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*BYLAWS OF THE MASSACHUSETTS EPSILON CHAPTER
OF THE TAU BETA PI ASSOCIATION*

Bylaw I - General

Section 1. The name of this organization shall be the Massachusetts Epsilon Chapter of the Tau Beta Pi Association.

Section 2. The location of this chapter shall be Northeastern University College of Engineering; 360 Huntington Avenue, Boston, Massachusetts 02115.

Section 3. These Bylaws shall govern the proceedings of this Chapter in all matters not specifically provided for in the Constitution and Bylaws of the Tau Beta Pi Association, Inc.

Section 4. This Chapter shall conform to such rules and regulations of Northeastern University and of the College of Engineering as may apply to honor societies.

Section 5. In the event of a conflict between the Constitution and Bylaws of the Tau Beta Pi Association, Inc., and/or the Bylaws of this chapter; and the rules and regulation of Northeastern University and/or the college of Engineering, the Secretary-Treasurer of the Tau Beta Pi Association shall be notified of the circumstances of the conflict and such action shall be taken as deemed advisable by all concerned parties.

Section 6. Abbreviated references herein to the Constitution and Bylaws of the Association and to the various Bylaws of this document shall be made in the forms illustrated by the following examples:

- a. C-VI, I - National Constitution; Article VI, Section 1, as amended.
- b. B-V, 5.02 - National Bylaws, Bylaw V, Section 5.02, as amended.
- c. MEB-I,4 - Massachusetts Epsilon Chapter Bylaw I, Section 4.

Bylaw II - Government and Officers

Section 1. This 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 as defined in C-VI, 1.

Section 2. The officers of this Chapter shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and a Cataloger, who shall be active members of the Chapter, and four advisors who are alumni members of Tau Beta Pi, preferable from among the faculty of the College of Engineering.

Section 3. The Advisory Board of the Chapter shall be composed of the President, Vice-President, Corresponding Secretary, and the four alumni advisors of the Chapter.

Section 4. The alumni members of the Advisory Board shall serve four-year terms, as specified in C-VI, 7. All other officers of the Chapter shall serve for one year or until their successors are duly elected and installed. Alumni members of the Advisory Board shall serve in the following capacities:

First year: Member
Second year: University Faculty Advisor
Third year: chairman of the Advisory Board
Fourth year: Member

Section 5. The chapter President shall be the delegate to the national convention. The Chapter officers shall be alternates in the order listed in Section 2 of this Bylaw.

Section 6. The duties of the officers shall be as outlined in B-V, and in the Bylaws of this chapter.

Section 7. The President shall preside over all meetings of the Chapter and shall have the power to appoint all committees and representatives of the Chapter as specified in these bylaws and any other special committees and representatives as he or she shall deem necessary, or which are established by the vote of the membership at any meeting. The President shall be a member, ex-officio, of all committees.

Section 8. the vice-President shall assume the duties of the President in his or her absence or disability.

Section 9. The Recording Secretary shall keep an accurate record of all meetings and activities of the Chapter, shall be the custodian of the chapter Bylaws, and shall provide each candidate accepting election with copies of The Constitution and Bylaws and Eligibility Code of The Tau Beta Pi, these Bylaws and such other material as the Chapter may deem desirable.

Section 10. The corresponding Secretary shall serve as Secretary of the Advisory Board.

Section 11. In the absence of one of the secretaries, the other secretary shall assume the immediate duties of the absent secretary's office unless another person is so delegated by the President.

Section 12. The treasurer shall keep an accurate record of all income and expenses of the Chapter and shall be a member, ex-officio, of all committees involving the budget.

Section 13. The treasurer and/or the President will be the authorized agent(s) for all Chapter financial transactions.

Section 14. The Corresponding Secretary shall establish and furnish to the chapter members and the advisors an up-to-date listing of the active membership by the second regular meeting following each division changeover. The Cataloger shall aid the Corresponding Secretary in establishing this listing.

Section 15. The Cataloger shall be the Chairman of the Faculty-Student, and Alumni relations committee and shall be responsible for publishing the Alumni Newsletter.

Bylaw III - Meetings

Section 1. The following regular Chapter meetings shall be scheduled and held once in the fall and once in the spring; recognition of the candidates, consideration and election of candidates, informal initiation, and formal initiation.

Section 2. The first regular meeting of the summer and winter quarters shall be held within two weeks after the start of each of these quarters. At these meetings, the Chapter's committees for the next six months will be formed.

Section 3. Meetings shall be held at such times that a majority of the active membership can be present.

Section 4. A tentative calendar of the regular functions of the Chapter for the quarter shall be presented to the members no later than the second regular meeting of the quarter.

Section 5. Special Chapter meetings may be called at any time by the President, any alumnus member of the Advisory Board, or upon written request to the President signed by 10% of the active membership of the Chapter.

Section 6. Notification of time, place, and purpose of all Chapter meetings shall be sent by the Corresponding Secretary in writing to all active members and to the Advisory Board at least five days before each meeting.

Section 7. ~~Robert's Rules of Order~~ shall be the parliamentary guide of this chapter on all points not provided for in either these ^{Bylaws} or in the Constitution and Bylaws of The Tau Beta Pi Association. A copy of Robert's Rules of Order shall be available at each meeting.

Section 8. Business meetings of the Chapter shall last no longer than one hour and thirty minutes, unless extended by a three-fourths vote of all those present and voting.

Section 9. At all meetings the order of business shall be as follows:

- a. roll call
- b. Reading of the minutes
- c. Reports of officers
- d. Reports of committees and representatives
- e. Unfinished business
- f. New business
- g.. Adjournment

Section 10. For a Chapter meeting, the 'resident' membership shall consist of the following active members:

- a. Full-time students in school
- b. Full-time students on co-operative work who attend the meeting
- c. Part-time students who live within a 15 mile radius of Northeastern University, Huntington Campus, and are not attending classes at the time of the meeting.
- d. Part-time students who live outside of the 15 mile radius and are present at the meeting.

Section 11. A quorum to transact routine business shall be a majority of the resident membership. A quorum for the election of new members, for the changing of the initiation fee or for the passing of an assessment on the members, and for the ratification of constitutional or bylaw amendments, either national or chapter, shall be three-fourths of the resident membership (see MEB-IV,6.)

Section 12. The President shall call a meeting of the Advisory Board at the beginning of the summer and winter quarters to discuss Chapter activities for the ensuing six months.

Section 13. A meeting of the Advisory Board may be called by any of its members or upon a written request to the Chairman of the Board signed by 10% of the active membership of the Chapter.

Section 14. The minutes of each Advisory Board meeting shall be read the next regular meeting of the Chapter following the Board meeting.

Bylaw IV - Election of Officers

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

Section 2. The new officers shall be made by two nomination committees, each composed of three of the active member officers and an active member from the Junior Class. The two Juniors shall not be from the same division. Each committee will nominate at least two candidates for each office and will inform the nominees of their candidacy at least two weeks prior to the election. The report of the nominating committees shall be distributed to the Chapter members and advisors at least one week prior to the election.

Section 4. Additional nominations from the floor at the time of the election shall be in the form of a petition bearing the signatures of at least three active members.

Section 5. The pledge of each candidate to serve faithfully if elected must accompany every nomination.

Section 6. The election of officers shall be by secret ballot. Two-thirds of the total resident membership (see MEB-III, 11) 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 7. In the election of officers, the President's written ballot will serve only to break a tie.

Section 8. If a tie exists between two or more nominees for a position on a run-off ballot called for in MEB-IV, 6, an immediate special ballot will be taken for that position. The candidates for that position will be only those nominees having received the tie vote.

Section 9. If any office shall become vacant between the regular elections, a special election shall be held to fill the vacancy. The officer elected will assume office immediately and will serve until the next regular election.

Bylaw V - Committees

Section 1. Subject to the provision in B-V, 5.02, the President shall appoint the Chairmen and members of the various Chapter committees at the first regular meeting following every initiation.

Section 2. As early as possible after committee appointments, the President shall provide each Chairman with a list of the specific duties and responsibilities of his committee.

Section 3. The Program Committee shall consist of the Vice-President as Chairman, and at least two other active members. They shall arrange the dates for all activities of the Chapter, and the programs for regular meetings.

Section 4. The Membership Committee shall consist of at least three active members and, wherever possible, one member from each department of engineering, and it shall be their duty to supervise the investigation of all undergraduates eligible for election to membership.

Section 5. The Initiation committee shall have charge of all pledge duties as outlined in "the Duties of a Pledge", and shall make all arrangements necessary of the conduct of initiations.

Section 6. The Student-Faculty and Alumni Relations Committee shall consist of the Cataloger as Chairman and at least two other active members. They will be charged with Maintaining contact with all alumni. They shall keep an up-dated list of all faculty members, for the rank of Assistant Professor and up, who are members of Tau Beat Pi. They shall devise all necessary machinery for this task, subject to the approval of the advisory Board.

Section 7. The William M. Rand Award Committee shall be formed in the winter of each year and shall consist of at least five active members. Its duty shall be selecting the recipient of the William M Rand Award.

Bylaw VI - Election of New Members

Section 1. The election of new members shall be held in the winter and spring quarters as soon as possible after the grades for the previous quarter become available.

Section 2. Regular undergraduate day students in the College of Engineering shall be eligible for membership in this Chapter, subject to the provisions of C-VIII, 2(a).

Section 2a. All Undergraduate, Graduate, Transfer, and Night Undergraduate Students in the following curriculums are eligible for Tau Beta Pi at Northeastern University:

Chemical Engineering, Civil Engineering, Electrical Engineering, Industrial Engineering, and Mechanical Engineering.

Section 3. Night undergraduate students in equivalent, accredited curricula to those determined by MEB-VI, 3, may be considered for membership in this Chapter, subject to the provisions of C-VIII, 2(a). However, such students shall be considered separately from day students and no night undergraduate student shall be considered more than once as a first-term junior, more than twice as a second-term junior, or more than twice as a senior.

Section 4. Transfer students shall be eligible for membership at the third regular selection after their initial registration at Northeastern provided the consent of five-sevenths of the Advisory Board is obtained. In all cases, transfer students must have completed at least forty-eight quarter hours at Northeastern in order to be eligible for membership.

Section 5. The cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum shall be determined by the Chapter's Advisory Board.

Section 6. Eligible graduate students, alumni, and faculty members will be considered under the provisions of C-VIII, 3-6.

Section 7. A list of the prospective eligible candidates shall be presented to the membership of the Chapter at least one week before Consideration Day in order that they may give serious thought to the election or rejection of each and every candidate. The rejection of a candidate who has shown interest in becoming a member of Tau Beta Pi is a serious action and it should not be done without good reason.

Section 8. Only active members are eligible to vote on the election of new members.

Section 9. The numerical equivalent of the letter grades of computing the eligibility lists shall be as follows: A-4, B-3, C-2, D-1, F-0.

Section 10: Students in the day school having completed 103 to 119 quarter hours and maintained a minimum of 3.500 out of 4.000 cumulative grade point average shall be eligible for membership as second quarter middlers.

Section 11: Students in the evening school having completed 103 to 119 quarter hours and maintained a minimum of 3.500 out of 4.000 cumulative grade point average shall be eligible for membership as second quarter middlers.

Section 12: Students in the day school having completed 120 to 154 quarter hours and who are within the top eighth of the students in the day school, with a minimum of 3.000 out of 4.000 cumulative grade point average, shall be eligible for membership as juniors.

Section 13: Students in the evening school having completed 120 to 154 quarter hours and who are within the top eighth of the students in the evening school, with a minimum of 3.000 out of 4.000 cumulative grade point average, shall be eligible for membership as juniors.

Section 14: Students in the day school having completed 155 or more quarter hours and who are within the top fifth of the students in the day school, with a minimum of 3.000 out of 4.000 cumulative grade point average, shall be eligible for membership as seniors.

Section 15: Students in the evening school having completed 155 or more quarter hours and who are within the top fifth of the students in the evening school, with a minimum of 3.000 out of 4.000 cumulative grade point average, shall be eligible for membership as seniors.

Section 16. Candidates shall be voted on according to a block voting procedure described below:

- a. Each candidate shall be interviewed by an Election Discussion Group(s) on Consideration Day. The Election Discussion Group shall evaluate the qualifications of each candidate interviewed and place his or her name in a 'Yes' voting block or a 'Maybe' voting block.
 - (1) Qualification for a 'Yes' voting block classification: candidate considered acceptable for membership.
 - (2) Qualification for a 'Maybe' voting block classification: Candidate can not be adequately evaluated or the candidate is not considered immediately acceptable for membership.
- b. The Membership Committee shall place the names of all candidates who have received confirmed invitation and have shown no interest in joining the Society into a 'No Interest' voting block. Candidates who have shown an interest but were unable to be properly considered shall have their names placed in the 'Maybe' voting block.
- c. The Membership Committee shall be responsible for organizing the Election Discussion Group(s) and providing them with the necessary information about each candidate's qualification prior to Consideration Day.
- d. The names of the candidates appearing in the 'Yes', 'Maybe', and 'No Interest' voting blocks shall be presented to the Chapter prior to the election. At this time any member may have the name of an individual candidate transferred from either the 'Yes' voting block or the 'No Interest' voting block to the 'Maybe' voting block by recommending the transfer.
- e. The names of the candidates classified in the 'Yes' voting block shall be voted on as a group according to the acceptance levels listed in B-VI, 6.03. If the 'Yes' block fails to be elected on the first ballot, the entire 'Yes' block is transferred to the 'Maybe' voting block.
- f. The names of the candidates classified in the 'No Interest' voting block shall be voted on as a group according the acceptance levels listed in B-VI, 6.03.

- g. The names of the candidates classified in the 'Maybe' voting block are then voted on as individuals according to the standard procedure and the acceptance levels listed in B-Vi, 6.03.

Section 17. Referring to the above sections, 'present and voting' shall mean that the total vote shall be the sum of the affirmative and negative votes. Abstentions shall not be considered as votes. However, in all cases the affirmative vote of a majority of the total resident membership of this Chapter is required for election.

Section 18. 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, addressed and mailed within twelve hours of the end of the election meeting. All members shall keep the election results confidential so that no elected student shall learn of his or her election except by means of the official letter; likewise he or she shall not be informed of the details of the vote, especially concerning the personal matters discussed at the time of the voting.

Section 19. Each electee shall be required to notify the President, in writing, of his or her acceptance of election.

Section 20. Each electee who refuses membership because of financial reasons shall be interviewed by the Advisory Board, if he or she so desires, as required by C-VIII, 9.

Bylaw VII - Records

Section 1. Records shall be kept up to date and in good order (B-V). The complete records shall be turned over to the new officers before they assume office.

Section 2. All records shall be open for inspection to any member of this Chapter in good standing.

Bylaw VIII - Finance

Section 1. The expenses of this 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 resident membership shall be required to change any fees or dues or levy any assessment. Within one week of any adopted change or changes, the Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning the change(s) in amounts of these dues and assessments.

Section 2. The initiation fee shall be the same for all initiates and shall be determined by a majority vote of the total resident membership at the last regular meeting of the quarter preceding the quarter in which elections are to be held.

Section 3. Financial obligations of initiates shall be in accordance with B-VII, 7.04 (a).

Bylaw IX - Discipline

Section 1. Discipline shall be in accordance with C-IX.

Section 2. A uniform system of fines for habitual absence may be established each year in which it is so desired. A majority vote of the total resident membership shall be required to establish this system of fines for the period of one year.

Section 3. A resident (MEB-III,10) undergraduate member shall become inactive upon his absence without excuse from two consecutive chapter meetings. Such a member will be readmitted to active status upon receipt by the Advisory Board of his written petition as required by B-VI, 605b. Absence from a meeting can be excused by the President or the Vice-President of the Chapter upon receipt of written or verbal request within one week of the meeting.

Section 4. The Corresponding Secretary shall notify any member of his inactive status within one week of his becoming inactive.

Bylaw X - Awards

Section 1. This Chapter shall annually award \$100.00 to the sophomore in the College of Engineering having the highest freshman record.

Section 2. The William M Rand Award will be awarded annually by this Chapter to the 'Outstanding Middler' in the College of Engineering.

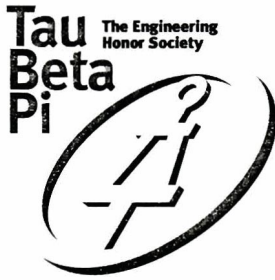
Bylaw XI - Amendments

Section 1. These Bylaws may be amended by a three-fourths vote of the resident membership present, subject to the approval of the Advisory Board. Proposed amendments must be submitted to the Chapter in the meeting previous to the one in which they are going to be voted upon. There will be at least one week between the presentation of the proposed amendments and the voting upon them.

Section 2. 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 - Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on July 30, 1969. They were last amended on February 16, 1971.



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

Roger E. Hawks
Assistant Secretary-Treasurer

Patricia B. McDaniel
Director of Communications & Development

April 6, 2004

Eligible Curricula Approved

President, MA 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: MA E Chapter file
James D. Froula, Secretary-Treasurer
Chief Advisor
D1 Directors

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

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