The Bylaws of the Florida Zeta Chapter of
The Tau Beta Pi Association

BYLAW I -- GENERAL

Section 1.1.

These Bylaws shall govern the proceedings of this Chapter in all matters not expressly provided for in the Constitution and Bylaws of The Tau Beta Pi Association, Inc.

Section 1.2.

This Chapter shall conform to such rules and regulations of Florida Institute of Technology and of its College of Science and Engineering as may apply to honor societies.

Section 1.3.

In the event of conflict between the Constitution and Bylaws of The Tau Beta Pi Association, Inc., and the rules and regulations of Florida Institute of Technology and/or its College of Science and Engineering, the rules of Florida Institute of Technology and/or the College of Science and Engineering shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

Section 1.4.

Abbreviated references herein to the Constitution and Bylaws of the Association and to the various Bylaws 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 Bylaw V, Section 5.02.
  c. FZB-1, 4—Florida Zeta Chapter Bylaw I, Section 4.
BYLAW II -- GOVERNMENT and OFFICERS

Section II.1.
The Chapter shall be composed of members chosen from among eligible students and alumni on the bases of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VIII and in The Eligibility Code of the Association.

Section II.2.
The Chapter shall have full control over its individual affairs, subject to the Constitution and Bylaws 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 undergraduate and graduate-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 II.3.
The officers of this Chapter shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, and Cataloguer/Historian, 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 four alumnus advisors, preferably elected from among the faculty of the College of Science and Engineering.

Section II.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 year.

Section II.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 II.6.

The duties of the officers shall be those usually performed by persons holding such offices, those prescribed by the Constitution and Bylaws of the Association, and those prescribed in these Bylaws or by Chapter action.

Section II.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 FZB-II, 3.

Section II.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.

c. The Recording Secretary shall see that each candidate accepting election receives copies of The Constitution and Bylaws and Eligibility Code of The Tau Beta Pi Association, Information About Tau Beta Pi, these Bylaws, and such other materials as the Chapter may deem desirable.

d. The Corresponding Secretary shall maintain a record of the time, place, and purpose of each Chapter meeting. The active members and Advisor shall be informed of each Chapter meeting at least one week in advance of the meeting. A phone committee shall call each member to remind him or her of an upcoming meeting.

e. The Corresponding Secretary shall serve as Secretary of the Advisory Board.

f. The President and Vice-President shall pay a courtesy call on the Dean of Science and Engineering early in the Fall term to discuss ways in which the Chapter may be of service to the College. The substance of such discussions shall be reported to the Chapter at the next meeting.

g. The President shall cooperate with the Director of Tau Beta Pi District 5 and shall encourage the Chapter
members to participate in the District’s activities.

h. The President and Corresponding Secretary shall establish contact early in the year with the officers of the other Florida Chapters in the interest of cooperation between the Chapters and the discussion of mutual problems.
BYLAW III -- MEETINGS

Section III.1.
The following regular meetings shall be scheduled and held once each year:
   a. Organization
   b. Election of Officers
   c. Installation of Officers

Section III.2.
The following regular meetings shall be scheduled and held once in the Fall and once in the Spring Quarters:
   a. Discussion of Election Procedures
   b. Election of Candidates
   c. Initiation of Electees
In addition, there shall be one general meeting of a social, literary, or technical nature.

Section III.3.
Special meetings may be called at any time by the President, any alumni member of the Advisory Board, or upon written request to the President signed by 20% of the active members of the Chapter.

Section III.4.
"Roberts Rules of Order" shall be the parliamentary guide of the Chapter in all matters not covered in the Constitution and Bylaws of the Association or in these Bylaws.

Section III.5.
The first meeting of each quarter shall be held within two weeks of the start of the quarter.
Section III.6.

The officers shall present a complete calendar of the regular meeting of the Chapter for the quarter to the active members for their approval no later than the second meeting of the quarter.

Section III.7.

Notices sent to the alumni advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section III.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. Read the minutes of the previous meeting
c. Reports of the officers
d. Reports of committees
e. Unfinished business
f. New business
g. Adjournment

Section III.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 or 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 the excuse is illness.

Section III.10.

The President shall call a meeting of the Advisory Board at the beginning of each quarter to discuss Chapter activities for the quarter. 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 III.11.

A quorum for the consideration of routine business shall be a majority of the active membership of the Chapter; for the 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 Bylaws, and for approval or disapproval of a proposed amendment to the Constitution of the Association; a quorum shall be three-fourths of the active membership. For the election of officers, the quorum shall be two-thirds of the active membership. A quorum for an Advisory Board meeting shall be five members of the Board.
BYLAW IV -- COMMITTEES

Section IV.1.
Subject to the provisions of B-V, 5.02, the President shall appoint the chair and members of the following committees:

a. Membership
b. Initiation
c. Program
d. Social Activities
e. Other such committees the Chapter shall desire and establish

Appointments shall be made at the next Chapter meeting following each initiation of new members.

Section IV.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 IV.3.
Each committee chair shall make a report on the progress of his or her group's activities at each chapter meeting.
BYLAW V -- ELECTION of NEW MEMBERS

Section V.1.
Election of new members shall be held in the Fall and Spring quarters as soon as possible after grades for the previous term become available.

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

Section V.3.
Scholastically eligible day students in the following curricula shall be considered for membership in the Chapter:

- Chemical Engineering
- Civil Engineering
- Electrical Engineering
- Computer Engineering
- Environmental Engineering
- Mechanical Engineering
- Ocean Engineering

Section V.4.
Night students, pursuing equivalent curricula to those named in Section V.3, may be considered for membership in this Chapter, subject to the provisions of C-VIII, 2(a). However, such students shall be considered separately from day students, and no such student shall be considered more than twice as a junior or more than twice as a senior.

Section V.5.
Transfer students shall be eligible for consideration at the third regular election after their registration. Such students may be eligible at the second regular election after their registration, provided the consent of five-sevenths of the Advisory Board is obtained.
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The Tau Beta Pi Association

Section V.6.
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 V.7.
The Chapter may elect to specify scholastic requirements
higher than those stated in C-VIII.

Section V.8.
The membership committee shall periodically consult with the
chairs of the various engineering departments to determine
the names of graduate students, alumi, faculty members, and
others who may be eligible for membership under the
provisions of C-VIII, 3-6.

Section V.9. 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 pre-election meeting shall be held. At this
meeting there shall be an informal discussion of
the eligible candidates along with a discussion
of the faculty recommendations obtained.

c. The active members of the Chapter shall be asked
to look up candidates who are not well known before
the date of the election meeting.

d. An election meeting shall be held at least one
week after the pre-election meeting.

e. Letters shall be sent to scholastically eligible
candidates inviting them to a get-acquainted
meeting ("smoker").

f. 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.
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g. Letters shall be sent to scholastically eligible candidates inviting them to complete and return a resume/questionnaire form describing their activities and interests. The letters shall contain a specific deadline date for returning the resumes.

h. After the specified deadline date the membership committee shall review all resumes and formulate a recommendation on each candidate.

i. At the election meeting the membership committee shall report its findings about each candidate and shall have on hand each candidate’s resume for the Chapter membership’s reference.

Section V.10.

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 all names have been considered and voted on, there shall be a second individual ballot, to be taken in the same order, for each student who failed election on the first ballot.

d. No student who fails election on the second ballot shall be considered further unless twenty-five percent of the members present 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 V.11.

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 24 hours of the Election Meeting.

Section V.12.

All members shall keep the election results in absolute
confidence so that no candidate shall learn of his or 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 V.13.

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 V.14.

Each electee who refused initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10 (a).

Section V.15.

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-VIII, 7.01. They shall also be required to read the Constitution and Bylaws of the Association and these Bylaws.

Section V.16.

The Chapter may assign additional duties to electees, subject to the provision of B-VIII, 7.02.
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BYLAW VI -- ELECTION and INSTALLATION of OFFICERS

Section VI.1.
The President, Vice President, Recording Secretary,
Corresponding Secretary, Treasurer, Cataloger, and an alumnus
member of the Advisory Board shall be elected in the spring
quarter.

Section VI.2.
Nominations for officers shall be made by a nominating
committee appointed by the President. The committee shall
nominate at least two candidates for each office. A report
of the nominating committee shall be made at a scheduled
Chapter meeting two weeks prior to the Election of Officers
Meeting. Additional nominations may be made from the floor
at a scheduled Chapter meeting two weeks prior to the
Election of Officers Meeting.

Section VI.3.
The Election of Officers Meeting shall be held during the
eighth week of the winter quarter. Officers-elect shall be
formally installed at the first meeting of the spring
quarter. The Chapter Officer Installation Procedure given in
the President’s Book shall be employed to install the new
officers. During spring quarter following 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 FZB-VII, 8.

Section VI.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. A candidate who loses shall have
the option to nominate himself or herself for any position
not yet filled.
Section VI.5.

If any office 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.
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BYLAW VII -- FINANCES

Section VII.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. (See FIB-II, 2 and FIB-III, 11.) Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of any changes in amounts of the Chapter's initiation fee, dues or assessments.

Section VII.2.
The initiation fee for all initiates shall be $60.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of $21.00, the national Convention assessment, the cost of one initiation banquet, and the operating expenses of the local Chapter.

Section VII.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 quarter. 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 or she expects to incur in attending the annual Convention of the Association.

Section VII.4.
The Chapter shall use the official bookkeeping system of the Association.

Section VII.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.
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Section VII.6.
Expenditures in excess of $5.00 shall be made by check, signed by the Treasurer, the President, or the faculty advisor. Expenditures of less than $5.00 may be made from petty cash by the Treasurer.

Section VII.7.
The Chapter’s fiscal year shall be April 1 to March 31.

Section VII.8.
Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if he or 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.

Section VII.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.
BYLAW VIII -- DISCIPLINE

Section VIII.1.

It is the intent of this disciplinary Bylaw to impress the membership with the seriousness of purpose of this Chapter and of The Tau Beta Pi Association, 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 VIII.2.

Discipline shall be in accordance with C-IX, 4 & 5.

Section VIII.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.

Section VIII.4.

An active member will become inactive if he or she misses two consecutive chapter meetings without written notice, unless the excuse is illness. An inactive member will be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board. (See national Bylaw VI, 6.05 (b).)
BYLAW IX -- RECORDS and EQUIPMENT

Section IX.1.
All permanent records of the Chapter shall be kept current and up-to-date.

Section IX.2.
The initiation equipment shall be maintained in good order and in 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 IX.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 IX.4.
The Charter of this Chapter shall be prominently displayed at a location determined by a vote of the active members of the Chapter. Approval of the chosen location shall be obtained from the Dean of the College of Science and Engineering.

Section IX.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.
The Bylaws of the Florida Zeta Chapter of
The Tau Beta Pi Association

BYLAW X -- SUSPENSION of the BYLAWS

Section X.1.
These Bylaws 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.
BYLAW XI - AMENDMENTS

SECTION XI.1.
Amendments to these Bylaws 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 XI.2.
These Bylaws 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 XI.3.
The Corresponding Secretary shall send a copy of the Bylaws as amended, to the Secretary-Treasurer of the Association within two weeks after an amendment is adopted.
Section XII.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.
BYLAW XIII -- ENACTMENT

Section XIII.1.

These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on:

(Date)  May 30, 1986

They were last amended on:

(Signature)  

Signed  

(Advisory Board Chair)

Colleges of Science and Engineering

(CAB 1960)
Revised
May 20, 1992

The following members of the Florida Zeta chapter of Tau Beta Pi submit the following change to the chapter By-Laws. The reason for this change is that clarification is needed regarding what majors potential members are allowed to be initiated from. Florida Tech has a number of majors under the College of Engineering that are not accredited by the Accreditation Board of Engineering and Technology. These are majors that we do not feel Tau Beta Pi should elect members from. This change will make it clear that only students in ABET accredited majors be offered membership. Also, Aerospace Engineering needs to be added to the list of majors.

Douglas J. Bailey

Daniel DeLaurentis

Keith Morneau
Bylaw V -- ELECTION of NEW MEMBERS

Section V.1.

Election of new members shall be held in the Fall and Spring quarters as soon as possible after grades for the previous term become available.

Section V.2.

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

Section V.3.

Scholastically eligible day students in the following curricula shall be considered for membership in the Chapter:

- Aerospace Engineering
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Environmental Engineering
- Mechanical Engineering
- Ocean Engineering

and any other ABET accredited majors in the College of Engineering.

Section V.4.

Night students pursuing equivalent curricula to those named in Section V.3. may be considered for membership in this Chapter, subject to the provisions of C-VII, 2(a). However, such students shall be considered separately from day students, and no such student shall be considered more than twice as a junior or more than twice as a senior.

Section V.5.

Transfer students shall be eligible for consideration at the third regular election after their registration. Such students may be eligible at the second regular election after their registration, provided the consent of five-sevenths of the Advisory Board is obtained.

Revised, May 1992
May 6, 1992

The Advisory Board of the Florida Zeta Chapter of Tau Beta Pi approves the following change to the Chapter By-Laws that was approved by a three-fourths affirmative vote of the active membership.

Jeff Heimback, President

Karen Vintrox, Secretary

Dr. Y. Sharaf-Eldien

Dr. Ron Barile 5/17/92

Alan Boertjens, Vice-Pres

Mr. Walter Douglass

Dr. Thomas Bowman
We the undersigned, propose that the FL Z Chapter By-Laws be amended to read as follows:

Section VII.2.

An initiation fee, that will be decided by the advisory board, shall be assessed to all initiates. This is payable in advance of the initiation to the Chapter Treasurer. This amount covers the national initiation fee of $30.00, the national convention assessment, the cost of the one initiation banquet, and the operating expenses of the local chapter.

Section V.3.

Scholastically eligible day students in the following curricula shall be considered for membership in the Chapter:

- Chemical Engineering
- Civil Engineering
- Electrical Engineering
- Computer Engineering
- Aerospace Engineering
- Mechanical Engineering
- Ocean Engineering

Current members:

[Signatures]

Advisory Board:

[Signatures]

Date: 22 Oct 92
22 Oct 92
10/22/92
22 Oct 92
10-27-92
17 February 1994

Mr. James D. Froula
Secretary-Treasurer
Tau Beta Pi National Engineering Honor Society
PO Box 8840
University Station
Knoxville TN 37996

Subject: Amendment to Florida Zeta Bylaws.

Dear Mr. Froula:

When I became President this semester I began to enforce the policy of inactivating members in accordance with our Bylaws. I did this so that it would be possible to establish a quorum and conduct business at our chapter meetings. Unfortunately this rule inactivated about half of our enrolled members. I, and the other members felt that Section VIII.4 discouraged participation of members who have other obligations and cannot take part in every chapter meeting. These people are valuable members who should be allowed to vote and take part in our activities. An amendment to our Bylaws was drafted that would ease the meeting attendance requirement and make it much easier for inactive members to reactivate when they had time to participate. It is my intention to get every member enrolled at Florida Tech involved one way or another with Tau Beta Pi.
The amendment to Section VIII.4 was moved during the 2 February 1994 chapter meeting and then tabled as required. It was removed from the table during the 16 February 1994 chapter meeting and ratified.

I have included a copy of the final amendment to the Florida Zeta Bylaws.

Sincerely,

R. Todd Sullivan
President
Florida Zeta Chapter
Tau Beta Pi

Dr. Yahya Sharaf-Eldeen
Chief Advisor
Florida Zeta Chapter
Tau Beta Pi

Enclosed: Amendment to Bylaws
We the undersigned, propose that the FL Z Chapter Bylaws be amended to read as follows:

Section V111.4
An active member will become inactive if he or she misses three consecutive chapter meetings without written notice, unless the excuse is illness. An inactive member will be readmitted to active status after displaying his or her intention to contribute to the society by 1) attending two consecutive chapter meetings 2) participating on a committee. (See national Bylaw VI, 6.05 (b).)
Chapter: Florida Zeta
Subject: Curricula for Scholastically Eligible Students

Aerospace Engineering (Undergraduate and Graduate)
Chemical Engineering (Undergraduate and Graduate)
Civil Engineering (Undergraduate and Graduate)
Computer Engineering (Undergraduate and Graduate)
Electrical Engineering (Undergraduate and Graduate)
Engineering Management (Graduate only)
Mechanical Engineering (Undergraduate and Graduate)
Ocean Engineering (Undergraduate and Graduate)
Software Engineering (Undergraduate and Graduate)
Systems Engineering (Graduate only)
April 5, 2004

Eligible Curricula Approved

President, FL Z Chapter

The eligible curricula listed in the amended bylaws submitted by your chapter in compliance with Constitution Article VIII Sections 2(f) and 3(b) have been approved by the Executive Council. You may consider students enrolled in those programs for membership in Tau Beta Pi.

Please remember that any future amendments which add to the list of eligible curricula must be ratified by your chapter and Advisory Board and approved by the Executive Council before becoming effective. Amendments which exclude curricula are not subject to Executive Council approval.

Thank you for attending to this important issue in a timely manner.

Roger E. Hawks
For the Executive Council

cc: FL Z Chapter file
James D. Froula, Secretary-Treasurer
Chief Advisor
D5 Directors