylaws shall be to supplement the National Constitution and Laws of Tau Beta Pi and are adopted in accordance with Article VI of the National Constitution and Bylaw IV of the National Organization. The Bylaws described herein shall in no way contradict the National Constitution or the Bylaws of the National Organization and if such a contradiction should be found these Bylaws shall be amended to eliminate such contradiction.

The majority of the Bylaws contained herein are taken directly from the National Constitution and Bylaws of Tau Beta Pi and have been modified and amended, where applicable, to pertain specifically to the governing and operation of the Chapter at Florida International University. These Bylaws are given as a minimum set of rules and should be added to and changed when necessary to provide as concise a set of rules as possible and to eliminate any vague or confusing area as they are detected.

### 2 Chapter Name:

The name of this organization shall be known as the Florida Theta chapter of the Tau Beta Pi Association.

### 3 Objective:

The purpose of this organization is to provide a fitting manner to recognize those who have conferred honor upon Florida International University by distinguishing themselves in scholarship and exemplary character as students in Engineering, or by their attainments as alumni in the field of Engineering, and to foster a spirit of liberal culture among Engineering students at Florida International University.

### 4 Meetings:

The regular business meetings shall be held at a time most convenient for the majority of the members. This time is to be determined by the chapter officers who will collect schedules from all active members and make their recommendations to the executive committee. The time selected shall be based not only on the member's schedules but the primary consideration will be the schedules of the officers.

All members will sign in prior to the commencement of the meeting, the cataloger will determine whether there are sufficient members present to establish a quorum and he will notify the chair-person of the status at the meeting onset.

#### 4.1 Minimum Required Meetings:

The Chapter shall hold, at a minimum, one business meeting and one general meeting of a social, literary or technical nature each semester with the exception of the summer semester, in addition to the meetings held for the consideration, election, and initiation of candidates for membership.

#### 4.2 Business Meeting Format:

The first order of business shall be the reading of the President's report of the activities of the Advisory Board and the reports by the other officers and committee chairs. These reports shall be followed by the recommendation of the President on the order of business for the meeting.

Meetings shall be conducted in accordance with Robert's "Rules of Order" Revised subject to the provisions of the Constitution and Bylaws of the Association.

Meetings for the consideration, election, and initiation of new members shall be scheduled by the Executive Committee and the membership shall be notified at a regular business meeting. Notification shall be given at least one week prior to the meeting to consider, elect or initiate new members. All members not present at the meeting where notification is given shall be contacted by letter or phone if possible.

#### 4.3 Minutes of Meetings:

The Recording Secretary of the Chapter shall take complete minutes of the actions of the meeting and shall prepare official copies of the minutes of the meetings and distribute them to all officers of the Chapter. A copy of the minutes shall be signed by the Chair of the meeting and the Recording Secretary shall maintain the secretary's book containing the official copy of the minutes of past meetings. A copy of the minutes shall be available for review by any member of the Chapter.

#### 4.4 Quorum:

A quorum for the consideration of routine business shall consist of one-half the active membership of the Chapter, for the election of new members, for changing the initiation fee or Chapter dues, and for the passing of an assessment on the members of the Chapter, three-fourths of the active chapter membership eligible to vote thereon; and for the approval or disapproval of a proposed amendment to the Constitution or Bylaws of the Association or Chapter, three-fourths of the active members of the Chapter must be present. Chapters located at colleges operating on a cooperative basis and those chapters with evening division members may be granted permission by the Executive Council to lower the requirements listed above for a quorum.

### 5 Membership:

#### 5.1 Types of Members:

There shall be only one class of members, but for convenience, they shall be called Undergraduate Members if they are undergraduate students, Graduate Student Members if they are graduate students, and Alumnus Members if they are no longer in college.

The active membership of the Chapter shall consist of all Undergraduate Members, either by Chapter initiation or by transfer, and Graduate Student Members who have indicated in writing their desire to be fully active in Chapter affairs, and such Alumnus Members as have expressed in writing to the President of the Chapter their desire either to continue or assume the responsibilities of active membership and have been formally accepted by the Chapter. An active Alumnus Member of the Chapter shall not have the right of voting on new members and on the amounts of the initiation fee, dues, assessments, and fines. An Alumnus Member shall cease to be an active member of the Chapter when leaving the college or by resignation.

#### 5.2 Eligibility for Membership:

##### 5.2.1 Undergraduate Members:

To be eligible for election, the candidate shall be a student pursuing a regular, undergraduate engineering curriculum (Civil, Computer, Electrical, Industrial, Systems, Mechanical, Materials, Engineering Management, Biomedical, Environmental, and Interdisciplinary) at Florida

International University. Candidates for membership shall meet the scholarship provisions of the National Constitution of Tau Beta Pi and shall have exemplary character as enunciated in the Eligibility Code of that organization.

Undergraduate students that transfer from another institution will be eligible for election at the third regular election or the second with five-sevenths vote of the Advisory Board.

#### 5.2.1.1 Scholastic Requirements by Class Standing:

Scholastic requirements for eligibility: those juniors who are scholastically in the upper eighth of their regular engineering class and those seniors who are scholastically in the upper fifth of their class. The upper eighth and fifth of a class shall be determined by the relative point ratings based upon the net number of regular engineering students enrolled in the junior and senior classes respectively at the time of election. If the chapter is unable to obtain the relative point ratings the Chapter shall submit in writing the method used to determine the upper eighth and fifth to the Executive Council of the National Organization for approval or disapproval.

In computing one-eighth or one-fifth of the total enrollment of the regular junior and senior classes in engineering, any fraction shall be considered an integer. If the lower limit of one-eighth or one-fifth of the total enrollment falls within a group of students who have the same point rating, all such names shall be included in the list without distinction.

Members elected as from a certain class who drop back to a later class shall not be counted with that later class, nor in the quota(s) therefrom, when reckoning the quotas for purposes of election.

Undergraduate Members who have transferred from other Chapters shall not be counted in quota(s) for the purposes of election.

#### 5.2.1.2 Character Requirements:

A procedure shall be established for verifying the exemplary character of candidates as enunciated in the Eligibility Code of the Association. This procedure may be modeled after the examples suggested by the Executive Councilor Convention or designed by the Chapter, subject to the approval of the Executive Council. The decision of the Executive Council may be appealed at the next Convention whose decision will be final. In the event that the Executive Council disapproves a Chapter's procedure, the Executive Council shall direct the Chapter to follow a procedure the Council deems appropriate until such time as the Chapter obtains its approved method.

For verification of good character, the Chapter will require one letter of reference for Undergraduate students and two for graduate students. This letter must be from an employer, professor, or a member of the Chapter. Candidates will also be required to participate in all activities of the chapter during their application process. Candidates will be required to polish and wear a bent for a minimum of one week preceding their induction into the society. Finally, candidates, as part of their application process, must collect the signatures of a minimum of four (4) members and a minimum of one (1) advisor of Tau Beta Pi Florida Theta. The chapter must supply the chance to obtain these signatures by holding an applicant meeting/mixer.

#### 5.2.1.3 Exclusion of Curricula:

The Chapter may decide for itself by a three-fourths majority vote, subject to the approval of the Advisory Board, to exclude from eligibility all students of a particular curriculum who, in the

opinion of the Chapter, are not engineering students, even if their curriculum is administered by the engineering department.

#### 5.2.2 Requirements for Eminent Engineer Members:

To be eligible for membership as an Eminent Engineer a candidate must be a person of character, ability, and integrity: must have a continuous record of intellectual activity and of attainment in engineering: must be a person such as an Undergraduate Member of Tau Beta Pi might be expected to become; and shall be one who should be expected to add credit and honor to the Association.

##### 5.2.2.1 Requirements for Graduate Members:

The chapter may elect to membership any candidate pursuing a regular, engineering graduate curriculum (Biomedical, Civil, Computer, Electrical, Environmental, Industrial, Systems, Mechanical, Materials, Engineering Management, and Interdisciplinary), master's, doctor's or professional, at Florida International University, after the student has been in residence for two semesters and has completed a significant portion of the degree requirements, at least twelve credits of graduate level courses at Florida International University, and is in the top one fifth of their graduate class. Graduate students must also complete all character requirements as listed for Undergraduate students in section 5.2.1.2 of this document.

##### 5.2.2.2 Requirements for Alumnus Members:

The Chapter may elect to membership any FIU alumnus or an alumnus of any other recognized engineering college who:

1. Graduated before the establishment of the Chapter, who would have been eligible for membership if the Chapter had existed prior to the graduation of the alumnus.
2. Was eligible as an undergraduate or graduate student but was overlooked rather than considered and rejected.
3. Was elected while an undergraduate or graduate student but refused membership at that time due to financial or other justifiable reasons.
4. Was considered eligible as an undergraduate or graduate student at the last election held before graduation but was rejected for reasons judged proper by the chapter at that time. A candidate may be elected under this rule only by a seven-eighths favorable vote of the Chapter's active membership.
5. Was not eligible at the time of election as an undergraduate, but who was eligible at the time of graduation.

Alumnus who wishes to apply for membership must supply a resume detailing work experience and a list of published papers as well as any other pertinent information.

##### 5.2.2.3 Requirements for Professional Members:

The Chapter may elect to membership any alumnus of a recognized engineering college who graduated more than ten years ago and who has achieved distinction for eminent attainment in engineering.

The Chapter may elect to membership an engineer who is not a graduate of a recognized engineering college, who has had fifteen years of experience in the practice of engineering, and who has achieved distinction for attainments in engineering.

Professional members who wish to apply for membership must supply a resume detailing work experience and a list of published papers as well as any other pertinent information.

### 5.3 Requirements of Electees:

While duties for the electees are permissible, they shall be limited to tasks and duties that are a test of an electee's intellect and mentality rather than physical strength and endurance and shall not consume an inordinate amount of time to the possible detriment of required college work. Physical violence, offense to dignity or decency, or public exercises that make the electee ridiculous in any way shall not be permitted. The expense of any electee activity shall be carefully considered and not be prohibitory to the Chapter or the electee.

To satisfy this requirement electees shall serve as a non-voting member on one of the committees as assigned by the Executive Committee. Electees shall also be required to participate in all Chapter activities including meetings and social events, assignment of official duties at these functions will not be considered a violation of the individual's dignity.

Each electee shall be required to read the Constitution and the Bylaws of The Tau Beta Pi Association before being initiated.

Each electee will be required to polish a bent to the approval of the membership committee and will wear this bent a minimum of one week before their initiation into Tau Beta Pi Florida Theta.

### 5.4 Election of Members:

All candidates for membership shall be elected by the chapter. They shall be installed in a formal ritual ceremony either by this chapter or by another chapter of Tau Beta Pi. All members of the local society (Alpha Omega Chi) which existed prior to the installation of the Florida Theta chapter on March 12, 1994 have been elected as members of Florida Theta. Any member of the local chapter who could not be contacted or could not attend the first induction ceremony shall be allowed to attend any induction ceremony in the future.

Normally, there will be two elections and initiations of students held each year, namely near the beginning of the first (Fall) and second (Spring) semesters of the college year.

Students who may have been overlooked at a regular election and students who may have been considered and elected at the regular autumn or spring election may be reconsidered and elected at a subsequent election, as if never previously considered, provided they are still eligible for membership.

On the recommendation of the Advisory Board, the Executive Council may authorize special elections and/or initiations other than those just specified.

#### 5.4.1 Election Procedures:

The Chapter shall establish an election procedure consistent with its methods of measuring exemplary character which shall include the reading of the Eligibility Code at the time of the election. This procedure may provide for voting on each name before consideration of the next name, or for voting on groups of names recommended to the Chapter by its character measurement process, or for such devices as desired by the Chapter as long as the procedure considers the candidates individually at some point in the character measurement process and conforms to all other requirements. The election

procedure established by the Chapter must be approved by the Executive Council and be amended to these Bylaws.

The election of members shall be by secret ballot and shall be conducted by the President of the Chapter, or by a member of the Advisory Board or by an alumnus member designated by the President. The term "secret ballot" shall be interpreted to mean that no active member shall see how any other member voted.

After all scholastically eligible candidates have been considered and voted on, there shall be a second individual vote, taken by order of class rank (Seniors first, juniors last) for each student who failed election on the first ballot. No student who fails election in the second ballot shall be considered further unless twenty-five percent of the voting members present so request. No student who fails election on the third ballot shall be considered again at this election. Any such students may be considered at subsequent elections if they are then eligible.

If the procedure of voting on the candidates as a group is adopted, if any member objects to the election of a candidate, that candidate's name shall be removed from the group. A vote shall be taken on the remainder of the group. After this group has been voted on, each candidate so removed shall be considered and voted on individually as already outlined.

Anyone who satisfies all the requirements for membership in one of the categories listed above must be elected by an affirmative vote of at least three-fourths of the active Chapter membership eligible to vote thereon, who are present and voting affirmatively or negatively, except as provided for in the requirements for membership listed above. In each case the total affirmative vote must be a majority of the active chapter membership eligible to vote thereon. In computing these ratios any fraction one-half or greater shall be counted as a whole number.

Graduate students who meet the requirements for membership shall be voted on separately from the undergraduate students.

All applicants shall be notified by mail of their election status. Applicants who have been accepted will be notified of the time and location of the initiation ceremony. Those applicants who are not accepted may, but not necessarily, be informed of the reason for rejection, if one has been identified, as a courtesy.

This Chapter has chosen the group procedure for voting in new members.

#### 5.4.2 Election Reports:

A list of the eligible candidates, including all those in the top fifth of the senior class and top eighth of the junior class, indicating the class of each person, shall be made on the official form entitled Report of Eligibility. Appended to the Report of Eligibility should be a list of the names and qualifications of any graduate-student, alumnus, or eminent-engineer candidates being considered for membership. This report shall be sent to the Secretary-Treasurer of the Association as soon as the information is available. Requirements for copies of the Constitution and Bylaws and other literature and record materials for the expected number of electees shall be stated in this report.

A list of electees who have accepted membership, giving full names, scheduled times of graduation, and their expected initiation date, shall be made on the official form entitled Report of Election. A personally completed record of each electee who has accepted membership shall be made on the official card form entitled Tau Beta Pi Catalog Card. The Report of Election and the Catalog Cards

shall be sent to the Secretary-Treasurer of the Association, to arrive no later than two weeks before the expected date of initiation. They shall include full necessary data on any graduate-student, alumnus or eminent-engineer electees if such have not previously been submitted. Initiation shall not be permitted without the approval by mail or telegram from the Secretary-Treasurer of the Association of the list of electees on the Report of Election and the Catalog Cards, Badges and certificates of membership for the electees will be ordered by the Secretary-Treasurer of the Association from these reports.

A list of the eligible candidates above the Chapter deadline if any and including any graduate-students, alumnus, or eminent-engineer candidates, shall be made on the official form entitled Report of Final Action and shall be sent to the Secretary-Treasurer of the Association immediately after each initiation. This report shall indicate for each candidate the election or rejection for membership by the Chapter, acceptance or refusal of membership by the candidate, and, for each elected candidate, initiation or postponement thereof. Where appropriate, it shall also give the reason for rejection or refusal, and the expected date of initiation for each postponement. This report shall be accompanied by a photocopy of the Chapter's Roll Book page(s) bearing the signatures of the persons actually initiated, as a validation of their membership.

#### 5.5 Initiation of Members:

An electee shall not be initiated without paying the initiation fees in full. In special cases this provision may be waived, with the approval of the Advisory Board, for an electee who has signed a promissory note covering the initiation fees and any other indebtedness to the Association.

Initiates shall sign their names in the Chapter's Roll Book as a part of the initiation ceremony. Each sheet of the Roll Book shall have as a caption the pledge to support the Constitution, Bylaws, and ideals of the Tau Beta Pi Association.

Each initiate shall be given a certificate of membership, a badge, and a copy of the Constitution and Bylaws.

Joint initiation ceremonies with any other association or society are strictly prohibited.

#### 5.6 Transfer of Chapter:

An undergraduate member, on transferring to Florida International University from another institution shall immediately become an active member of this Chapter.

#### 5.7 Inactive Status:

An active member shall become inactive upon withdrawal from college or because of illness or accidental disability lasting over two months. On return to college, the member shall immediately become active.

An active member will become inactive by affirmative vote of five-sevenths of the Advisory Board or by other means provided in these Bylaws. Such a member will be re-admitted to active status upon receipt of a written petition and its approval by the Advisory Board.

The Chapter shall report the number of members affected and the reason for their change of status to the Secretary-Treasurer of the Association within two weeks of the Advisory Board's decision.

#### 5.8 Resignation of Membership:

A member shall be allowed to resign from the Chapter provided no disciplinary action is pending against the member. No refund will be made.

#### 5.9 Revocation of Membership:

If an eligible person is initiated by error or mistake, the Executive Council of the National Organization may cancel the membership and recall the official badge and certificate of that person upon the recommendation of a majority of the active members of the Chapter and its Advisory Board. A member may appeal the decision of the Executive Council to the next regular Convention of the Association, and the member shall have the right to be heard by the Convention and to plead the member's own case.

#### 6 Officers:

The officers of each chapter shall be a President, Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and a Cataloger, who shall be active members of the Chapter, and four alumnus advisors, all of whom shall be elected by the Chapter.

It shall be the duty of every member to assure that each elected officer of the Chapter conscientiously performs the duties of the office for the benefit of the entire Chapter, particularly in matters pertaining to finance and relations of the Chapter with the Secretary-Treasurer of the Association.

#### 6.1 Election of Officers:

There shall be an election of Chapter officers as early in the calendar year as conditions allow. The elected officers shall take office at least one month before the annual spring convocation or commencement. The policy of holding one additional election each year may be established with the approval of the advisory Board at the discretion of the Chapter.

Only those members with an expected graduation date not earlier than the end of the following spring semester shall be eligible for election to office.

The term of office for all Chapter officers shall be one year beginning on the fast day of May and terminating the last day of April of the following year.

#### 6.2 Office Turn Over:

The retiring officers shall turn over all the records to their successors and these records shall be up-to-date in all regards. It shall be the first duty of all incoming officers to familiarize themselves with these records and to see that they are in good order and up-to-date, and if not, try to get the cooperation of their predecessors before the latter leave college permanently.

The records to be turned over to the incoming officers shall include, at a minimum:

1. The roll and record books.
2. The minutes of the meetings of the Chapter for the current and previous years.
3. The Treasurer's accounts for the current and previous years.
4. The files of the Corresponding and Recording Secretaries.
5. Holders containing a complete file of the copies of THE BENT and of THE BULLETIN for the last three years. Older copies of THE BENT may be offered to the library of the institution.



6. The card or other catalogs of the active and inactive members and of the alumnus members of the Chapter.
7. A correct and itemized list of the paraphernalia and other properties of the Chapter pertaining to the initiation ceremonies with a note to their place of storage.

If an officer cannot complete the terms of office an acting officer shall be appointed by the executive committee to fill the position until a special election can be scheduled unless the original officer can continue to fill the office until a replacement can be elected. After the special election the acting officer or the original officer shall turn over the office in the same manner as if the term had been completed.

### 6.3 Responsibilities of Officers:

#### 6.3.1 Responsibilities of the President:

It shall be the duty of the President, as the responsible agent and leader of the Chapter, to see that the other officers of the Chapter perform their duties in accordance with the Constitution and Bylaws of the Association and the Bylaws of the Chapter.

#### 6.3.2 Responsibilities of the Vice-President:

The Vice-President of the Chapter shall be the chair of the Program Committee and shall have as a special duty the advancement of the technical and professional education of the active members.

#### 6.3.3 Responsibilities of the Recording Secretary:

It shall be the duty of the Recording Secretary to keep the roll and record books of the Chapter as obtained from the Secretary of the Association, the minutes of the meetings of the Chapter completely written up to date and to keep in a suitable holder all the issues of THE BENT for the last three years and also in a similar holder all issues of THE BULLETIN for the last three years for the use of the members of the Chapter.

#### 6.3.4 Responsibilities of the Corresponding Secretary:

It shall be the duty of the Corresponding Secretary of the Chapter to:

1. Send promptly in October each year to the Secretary-Treasurer of the Association the names and post-office addresses of the officers and active members of the Chapter and of the seven members of its Advisory Board and to report promptly all changes in their membership which may occur during the year.
2. Send to the Secretary-Treasurer of the Association the Report of Eligibility.
3. Send to the Secretary-Treasurer of the Association the Report of Election and card forms entitled Tau Beta Pi Catalog Card.
4. Send to the Secretary-Treasurer of the Association the Report of Final Action.
5. Send to the Secretary-Treasurer of the Association, immediately upon receipt of the proper form or after their election, a duplicate of the credentials for the delegate and alternate to the ensuing Convention.
6. Furnish to the Secretary-Treasurer of the Association a copy of the Chapter's Bylaws, amended to date, with the written approval of the Advisory Board within two weeks of their adoption and amendment.
7. Report to the Secretary-Treasurer of the Association such items of news and of interest as to honors received, offices to which members of the Chapter have been elected, and the like, and

also any cases of discipline which might affect the standing of one or more members on the rolls of the Association.

8. Carry on such other correspondence of the Chapter as the President may direct.
9. Report to the Secretary-Treasurer of the Association any and all actions taken by the Advisory Board of the Chapter.

#### 6.2.5 Responsibilities of the Treasurer:

It shall be the duty of the Treasurer of the Chapter to:

1. Remit to the Secretary-Treasurer of the Association the stated amount of the initiation fee and Convention assessment payable to the Association for each new initiate, within ten days after each initiation.
2. Keep the Chapter's financial accounts in a specified way and form, the official bookkeeping system of the Association on standard forms furnished by the Secretary-Treasurer of the Association shall be used and followed, except when the rules of the institution require a different system.

#### 6.3.6 Responsibilities of the Cataloger:

It shall be the duty of the Cataloger of the Chapter to:

1. Keep an up-to-date catalog of its active and alumnus members, giving the full name, the house address, and the college address of each member and the names of the officers of the Chapter, including the Advisory Board.
2. Determine and report to the meeting chair-person the status of the meeting, i.e. whether sufficient members are present to establish a quorum.
3. Maintain the attendance records and shall make such motions to the chair-person concerning the status of members as may be necessary.
4. Verify the voting status of all members prior to elections or other secret ballots and shall notify any non-voting member who is exercising voting privileges.

#### 6.4 Advisory Board:

##### 6.4.1 Advisory Board Members:

The advisory Board of the Chapter shall consist of the President, the Vice-President, and the Corresponding Secretary of the Chapter and the four alumnus/faculty advisors elected by the Chapter.

##### 6.4.2 Election an Alumnus/Faculty Members to the Advisory Board:

In first organizing the Advisory Board the four Alumnus members shall be elected to serve for periods of one, two, three, and four years respectively, and thereafter one member shall be elected each spring to hold office for four years.

##### 6.4.3 Function of the Advisory Board:

The Advisory Board shall act as an advisory and judiciary committee to determine the advisability of any action taken or proposed by the Chapter. Such action may be referred to it by a vote of the Chapter or brought before it by a petition of a minority of the chapter, or the board may review such action on its own initiative. All changes in the Bylaws of the Chapter must be submitted to, and approved

by, the Advisory Board before going into effect. The Advisory Board, by a majority vote, may forbid any such action or change, subject to an appeal to the Executive Council of the Association.

## 7 Standing Committees:

The Chapter shall have, at a minimum, standing committees on Membership, Initiation, Program, and Social Activities. The Chapter shall establish other committees as it desires or deems necessary. The President of the Chapter shall decide upon the size of each of the committees and shall appoint its membership, preferably after conference with the appointed chair of the committee. The decision of the President on the size, membership, or chair of the committees may be overturned by special Chapter action by three-fourths majority vote of the membership.

### 7.1 Membership Committee:

The Membership Committee of the Chapter shall obtain from the proper officer of the college the names and records of all students likely to be in the upper fifth of the regular senior class in engineering and the upper eighth of the regular junior class in engineering, at the time of the election. Such students shall be considered collectively as class groups, without regard to departmental specialization, with the exception of students in a curriculum which has been expressly eliminated.

### 7.2 Social Committee:

Joint dinners, luncheons, and dances may be held with other organizations by formal approval of the Chapter and the Advisory Board. The Social Committee is also responsible for the planning, budgeting and execution of all areas associated with at least one social meeting each semester.

### 7.3 Initiation Committee:

The Initiation Committee shall be responsible for the scheduling, organization, preparation and execution of the semiannual or special initiations.

### 7.4 Program Committee:

The Program Committee shall be responsible for the scheduling, organization, preparation and execution of at least one special event each semester of an educational or cultural nature.

## 8 Chanter Finances:

### 8.1 Payment by Active Members:

As long as a person is an active member of the Chapter, that person shall pay the Chapter all dues, assessments, and fines duly enacted by the Chapter

The Chapter shall be financially responsible to the Association for the collection and payment to the Association of the initiation fees of each initiate which are payable to the Association.

### 8.2 Fees, Dues and Fines:

The expenses of the Chapter shall be borne by the initiation fees, by the dues to be paid each quarter, term, or semester, and by any assessments that the Chapter may decide. These assessments may be voted at any regular meeting of the Chapter, by a three-fourths affirmative vote of all the active Chapter membership eligible to vote thereon, subject, on appeal, to the approval of the Advisory Board of the Chapter.

The Chapter shall decide on the amount of its initiation fee (including the stated amount of the initiation fee payable to the Secretary-Treasurer of the Association). The amount of the dues for Undergraduate and graduate electees will be \$60.

### 8.3 Budget:

The budget of the estimated expenses of the Chapter for the next college year shall be prepared in April by the current and incoming officers of the Chapter. It shall be the special order of business of one of the regular April meetings of the Chapter. It shall include all of the expenses of the initiations ceremonies, dinners, luncheons, picnics, dances and other social activities, back debts, prizes and awards, auditor and bank charges, loans and electees, convention assessments, rents, supplies, telegrams, long-distance telephone calls, stationary, postage, etc for the upcoming fiscal year which begins on the first of April each year and ends on the thirty-first of March of the following year.

### 8.4 Fines imposed on the Chapter:

If the Chapter fails to report or to send to the Secretary-Treasurer within two weeks of the time indicated information required by the Constitution and/or Bylaws it shall be assessed and shall pay the following fines:

1. \$2.00 on the addresses of the active members of the Chapter and alumnus members of the Advisory Board.
2. \$2.00 on the election of Chapter officers and new members of the Advisory Board.
3. \$2.00 on the list of candidates eligible for membership, on the official form entitled Report of Eligibility, filled in as specified, within the first five weeks after the opening of the college year in the autumn, and within the first five weeks of the second semester.
4. \$2.00 on the list of electees who accepted membership, on the official form entitled Report of Election, and on the official card form entitled Tau Beta Pi Catalog Card, filled in as specified, to reach the Secretary-Treasurer of the Association no later than two weeks before the expected date of initiation.
5. \$2.00 on the Report of Final Action of eligible candidates, filled in as specified, and a copy of the Chapter's Roll Book page(s), within two weeks after the initiation of new members.
6. \$2.00 on a duplicate of the credentials for the Convention delegate and alternate.
7. \$1.00 on a copy of the active Bylaws of the Chapter, as approved by the Advisory Board.
8. \$1.00 per person initiated without the approval of the Secretary-Treasurer.
9. \$10.00 per person initiated without proper qualifications not to exceed \$100.00 per initiation.
10. \$25.00 per person initiated as an alumnus, graduate or eminent-engineer member without the submission of the proof of worthiness and/or the written approval of the Advisory Board to the Secretary-Treasurer and without receiving the written approval of the election as required by the Constitution and Bylaws. Additionally, the Chapter shall be suspended until reinstated at a time decided upon by the next Convention.

These fines shall be increased the same amount for each failure to reply within two weeks to the request of the Secretary-Treasurer for the belated report or remittances. The Secretary-Treasurer shall apply all fines automatically and without discrimination, and shall bill such fines to the Chapter as soon as the infractions for which fines may be assessed shall occur. If the Chapter can show reason why it should not be fined, the Secretary-Treasurer may reduce the fine.

## 8.5 Disposition of Funds:

In the event that the Chapter is dissolved all funds in excess of outstanding debts shall be donated to the College of Engineering and Design at Florida International University to be distributed in the form of scholarships for engineering students. The selection of recipients and the magnitude of the awards shall be based on the academic achievement and character of the candidates and priority will be given to former members and the children of former members of the Chapter.

## 9 Disciplinary Action:

A member may be disciplined by suspension or expulsion.

Any member who is reported in writing to the Executive Council upon majority vote of the active members of the Chapter and of its Advisory Board as having continued and inexcusable absence from the meetings of the Chapter, as not attending to assigned or elected duties to the

Chapter, as being morally delinquent, as inexcusably failing to meet financial obligations to the Chapter, or for other just cause after a fair trial, may be suspended or expelled by the executive Council and the member's official badge and certificate recalled. The Executive Council shall report its action and reasons therefore to the next Convention.

### 9.1 Suspension:

Suspension shall entail the following:

1. Return of badge and certificate
2. Loss of voting privileges
3. Provision by the Chapter of opportunity for the individual to be reinstated to demonstrate desire

A member shall be suspended for a specified length of time not to exceed one year. At the end of the time specified by the Chapter, with the concurrence of the Advisory Board, shall make recommendations with reasons to the Executive Council in writing to either reinstate or expel the member.

### 9.2 Rift to Appeal:

A member who is suspended or expelled by the Executive Council may appeal the case to the next regular Convention of the Association, and that member shall have the right to be heard by the Convention and to plead the member's own cause. The Convention shall affirm or modify the action of the Executive Council and its action shall be final.

## 10 Amending the Bylaws:

### 10.1 Proposition of Amendments:

Amendments to the Bylaws shall be proposed by any member of the Chapter including Officers and Advisors. 10.2 Adoption of Amendments:

Any amendment proposed shall be adopted if it receives three-fourths approval by the Chapter members and the approval of the Advisory Board.

## 11 National and District Activities:

### 11.1 Convention Delegate:

At one of the regular April meetings of the Chapter, after considering the subject to find out who can most conveniently go and most satisfactorily represent the Chapter, delegates will be selected to attend the next regular Convention of the Association. The Chapter's Convention delegate and an alternate shall be elected by the active members of the Chapter.

On the delegate's return from the Convention, it shall be the delegate's duty to make a general report, preferably in writing, to the Chapter at its next regular meeting on the business transacted by the Convention, the entertainment received, and impressions of the Convention and the delegates, with suggestions for the improvement of the life and work of the Chapter and it's members.

11.2 District Activities:

The Chapter shall cooperate with the Director of the District to which it is assigned (District 5) and shall participate in the activities of its district to the extent of the capabilities of its members.



James Poe II  
President



Fernando Hernandez  
Vice-President



Carmen Schenck  
Senior Advisor