

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



**Bylaw I - General**

Section 1. The Bylaws stated herein shall govern the proceedings of this chapter in all matters not specifically provided for in the Constitution, Bylaws and Convention Acts of the Tau Beta Pi Association, Inc.

Section 2. This Chapter shall conform to the rules and regulations of Rose-Hulman Institute of Technology which apply to honor societies.

Section 3. Should there be a conflict between the Constitution, Bylaws and Convention Acts of The Tau Beta Pi Association, Inc., and the rules and regulations of Rose-Hulman Institute of Technology, the rules of Rose-Hulman Institute of 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 Tau Beta Pi Association, Inc. and to the Bylaws of Indiana Beta Chapter shall be of the form shown below:

- a. C-VI,1 -- National Constitution Article VI, Section 1
- b. B-I,1.02 -- National Bylaw I, Section 1.02
- c. IBB-II,1 -- Indiana Beta Chapter Bylaw II, Section 1

**Bylaw II - Chapter Government**

Section 1. This Chapter shall be composed of members chosen from eligible undergraduate and graduate students and alumni on the bases set forth in C-VIII and in The Eligibility Code of The Tau Beta Pi Association, Inc.

Section 2. This Chapter shall govern itself as guided by the Constitution, Bylaws, and Convention Acts of the Association. The control of the Chapter's individual affairs 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 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 under the provisions of B-VI, 6.05 or IBB-III,10.

Section 3. The officers of this chapter shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. They shall be elected to office during the month of April for a term of one year beginning on the second Monday in May. Vacancies occurring during the normal term of office shall be filled by special elections as soon as possible.

Section 4. The Advisory Board of this Chapter shall be comprised of four alumnus members elected, one each year, for terms of four consecutive years, and the President, Vice-President, and Corresponding Secretary of the Chapter. The senior member of the Advisory Board shall act as its chairman. At the beginning of each year those on the Board shall be notified, and those not having a copy of the Chapter Bylaws shall be supplied with one.

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

Section 7. 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 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 Treasurer shall monitor the finances and financial records of the Chapter.
- g. The Advisory Board shall work with the administration of Rose-Hulman Institute to serve the Institute through the efforts of the Chapter.
- h. The President shall encourage the Chapter members to participate in District activities.

### **Bylaw III – Meetings**

Section 1. Once each year: The following regular meetings shall be scheduled and held Organization, Election 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: preliminary consideration of candidates, election of candidates, informal initiation, formal initiation, and banquet.

Section 3. Special meetings may be called at any time by the President, any alumnus member of the Advisory Board, or upon written request of 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 these Bylaws.

Section 5. The first meeting of each year shall be held within three weeks of the start of Fall quarter.

Section 6. The officers shall present a complete calendar of the regular meetings of the Chapter for the quarter 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 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 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. A member who must miss such a meeting shall submit his or her reasons to the President, in writing, before the meeting, unless the excuse is illness.

Section 10. An active member will become inactive if he or she misses two consecutive chapter meetings without written notice, unless the excuse is illness. An inactive

member will be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board (See B-VI,6.05(b).).

Section 11. The President shall call a meeting of the Advisory Board at least twice a year, once in the Fall and once in the Spring quarters, to discuss Chapter activities. The minutes of each Advisory Board meeting shall be read at the following regular meeting of the Chapter. Additional meetings of the Advisory Board may be called by any of its members or upon written request to the Chair of the Board signed by 20% of the active members of the Chapter.

Section 12. A quorum for the consideration of routine business shall be a majority of the active membership of the Chapter; for the election of new members, for changing the initiation fee or Chapter dues, for passing an assessment on the members of the Chapter, for amending the Chapter Bylaws, and for approval of a proposed amendment to the Constitution of the Association, a quorum shall be three-fourths of the active membership; for the election of officers, the quorum shall be sixty percent of the active membership. A quorum for an Advisory Board meeting 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 any committees as the Chapter shall desire and establish.

Section 2. As early as possible after the committee chair is appointed, the President shall provide the committee chair with a list of his or her committee's specific duties and responsibilities.

Section 3. Each committee chair shall make a report on the progress of his or her committee's activities at each chapter meeting.

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

Section 1. Election of new members shall be in the Fall and Spring Quarters as soon as possible after grades for the previous term become available.

Section 2. All candidates for membership shall meet the requirements for initiation and membership as set forth in the Constitution and Bylaws of the Tau Beta Pi Association.

Section 3. Scholastically eligible students in the following undergraduate curricula shall be considered for membership in the Chapter: Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Engineering Physics, Mechanical Engineering, Optical Engineering, and Software

Engineering. Scholastically eligible students in the following graduate curricula shall be considered for membership in the Chapter: Biomedical Engineering, Chemical Engineering, Civil Engineering, Electrical Engineering, Engineering Management, Environmental Engineering, Mechanical Engineering, and Optical Engineering.

Section 4. A two-week period following the meeting for consideration of candidates shall be utilized by the active membership to become individually familiar with the character and background of those proposed candidates.

Section 5. Election of new members shall be held following the period outlined in IBB-V, 4 at a scheduled meeting comprising no less than three-fourths of the active membership.

Section 6. No candidate shall learn of his or her election prior to their official notification.

Section 7. The Chapter 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 8. Exemplary Character Evaluation

- a. Letters shall be sent to scholastically eligible candidates inviting them to complete and return a resume/questionnaire form describing their activities and interests. The letters shall contain a specific deadline for returning the resumes.
- b. At the election meeting, the Chapter shall review all resumes thru an open discussion of each, one by one. The Chapter shall also hear at this time the recommendations or denouncements by active Chapter members acquainted with the candidates under discussion.
- c. If the Chapter so desires, it may, by simple majority vote, require that the candidates participate in a project to be named at that time.

#### Section 9. 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 in order of decreasing class rank 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.

Section 10. Letters of notification of election shall be mailed no later than one day after the Election Meeting.

Section 11. 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 12. The Chapter may assign additional duties to electees, subject to the provision of B-VII, 7.02.

Section 13. An initiation banquet shall be held as soon as feasible after each formal initiation.

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

Section 1. Sixty percent of the total active membership shall constitute a quorum for the election of officers.

Section 2. Nominations for officers and for new Advisory Board members shall be from the floor, or by a nominating committee appointed by the President.

Section 3. Election of officers shall be by secret ballot. The Chapter President and all nominees for the office under consideration shall be excluded from voting.

Section 4. A majority of the active membership present shall be required for election. In the event that no candidate receives a majority on the first ballot, the two candidates (or more in the event of a tie) receiving the largest number of votes shall be the subject of a second balloting in which the eliminated nominee or nominees, but not the Chapter President, shall be allowed to participate. Where a multiple tie occurred on the first ballot, a third balloting may be necessary, and shall be conducted in the same manner as was outlined for the second ballot.

### **Bylaw VII - Finances**

Section 1. The initiation fee for all initiates shall be determined by the Treasurer and submitted to the Chapter for approval prior to each initiation. The initiation fee shall cover all national fees, a four-year subscription to The Bent, all operating expenses of the Chapter, and the cost of the initiation banquet.

Section 2. The treasurer shall present an itemized list of these fees to all electees within one day of the official letters of notification of election.

### **Bylaw VIII - Pre-Initiation Duties of Pledges**

Section 1. A suitably proportioned replica of the Bent shall be presented to each pledge and shall be worn by the pledge throughout the day of his or her initiation. Each pledge shall be required to prepare his or her Bent in a manner prescribed by the Chapter President and to return it for inspection prior to formal initiation.

Section 2. Each pledge shall be required to obtain the signatures of all of the officers and 10 of the TBIP Rose-Hulman Faculty.

### **Bylaw IX - 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 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.

### **Bylaw X - Records and Equipment**

Section 1. All permanent records of the Chapter shall be kept current and up-to-date by the Chapter officers who are normally concerned with them. For instance, the Treasurer shall be responsible for all financial records.

Section 2. All initiation equipment and related materials shall be maintained by the Vice-President.

Section 3. All records and an inventory of all equipment owned by the Chapter shall be turned over to the new officers at the Installation of Officers Meeting.

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

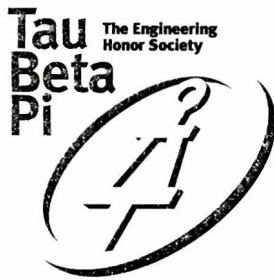
Section 1. These Bylaws may be amended by a three-fourths vote of the total active membership of the Chapter.

Section 2. Proposed amendments must be submitted to the Chapter in a scheduled meeting at least one week prior to voting on said amendment.

### **Bylaw XIII - Enactment**

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on March 15, 2005 and supersede all previous Bylaws of this Chapter.





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

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

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

March 18, 2005

## Eligible Curricula Approved

President, IN B 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: IN B 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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