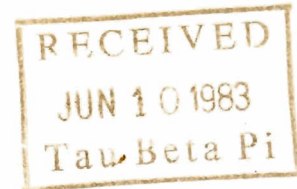


CHAPTER BYLAWS  
THE TAU BETA PI ASSOCIATION  
BETA OF LOUISIANA  
MAY 1983



Bylaw I -- General

- SECTION 1. The National Constitution and Bylaws shall constitute the supreme authority in all matters pertaining to the Louisiana Beta Chapter of Tau Beta Pi. The Chapter Bylaws shall govern the proceedings of this Chapter in all matters not specifically provided for in the Constitution and Bylaws, and in the Convention Acts of the Tau Beta Pi Association.
- SECTION 2. This Chapter shall conform to such rules and regulations of the College of Engineering and this 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 the College of Engineering and this University, such action shall be taken as deemed advisable by all parties concerned.

Bylaw II -- Government

- SECTION 1. The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, Cataloguer, Treasurer, and, if desired, an Assistant Treasurer, who shall be active members, except as noted in Bylaw II, Section 6, and an Advisory Board, as specified in C-VI, 7 of the National Constitution. The alumnus members of the Advisory Board shall be from the faculty of the College of Engineering.
- SECTION 2. Except for the members of the Advisory Board (See C-VI, 7), the officers of this Chapter shall hold office for one year.
- SECTION 3. The Chapter President shall be the delegate to the National Convention. The Chapter officers shall be alternates in the order listed in Section 1 above.
- SECTION 4. The duties of the officers shall be as outlined in B-V, Sec. 5.03, of the National Bylaws, and in the bylaws of this Chapter.
- SECTION 5. The following extra duties shall be required of the officers:
- a. The chapter President shall be a member, ex-officio, of all committees except the Initiation Committee of which he shall be the chairman. He shall see that each officer and committee chairman is provided with a written list of all specific duties for which each is responsible. These lists shall be discussed at the first meeting in the fall. A copy of each list shall be placed in the

- Recording Secretary's notebook and preferably also in the President's book.
- b. The Vice President shall be the Chairman of the Program and Social Activities Committees.
- c. The Recording Secretary shall be the Chairman of the Membership Committee. He shall also see that each new member is provided with an up-to-date copy of these bylaws for his permanent keeping.
- d. The Corresponding Secretary shall be a member of the Membership Committee. He shall keep an accurate, up-to-date list of the names and addresses of all active members of the Chapter. He shall post notices on the Chapter Bulletin Board of all regularly scheduled meetings at least one week in advance and of special meetings at least three days in advance. He shall notify the Advisory Board of all meetings. The Advisory Board shall be notified of the time set for election of new members at least one week in advance. He shall be keeper of all dies and stationery of the Chapter. He shall be responsible for supplying all required mimeographed forms and letters necessary to the Chapter's business.
- e. The Cataloguer shall be responsible for bringing the catalog cards up-to-date at least once during his term of office.
- f. The Treasurer, or the Assistant Treasurer if elected, shall be custodian of the Chapter's caps and gowns. These caps and gowns may be rented, on appropriate occasions, to members at prevailing rates.

- SECTION 6. A faculty member of the College of Engineering may be elected as either Treasurer or Assistant Treasurer. He shall be elected to this office for a term of one year, and he may be re-elected.
- SECTION 7. A Publicity Officer shall be appointed by the President. He shall be responsible for all Chapter publicity. He shall arrange for an explanation and description of the Tau Beta Pi Association to new students during the Freshman Orientation.

#### Bylaw III -- Meetings

- SECTION 1. The following meetings shall be scheduled and held once each year: organization meeting, election of officers, and planning meeting. The planning meeting shall be held soon after the election of officers.
- SECTION 2. The following meetings shall be scheduled and held once in the fall and once in the spring: preliminary consideration of candidates, election of candidates, initial pledge meeting, bent session, and formal initiation.
- SECTION 3. The first meeting of each semester shall be held within two weeks after registration.

- SECTION 4. A complete calendar of the regular functions of the Chapter shall be adopted by the members no later than the second meeting of the semester.
- SECTION 5. Special meetings may be called at any time by the President, by any member of the Advisory Board, or upon written request to the President signed by five active members.
- SECTION 6. All active members and the Advisory Board shall be notified of meetings well in advance by the Corresponding Secretary as provided for in Bylaw II, Section 5-d.
- SECTION 7. Robert's Rules of Order shall be the parliamentary guide of this Chapter on all points not provided for in these bylaws, and the Constitution and Bylaws of the Tau Beta Pi Association.
- SECTION 8. At all meetings except the open meetings 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. A quorum shall be as set forth in B-V, Sec. 5.06<sup>.07</sup>, of the National Bylaws.

Bylaw IV -- Election of Officers

- SECTION 1. Officers shall be elected in the spring, no later than one month before graduation, and shall serve for one year. At this meeting the new member of the Advisory Board shall also be elected.
- SECTION 2. The new officers shall take office at the termination of the election meeting.
- SECTION 3. Nominations for officers shall be by voice nomination from the floor and shall require two seconds. The nomination must be verbally accepted by the nominee and a verbal pledge of faithful service, if elected, must be given at the same time.
- SECTION 4. The election of officers shall be by secret ballot. Two-thirds of the total active membership shall constitute a quorum for election of officers, 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 held between the two leading candidates.

SECTION 5. If any office shall become vacant between the regular elections, a special election shall be held at the next meeting to fill any and all vacancies created thereby. The officer(s) elected at the time shall serve until the next regular election.

Bylaw V -- Committees

SECTION 1. Subject to the provisions in B-V, Sec. 5.02, the President shall appoint the 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 first meeting after the election of officers, and the first meeting after the fall initiation of new members.

SECTION 2. As early as possible after committee appointments, the President shall provide each committee chairman with a list of his specified duties and responsibilities (see II - 5, <sup>a</sup> of these bylaws).

SECTION 3. A general enumeration of duties and responsibilities of each committee shall be maintained in the President's book.

Bylaw VI -- Election of New Members

SECTION 1. The election of new members shall be held in the fall and spring semesters as soon as possible after the grades for the past semester become available.

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

SECTION 3. Regular students in good standing in any of the recognized departments of the School of Engineering shall be eligible for membership in this chapter.

SECTION 4. In deciding the time that certain students shall be eligible for membership, the academic year shall be divided into two semesters, as defined in the University catalog. A total of 8 semesters shall be required for graduation.

SECTION 5. Only active undergraduate members are eligible to vote on new members.

SECTION 6. In the fall the top fifth of the seniors who shall have completed semester 6 shall be eligible. No senior shall be elected who shall not have achieved a 3.00 out of 4.00 cumulative index through semester 6.

SECTION 7. In the fall four percent of the Junior class or less shall be elected and known as "Honor Students." These students shall have completed semester 4 and shall be chosen from the top tenth of their class.

- SECTION 8. A Senior may be elected in the spring of his last term. He shall have fulfilled the same requirements as those elected in the fall, after semester 6.
- SECTION 9. In the spring the top eighth of the Juniors who shall have completed semester 5 shall be eligible. No Junior shall be elected who shall not have achieved a 3.00 out of 4.00 cumulative index through semester 5.
- SECTION 10. 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, and delivered by mail as early as possible after the close of the election meeting. All members shall keep the election results in absolute confidence so that no elected student shall learn of his election except by means of the official letter, likewise he shall not be informed of the details of the vote, especially concerning the personal matters discussed at the time of the voting.
- SECTION 11. Each electee shall be required to notify the President, in writing, of his acceptance, and shall be so instructed in the letter of notification.
- SECTION 12. Each electee who refuses shall be interviewed by the Advisory Board.
- SECTION 13. Election of suitable alumnus members shall be encouraged by this chapter.
- SECTION 14. Transfer students shall have their eligibility determined solely on the basis of their Tulane grades if they have completed at least three semesters at this institution; otherwise, grades at other schools will also be considered.
- SECTION 15. In the spring of each year a letter concerning the induction of graduate students will be sent to each faculty member from the Membership Committee chairman. The letter will be a request for the nomination of graduate students for consideration by this organization. The academic credentials of the graduate students will be reviewed by the Advisory Board and if necessary, a personal interview would be conducted. Those students recommended by the Advisory Board will be considered for election by the same process used for undergraduate students.
- SECTION 16. A statement outlining the responsibilities of making character judgements shall be read immediately preceding discussion of candidates at the election meeting. This statement shall be contained in the President's Book and may be revised as necessary, subject to the approval of chapter officers.



This statement is to be read to the members of Tau Beta Pi who are taking part in the election of new members from a pool of eligiable candidates. The statement is to be read immediately before discussion on the first candidate commences.

It may be desiriable to read definitions of objective and subjective first, as these ideas are at the heart of the statement.

\*\*\*\*\*

"Whether a person should be elected to Tau Beta Pi is a subjective judgement based on both objective and subjective criteria which is guided by the following ideals. A member of TBP should be a professional of flawless character. He should be highly competent in his field and should live a principled life. That these guidelines are intended to be very demanding should not be overlooked. Membership in TBP is an honor bestowed by majority vote election; it is not passively awarded to all who appear to qualify.

Academic and professional qualifications are in general very objective in nature and well-defined. It is the subjective character judgement which often determine which of the eligible candidates are elected.

It is difficult to define flawless character objectively. The judgement of character is a subjective one made using both objective information and subjective feelings. Two dangers must be avoided in judging character. The first danger is taking hard facts too seriously, out of context. The second danger is relying too heavily on a feeling, which may not be very close to reality. The circumstances surrounding a person's behavior should be known comprehensively if that behavior is to be considered a reflection of character. The key is the correct interpretation of behavior.

It is impossible to censor any inputs to the election process, whether by omission or modification. in the absence of a divine censor, It is possible to discuss fully any comments or criticisms, to compare conflicting stories or feelings, and to make a final responsible judgement on the validity of what has been said.

During the election process, members who know the candidates should offer verbal comments, praise, or criticisms for the candidates as they see fit. The other members should use these comments as an aid in deciding their vote.

To those who make comments, when relating facts, try to provide the subjective context of the facts (including your own state of mind) so that they may be interpreted fairly. When relating your feelings, try to back them up with facts if you can, and try to say why you have come to feel as you do. Be aware that praise is precisely as powerful as criticism when a candidate is unknown. In general, try to be informative and fair. Neither slander nor deify the candidate.

To those who must judge a candidate they do not know: balance fact and feeling, and be aware that every comment you hear is second-hand: it is only someone else's perception of the person you are to judge. Trust their perceptions to the extent that you think reasonable and make a responsible judgment on your own.

What is said during the election process must go no further. Even though all comments should be made as conscientiously as possible, they may be in error. If harsh criticism or extreme praise seems justifiable, it should not be withheld for fear of what effect it may have in the future. Try to guarantee a fair election that you can live with. Do your best, be fair, then step back and let the election results stand."

#### Bylaw VII -- Records

- SECTION 1. Records shall be kept up to date and in good order (see B-III, lc). The complete records shall be turned over to the new officers upon assumption of office.
- SECTION 2. All records shall be open for inspection to any member of Tau Beta Pi in good standing,

#### Bylaw VIII -- 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 total active membership shall be required to change any fees or dues or levy any assessment. Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning the changes in the amounts of these dues and assessments.
- SECTION 2. The initiation fee for all initiates shall include a \$16.00 local chapter fee plus all current National fees.
- SECTION 3. Shortly after the spring election of officers, a committee composed of incoming and out-going Presidents and Treasurers shall prepare an estimated budget of expenses for the coming year as provided for in B-V, Sec. 5.04, c, of the National Bylaws.
- SECTION 4. Within one month of the election of new officers at least one member of the Advisory Board (but not the Treasurer if he is a faculty member on the Advisory Board) shall audit the Chapter's books. This provision shall not apply if both a Treasurer and an Assistant Treasurer have had custody of the Chapter's funds.

Bylaw IX -- Discipline

- SECTION 1. Discipline shall be in accordance with C-IX.
- SECTION 2. A uniform system of fines for habitual absence or tardiness may be established each year in which it is so desired. A majority vote of the total active membership shall be required to establish this system of fines for the period of one year.

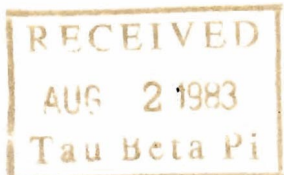
Bylaw X -- Special Projects

- SECTION 1. The special Chapter project shall be a Freshman Tutoring Service operated according to the instructions contained in the SPECIAL CHAPTER PROJECTS section of the President's Book.

Bylaw XI -- Amendments

- SECTION 1. These bylaws may be amended by a three-fourths vote of the total active membership of the Chapter, subject to the approval of the Advisory Board (C-VII, 4). ~~C-VI~~ <sup>CV-5</sup> Proposed amendments must be submitted to the Chapter in a scheduled meeting at least one week before the voting. Absentee ballots may be used if necessary.





## Bylaw VI-- Election of New Members

- SECTION 17. Exemplary Character Evaluation
- a. Letters shall be sent to scholastically eligible candidates inviting them to a get-acquainted meeting ("smoker").
  - b. 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.
  - c. 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.
- SECTION 18. 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 twentyfive 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.

**Rebecca Davis**

---

**From:** Powell M. Kinney [pkinney@tulane.edu]  
**Sent:** Wednesday, March 09, 2005 10:47 AM  
**To:** rebecca@tbp.org  
**Subject:** List of Eligible Curricula

Rebecca,

Here is the list of eligible curricula for Tulane's Chapter (LA B)

**Undergraduate Programs:**

Biomedical Engineering  
Chemical Engineering  
Civil Engineering  
Computer Engineering  
Computer Science  
Electrical Engineering  
Environmental Engineering  
Mechanical Engineering

**Graduate Programs:**

Biomedical Engineering  
Chemical Engineering  
Civil Engineering  
Computer Science  
Electrical Engineering  
Environmental Engineering  
Mechanical Engineering  
Engineering Science  
Engineering Management

Sorry for the delay.

Sincerely,

Powell M. Kinney  
President – LA Beta  
pkinney@tulane.edu



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

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

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

March 10, 2005

**Eligible Curricula not approved**

President, LA B Chapter

One of the curricula listed in the amended bylaws submitted by your chapter in compliance with Constitution Article VIII Sections 2(f) and 3(b) has not been approved by the Executive Council. The following program listed in your bylaws did not meet the Executive Council's established criteria to be considered an engineering program.

Computer science

The Executive Council believes that only students who meet all of the membership eligibility requirements and are enrolled in programs that meet at least one of the following criteria shall be eligible for election to membership:

1. The program must be ABET EAC accredited ([www.abet.org/eac1.html](http://www.abet.org/eac1.html)) or
2. The program must be administered by the unit of engineering and have the same name as any ABET EAC accredited program ([www.tbp.org/chapters/reports/ABET-EACPrograms.cfm](http://www.tbp.org/chapters/reports/ABET-EACPrograms.cfm)), or
3. The program name must be administered by the unit of engineering and include the noun 'engineering' in its name.

Only programs meeting the above stated criteria will be approved by the EC.

You may continue to consider students in this curriculum, but must appeal to the 2005 or 2006 Convention. Information on the appeals process is available on the chapters website ([www.tbp.org/chapters/reports](http://www.tbp.org/chapters/reports)). Please direct any questions to Roger Hawks at Headquarters.

Thank you for attending to this important issue in a timely manner.

Roger E. Hawks  
For the Executive Council

c: LA B Chapter file  
JD Froula, Secretary-Treasurer  
Chief Advisor  
D10 Directors

**The Tau Beta Pi Association, Inc., Founded 1885**  
Member of Association of College Honor Societies

508 Dougherty Engineering Hall, UTK, P.O. Box 2697, Knoxville, Tennessee 37901-2697  
Tel: (865) 546-4578 Fax: (865) 546-4579, E-Mail: [tbp@tbp.org](mailto:tbp@tbp.org) Internet: [www.tbp.org](http://www.tbp.org)