

BYLAWS OF THE ILLINOIS EPSILON CHAPTER

OF

THE TAU BETA PI ASSOCIATION

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 Southern Illinois University-Carbondale and of the College of Engineering and Technology 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 Southern Illinois University-Carbondale and/or the College of Engineering and Technology the rules of the University and/or College of Engineering and Technology shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

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
- c. IEB-I, 4- Illinois Epsilon Chapter Bylaw I, Section 4.
Bylaw II - Government and Officers

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

Section 2. The Chapter shall have full control of 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 member, as defined therein, shall have the privilege of voting on new members and on the amounts of the initiation fee, dues, fines, and assessments.

1. Completion of three 300-level engineering courses.

2. A grade point average of at least 3.0 in engineering courses.

Section 4. A transfer student shall become eligible for consideration after completing thirty semester hours at Southern Illinois University.

Section 5.

A. 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.

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

Section 6. The Membership Committee shall periodically consult with the chairpeople 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-VII, 3-6. The Illinois Epsilon Chapter has the following additional requirements for graduate students:

1. A grade point of at least 3.8 in the graduate work.

fall semester to discuss ways in which the Chapter may be of service to the College. the substance or such discussions shall be reported to the Chapter at the next meeting.

Bylaw III - Meetings

Section 1. The following regular meetings shall be scheduled and held once each 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 semesters: Preliminary Consideration of Candidates, Election of Candidates, Initiation of Electees, and one general meeting of a social, literary, or technical nature.

Bylaw IV - Committees

Section 1. Subject to the provisions of B-V, 5.02, the President shall appoint the chairpeople and members of the following committees: Banquet, Evaluation, Fund-Raising, Initiation, Membership, Nominating, Program, Telephone, 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 chairperson with a list of his/her specific duties and responsibilities.

Bylaw V - Election of New Members

Section 1. Elections of new members shall be held in the fall and spring semesters as soon as possible after grades for the previous term become available.

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

Section 3. Scholastically eligible students in the following curricula shall be considered for membership in this chapter: Electrical Sciences and Systems Engineering - Electrical Engineering, Engineering Mechanics and Materials - Civil Engineering and Mechanics, Mining Engineering, and Thermal and Environmental Engineering - Mechanical Engineering and Energy Processes.

Additional requirements of the Illinois Epsilon Chapter are:

Section 3. The officers of this chapter shall be a President, Corresponding Secretary, Vice President, Recording Secretary, Cataloguer, and Engineering Joint Council Representative who shall be active members of the Chapter or a member of the faculty; and four alumnus advisors, preferably elected from among the faculty of the College of Engineering and Technology.

Section 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 Chairperson of the Advisory Board shall be elected by its members at the first meeting of the year.

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 in these Bylaws or by Chapter action.

Section 7. The President shall be this Chapter's delegate to the Convention of the Association. The other officers shall be alternate delegate, in the order given in IEB-II, 3.

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 President shall see that each officer and committee chairperson 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, Bylaws, and Eligibility Code of the Tau Beta Pi Association, Information about Tau Beta Pi, these Bylaws, and such other material as the Chapter may deem desirable.

d. The Telephone Committee shall remind each active member and advisor the time, place, and purpose of each meeting at least twelve hours in advance of the meeting.

e. The Vice President shall serve as Secretary of the Advisory Board.

f. The President and Vice President shall pay a courtesy call on the Dean of the College of Engineering early in the

2. At least one-half of the work towards the degree has been completed.

3. A letter of recommendation from the chairman of the department in which the student is enrolled.

Section 7. The Evaluation Committee shall be responsible for the administration of an approved method of candidate evaluation, which must be completed before the election.

Section 8. New members of the Chapter shall be elected from among the scholastically eligible candidates on the basis of character, as enunciated in the Eligibility Code of the Association. The election of members shall be by secret ballot and by a majority of the active membership of the Chapter. (See IEB-II, 2 and IEB-III, 2.) The Eligibility Code shall be read by the President at the election meeting.

Section 9. The President shall direct the Membership Committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters shall be signed by the President, addressed to the electees, and mailed within six hours of the end of the Election Meeting.

Section 10. All members shall keep the election results in absolute confidence so that no candidate shall learn of his/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 11. 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 election shall formally state their acceptance in writing, in a letter addressed to the President.

Section 12. 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 13. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10(a).

Section 14. The Chapter may assign additional duties to electees, subject to the provisions of B-VII, 7.02.

Bylaw VI- Election and Installation of Officers

Section 1. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, Joint Student Council Representative, any special officers deemed necessary, and an alumnus member of the Advisory Board shall be elected and installed in the spring semester at least three school weeks prior to final exam week.

Section 2. Nominations for officers shall be made bny a Nominating Committee appointed by the President. The Committee shall nominate two candidates for each office. Addotional nominations may be made from the floor at the Election of Officers Meeting. The reports of the Nominating Committee shall be made at a scheduled Chapter meeting, or by mail to the active members, at least one week prior to hte Elction of Officers Meeting.

Section 3. The election of officers shall be by secret ballot. Two-thirds of the actibve membership shall constitute a quorum for the Election of Officers Meeting, and a majority of this quorum for the Election of Officers Meeting, and a majority of this quorum shall be required for election. If no nominee receives a majority on the first ballot, a second ballot shall be taken between the two leading candidates.

Section 4. If any office becomes vacant between regular elections, a special election shall be held at the next meeting to fill the vacancy. The officer elected shall serve until the next regular election.

Section 5. The Chaprter Officer Installation Procedure given in the President's Book shall be employed to install the new officers.

Bylaw VII - Finances

Section 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 Chaprter. A majority vote of the active membership shall ve required to change any fees or dues or to levy any assessment. (See IEB-II, 2 and IEB-III, 10) Withing one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning changes in amounts of the initiation fee, dues, or assessments.

Section 2. The initiation fee shall be set during the first Chapter meeting in the fall semester of each year. (See IEB-

VII, 3.) The initiation fee shall include the national initiation fee and the National Convention assessment.

Section 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. This 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, except that the Treasurer shall be authorized to advance to the Convention delegate a sum sufficient to cover expenses he/she expects to incur in attending the annual Convention of the Association.

Section 4. The Chapter shall use the official bookkeeping system of the Association (except as provided in B-V, 5.03(e)(2).)

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 \$20.00 may be kept in petty cash.

Section 6. Expenditures in excess of \$5.00 shall be made by check, signed by the Treasurer. Expenditures of less than \$5.00 may be paid from petty cash by the Treasurer.

Section 7. The Chapter's fiscal year shall be determined by the Advisory Committee.

Section 8. Immediately following the end of the Chapter's fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if he is a faculty member of the Board) shall audit the books. Following the audit, the Treasurer, with the aid of the Treasurer-elect, shall file the required information return with the District Director of Internal Revenue.

Bylaw VIII - Discipline

Section 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 its necessary business in a manner not inconvenienced by a possible lack of interest upon the part of a few members.

Section 2.

A. Written notification stating the reason for an absence from a meeting shall be given to an officer or advisor no later than two days following the meeting.

B. A member missing two meetings in a semester, without just cause will be notified in writing by the Corresponding Secretary that he/she is under consideration for inactive member status.

C. If a response is not received by the Advisory Board within ten days of the receipt of the notification letter, the member shall be placed on inactive member status.

D. The Advisory Board shall determine if the response from the member under consideration is satisfactory. If so, the member shall remain on active status.

E. Inactive membership status is defined in B-VI, 6.05. Section 3. Disciplinary action in accordance with CIX-4,5 may be taken against any member having continued and inexcusable absence from Chapter meetings, or not attending to assigned or elected duties.

Bylaw IX - Records and Equipment

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

Section 2. The initiation equipment shall be maintained in good order and in a secure manner by the President, and the Ritual and its related materials shall be kept up-to-date and under lock and key, 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 framed under glass and 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 Advisor Board, except that the Ritual may not be inspected by non-members of the Association.

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 four-sevenths affirmative vote of the Advisory Board, as provided in C-VI, 5.

Bylaw XI - Amendments

Section 1. These Bylaws may be amended by a three fourths affirmative vot of the active membership of the Chapter, subject to the approval of the Advisory Board, as provided in C-VI, (b). (See IEB-III, 10.)

Section 2. 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.

Bylaw XII - Enactment

Section 1. These Bylaws were adopted by two-thirds vote of this Chapter and its Advisory Board and became effective on January 22, 1982.

They were last amended on March 20, 1984

They were last amended on April 30, 2004

They were last amended on _____

ILLINOIS EPSILON BYLAW CHANGES

Bylaw V - Election of New Members

Section 6:

present: The Membership Committee shall periodically consult with the chairpeople 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-VII, 3-6. The Illinois Epsilon Chapter has the following

additional requirements for graduate students:

1. A grade point of at least 3.8 in the graduate work.
2. At least one-half of the work towards the degree has been completed.
3. A letter of recommendation from the chairman of the department in which the student is enrolled.

change to: Graduate students who may be eligible for membership under the provisions of C-VII, 3, and are interested in membership, must contact an alumnus member of the Advisory Board or a chapter officer concerning their interest in membership. To be considered for membership, the graduate student should obtain a letter of recommendation from the chairman of the department in which the student is enrolled. Alumni, faculty members, and others who may be eligible for membership under the provisions of C-VII, 4- 6, will be considered for membership at the first Advisory Board meeting of each semester. The Illinois Epsilon Chapter has the following additional requirements for graduate students:

1. A grade point of at least 3.8 in the graduate work.

2. At least one-half of the work towards the degree has been compiled.

Section 9:

present: The President shall direct the Membership Committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters shall be signed by the president, addressed to the electees, and mailed within six hours of the end of the Election Meeting.

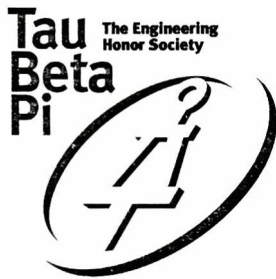
change to: ...within twenty-four hours...

Bylaw V - Election of New Members

Section 3:

Change to:

Scholastically eligible students in the following curricula shall be considered for membership in this chapter: Electrical Engineering, Computer Engineering, Mechanical Engineering, Civil Engineering, and Mining Engineering.



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

Roger E. Hawks
Assistant Secretary-Treasurer

Patricia B. McDaniel
Director of Communications & Development

May 13, 2004

Eligible Curricula Approved

President, IL E 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: **IL E Chapter file**
James D. Froula, Secretary-Treasurer
Chief Advisor
D8 Directors

The Tau Beta Pi Association, Inc., Founded 1885

Member of Association of College Honor Societies

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