

**BYLAWS OF THE INDIANA CHAPTER
OF
THE TAU BETA PI ASSOCIATION**

As enacted: March 23, 1954
Last Amended: September 1, 2018

Bylaw I – General

Section 1. These bylaws shall govern the proceedings of this Chapter in all matters not specifically provided for in the Constitution and Bylaws of Tau Beta Pi Association.

Section 2. This Chapter shall conform to such rules and regulations of Purdue 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 Purdue University, such action shall be taken as deemed advisable by the National Association, the Chapter, and the University.

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. INA-I, 4 – Indiana Alpha Chapter Bylaw I, Section 4.

Bylaw II – Government

Section 1. The officers of the Chapter shall be: President, Vice-President, Treasurer, Corresponding Secretary, and Recording Secretary, who shall be active members of the Chapter.

Section 2. The Advisory Board of the Chapter shall be composed of the President, Vice-President, Corresponding Secretary, and all faculty and graduate advisors of the chapter. The previously listed officers shall perform duties specified in C-VI, 7. The chapter advisors shall preferably be members of the Engineering faculty, and shall serve four year terms as specified in C-VI, 7.

Section 4. The duties of the officers shall be those prescribed by the Constitution and Bylaws of the Association and those prescribed in these Bylaws or by Chapter action.

Section 5. The President shall be the Chapter's delegate to the Convention of the

Association. The other officers shall be alternate delegates, in the order given in INA-II, 1.

Section 6. The following extra duties shall be required of the officers:

- a. The President shall 1) be an ex-officio member of all committees; and 2) oversee all activity within the chapter.
- b. The President shall see that each officer and committee chair is provided with a procedures manual, describing the specific duties for which each is responsible. A copy of each manual will be maintained by the Recording Secretary.
- c. The Vice-President shall 1) supervise all membership statuses and hours, 2) supervise the determination and screening of eligible candidates, and 3) supervise the initiate program.
- d. The Treasurer shall 1) maintain a current and accurate record of Chapter finances, 2) prepare a financial statement for the current fiscal year and an operating budget for the coming year, 3) remit within ten days after each initiation, to the Treasurer of the Association, the amount of the initiation fee payable for each new initiate, 4) act as advisor to the Industrial Relations Chair and Fund Raising Committee, and 5) keep accounts, deposit organizational funds, and make expenditures in a manner approved by the Purdue University Business Office for Student Organizations.
- e. The Corresponding Secretary shall 1) complete and return all forms required by the National Association, 2) maintain all permanent records of active and alumnus members, and 3) be responsible for collecting the list of eligible candidates.
- f. The Recording Secretary shall 1) record and maintain a file of the minutes of all officer meetings, 2) maintain records of the Chapter, including files, Association publications, and the Chapter Roll Book, 3) keep the Chapter Bylaws up to date, and 4) request and collect petitions for all committee chair positions. The Recording Secretary shall serve as the Chapter's Webmaster and shall maintain the Chapter website and email lists.
- g. The Recording Secretary will manage all physical supplies for initiation.
- h. The officers shall update the Chapter Procedure manual for their office.

Bylaw III – Meetings

Section 1. The following regular meetings shall be scheduled and held during each semester: 1) Chapter meetings to be held once a month during the fall and spring semesters, 2) Election of Officers meeting, 3) Election of Candidates meeting.

Section 2. A complete calendar of the regular functions of the Chapter for the semester shall be presented to the members no later than the first meeting of the semester.

Section 3. The Chapter officers shall meet once every two weeks. Every officer meeting shall be attended by all committee chairs or their designated representatives. The Advisory Board shall meet as often as necessary, but at least once per semester.

Bylaw IV – Committees

Section 1. The Chapter shall have the following standing committees:

- a. The Internal Affairs Committee shall be responsible for coordinating and facilitating all member-exclusive events (social gatherings, monthly All-Member Meetings, and professional development opportunities) as well as fostering alumni relations and award nominations. This committee contains the following individual roles:
 1. The Internal Affairs Chair: Oversees the Internal Affairs Committee meetings and activities, maintains frequent communication with the executive officers, and maintains the Chapter resume book.
 2. Industrial Relations Chair: Establishes and leverages relationships with industrial and academic professionals to provide development and networking opportunities for the chapter.
 3. Social Media and Marketing Chair: Uses various forms of media to market all chapter events and news.
- b. The External Affairs Committee shall be responsible for coordinating and facilitating all events not exclusive to Chapter members and initiates. This committee shall be comprised of two individual roles and three sub-committees:
 1. The External Affairs Chair: Oversees the External Affairs Committee meetings and activities and maintains frequent communication with Chapter officers.
 2. Events Planning Chair: Manages the completion and submission of all Purdue-mandated paperwork for Chapter events.
 3. Campus Outreach (comprised of Chair and committee members): Maintain and expand the Chapter's campus presence through events, services, and collaboration with other organizations.
 4. Community Outreach (comprised of Chair and committee members): Maintain and expand the Chapter's community presence through events, services, and collaboration with other organizations.
 5. STEM Outreach (comprised of Chair and committee members): Work with local schools to provide young students with STEM learning opportunities.
- c. The Fund Raising Committee shall work closely with the Treasurer to develop and implement fund raising methods throughout each semester.

Bylaw V – Election of Officers and Committee Chairs

Section 1. The Election of Officers and Chairs shall occur at least two (2) but not more than five (5) weeks preceding the end of each semester. The installation of officers and chairs shall take place after a transition period of at least two (2) weeks and before the end of the semester.

Section 2. The President and Vice President shall serve one (1) year terms. The Treasurer, Corresponding Secretary, Recording Secretary, and all committee chairs shall

serve one (1) semester terms.

Section 3. Officer elections will be held directly after member initiation, at the end of each semester, for those positions up for re-election. Advisors will be elected when necessary.

Section 4. Nominations shall be open three (3) weeks prior to the officer election and shall be closed just before balloting occurs. Each candidate shall give a brief verbal or written synopsis of his or her desire to be elected and qualifications for the office after nominations are closed and prior to the balloting.

Section 5. The election of officers shall be by a show of hands. A majority of votes tabulated shall be required for election.

Section 6. The order of election shall be as follows:

- a. Chapter Advisor(s) (if applicable)
- b. President
- c. Vice President
- d. Treasurer
- e. Corresponding Secretary
- f. Recording Secretary
- g. Internal Affairs Chair
- h. External Affairs Chair
- i. Campus Outreach Chair
- j. Community Outreach Chair
- k. STEM Outreach Chair
- l. Industrial Relations Chair
- m. Social Media and Marketing Chair
- n. Events Planning Chair

For each office, voting shall be completed and the results announced before nominations for the succeeding office in the above list are closed.

Section 7. Any vacancy of offices a. through f. in the above list shall be filled by during a special election at the next Chapter meeting. Any officer elected at that time shall serve until regular election.

Section 8. Any vacancy of offices g. through n. in the above list shall be filled via the President's authority as soon as possible, and the names of new chairs shall be announced at the next regular meeting.

Bylaw VI – Election of New Members

Section 1. Election of new members shall be held in the fall and spring semesters. The election meeting shall be held directly following the last All-Member Meeting of the semester.

Section 2. The intent of all provisions of C-VIII and B-VI shall be followed.

Section 3. Scholastically eligible juniors and seniors in all four-year undergraduate programs leading to an engineering degree shall be considered for membership in the Chapter:

- a. Juniors are defined as those students who are classified as being in the fifth or sixth semester of a bachelor's degree program in one of the following curricula: Aeronautics and Astronautics Engineering, Acoustical Engineering, Agricultural and Biological Engineering, Agricultural and Natural Resources Engineering, Basic Engineering, Biological & Food Process Engineering, Biomedical Engineering, Chemical Engineering, Chemistry and Materials Science Engineering, Civil Engineering, Construction and Management Engineering, Environmental and Ecological Engineering, Electrical and Computer Engineering, Engineering Management, Industrial Engineering, Innovative Design Engineering, Interdisciplinary Engineering, Lighting Engineering, Land Surveying & Geomatics Engineering, Materials Engineering, Mechanical Engineering, Multidisciplinary Engineering, Nano Engineering, or Nuclear Engineering.
- b. Seniors are defined as those students who are classified as being in the seventh or eighth semester of a bachelor's degree program in one of the following curricula: Aeronautics and Astronautics Engineering, Acoustical Engineering, Agricultural and Biological Engineering, Agricultural and Natural Resources Engineering, Basic Engineering, Biological & Food Process Engineering, Biomedical Engineering, Chemical Engineering, Chemistry and Materials Science Engineering, Civil Engineering, Construction and Management Engineering, Environmental and Ecological Engineering, Electrical and Computer Engineering, Engineering Management, Industrial Engineering, Innovative Design Engineering, Interdisciplinary Engineering, Lighting Engineering, Land Surveying & Geomatics Engineering, Materials Engineering, Mechanical Engineering, Multidisciplinary Engineering, Nano Engineering, or Nuclear Engineering.
- c. Transfer students shall be eligible for consideration at the third regular election after registration.
- d. Exceptions to these definitions are possible in the case of a student improperly classified with respect to the date of graduation. Such exceptions may be made by a two-thirds affirmative vote of the Advisory Board. This action must be reported at the election meeting.

Section 4. Students pursuing engineering degrees at branch campuses shall be considered scholastically eligible:

- a. If, as a junior, they are in the top eighth of the junior class at their campus and their grade point exceeds the West Lafayette campus grade point cutoff.
- b. If, as a senior, they are in the top fifth of the senior class at their campus and their grade point exceeds the West Lafayette campus grade point cutoff.

Section 5. Graduate students shall be eligible for consideration at the second regular election after registration.

- a. Graduate students must be in the top fifth of all engineering graduate students at Purdue University, based on grade point average, and must have

completed 50% of their course requirements and 50% of their research requirements, as determined by their academic advisor.

- b. Graduate students must be enrolled in one of the following curricula: Aeronautics and Astronautics Engineering, Acoustical Engineering, Agricultural and Biological Engineering, Agricultural and Natural Resources Engineering, Basic Engineering, Biological & Food Process Engineering, Biomedical Engineering, Chemical Engineering, Chemistry and Materials Science Engineering, Civil Engineering, Construction and Management Engineering, Environmental and Ecological Engineering, Electrical and Computer Engineering, Engineering Education, Engineering Management, Industrial Engineering, Innovative Design Engineering, Interdisciplinary Engineering, Lighting Engineering, Land Surveying & Geomatics Engineering, Materials Engineering, Mechanical Engineering, Multidisciplinary Engineering, Nano Engineering, or Nuclear Engineering.

Section 6. Exemplary Character Evaluation:

- a. Letters shall be sent to scholastically eligible candidates inviting them to an orientation meeting.
- b. At the orientation meeting the requirements, objectives, and activities of the Association and of the Chapter shall be explained.
- c. Candidates are required to participate in an interview to determine the candidate's personal character and to promote active-candidate interaction. Active members shall interview each candidate using questions approved by the Advisory Board and should not intimidate interviewees.
- d. During their semester of initiation, candidates are encouraged to reach at least 10 hours of commitment to the Chapter. They should attend three (3) of the four (4) All-Member Meetings and at least two (2) committee meetings. If these requirements are not met due to outside commitments or other reasons, the initiate may still be considered eligible for membership at the discretion of those voting in the member elections.

Section 7. Election Process:

- a. At the time of election the Eligibility Code shall first be read.
- b. A copy of INA-VI,7 and INA-VI,11 shall be distributed to those present.
- c. The candidates shall be considered in the following sequence: professional candidates, graduate candidates, undergraduate seniors, and undergraduate juniors.
- d. Prior to the election, the Vice President shall have divided each of the groups, with the exception of professional candidates, into three blocs: "Not Recommended for Membership", "Recommended for Membership", and "No Recommendation". This categorization shall be based upon each individual's exemplary character evaluation.
- e. If any active member has reservations about any candidates in the first two blocs, those candidates' names will be added to the "No Recommendation" bloc.
- f. A chapter vote shall be taken first on the "Not Recommended" bloc and then on the "Recommended" bloc.
- g. Candidates in the "No Recommendation" bloc will then be considered. Each

name shall be presented for discussion and voted on before the following name is considered.

- h. To be elected anyone eligible must receive an affirmative vote from at least three-fourths of the active Chapter membership present.
- i. No candidate who fails election on the first ballot as a member of the “Not Recommend” bloc shall be considered further unless twenty percent of the members present so request.
- j. All other candidates failing election on the first ballot shall be considered individually on the second ballot.
- k. No candidate who fails election on the second ballot shall be considered further unless twenty-five percent of the members present so request.
- l. No candidate who fails election on the third ballot shall be considered again during the present term.

Section 8. The Vice-President shall send a notification of election to all electees within 24 hours of the election meeting.

Section 9. The Vice-President shall inform those individuals who completed all requirements for, but were not elected to membership, of their failure to be elected. The email shall state that each individual is invited to arrange to discuss privately with the Vice-President the details of the decision.

Section 10. Election of Professional Candidates:

- a. Nominations for Alumnus Engineer and Eminent engineer shall be closed three (3) weeks prior to the beginning of the semester.
- b. Candidates shall be notified of their nomination in writing. Return of a resume prior to a specified date shall be considered acceptance of said nomination.
- c. All candidates shall be critically evaluated by the Advisory Board, including an interview, if practical.
- d. Every effort shall be made to elect at least one professional per semester from outside or within the University.

Section 11. All members shall keep the election results in absolute confidence so that no candidate shall learn of his election except by means of the official letter.

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

Section 13. Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a veteran.

Bylaw VII – Finances

Section 1. The expense of the Chapter shall be borne by the initiation fees. The

initiation fees shall be paid before the formal initiation.

Section 2. The initiation fees shall include all National fees, a Chapter operating expense fee, and the cost of one initiation banquet. The fees may be changed by a two-thirds affirmative vote.

Section 3. There shall be no Chapter dues levied upon the members with the exception of special assessments approved by a three-fourths affirmative vote of the total active undergraduate membership of the Chapter.

Section 4. The Treasurer and Chief Advisor shall have authority to defer initiation fee payments. Electees deferring initiation fee payments shall be honor bound to pay the funds when able and shall be contacted once per semester by the Chief Advisor to discuss whether payment can be made.

Section 5. All payments and deposits shall be made in accordance with Purdue Student Organizations procedures.

Bylaws VIII – Awards

Section 1. Chapter Laureate Award:

- a. In the fall semester of each year, the Internal Affairs Committee shall choose a Chapter Laureate from among the Active members.
- b. The award shall be based on the member's contributions in a cultural, athletic or social context. The award shall not be based on academics.
- c. The recipient of the Chapter Laureate Award shall be nominated as Purdue's candidate in the National Laureate competition.
- d. This scholarship shall be given in accordance with the policies of and in cooperation with National Headquarters.

Section 2. Marion B. Scott Award:

The Marion B. Scott award shall be presented every Spring semester to an outstanding professor in the Schools of Engineering at Purdue.

- a. Nomination Procedure:
 1. Contact the respective heads of each School of Engineering requesting the names of 1-2 nominees for the award along with a short description of the nominee's contributions.
 2. The award is based on contributions to student teaching, as opposed to research.
- b. When all nominations are gathered, the Internal Affairs Committee will review the nominee's credentials in order to choose a recipient.
- c. The award shall be presented at the Spring Banquet.
- d. The award plaque shall be located in a prominent place in one of the Schools of Engineering.

Bylaw IX – Active Member Status

Section 1. Members must attend at least two (2) chapter meetings each semester they are on campus, at least one of which must be either the candidate election meeting or the officer election meeting. If this criterion is not met, the members are automatically removed from active membership.

Section 2. Each member must be notified before being placed on chapter inactive status. At this time, he or she may request that his or her case be heard individually by the Advisory Board.

Section 3. Being removed from the active membership does not revoke membership in the Tau Beta Pi Association. It may revoke all privileges associated with membership in the Indiana Alpha Chapter, including but not limited to: invitation to general meetings and member activities, inclusion in the Resume Book, consideration for scholarships, and any communication with the chapter.

Section 4. A chapter inactive member may be reactivated by meeting the criteria in Section 1.

Bylaw X – Suspension of the Bylaws

Section 1. These Bylaws may be suspended only by a two-thirds affirmative vote of the active membership of the Chapter and by a five-eighths affirmative vote of the active Advisory Board, as provided in C-VI, 5.

Bylaw XI – Amendments

Section 1. These Bylaws may amended by a two-thirds affirmative vote of the active membership of the Chapter, subject to the approval of the Advisory Board, as provided in C-VI, 7b.

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.

Section 3. All amendments to the constitution and bylaws are subject to the approval of the Office of the Dean of Students.

Adopted by unanimous vote of
INDIANA ALPHA CHAPTER of
TAU BETA PI ASSOCIATION
On March 23, 1954

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