

The Bylaws  
of the Indiana Epsilon Chapter  
of Tau Beta Pi

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## Bylaw I – General

### Section 1. Purpose of Bylaws

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. University Regulations

#### Section 2.01. Conform with University Regulations

This Chapter shall conform to such rules and regulations of Tri-State University and of the College of Engineering as may apply to honor societies

#### Section 2.02. Conflicts with University Regulations

In the event of conflict between the Constitution and Bylaws of The Tau Beta Pi Association, Inc., and the rules and regulations of Tri-State University and/or the College of Engineering, the rules of the University and/or the College of Engineering shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

### Section 3. Abbreviated References

Abbreviated references to the Constitution and 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. BL-II, 40.1 – Local Bylaw II, Section 4.01

## Bylaw II – Government and Officers

### Section 1. Authority of the Chapter

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 defined in C-VI, 1 and BL-V, 14.

### Section 2. Officers

The Officers of this Chapter shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Cataloger, who shall be Active Members of the Chapter; Treasurer who may be an Active Member of the Chapter or a Member of the faculty Tau Bates; and four Alumni Advisors, preferable elected from among the faculty of the College of Engineering (C-IV, 10).

### Section 3. Advisory Board

#### Section 3.01. Composition of Advisory Board

The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four elected Alumni Advisors.

#### Section 3.02. Chairman of the Advisory Board

The Chairman of the Advisory Board shall be elected by its Members at the first board meeting of the year.

#### Section 3.03. Terms of Office, Advisory Board

Elected Alumni Advisors of the Advisory Board shall serve four-year terms (C-VI, 7). All other Officers shall serve for two semesters or until their successors are duly elected and installed.

### Section 4. Duties of Officers

#### Section 4.01 General Description

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, those prescribed in these Bylaws and by Chapter action, and those specified in the President's book (B-V, 5.03).

#### Section 4.02. Duties of the President

- A. 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 (BL-II, 2)
- B. The President shall be an ex-officio member of all committees.
- C. The President shall see that each Officer and committee chairman 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.
- D. B-V, 5.03A; B-V, 5.05; B-I, 1.04, 1.06; BL-V, 8, 11; BL-III, 7; BL-IX, 2.

#### Section 4.03 Duties of the Vice President

- A. B-V, 5.03B

#### Section 4.04. Duties of the Recording Secretary

- A. 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 material as the Chapter may deem desirable.
- B. The Recording Secretary shall notify each active member about each meeting at least one day in advance of the meeting
- C. B-V, 5.03C.

#### Section 4.05. Duties of the Corresponding Secretary

- A. The Corresponding Secretary shall serve as Secretary of the Advisory Board.
- B. B-V, 5.03D; B-VII, 7.05, 7.07.

#### Section 4.06. Duties of the Treasurer

- A. BL-VII, ALL.

#### Section 4.07. Duties of the Advisors

- A. The Advisors shall provide to the President a list of all "eligible" candidates for Initiation within the first full academic week of the fall and spring semesters.
- B. The Advisors shall keep track of all students who have become eligible yet have not been initiated. This list shall also be submitted to the President in the period described above.

### Bylaw III – Meetings

#### Section 1. Robert's Rules of Order

Robert's Rules of Order shall be the parliamentary guide of the Chapter in all matters not covered by the Constitution and Bylaws of the Association or these Bylaws.

#### Section 2. Regular Meetings

##### Section 2.01 Regular Meetings Held Twice a Year

The following regular meetings shall be scheduled and held twice each year: Organizational, Election of Officers, and one General Meeting of a social, literary or technical nature.

##### Section 2.02. Regular Meetings Held Once Each Semester

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, and initiation of electees.

### Section 3. Special Meetings

Special meetings may be called at any time by the President, any Alumni Member of the Advisory Board, or upon written request to the President signed by 20% of the Members of the Chapter

### Section 4 First Meeting

The first meeting of each semester shall be held within two weeks of the start of the semester.

### Section 5. Meeting Calendar

The Officers shall present a complete calendar of the regular meetings of the Chapter for the semester. This calendar shall be made available to all Active Members no later than the second meeting of the semester.

### Section 6. Order of Business and Meeting Length

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 the Officers
- D. Reports of the Committees
- E. Unfinished Business
- F. New business
- G. Adjournment

### Section 7. Advisory Board Meeting

The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for the semester. The minutes of each Advisory Board meeting shall be read at the following regular meetings of the Chapter. Additional meetings of the Board may be called by any of its Members or upon written request of the Chairman of the Board, signed by 20% of the Active Members of the Active Members of the Chapter.

### Section 8. Quorum

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 or disapproval 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, a Quorum shall be two-thirds of the Active Membership. A Quorum for an Advisory Board meeting shall be five Members of the Board.

## Bylaw IV – Committees

### Section 1. Establishment

Subject to the provisions of B-V, 5.02, The President may appoint the Chairman and Members of the following committees: Membership, Initiation, Program, Social Activities, 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. Duties

See BL-II, 4.02C.

## Bylaw V – Election of New Members and Membership

### Section 1. Election Periods

Election of new Members shall be held two times per year, in the fall and spring semesters as soon as possible after grades for the previous semester become available through the Advisors.

### Section 2. Constitutional Requirements

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

### Section 3. Eligibility Based on Curriculum

Scholastically eligible day students in the following curricula shall be considered for Membership in this Chapter: Chemical Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering, Computer Engineering, Software Engineering and Biomedical Engineering.

### Section 4. Eligibility of Transfer Students

Transfer students shall be eligible for consideration at the third regular election after their registration. Such students may be eligible at the second regular election after their registration, provided the consent of five-sevenths of the Advisory Board is obtained.

### Section 5. Eligibility Questionable Due to Scholastics

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

### Section 6. Eligibility based on Scholastic Requirements

The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII  
A. Minimum GPA: 3.0 Seniors; 3.1 Juniors.

### Section 7. Membership Committee Locate Eligible Candidates (Non-Student)

The Membership Committee shall periodically consult with the chairman of the various engineering departments to determine the names of graduate students, alumni, faculty and others who may be eligible for Membership under the provision of C-VIII, 3-6 (BL-II, 4.02).

### Section 8. Election of New Members

#### Section 8.01. Election Based on Character

New Members of the Chapter shall be elected from 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 a secret ballot and by a majority of the Active Membership of the Chapter. The Eligibility Code shall be read by the President at the election meeting (B-VI, 6.03).

#### Section 8.02. Determination of Character

This Chapter shall require at least two of the following methods for evaluating the character of the candidates: Professor Evaluations and Recommendations, Student Member Recommendations, Written Essay, Dean of Students Recommendation, Personal Interview. At the time of election all character evaluations shall be reviewed before the voting.

#### Section 8.03. Method of Vote

At the time of the election, the names of all eligible students shall be read. Each student will then be considered individually and voted on after all names are read (Seniors first, Juniors last) and voted on, there shall be a second individual ballot for all those who did not pass the first. No student who fails election on the second ballot shall be considered further unless twenty five percent of the voting Members present so request. No student who fails election on the third ballot shall be considered again at this election. Any such students may be considered at subsequent elections if they are again eligible.



## Section 9. Confidential Election Results

All Members shall keep the election results in absolute confidence so that no candidate shall learn of the 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 10. Duties of Electees

- A. Each electee shall be required to read the Constitution and Bylaws of the Association and these Bylaws of the Chapter.
- B. Each electee shall submit a complete quiz to the President of the Chapter. The quiz shall be provided to the electees by the President.
- C. Each electee shall perform an initiation duty which will advance their profession character and/or the standing of Tau Beta Pi at Tri-State University. Duties shall be as prescribed by the Officers of the Chapter.
- D. B-VII, 7.01, 7.02, 7.03.

## Section 11. Introductory Electee Meeting

At the first meeting with the 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. With acceptance of Membership, the electee will also agree to pay any expenses incurred in case he does not become a member.

## Section 12. Refusal Based on Financial Reasons

Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VII, 10(A).

## Section 13. Active Member

### Section 13.01. Meeting Requirement

The members who attend the election meeting, initiation, and at least one additional chapter meeting or activity per semester will be considered "Active Members" for that semester (B-VI, 6.05).

### Section 13.02. Semester Requirement

Members must be "Active" for all but one semester during their membership in the organization. If "Non-Active" status is obtained for more than one semester, the member will not receive a Tau Beta Pi honor cord, or the equivalent, upon graduation.

### Section 13.03. Exemptions

School recognized absences will be taken into consideration by appeal to the officer/advisory board.

## Bylaw VI – Installation and Election of Officers

### Section 1. Officers Elected

The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Cataloger shall be elected in the Spring and Fall semesters and shall serve for the following two semesters. Alumnus Members of the Advisory Board shall be elected at the end of the previous Advisors term.

### Section 2. Nominations

Nominations for Officers shall be made from the floors at the Election of Officers Meeting.

### Section 3. Installation

The fall Election of Officers Meeting shall occur after the fall initiation. The Officers Elect shall be installed before the end of the semester. The spring Election of Officers Meeting shall occur four weeks prior to the end of the Spring Semester. The Officers Elect shall be installed before the end of the Spring Semester. The Chapter Officer Installation Procedure given in the President's Book shall be the guide to the installation of the new Officers. During the period following election until the initiation, and if need be afterwards, each Officer Elect shall work closely with his or her Officer counterpart to learn the duties and responsibilities of the Office.

### Section 4. Voting

The Elections of Officers shall be by secret ballot. Two-thirds of the Active Membership shall constitute a Quorum for the Election of Officers Meeting, and a majority of the Quorum shall be required for Election. A vote by the Members present will cause the Nominee receiving the least number of ballots to be dropped from further consideration until one receives a majority vote.

### Section 5. Vacancies

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. Fees – General

The expenses of the Chapter shall be borne by the Initiation Fee and such dues and pro rata assessments as may be voted by the Chapter. A majority vote of the Active Membership shall be required to change any fees or dues or to levy any assessment. Within 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. Initiation Fee

The specific amount of the Initiation Fee to be charged shall be set during the first Chapter meeting in the fall semester of the year. The Initiation Fee shall include the National Initiation Fee, the National Convention Assessment, and Chapter Membership dues. It shall be paid in advance of initiation (B-VII, 7.04).

### Section 3. Convention

The Treasurer shall be authorized to advance to the Convention Delegate a sum sufficient to cover expenses he expects to incur in attending the Annual Convention of the Association.

### Section 4. Bookkeeping System

The Chapter shall use the Official Bookkeeping System of the Association.

### Section 5. Minimum Balances

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. Check or Cash Balance

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. Fiscal Year

The Chapters Fiscal Year shall be May 1 to April 30.

### Section 8. Audit

Immediately following the end of the Chapter's Fiscal Year, at least one Alumnus Member of the Advisory Board shall audit the books.

## Section 9. Non-Profit

No part of the net earnings of the Chapter will inure to the benefit of, or be distributable to, Members of Officers of the Chapter or to any other individual.

## Bylaw VIII – Discipline

### Section 1. Purpose

It is the intent of this Disciplinary Bylaw to impress the Membership with the seriousness of the 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 or encumbered by a possible lack of interest upon the part of a few members.

### Section 2. Refer to Constitution

Discipline shall be in accordance with C-IX, 4 and 5.

## Bylaw IX – Records and Equipment (B-VI, 6.04)

### Section 1. Updated Records

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

### Section 2. Ritual Material

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. Inventory

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. Charter Display

The Charter of this Chapter shall be framed under glass and prominently displayed at a location determined by the Dean of Engineering.

### Section 5. Inspection of Records

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 the Ritual may not be inspected by Non-Members of the Association.

## Bylaw X – Suspension of the Bylaws

### Section 1. Suspension

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. Affirmative Vote

These Bylaws may be amended by a three-fourths affirmative vote of the Active Membership of the Chapter, subject to the approval of the Advisory Board, as provided in C-VI, 7 (B). (B-XII, C-XVI)

**Section 2. Send Copy to Association**

The Corresponding Secretary shall send a copy of the Bylaws, as amended, to the Secretary-Treasurer of the Association within two weeks after the Amendment is adopted.

**Bylaw XII – Enactment**

**Section 1. Effective Date of Bylaws**

These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on March 26, 1981. (C-XVII)

Signature of President:           Oanh Nguyen          

Signature of Advisor:           Ryan Oster