

**CHAPTER BYLAWS**  
**THE TAU BETA PI ASSOCIATION**  
**ILLINOIS-ALPHA**

Article I: General

- Section 1.** These bylaws shall govern the proceeding of this chapter in all matters not specifically provided for in the Constitution, Bylaws, and Convention Acts of the Tau Beta Pi Association
- Section 2.** This chapter shall conform to such rules and regulations of the College of Engineering and this University as may apply to honor societies.
- Section 3.** In the event of a conflict between the Constitution and Bylaws of the Tau Beta Pi Association and the rules and regulations of the College of Engineering and this University such action shall be taken as deemed advisable by all parties concerned.

Article II: Government

- Section 1.** The officers of this chapter shall be a President, Executive Vice President, Projects Vice President, Corresponding Secretary, Treasurer, Recording Secretary, and Graduate Services Chair who shall be active members elected as specified in the Bylaws of the chapter and shall act as the Executive Board. Also serving this chapter shall be an advisory board as specified in C-VI, 7a of the National Constitution.
- Section 2.** The Chapter President shall be the chapter delegate to the National Convention. The chapter officers shall be alternates in the order listed in II.1 above.
- Section 3.** The duties of the officers shall be outlined in V, 5.03 of the National Bylaws, and the following extra duties:
- a. The Chapter President shall oversee all committees.
  - b. The President shall notify the Advisory Board of the time set for election of new members at least two weeks in advance.
  - c. The Executive Vice President in conjunction with the Advisory Board shall be responsible for determining the recipients of all chapter awards. The Executive Vice President shall be responsible for the selection of eminent engineer candidates. The Executive Vice President shall be responsible for organizing the initiation process.
  - d. The Projects Vice President shall oversee all community, University, and student service projects not specifically intended to raise funds for the chapter's use.

- e. The Corresponding Secretary shall also be the keeper of the reports on the placement lists, eligibility lists, final action, election, catalog cards, and initiation.
- f. The Treasurer shall be responsible for all chapter financial records, money, and the securing of all debts to the chapter. Chapter finances will be guided as in the National Bylaws V, 5.04. The Treasurer shall also oversee all chapter projects specifically intended to raise funds for the chapter use.
- g. The Recording Secretary shall be responsible for keeping minutes at all General, Executive Board, and Advisory Board meetings and for keeping active members of the chapter aware of chapter activities through the publication of a weekly electronic mail.

### Article III: Meetings

- Section 1.** A General Meeting shall be scheduled and held once a semester.
- Section 2.** Special meetings may be called at any time by the President, by any member of the Advisory Board, or upon written request to the President signed by five active members.
- Section 3.** The President shall direct all general and special meetings.
- Section 4.** All active members and the Advisory Board shall be notified of all meetings well in advance by the Recording Secretary.
- Section 5.** Joint meetings of the Projects Board and Executive Board shall be held once a week. The President shall direct the meetings.

### Article IV: Election of Officers

- Section 1.** The officers listed in II.1 shall be elected at the spring semester General Meeting and shall serve for one year.
- Section 2.** The new officers shall take office at the start of Summer Session I.
- Section 3.** Nominations for officers shall be taken from the floor and shall specify which office the nominee is seeking. Members may self-nominate.
- Section 4.** Each officer shall be elected individually in the order listed in II.1. If a nominee for office does not receive a majority of votes on the first ballot held for that office, a special ballot shall be held between the two nominees that who received the largest number of votes on the first ballot. The nominees not elected may be added, if they wish, to the list of nominees seeking the next office listed in II.1.
- Section 5.** Should the office of President become vacant, the Executive Vice President shall succeed to the Presidency.

**Section 6.** Appointments to the Advisory Board shall be made by the Executive Board, with the approval of the general membership.

#### Article V: Committees

**Section 1.** Subject to National Bylaw V, section 5.02, the chapter shall have standing committees on Membership, Initiation, Projects, and Social Activities. Projects subcommittees shall include ones on Service, External Affairs, Athletics & Arts, and History. A Webmaster shall also be appointed according to the procedures for appointing committee chairs below.

**Section 2.** The Executive Vice President is the chairperson of the Initiation Committee and the Awards Committee. The Projects Vice President is the chairperson of the Projects Board. All other committee chairpersons shall be appointed by the President or elected by the members of the committee. Any member is free to join any committee.

**Section 3.** Each committee shall submit a final report documenting procedures, goals, and final actions. This report shall be kept on file for future reference. These reports shall be submitted prior to the examinations week of the spring semester.

**Section 4.** The history committee will be led by the Historian. The Historian shall be responsible for the keeping of all chapter files and records, and shall keep accurate, up-to-date list of names and addresses of all undergraduate and graduate active members of the chapter. The Historian shall see that each member is provided with an up-to-date copy of these Bylaws.

#### Article VI: Election of New Members

**Section 1.** The chapter will comply with all provision of the National Constitution, Section VIII and National Bylaws, Section VI.

**Section 2.** The election of new members shall be held twice a year during the fall and spring semesters, either during a meeting or by online ballot.

**Section 3.** Election procedures must be in compliance with the National Constitution and Bylaws.

- a. During initiate elections, all initiates with senior standing shall be considered as a group first.
- b. Upon the recommendation of the Initiation Committee or upon the objection of one member individual names can be removed from the group list for separate a discussion and vote.
- c. After members and the Initiation Committee have the chance to remove individuals, the remaining group of seniors shall be voted upon. They collectively can be accepted for membership by a three-fourths majority of active members present, provided the required quorum of three-fourths of all active members is present. This may be an open vote.

d. After the group vote is conducted, each initiate who was removed from the group list shall be considered individually. They will each receive a separate vote, and can be accepted for membership by a three-fourths majority of active members present, provided the required quorum of three-fourths of all active members is present. These votes must be by secret ballot.

e. After the seniors are considered, all initiates with juniors standing shall be considered in the same manner, pursuant to VI.3a-d above, replacing “senior” with “junior”.

**Section 4. Eligibility:**

a. Undergraduate Students

- i. Undergraduate students in good standing currently enrolled in twelve or more credit hours of classes with a declared major in the programs of Aerospace Engineering, Agricultural and Biological Engineering, Bioengineering, Chemical and Biomolecular Engineering, Civil and Environmental Engineering, Computer Science, Electrical and Computer Engineering, Engineering Mechanics, Engineering Physics, Financial Engineering, General Engineering, Industrial Engineering, Materials Science and Engineering, Mechanical Engineering, and Nuclear, Plasma and Radiological Engineering in the College of Engineering or in the program of Chemical Engineering in the College of Liberal Arts and Sciences shall be eligible for membership in this chapter.
- ii. Junior and Senior standings shall be determined according to current University regulations.
- iii. According to the National Constitution VIII-2e and g, juniors who are scholastically in the upper eight of all juniors and seniors who are scholastically in the upper fifth of all seniors shall be eligible for membership in this chapter.
- iv. Students will not be considered eligible if they are not in at least their third semester on campus.

b. Graduate Students

- i. Graduate students who have completed more than half of their requirements in the same programs as VI.3a shall be eligible for membership in this chapter.
- ii. Because the Graduate College does not rank students, the GPA requirement for graduate students shall be 3.75/4.00.

**Section 5. Initiation Requirements:**

a. Undergraduate Requirements

- i. Undergraduate initiates must attend one information session, the initiate social, and the initiation ceremony and banquet, or make special arrangements with the Initiation Committee.
- ii. Undergraduate initiates must complete a total of 5 credits of social, professional, and service activities, where at least 1 credit must fall within each category, as defined by the Initiation Committee.
- iii. Undergraduate initiates must polish a bent to the satisfaction of the chairperson of the Initiation Committee.
- iv. Undergraduate initiates must complete an interview conducted by the Initiation Committee.
- v. Undergraduate initiates must complete any other requirements imposed by the Initiation Committee, provided they are given sufficient notice.

- vi. The Initiation Committee may impose any deadlines to complete the above requirements as they see fit, provided initiates are given sufficient notice. Regardless of any other deadlines, all requirements must be completed before the initiation ceremony.
  - b. Graduate Requirements
    - . Graduate initiates must attend an information session and the initiation ceremony and banquet, or make special arrangements with the Graduate Services Chair or the Initiation Committee.
    - i. Graduate initiates must complete a total of 3 credits of any combination of social, professional, or service activities as defined by the Initiation Committee.
    - ii. Graduate initiates must submit a letter of recommendation completed by either their principal research adviser or the head of graduate advising for their department.
    - iii. Graduate initiates must complete any additional requirement specified by the Grad Services Chair or the Initiation Committee, provided they are given sufficient notice.
    - iv. The Grad Services Chair or the Initiation Committee may impose deadlines to complete any of the above requirements, provided sufficient notice is given. Regardless of any other deadlines, all initiation requirements must be completed before initiation takes place.

**Section 6.** Electees:

- a. Emails of notification of election shall be mailed to the electees shall be mailed to them by the Initiation Committee as soon as possible after the election meeting.
- b. To be considered eligible for initiation, initiates must complete all requirements outlined in VI.5 above before the initiation committee.

Article VII: Records

**Section 1.** The Historian shall see that all records are kept up to date and in good order. Complete records shall be turned over to the new officers before they assume office.

**Section 2.** Records shall include those required by the National Constitution as well as minutes of all general, special, Executive Board, and Advisory Board meetings, regular reports of all committees, project reports, catalog cards, and a record of the names, email addresses, and addresses of all active members. In addition, the Historian shall keep a record of all inactive members still attending the University.

**Section 3.** University records necessary to the chapter shall be obtained through the Associate Dean's Office of the College of Engineering.

**Section 4.** All records, excepting confidential University records, shall be open for inspection by any active member of Tau Beta Pi.

### Article VIII: Finances

- Section 1.** The expenses of the chapter shall be carried by the initiation fees and by such dues and assessments as voted upon by the chapter. (See VIII.3 below).
- Section 2.** The current initiation fee is \$90 for undergraduate students (\$45 for Nationals and \$45 for the Initiation Banquet and office expenses) and \$85 for graduate students (\$45 for Nationals and \$40 for the Initiation Banquet and office expenses).
- Section 3.** The initiation fee or special dues or assessments shall only be changed or instituted by a three-fourths majority vote of the chapter membership with a three-fourth quorum of all active members present.
- Section 4.** An estimated budget shall be prepared by the Treasurer and presented to the Executive Board at its first scheduled meeting.
- Section 5.** Records of the chapter's finances shall be kept by the Treasurer and presented to the Executive Board at regular intervals.
- Section 6.** The financial year of this chapter shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

### Article IX: Discipline

- Section 1.** The chapter shall adhere to Article IX of the National Constitution.
- Section 2.** Any member who fails to attend both General Meetings, fails to vote in the elections of initiates, or fails to provide resume annually without providing a reasonable excuse to the President will be placed on inactive status, according to the procedure outlined in the National Bylaws.
- Section 3.** Inactive members may not vote in any Tau Beta Pi elections, run for or hold office, or receive any fee reductions for Tau Beta Pi members attending chapter events.
- Section 4.** Active status may be restored to members by a majority vote of the Executive Board.

### Article X: Amendment

- Section 1.** These bylaws may be amended by a simple majority vote of the present active membership of the chapter, with the required quorum of three-fourths of all active members present, subject to the approval of the Advisory Board.

Article XI: Adoption

**Section 1.** These bylaws shall take effect and supersede all previous bylaws of the chapter when approved by a simple majority vote of the present membership, with the required quorum of three-fourth of all active members being present.