

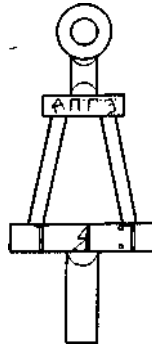
BYLAWS

Tan Beta Pi
of the

KANSAS BETA CHAPTER

of

THE TAU BETA PI ASSOCIATION



KANSAS BETA CHAPTER
THE WICHITA STATE UNIVERSITY
BOX 44 WICHITA, KS 67260-0044

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BYLAW I - - GENERAL

Section 1. These Bylaws shall govern the proceeding 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 Wichita State University and of its College of Engineering 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 Wichita State University and/or its College of Engineering, the rules of Wichita State 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 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. KBB -1, 4 - - Kansas Beta Chapter Bylaw I, Section 4.

BYLAW II - - GOVERNMENT AND OFFICERS

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

Section 2. Inactive member status.

- a. Any member may be declared inactive by notifying the President or Vice-President of the Chapter that he or she no longer desires to be active.
- b. Any member who misses two or more Chapter meetings during a semester without a valid excuse (i.e., class or work conflict or illness) shall automatically be declared inactive. Validity of excuses shall be determined by a majority vote of the Advisory Board.
- c. Inactive members may be readmitted to active status upon approval of a written petition by the Advisory Board, as provided for in B - VI, 6.05(b). Such petitions will be reviewed only at the beginning of the Fall and Spring semesters.

Section 3. Any electee from the previous semester who was unable to attend the initiation may participate in the present semester's Chapter activities and meetings as a non-voting member. Such participation shall be allowed for one semester only, with the intent that the electee be initiated at the next regular ceremony.

Section 4. The Chapter shall have full control over 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. Only active undergraduate members shall have the privilege of voting on new members and on the amounts of the initiation fee, dues, fines, and assessments.

Section 5. The Officers of this Chapter shall be a President, Vice President, Recording Secretary, and Corresponding Secretary/Cataloger, who shall be active members of the Chapter; a Treasurer, who may be an active member of the Chapter or a member of the faculty; and four alumnus advisors, preferably elected from among the faculty of the College of Engineering

Section 6. Advisory Board.

- a. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumnus members of the Association. The Chair of the advisory Board shall be elected by its members at the first Board meeting of the year. The Corresponding Secretary shall serve as the Secretary of the Advisory Board.
- b. Alumnus members of the Advisory Board shall serve four-year terms, as specified in C - IV, 7. All other Officers shall serve for one year or until their successors are duly elected and installed.

Section 7. Duties of Officers.

- a. 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.
- b. A description of the duties of each Officer shall be kept in the Chapter files and in the President's Book. At the end of the Spring term, the chapter Officers shall meet and modify these duties by consensus.

Section 8. 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 KBB - II, 5.

BYLAW III - - MEETINGS

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

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

Section 5. The first meeting of each semester shall be held within one month of the start of the semester.

Section 6. Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting. Such notice shall be given three to fourteen days prior to the meeting.

Section 7. Business meetings, other than the Election Meeting, shall last no longer than ninety minutes, 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 Officers
- d. Reports of committees
- e. Unfinished business
- f. New business
- g. Adjournment

Section 8. 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 meeting of the Chapter. Additional meetings of the 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 9. 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, the 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. Subject to the provisions of B - V, 5.02, the President shall appoint the chair 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. As early as possible after committee appointments are made the President shall provide each committee chair with a list of his or her specific duties and responsibilities.

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

BYLAW V - - ELECTION OF NEW MEMBERS

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

- a. In accordance with the national rules the accepted Engineering Majors at Wichita State University eligible for membership shall be: Aero Space Engineering; Bio Engineering; Computer Engineering Electrical Engineering; Industrial Engineering; Manufacturing Engineering; Mechanical Engineering.

Section 2. All provisions of C - VIII and B - VI shall be strictly followed in determining the eligibility of candidates for membership. In addition, no student shall be eligible for membership before completing at least 9 hours of Engineering course work, not including Engineering 100 and/or 125.

Section 3. A detailed set of instructions for determining eligible students for membership in accordance with KBB - V, 2 shall be kept in the Chapter files. Copies shall be provided for the Election Committee.

Section 4. 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.

Section 5. The membership committee 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 6.

Exemplary character evaluation,

- a. Get-Acquainted Meeting

1. Letters shall be sent to scholastically eligible candidates inviting them to a get-acquainted meeting.
2. A get-acquainted meeting shall be held at which the Chapter members will meet the candidates. The candidates shall be introduced to the purposes and activities of Tau Beta Pi.
3. The Chapter members shall be asked to make recommendations on the candidates they met during the get-acquainted meeting, at the Chapter's election meeting.

- b. Project or activity participation.
 - 1. Letters shall be sent to scholastically eligible candidates inviting them to sign up for participation in one of the Chapter's projects.
 - 2. A member of the membership committee shall serve as candidate participation coordinator for each of the projects available for candidate participation.
 - 3. Each of the candidates shall be required to actively participate in a project to receive further Chapter consideration.
 - 4. Projects that involve physical violence, offense to dignity or decency, and/or public exercises that make the candidate ridiculous in any way are strictly prohibited.
 - 5. At the election meeting the membership committee shall make recommendations based on the candidates' participation in their assigned projects.

Section 7. Voting procedure.

- a. At the Election Meeting, the Eligibility Code shall first be read.
- b. The names of eligible candidates will be submitted to the Chapter membership in groups by the membership committee along with the committee's favorable recommendation for each candidate in the group. The size of the groups shall be determined by the membership committee.
- c. If any active member has a question about any of the candidates in a group, that candidate's name shall be removed from the group ("purged") and considered separately.
- d. A Chapter vote shall be taken on the remainder of the group.
- e. Each candidate removed from a group and candidates who did not receive a favorable recommendation from the membership committee shall be considered separately after all groups have been voted on. Each name shall be presented for discussion and voted on before the following name is considered.
- f. After all names have been considered and voted on, there shall be a second individual ballot for each candidate who failed election on the first ballot.
- g. No candidate who fails election on the second ballot shall be considered further unless 25% of the members present so request.
- h. No candidate who fails election on the third ballot shall be considered again at this election.

Section 8. Letters of notification of election results shall be mailed to all candidates within one week of the Election Meeting.

Section 9. 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 10. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board as required by C - VIII, 10(a).

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

BYLAW VI -- ELECTION AND INSTALLATION OF OFFICERS

Section 1. The President, Vice President, Recording Secretary, Corresponding Secretary/Cataloger (and special Officers, if any), and an alumnus member of the Advisory Board shall be elected in the spring semester.

Section 2. Nominations may be made from the floor at the Election of Officers Meeting.

Section 3. The election of Officers Meeting shall be held at least four weeks prior to the end of the spring term. Officers-elect shall be formally installed at the last meeting of the year. The Chapter Officer Installation Procedure given in the President's Book shall be employed to install the new Officers. During the period following the election until the installation, each Officer-elect shall work closely with his or her Officer counterpart to learn the duties and responsibilities of the office.

Section 4. The election 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. 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. 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 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 of any changes in amounts of the Chapter's initiation fee, dues or assessments.

Section 2. Initiation costs.

- a. The initiation fee for all initiates shall be \$75.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of \$32.00, the national Convention assessment of \$7.00, and the operating expenses of the local Chapter.
- b. A rough bent casting shall be provided at cost to any initiate member who desires to purchase one. This cost will be refunded when the casting is polished to the satisfaction of the President of the Chapter.

Section 3. The Chapter shall use the official bookkeeping system of the Association (except as provided in B - V, 5.03(e)(2)).

Section 4. 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 by the Treasurer.

Section 5. Chapter expenditures incurred by a member with the approval of the President and Vice President shall be reimbursed by the Chapter Treasurer upon presentation of a receipt for said expenditures.

Section 6. The Chapter's fiscal year shall be May 1 to April 30.

Section 7. No part of the net earnings of the Chapter will inure to the benefit of, or be distributable to, members or Officers of the Chapter or to any other individual.

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 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 and 5.

Section 3. A uniform system of fines for habitual tardiness may be established each year in which it is desired by the Chapter. A majority vote of the active membership shall be required to establish this system of fines for a period of one year.

BYLAW IX - - RECORDS AND EQUIPMENT

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

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

BYLAW - - AMENDMENTS

Section 1. Amendments to these Bylaws may be proposed by any three active members of the Chapter. A proposed amendment shall be submitted in writing to the President and signed by the members proposing it.

Section 2. 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).

Section 3. 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 - - DISSOLUTION

Section 1. In the event of dissolution of the Chapter, the residual assets shall be distributed to The Tau Beta Pi Association, Inc., a corporation organized and operated exclusively for educational and scientific purposes and exempt from federal income tax under Section 501(c)(3) of the U.S. Internal Revenue Code of 1954. Any such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

APPENDIX

REFERENCES CONTAINED IN MODEL CHAPTER BYLAWS (Summarized)

| Chapter Bylaw | Reference | |
|--------------------------|----------------------------|--|
| II,5b | C-VI, 7 | Outlines provisions for electing one, and only one, alumnus member to the Advisory Board each year. |
| IV,1 | B-V.5.02 | Standing Committees-restates the four committees listed in Section 1. Additionally provides that a 3/4 majority of the chapter may modify committee size and membership. |
| V.2.5 V.11 | C-VIII.B-VI B-VII, 7.02 | Outlines specific requirements for determining election eligibility. Contains sanctions against tasks that emphasize physical strength, or entail physical violence, ridicule, or offense to dignity and decency. |
| VII, 3 | B-V,5.03e(2) | States that the Tau Beta Pi bookkeeping system shall be used except when the rules of the Institution (WSU) require otherwise. |
| VIII, 2 | C-IX, 4 and 5 | Sec. 4: A member may be disciplined by suspension or expulsion. Sec 5: Outlines procedures and specifics of suspension, expulsion, & reinstatement |
| X,1 | C-VI, 5 | Permission from the Advisory Board to suspend the Bylaws must be submitted in writing. |
| . | | |
| XI, 2 | C-VI, 7b | A majority vote of the Advisory Board may veto any such amendment, subject to an appeal to the Executive Council. |

**The Kansas~Beta Chapter Tau Beta Pi Association.
Inc.**

8-27-93

KBB - II. 8 was:

Section 8. 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 KBB - II, 4.

Proposed change will correct referencing error:

Section 8. 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 KBB - II, 5.

KBB - V. 6(c)(1&2) was:

- c. Constitution and Bylaws exam.
 1. All electees shall be required to score at least 90% on a take home quiz, covering the Tau Beta Pi Constitution and National and Chapter Bylaws, to be considered for membership.
 2. The President and the Election Committee Chairman shall determine the contents of the exam.

Proposed change will reflect agreed upon procedure:

Delete this requirement

entirely. **KBB - VII. 2(a)(1) was:**

Section 2. Initiation costs.

- a The initiation fee for all initiates shall be \$36.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of \$21.00, the national Convention assessment of \$3.00, and the operating expenses of the local Chapter.

**Proposed Change to reflect agreed upon increase in fee according to
KBB - III. 8 and updating of the assessment levied by the Association.**

Section 2. Initiation costs.

- a. The initiation fee for all initiates shall be \$60.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of \$23.00, the national Convention assessment of \$7.00 and the operating expenses of the local Chapter.

Set to vote Feb 2010

Proposed Change to reflect agreed upon increase in fee according to KBB - III. 8 and updating of the assessment levied by the Association.

Section 2. Initiation costs.

- a. The initiation fee for all initiates shall be ~~\$60.00~~, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of ~~\$23.00~~, the national Convention assessment of ~~\$7.00~~, and the operating expenses of the local Chapter.

Passed vote March 30, 2010

19 yes; 1 no, 4 abstain → 76% meets required $\frac{3}{4}$