

Bylaws of the Tau Beta Pi Association for Boise State University

Bylaw I – 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 Boise State University and of its College 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 Boise State University and/or its College of Engineering, the latter shall take precedence.

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 Bylaw V, Section 5.02

Bylaw II – Government and Officers

Section 1. The Chapter shall be composed of members chosen from among eligible students and alumni on the basis of distinguished scholarship or 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 provisions of B-VI, 6.04.

Section 3. The officers of this Chapter shall be a President, Vice President, Corresponding Secretary, Recording Secretary, and Cataloger/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. The offices of Corresponding and Recording Secretary may be combined. There shall be an Advisory Board as specified in C-VI, 7(a).

Section 4.

- a. The Advisory Board of the Chapter shall be composed of three elected officers: the President, Vice President, and the 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. 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.
- b. 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 same, or the Board may review such action on its own initiative. All changes in the Bylaws of a 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.

Section 5. Alumnus members of the Advisory Board shall serve four-year terms, as specified in C-VI, 7. All other officers shall serve for one year or until their successors are duly elected and installed.

Section 6. The duties of the officers shall be those usually performed by persons holding such offices, those prescribed by the Constitution and Bylaws of the Association, and those prescribed by this Chapter's Constitution and Bylaws.

Section 7. The President shall be this Chapter's delegate to the Convention of the Association. The other offices shall be alternate delegates in the order set forth as: Vice President, Secretary, Treasurer, and Historian.

Section 8. The following extra duties shall be required of the officers:

- a. The President shall be an ex-officio member of all committees.
- b. The Vice 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 Secretary's notebook and in the President's notebook.
- 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 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 Secretary shall take attendance at each meeting and present to the President a list of the attendees with the minutes of each meeting.
- g. 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 College. The substance of such discussions shall be reported to the Chapter at the next meeting.
- h. The President shall cooperate with the Director of Tau Beta Pi District 14 and shall encourage the Chapter members to participate in the District's activities.

Bylaw 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 twice an academic year:

- a. Discussion of Election Procedures
- b. Election of Candidates, Initiation of Electees
- c. One general meeting of a social, literary, service 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 the Bylaws.

Section 5. The first meeting of each semester shall be held within the first four weeks of the semester.

Section 6. The officers shall present a complete schedule of the regular meetings of the Chapter for the semester to the active members for their approval not later than the second meeting of the semester.

Section 7. Notices sent to the active member and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 8. Business meetings, other than the election Meeting, shall last no longer than two hours, unless extended by an affirmative vote of three-fourths of the active members present. The order of business at these meetings shall be as follows:

- a.* Roll call
- b.* Minutes of the previous meeting
- c.* Reports of officers
- d.* Reports of committees
- e.* Unfinished business
- f.* New business
- g.* Adjournment

Section 9. Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons which he or she judges to be good and sufficient.

Section 10. The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for the semester.

Section 11. A quorum shall be defined in B-V, 5.07, which states: "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 the revocation of election, 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".

Bylaw IV – Committees

Section 1. The Vice President shall appoint the chair and members of the following committees:

- a.* Membership and Initiation
- b.* Fundraising
- c.* Special Programs and Events
- d.* Social Activities
- e.* Other Committees as the Chapter shall desire and establish

Section 2. As early as possible after committee assignments 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 semesters as soon as possible after grades from the previous term become available.

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

Section 3. Scholastically eligible students in the following undergraduate curricula shall be considered for membership in the Chapter: Civil Engineering, Electrical Engineering, Materials Science and Engineering and Mechanical Engineering. Scholastically eligible students in the following graduate curricula shall be considered for membership in the Chapter: Civil Engineering, Computer Engineering, Electrical Engineering, Materials Science and Engineering and Mechanical Engineering.

Section 4. Transfer students shall be eligible at the third regular election after their registration. They may be considered at the second regular election with a 5/7ths vote of the Advisory Board.

Section 5. The Advisory Board of the Chapter shall determine the cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum.

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

Section 7. A list of seniors in the top one-fifth of their class and juniors in the top one-eighth of their class shall be generated by the College of Engineering Associate Dean's office after census date. The list of eligible students shall be transmitted to the Chapter alphabetically with no class rank or GPA information.

Section 8. 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 the provisions of C-VIII, 3-6.

Section 9. Exemplary Character Evaluation

- a.* Letters shall be sent to scholastically eligible candidates inviting them to complete and return a data sheet describing their activities and interests. The form shall require a short essay on the candidates' long term and short term academic and career goals. The letters shall contain a specific deadline date for returning the resume and essay.
- b.* After the specified deadline date, a candidate/member mixer shall be held to meet the prospective initiates. The membership committee shall review all resumes and formulate a recommendation on each candidate.
- c.* 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 10. Voting Procedures

- 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 alphabetically 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.
- f. Anyone eligible under Constitution Article VIII must be elected by an affirmative vote of at least 3/4 of the active chapter membership eligible to vote thereon, who are present and voting affirmatively or negatively, except as provided for in Constitution Article VIII, Sec. 4(a) (4) and 5(a) (4). 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 1/2 or greater shall be counted as a whole number.

Section 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 one business day of the Election Meeting.

Section 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 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 14. The Advisory Board, as required by C-VIII, 10 (a), shall interview each electee who refuses initiation for financial reasons.

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

Section 16. The Chapter may assign additional duties to electees, subject to the provisions of B-VII, 7.02.

Bylaw VI – Election and Installations of Officers.

Section 1. The President, Vice President, Corresponding Secretary, Recording Secretary, Cataloger Treasurer and any other special officers shall be elected in the spring semester.

Section 2. Nominations for officers shall be made by at least two active members of the organization made from the floor at the Election of Officers Meeting. Additional nominations can be made by committees, which can nominate one candidate for each office. Reports of the nominating committees shall be made at a scheduled Chapter meeting or by mail to the active members, at least one week prior to the Election of Officers.

Section 3. The Election of Officers Meeting shall be held at least four weeks prior to the end of the spring semester. Officers-elect shall be formally installed at the last meeting of the year. During the period following the election until the installation, each Officer-elect shall work closely with his or her officer counterpart to learn the duties and responsibilities of the office.

Section 4. The election of officers shall be by secret ballot. Two-thirds of the active membership shall constitute a quorum for the Election of Officers Meeting, and the majority of the quorum shall be required for election.

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 expenditures of this Chapter shall be realized from member initiation fee and, as may be voted for collection by the Chapter, dues. A majority vote of the active membership shall be required to change the fee or dues as set forth in Bylaw III, 10 of this Chapter. From the time of a vote, which changes the amount of the required fee or dues, the Secretary has one week to document the change and apprise the Treasurer of the change in written form.

Section 2. The initiation fee for all initiates shall be \$35.00, payable in advance of initiation, to the Chapter Treasurer.

Section 3. After the election of new officers a committee composed of the President, President-Elect, Treasurer and Treasurer-Elect shall prepare an operating budget for the next year. The budget shall be submitted to the Chapter for approval by a majority vote at the first regular meeting in the fall semester. The budget shall include a recommended amount for the initiation fee to be charged during the year. Any additional expenses not provided for by the adopted budget must be approved by the Chapter.

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

Section 5. There shall be at all times a balance of at least \$50.00 in the Chapter treasury. A sum of no more than \$50.00 may be kept in petty cash by the Treasurer.

Section 6. Expenditures in excess of \$50.00 shall be signed by the Treasurer or the President. Expenditures which are greater than \$5.00 shall be documented with a receipt and entered into the official bookkeeping. The Treasurer may make expenditures of less than \$5.00 from petty cash.

Section 7. The Chapter's fiscal year shall be May 1st to April 30th.

Section 8. Immediately following the end of the fiscal year, the President shall audit the Chapter's books. If necessary, the Treasurer and the Treasurer-Elect shall file the Internal Revenue Service's Form 990.

Section 9. No part of the net earnings of the Chapter will provide 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 enable the officers and dedicated members of this Chapter to accomplish the necessary business in a manner not inconvenienced or encumbered by a lack of interest on the part of a few members.

Section 2. Discipline shall be in accordance with C-IX, 4 & 5.

Section 3. A uniform system of fines for habitual absence or tardiness may be established each year in which it is desired by the Chapter. A majority vote of the active membership shall be required to establish this system of fines for a period of one year. The maximum total fines for a one-year period shall never exceed the initial pre-induction fee.

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 up-to-date and under lock 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 non-members of the Association may not inspect the Ritual.

Bylaw X – Suspension of the Bylaws

Section 1. These Bylaws may be suspended only by a three-fourths affirmative vote of the active membership of the Chapter and by a six-ninths affirmative vote of the Advisory Board, as provided in C-VI, 5.

Bylaw XI – Amendments

Section 1. Any three active members of the Chapter may propose amendments to these Bylaws. 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.

Section 3. The Recording Secretary shall apprise the Treasurer of any amended Bylaws within two weeks, in written form, after an amendment is adopted

Bylaw XII – Dissolution

Section 1. In the event of dissolution of the Chapter, the residual assets shall be donated to Boise State University, College of Engineering for the sole purpose of equipment upgrade.

Bylaw XIII – Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on _____September 1, 2005_____ -

(Date)

They were last amended on _____July 28, 2007_____

(Date)

Signed: _____

(President)

Signed: _____

(Advisory Board Chair)