BYLAWS OF THE LOUISIANA EPSILON CHAPTER
OF
THE TAU BETA PI ASSOCIATION
Rev. 9/27/01

Bylaw I - General

Section 1. Governance  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. (Association).

Section 2. Mandated Rules and Regulations  This Chapter shall conform to all rules and
regulations pertaining to honor societies of the University of New Orleans and its College of
Engineering. Where they are in conflict with the rules and regulations of the Association, the rules
of the University of New Orleans and/or its College of Engineering shall prevail. All such conflicts
shall be reported to the Secretary-Treasurer of the Association.

Section 3. Implementation of the Bylaws  These Bylaws shall be in effect after they have
been approved by the Advisory Board and then accepted by a majority vote of the Chapter. These
Bylaws must receive the approval of the Association to be implemented. They shall remain in effect
unless they are suspended by written consent of the Advisory Board (C-VI,5). Additions and
modifications to these Bylaws must be made following the same procedure.

Section 4. Tau Beta Pi Constitution and Bylaw References  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.  LEB-I, 4   Louisiana Epsilon Chapter Bylaw I, Section 4.

Bylaw II - Government and Officers

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

Section 2. Chapter Control  The Chapter shall have full control over its individual affairs.
This control 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
only under the provisions of B-VI, 6.05.
Section 3. Chapter Officers  In accordance with C-VI,6 the officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Cataloger, who shall each be active members of the Society. In addition, there shall be a Treasurer, who may be an active member of the Society or a member of the faculty and four alumnus advisors. Each student officer shall be enrolled for six (6) or more semester hours each semester and must maintain eligibility according to the rules of the University at all times during his/her term of service.

Section 4. Advisory Board Composition  The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumnus advisors (including the Faculty Advisor) who are 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 chair should not be a student member, and shall serve for a period of one year.

Section 5. Advisory Board Term Definitions  Alumnus members of the Advisory Board shall serve four-year terms, as specified in C-VI, 7. All other officers shall serve for one year or until their successors are duly elected and installed.

Section 6. Officer Duties  The duties of the officers and the advisory board 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 7. Convention Delegate Determination  The President shall be this Chapter's delegate to the Convention of the Association. The other officers shall be the alternate delegates. In the event the President is unable to attend, the delegate shall be chosen from the alternates with preference given in the order stated in LEB-II, 3.

Section 8. Additional Officer Duties  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 to it 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 to it 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 any other material deemed appropriate by the Chapter.

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. In the absence of the Corresponding Secretary, the Advisory Board Chair will appoint a person to take the minutes of the meeting.

f. The President or his/her designee shall serve as the Chapter's representative on the Dean's Student Organizations Committee.
g. The President shall meet with the Dean of Engineering at least once per academic semester to discuss ways in which the Chapter may serve the College and the current status of the Chapter.

h. The President shall cooperate with the Director of Tau Beta Pi District 10 and shall encourage the members to participate in District activities.

Bylaws III - Meetings

Section 1. Regular Business Meetings The following regular meetings shall be scheduled and held once each year: Organization, Election of Officers, and Installation of Officers.

Section 2. Regular Membership and Social Meetings The following regular meetings shall be scheduled and held once in the Fall and once in the Spring semesters: Discussion of Election Procedures, Election of Candidates, Initiation of Electees, and one general meeting of a social, literary, or technical nature.

Section 3. Calling of 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 active members of the Chapter.

Section 4. Meeting Organization "Robert's Rules of Order" shall be the parliamentary guide of the Chapter in all matters of meetings not covered in the Constitution and Bylaws of the Association or in these Bylaws. As such 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 5. Initial Meeting Time The first meeting of each semester shall be held within three weeks of the start of the semester.

Section 6. Official Calendar The officers shall present a complete calendar of the regular meetings of the Chapter for the semester to the active members for their approval no later than the fourth week of the semester. Once adopted, the schedule cannot be changed but by a majority of the active membership of Chapter.

Section 7. Meeting Notices Notices announcing meetings shall clearly state the time, place, and purpose of the meeting. They shall be placed in prominent places within the Engineering Building at least one week in advance of the meeting.
Section 8. Time Limits on Meetings Business meetings, other than the Election Meeting, shall last no longer than one hour, unless extended by an affirmative vote of three-fourths of the active members present.

Section 9. Attendance Requirements Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons he/she judges to be good and sufficient. Continued absence of a member shall be just cause for disciplinary action by the Advisory Board as specified in C-IX, 5.

Section 10. Advisory Board Meetings The Chapter President or Faculty Advisor 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 by a written request signed by 25% of the active members of the Chapter.

Section 11. 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, changing the initiation fee or Chapter dues, passing an assessment on the members of the Chapter, amending Chapter Bylaws, and/or consideration of a change to the Constitution and Bylaws of the Association, a quorum shall be three-fourths of the active membership. A quorum for an Advisory Board meeting shall be five members of the Board.

Bylaw IV - Committees

Section 1. Chair Appointments 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 first chapter meeting following each initiation of new members.

Section 2. Committee Responsibility At the earliest possible time the President shall provide each committee chair with a list of specific responsibilities and duties.

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

Bylaw V - Election of New Members

Section 1. Election Times Election of new members shall be held in the Fall and Spring semesters as soon as possible after grades for the previous term become available. Election of new members can be delayed only with the approval of the Advisory Board and only in extreme or unusual circumstances.
Section 2. Eligibility and Election Procedures  All provisions of C-VIII and B-VI shall be strictly followed. To be considered a senior in engineering at UNO, the candidate must: (1) have successfully completed at least 32 engineering course hours (Appendix A); (2) have completed at least 90 semester hours; and (3) have completed at least 20 semester hours at UNO. To be considered a junior in engineering, the candidate must: (1) not meet senior eligibility criteria; (2) have successfully completed at least 16 engineering course hours (Appendix A); (3) have completed at least 60 semester hours; and (4) have completed at least 20 semester hours at UNO. The courses defined in Appendix A shall be reviewed by the Advisory Board during each fall and spring semester.

Section 3. Day Student Eligibility  Scholastically eligible day students in the following curricula shall be considered for membership in the Chapter: Civil Engineering, Electrical Engineering, Mechanical Engineering, and Naval Architecture and Marine Engineering. A day student shall be defined as one who takes his/her course work from the regularly appointed full-time faculty of the various engineering departments, whether the courses are taught during the day or night.

Section 4. Night Student Eligibility  Night students shall be defined as those students pursuing equivalent curricula to those named in LEB-V, 3 but having teachers that are different from them, i.e., if "day" sections of courses are taught by full-time faculty and "night" sections are taught primarily by part-time faculty this differentiates the two classes of students. Those students taking night classes taught by regular full-time faculty may be considered for membership in this Chapter, subject to the provisions of C-VIII, 2(a).

Section 5. Transfer Student Eligibility  Full-time and on-going transfer students shall be eligible for consideration at the third regular election after their initial registration.

Section 6. Limit of Membership Consideration  No student shall be considered for membership more than twice as a junior and more than twice as a senior.

Section 7. Scholastic Irregularities  The cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum shall be decided by the Advisory Board of the Chapter.

Section 8. Scholastic Requirements  The Chapter may elect to specify scholastic requirements higher but not less than those stated in C-VIII. Unless future action is taken, the scholastic requirements will be those stated in C-VIII.

Section 9.01. Eligible Individuals who are not Undergraduates  The membership committee shall annually 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 9.02. Eminent Engineers Any member of Tau Beta Pi (an active member of LA Epsilon or an alumna or alumnus of Tau Beta Pi) may nominate a person for consideration for election. The nominating person shall be responsible for producing sufficient documents and evidence that attest to the nominee's:

a. professional accomplishments
b. commendable character as exemplified by their past personal and professional activities
c. capacity to bring credit and honor to Tau Beta Pi thereby ensuring that they qualify for consideration as stated in the Eligibility Requirements for Alumni and Eminent Engineers, as described in C-VIII, 7.

This evidence must be submitted to the Election Committee and Advisory Board of LA Epsilon for consideration. The procedure prescribed in the constitution and bylaws of Tau Beta Pi will be followed.

Attainment of advanced degrees in engineering or other fields, business success, or acknowledgment for technical accomplishments are not in themselves sufficient reason for consideration for election.

Section 10. Exemplary Character Evaluation Procedures

a. Letters shall be sent to scholastically eligible candidates inviting them to an informative meeting at which time the President will explain the requirements, objectives, and activities of the Chapter and the Association. The exemplary character requirement will be explained in full and the procedures by which the Chapter ascertains a candidate's character will be stated and clarified as necessary.

b. Eligible candidates will then be required to attend a meeting at which they will be informally interviewed by Chapter members.

c. Candidates shall be asked to formally state in writing that, contingent upon their election, they will be active participants in Tau Beta Pi, and shall accomplish all duties assigned them by the President of the Chapter.

d. A member of the membership committee shall serve as candidate participation coordinator for each of the activities available for candidate participation. The candidate's level of participation will be characterized and recorded.

e. Each of the candidates shall be required to participate in activities as delineated in the Candidate Point Sheet which shall be provided to each candidate at the Candidate Social.

f. Candidates shall be required to read the Constitution and Bylaws of the Association and the Bylaws of the Chapter.

g. Projects that involve physical violence, offense to dignity or decency, and/or public exercises that make the candidate appear ridiculous in any way are strictly prohibited.

Section 11. Election Procedures

a. First, at the Election Meeting the Eligibility Code of Tau Beta Pi (page iv of the Constitution and Bylaws of the Association) shall be read.

b. At the Election Meeting the membership committee shall make recommendations for each candidate based on his/her overall participation in Chapter activities, the committee's assessment of the candidate's character, and the apparent progress of the candidate toward a degree.
c. At the Election Meeting the election of senior candidates shall precede the election of junior candidates. Within each class group a candidate's name shall be presented for discussion and said individual shall be voted on before the next is considered.

d. All procedures as stated in B-VI, 6.03 pertaining to the election of members by this method shall be followed.

e. The voting shall be by secret ballot. All members shall keep the election results in absolute confidence so that no candidate shall learn of his/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. Notification The President shall direct the membership committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters should be properly addressed, signed by the President, and either placed in the Dean's Office for the initiates to pick up on the day following the election meeting or promptly mailed to electees at their residence.

Section 13. Electee Project and Duties At the first meeting of electees, the President shall assign them a project that has been approved by the officers of the Chapter. The purpose of this project is to foster a spirit of liberal culture within the Chapter. Other duties may be assigned electees, especially duties that were begun during the character evaluation process. No duties shall entail physical violence, offense to dignity or decency, or public humiliation. They shall entail acts that are constructive and beneficial for the individual, the Chapter, the College, and the University.

Section 14. Financial Inability Any electee who declines initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10(a).

Bylaw VI - Election and Installation of Officers

Section 1. Election Period The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, and an alumnus member of the Advisory Board shall be elected in the spring semester.

Section 2. Nominations for Officers Nominations for officers shall come from the floor at the Election of Officers meeting.

Section 3. Officer Transition and Installation The Election of Officers Meeting shall be held at least six 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 found in the President's book shall be employed to install officers. During the period between election and installation, each Officer-elect shall work closely with his/her officer counterpart to learn the duties and responsibilities of the office.

Section 4. Election Method The election of officers shall be by secret ballot. One-half 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. Office 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. Financial Responsibility 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. Any changes in fees, dues, or assessments will be communicated by the Corresponding Secretary to the Secretary-Treasurer of the Association within one week of the action.

Section 2. Initiation Fees The initiation fee for all initiates shall be $45.00. This shall be paid in advance of initiation to the Chapter Treasurer. This amount covers the cost of initiation materials and national assessments from the Association totaling $30.00. The balance of $15.00 is to cover the operating expenses of the Chapter.

Section 3. Yearly Budget Shortly after the Election of Officers Meeting a committee composed of the President, President-elect, Treasurer, and Treasurer-elect shall prepare an operating budget for the next year. The budget shall be submitted to the Chapter for approval by a majority vote at the first regular meeting in the Fall semester. Any additional expenses not provided for by the adopted budget must be approved by the Chapter.

Section 4. Bookkeeping The Chapter shall use the official bookkeeping form approved by the Association.

Section 5. Treasury There shall be at all times a balance of at least $40.00 in the Chapter treasury. A sum of no more than $20.00 may be kept in petty cash by the Treasurer.

Section 6. Expenditures Expenditures in excess of $20.00 shall be made by check, signed by the Treasurer and countersigned by the President. Expenditures of less than $5.00 may be made from petty cash by the Treasurer. Receipts for all transactions from petty cash must be retained as a matter of record.

Section 7. Fiscal Year The Chapter's fiscal year shall be May 1 to April 30.

Section 8. Yearly Audit After the end of the Fiscal year and before the end of the academic year, an audit of the Chapter's books should be performed by one or more members of the Advisory Board.
Section 9. Financial Responsibility  No part of the net earnings of the Chapter will be used to the benefit of, or be distributable to, members or officers of the Chapter or to any other individual.

Bylaw VIII - Discipline

Section 1. Intent  It is the intent of this disciplinary Bylaw to impress the membership with the seriousness of purpose of this Chapter 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. LAE desires to encourage positive actions of its membership and reward those who have used their gifts of exceptional intellect and exemplary moral character in activities that benefit the chapter, the college, the university, and the community of New Orleans. To this end, membership-in-good-standing and its determination are hereby defined. A list of those members who remain in good standing will be published and displayed at the end of every academic semester. Members who are not in good standing shall not be eligible for the benefits of membership in Tau Beta Pi: consideration for Tau Beta Pi scholarships, wearing Tau Beta Pi insignia, wearing the Tau Beta Pi stole at the commencement ceremony, etc.

Section 2. Procedure  Discipline shall be in accordance with C-IX, 4&5.

Section 3. Criteria  To remain in good standing, members are expected to exhibit the following criteria:

a. participate in as many activities listed in the “Member Point Sheet” to achieve the necessary point total for the semester.

b. execute specifically assigned duties. Members who have been assigned tasks by the Chapter President execute those tasks in a prompt fashion to the best of their ability. Officers must execute their duties as defined by the chapter and national Tau Beta Pi constitutions and bylaws.

c. engage only in actions within the college, university and community which reflect well upon the chapter and national Tau Beta Pi organizations.

Section 4. Procedure  When the Chapter President or other chapter officer discerns that the above criteria are not being met, the following steps will be taken:

a. the Chapter President will notify the member that they have been removed from “Active Status,” and reclassified to “Inactive Status”.

b. “Inactive Status” members may regain “Active Status” by modifying the behavior which was deemed unacceptable, successfully fulfilling all duties which had been assigned, and acquiring enough points in a subsequent semester to meet the requirement of the “Member Point Sheet” as described in Section 3 above.

Within three weeks from the start of the semester and no less than three weeks prior to the close of the semester (defined to be one (1) day following commencement), the chapter officers shall meet and review the point sheets of the previous and current semesters. Any member who did not meet the point requirements of the previous semester shall be reclassified as “Inactive.”
The Chapter President will present to the Advisory Board a roster of the membership who have been placed on "Inactive Status." Members classified as "Inactive" may petition in writing to the Advisory Board within one (1) week of notification for re-evaluation of member status. Reclassification, if appropriate, is determined by the Board. A member who is reclassified as inactive may have this standing appealed and reviewed if the member feels that extenuating circumstances or a clarification of his/her actions warrant it.

[Inactive status: suspension of member benefits including, but not limited to, the loss of voting privileges and exclusion from wearing the Tau Beta Pi stole at the commencement ceremony.]

Section 5. System of Fines  A uniform system of fines for habitual absence or 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. Record Maintenance  All permanent records of the Chapter shall be kept current and up-to-date. All necessary records will be sent to the national office of the Association.

Section 2. Transfer of Records and Equipment  All records, an inventory of all physical equipment, and the physical equipment owned by the Chapter shall be turned over to the new officers at the Installation of Officers meeting.

Section 3. Open Records  All records of this Chapter shall be open for inspection to any member of the Chapter, and to any official of the University who has received approval from the Advisory Board. This does not include the Ritual which may not be inspected by any non-member.

Section 4. Charter Location  The Charter of this Chapter shall be prominently displayed in a location determined by the Dean of the College of Engineering.

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 by C-VI, 5.

Bylaw XI - Amendments
Section 1. Amendments  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. Criteria for Amendment  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).

Bylaw XII - Dissolution

Section 1. Distribution of Resources  In the event of dissolution of the Chapter, the residual assets shall be distributed to the Tau Beta Pi Association, Inc. The Association is a corporation organized and operated exclusively for educational and scientific purposes and is exempt from federal income tax under Section 501(c) of the U. S. Internal Revenue Code of 1954. Any funds and assets not distributed in this way shall be released to non-profit organizations designated by the Advisory Board.

Bylaw XIII - Enactment

Section 1. Effective Date  These Bylaws were adopted by vote of the Chapter and its Advisory Board and became effective on June 3, 1993.

They were last amended on April 25, 1998.

Further amendments were made to Bylaw V, Section 2 and Appendix A on September 27, 2001.

Signed (Chapter President)

Signed (Advisory Board Chair)
APPENDIX A

BYLAWS OF THE LOUISIANA EPSILON CHAPTER
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As stated in LEB-V, 2, senior candidates in engineering must: (1) have successfully completed at least 32 engineering course hours; (2) have completed 90 semester hours; and (3) have completed 20 semester hours at UNO. Similarly, junior candidates in engineering must: (1) not meet senior eligibility criteria; (2) have successfully completed at least 16 engineering course hours; (3) have completed 60 semester hours; and (4) have completed 20 semester hours at UNO.

The term “engineering course hours” is defined as hours from courses with the prefix “ENGR”, “ENCE”, “ENEE”, “ENME”, or “NAME”. Also included are these specific courses with non-engineering prefixes:

- CSCI 2120
- CSC1 2121
- CSCI 2125
- CSCI 3401
- CSCI 4302
April 21, 2004

Eligible Curricula Approved

President, LA E 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: LA E Chapter file,
James D. Froula, Secretary-Treasurer
Chief Advisor
D10 Directors

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