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TAU BETA PI

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**Bylaw 1 -- General**

**Section 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 2.** This Chapter shall conform to such rules and regulations of Mercer University and its School of Engineering as may apply to honor societies.

**Section 3.** In the event of conflict between the Constitution and Bylaws of the Tau Beta Pi Association, Inc. and the rules and regulations of Mercer University and/or the School of Engineering, the rules of Mercer University and/or the School of Engineering shall prevail.

**Section 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 Bylaws V, Section 5.02
- c. TBPB-I,4 Tau Beta Pi Bylaws (Chapter) 1, Section 4

**Bylaw 2 -- Government and Officers**

**Section 1.** The Chapter shall be composed of members chosen 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 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 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 provision of B-VI, 6.05.

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**Section 3.** The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer, and Cataloger, who shall be active members of the Chapter, and four advisors.

**Section 4.** The Advisory Board shall consist of the President, Vice President, Corresponding Secretary, and the four chapter advisors. Members of the Advisory Board shall serve until their successors are duly elected and installed. All other officers shall serve for one year or until their successors are duly elected and installed.

**Section 5.** 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 6.** 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 material as the Chapter deems desirable.
- d. The Recording 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 on the Dean of Engineering early in the fall term to discuss ways in which the Chapter may be of service to the School of Engineering and to the University as a whole. The substance of that discussion shall be repeated to the Chapter at the next meeting.
- g. The President shall cooperate with other professional and honor societies and shall encourage Chapter members to participate in joint activities.

### **Bylaws III -- Meetings**

**Section 1.** The following regular meetings shall be scheduled and held once a year: Organization, Election of Officers, and Installation of Officers.

**Section 2.** The following regular meetings shall be scheduled and held once in the Fall and once in the Spring quarters: Discussion of the Election Procedures, Election of Candidates, Initiation of the Electees, and one general meeting of a 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 Bylaws of the Association or in these Bylaws.

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

**Section 6.** The officers 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 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 Meetings, 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
- g. Adjournment

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**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 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 before the meeting, unless the excuse is illness.

**Section 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 meeting of the Advisory Board shall be read at the following regular meeting of the Chapter. Additional meetings of the Board may be called by any of its members upon written request to the Chair of the Board signed by 20% of the active members of the Chapter.

**Section 11.** A quorum for the consideration of routine business shall be a majority of the active members who are present and voting; for the election of new members, for changing the initiation fee or Chapter dues, for amending the Bylaws, for passing an assessment on the members of the Chapter, and for approval or disapproval of a proposed amendment to the Constitution of the Association, a quorum shall be three-fourths of the active members present and voting. For the election of officers, the quorum shall be two-thirds of the active members present and voting. A quorum of the Advisory Board shall be five members of the Board.

### **Bylaw 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:

- a. Membership
- b. Initiation
- c. Program
- d. Social Activities 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.

**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.

## **Bylaw V -- Election of New Members**

**Section 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 2.** All provisions of C-VIII and B-VI shall be strictly followed.

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

- a. Biomedical Engineering
- b. Electrical, Electronics, and Computer Engineering
- c. Mechanical and Aerospace Engineering
- d. Industrial and Systems Engineering
- e. Environmental Engineering

**Section 4.** Night students, pursuing equivalent curricula to those named in Section 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.

**Section 5.** No student shall be considered more than twice as a junior or more than twice as a senior.....

**Section 6.** 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.

**Section 7.** 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 8.** The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

**Section 9.** The membership committee shall periodically consult with the chairs of the various engineering departments to determine the names of graduate students, alumni, faculty members, and others who may be eligible for membership under provisions of C-VIII, 3-6.

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### **Section 10. Exemplary Character Evaluation**

- a. Letters shall be sent to all scholastically eligible candidates inviting them to a "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. At the Chapter's next meeting, the Chapter members shall be asked to make recommendations on the candidates they met during the "get-acquainted" meeting.

### **Section 11. Voting Procedures**

- a. At the Election Meeting, the Eligibility Code shall be read.
- b. Each name shall be presented beginning with the seniors in random order and followed by the juniors in random order. A name will be discussed and shall be voted on before the next name is presented. An affirmative vote of three-fourths of the quorum shall be required for a candidate to become an electee.
- 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 12.** 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 13.** 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 14.** 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

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election shall formally state their acceptance, in writing, to the President.

**Section 15.** Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required in C-VIII, 10 (a).

**Section 16.** 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 Bylaws of the Association and these Bylaws.

**Section 17.** The Chapter may assign additional duties to electees, subject to the provision of B-VII, 7.02.

### **Bylaw VI--Election and Installation of Officers**

**Section 1.** The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, and special officers, if any, shall be elected in the Fall Quarter.

**Section 2.** Nominations for officers shall be made from the floor at the Election of Officers Meeting.

**Section 3.** Officers-elect shall be formally installed at the last meeting of the Winter quarter. 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 prior to 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 past and newly elected Treasurer is contingent upon an audit as required by PBTB-VII, 8.

**Section 4.** The election of officers shall be by secret ballot. Two-thirds of the active membership present and voting 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 received a majority vote.

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**Section 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.

### **Bylaw VII--Finances**

**Section 1.** The expenses of the Chapter shall be borne by the initiation fee, fundraisers, and by such dues, and pro-rata assessments as may be voted on 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 PBTB-II, 2 and PBTB-III, 11.) Within one week the Secretary shall inform the Treasurer of the Association of any changes in amounts of the Chapter's initiation fee, dues, or assessments.

**Section 2.** 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.

**Section 3.** The Chapter shall use the official bookkeeping system of the Association.

**Section 4.** 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 deposited in petty cash by the Treasurer.

**Section 5.** Expenditures in excess of \$5.00 shall be made by check, signed by either the Treasurer or the President and countersigned by the Treasurer, President, or Chief Advisor. Expenditures of less than \$5.00 may be made from petty cash by the Treasurer.

**Section 6.** The Chapter's fiscal year shall be from the beginning of the Spring quarter to the same time the following year.

**Section 7.** Immediately following the end of the fiscal year, at least four alumnus members of the Advisory Board (but not the Treasurer, if he or she is an alumnus member of the Advisory 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 8.** No part of the net earnings of the Chapter shall be used to the benefit of, or be distributable to, members or officers of the Chapter or to any other individual.

### **Bylaw VIII--Discipline**

**Section 1.** It is the intent of this disciplinary bylaw to impress upon the membership the seriousness of the purpose of this Chapter and of the Tau Beta Pi Association, and to enable the officers and 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 and 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 members present and voting shall be required to establish this system for the period of one year.

### **Bylaw IX--Records and Equipment**

**Section 1.** All permanent 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 current and in a safe place 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 nonmembers of the Association.

### **Bylaw X--Suspension of the Bylaws**

These Bylaws may be suspended only by a three-fourths affirmative vote of the active membership of the Chapter and by a five-sevenths affirmative vote of the Advisory Board, as provided in C-VI, 5.

### **Bylaw XI--Amendments**

**Section 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 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 by C-VI, 7 (b).

**Section 3.** The Secretary shall send a copy of the Bylaws as amended, to the Secretary-Treasurer of the Association within two weeks after amendment.

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**Bylaw XII--Enactment**

**Section 1.** These bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on

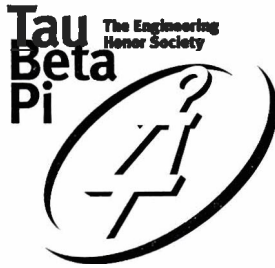
NOVEMBER 29, 1995  
Date

They were last amended on \_\_\_\_\_  
Date

Signed *Phil Myers*  
President

Signed *Jack Mahoney, PE*  
Advisory Board Chair

Signed *Walter D. Smith, PE*  
Dean of School of Engineering



**James D. Froula, P.E.**  
Executive Director, Secretary-Treasurer

**Roger E. Hawks**  
Assistant Secretary-Treasurer

**Patricia B. McDaniel**  
Director of Communications & Development

August 26, 2004

## Eligible Curricula Approved

President, GA B Chapter

The eligible curricula listed in the bylaws on file at Headquarters 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: GA B Chapter file  
James D. Froula, Secretary-Treasurer  
Chief Advisor  
D5 Directors

**The Tau Beta Pi Association, Inc., Founded 1885**  
Member of Association of College Honor Societies

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