BYLAWS OF MAIOTA CHAPTER
OF TAU BETA PI OF WESTERN NEW ENGLAND COLLEGE

BYLAW V • ELECTION OF NEW MEMBER

Section 4

Non-traditional students, pursuing equivalent curricula, may be considered for membership in the chapter when they are in the last year of their undergraduate engineering curriculum for senior status or next-to-the-last year of their undergraduate engineering curriculum for junior status and stand in the upper 1/5 or 1/8 of the senior or junior class, respectively.

CONSTITUTION OF MAIOTA CHAPTER
OF TAU BETA PI OF WESTERN NEW ENGLAND COLLEGE

Section 3 - Eligibility

(c) To be considered juniors, students shall be in the next-to-the-last year of their undergraduate engineering curriculum and, in addition, must have completed all the prescribed course work required for junior standing in the engineering curriculum in which they are enrolled.

(e) To be considered seniors, students must be in the last year of their undergraduate engineering curriculum and, in addition, must have completed all the prescribed course work required for senior standing in the engineering curriculum in which they are enrolled.

Jim Fraula,

These are the changes to our chapter's bylaws and constitution that have been approved by the active membership and the advisory board.

Mike Picard
CONSTITUTION OF MA IOTA CHAPTER OF TAU BETA PI OF WESTERN NEW ENGLAND COLLEGE

ARTICLE I - PURPOSE

The MA Iota Chapter of Tau Beta Pi, the Engineering Honor Society of Western New England College, shall have as its primary purpose the promotion of excellence in engineering.

ARTICLE II - MEMBERSHIP

section 1 - Chapter Membership

The active membership of the Student Chapter shall consist of all undergraduate members who have been duly elected to membership.

section 2 - Election

(a) All candidates for membership shall be elected by the chapter and be initiated in a formal ritual ceremony.

(b) The election of all members shall be by a secret ballot by a majority of the active chapter membership eligible to vote.

(c) There shall be two elections annually: one at the beginning of the fall semester and one at the beginning of the spring semester. The initiation of nominees who have accepted election will take place during the semester of the College year that they are elected in.

section 3 - Eligibility

(a) To be eligible for election, the candidate shall be a student pursuing a regular, undergraduate engineering curriculum at Western New England College.

(b) Those juniors who are scholastically in the upper eighth of their regular engineering class shall be eligible for election.

(c) To be considered juniors, students shall be in the next-to-the-last year of their undergraduate engineering curriculum and, in addition, must have completed all the prescribed course work required for junior standing in the engineering curriculum in which they are enrolled. Students in approved evening curricula shall be eligible...
for election as juniors when they have completed all the
prescribed course work required for junior standing in
the engineering curriculum in which they are enrolled and
when their total credits for scholastic work completed
shall be not less than those of corresponding eligible
day juniors.

(d) Those seniors who are scholastically in the upper fifth
of their regular engineering class, shall be eligible for
election.

(e) To be considered seniors, students shall be in the last
year of their undergraduate engineering curriculum and,
in addition, must have completed all the prescribed
course work required for senior standing in the
engineering curriculum in which they are enrolled.
Accounts of approved every engineering curricula shall be eligible
for election as seniors when they have completed all the
prescribed course work required for senior standing in
the engineering curriculum in which they are enrolled and
when their total credits for scholastic work completed
shall be not less than those of corresponding eligible
day seniors.

(f) The upper eighth and fifth of a class shall be determined
by the relative grade point ratings (except as noted
below) based upon the net number of regular engineering
students enrolled in the junior and senior class
respectively at the time of election.

(g) In determining the total enrollment of a regular junior
or senior engineering class, special students, students
not pursuing an engineering degree and students who do
not meet the eligibility standards specified in sections
(c) or (e) above shall not be counted. Transfer students
who are not eligible for election need not be included in
the total class enrollment.

(h) Undergraduate students transferring from another
institution shall not be eligible for election until the
third regular election after their initial registration.
Students subject to this subsection shall be eligible at
the second regular election after their initial
registration, provided the consent of five-sevenths of
the Advisory Board is obtained and they meet the other
requirements for election.

(i) The cases of students whose eligibility is in doubt
because of irregular standing or curriculum shall be
referred to the Advisory Board for the determination of
the terms and times of eligibility.
vote, the President of the Chapter shall decide upon the size of each of the committees.

Section 2

As early as possible after committee appointments are made the President shall provide each committee chair with a list of his/her specific duties and responsibilities.

Section 3

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 of new members shall be held in both the fall and spring semesters as soon as grades from the previous semester become available.

Section 2

(a) Elections will be held twice annually with the fall election encompassing 1/5 of the senior class and 1/8 of the junior class and the spring election encompassing 1/5 of the senior class and 1/8 of the junior class.

Section 3

Day students who are enrolled in any undergraduate engineering curriculum offered by the School of Engineering at Western New England College shall be considered for membership in the chapter.

Section 4

Evening students, pursuing equivalent curricula, may be considered for membership in the chapter when they have attained senior/junior status and standing the upper 1/5 or 1/8 of the senior or junior class respectively.

Section 5

Transfer students shall be eligible for consideration at the third regular election after their initial registration. Such students will be eligible at the second regular election after their initial registration provided the consent of five-sevenths of the Advisory Board is obtained.
BYLAWS
OF
THE MA IOTA CHAPTER
OF
TAU BETA PI
OF
WESTERN NEW ENGLAND COLLEGE

BYLAW I - GENERAL
Section 1
These Bylaws shall govern the proceedings of the Chapter in all matters not expressly provided for in the Constitution.

Section 2
The Chapter shall conform to such rules and regulations of Western New England College and of its School of Engineering as may apply to honor societies.

Section 3
In the event of conflict between the Constitution and Bylaws of The MA Iota Chapter of Tau Beta Pi, and the rules and regulations of Western New England College and/or its School of Engineering, the rules of Western New England College and/or its School of Engineering shall prevail, and the Recording Secretary of the Chapter shall be notified of the circumstances of the conflict.

BYLAW II - GOVERNMENT AND OFFICERS

Section 1
The Chapter shall be composed of members chosen from among eligible students on the bases of distinguished scholarship.

Section 2
The Chapter shall have full control over its individual affairs, subject to the provisions set forth in the Constitution and Bylaws. 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 3
The officers of this Chapter shall be a President, a Vice-President, a Recording Secretary, Treasurer, a Corresponding Secretary and a Cataloger, who shall be active members of the
Chapter; and, four alumnus advisors, preferably elected from among the current faculty of the School of Engineering.

Section 4

The Advisory Board of the Chapter shall be composed of the President, Vice-President, Corresponding Secretary and four alumnus members of the Chapter. The Chair of the Advisory Board shall be elected by its members at the first meeting of the year.

Section 5

Alumnus members of the Advisory Board shall serve four-year terms, as specified in the Constitution. All other officers shall serve for one year or until their successors are duly elected and installed.

Section 6

The duties of the officers shall be those usually performed by persons holding such offices and those prescribed by the Constitution and Bylaws.

Section 7

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 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 that each candidate accepting election receives copies of The Constitution, Bylaws and Eligibility Code, and such other materials as the Chapter may deem desirable.

(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.

(f) The Cataloger will maintain catalog cards of all members of the Chapter. Also the Cataloger will save all copies of the bulletin and the bent for future reference.
(g) The President and Vice-President shall pay a courtesy call on the Dean of Engineering early in the Fall semester to discuss ways in which the Chapter may be of service to the College. The substance of such discussions shall be reported to the Chapter at the next meeting.

BYLAW III - MEETINGS

Section 1

The following regular meetings shall be scheduled and held once each year: Organization, Election of Officers, Installation of Officers, Discussion of Election Procedures, Election of Candidates, Initiation of Electees, and one general meeting of a social, literary, or technical nature.

Section 2

Special meetings may be called at any time by the President, any alumnus member of the Advisory Board, or upon a written request to the President signed by twenty percent of the active members of the Chapter.

Section 3

"Robert's Rules of Order" shall be the parliamentary guide of the chapter in all matters not specified in the Constitution and Bylaws.

Section 4

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

Section 5

The officers shall present a complete calendar of the regular meetings of the Chapter for the academic year to the active members for their approval no later than the second meeting of the academic year.

Section 6

Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 7

Business meetings, other than the Election of Candidates Meeting, shall last no longer than two hours, unless extended by an affirmative vote of three-fourths of the active members present.
The order of business at these meetings shall be as follows:

(a) Roll Call
(b) Minutes of the previous meeting
(c) Reports of officers
(d) Reports of committees
(e) Unfinished business
(f) New business
(g) Adjournment

Section 8

Attendance of active members shall be required at all regular scheduled meetings of the Chapter, unless excused by the President for reasons which he or she judges to be good and sufficient. Unless the excuse is either illness or enrollment in an approved evening curriculum, a member who must miss a regular scheduled meeting shall submit his or her reasons to the President, in writing, before the meeting.

Section 9

The President shall call a meeting of the Advisory Board at the beginning of each academic year to discuss Chapter activities for the year. 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 twenty percent of the active members of the Chapter.

Section 10

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, 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

The President shall appoint the chair and members of the following committees: Membership, Initiation, Programs, 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. Except by special chapter action by three-fourths majority
vote, the President of the Chapter shall decide upon the size of each of the committees.

Section 2
As early as possible after committee appointments are made the President shall provide each committee chair with a list of his/her specific duties and responsibilities.

Section 3
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 of new members shall be held in both the fall and spring semesters as soon as grades from the previous semester become available.

Section 2
(a) Elections will be held twice annually with the fall election encompassing 1/5 of the senior class and 1/8 of the junior class and the spring election encompassing 1/5 of the senior class and 1/8 of the junior class.

Section 3
Day students who are enrolled in any undergraduate/graduate engineering curriculum offered by the School of Engineering at Western New England College shall be considered for membership in the chapter.

Section 4
Evening students, pursuing equivalent curricula, may be considered for membership in the chapter when they have attained senior/junior status and standing the upper 1/5 or 1/8 of the senior or junior class respectively.

Section 5
Transfer students shall be eligible for consideration at the third regular election after their initial registration. Such students will be eligible at the second regular election after their initial registration provided the consent of five-sevenths of the Advisory Board is obtained.
Section 6

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

Section 7

Scholastic requirements will be based upon standing in the upper 1/5 of the senior class and upper 1/8 of the junior class.

Section 8

The following Exemplary Character Evaluation will be conducted:

(a) The alumnus advisors shall make available a list of scholastically eligible candidates to engineering faculty members. The faculty shall then be asked to make comments on candidates they know and also to suggest persons who may have been overlooked.

(b) The list of scholastically eligible candidates shall then be made available to the active members of the Chapter. A pre-election meeting shall be held. At this meeting there shall be an informal discussion of the eligible candidates along with a discussion of the faculty comments.

(c) The active members of the Chapter shall be asked to look up candidates who are not well-known before the date of the Meeting for the Election of Candidates.

(d) The Meeting for the Election of Candidates shall be held at least one week after the pre-election meeting.

Section 9

The following Voting Procedures will be followed:

(a) At the meeting for the Election of Candidates, 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 succeeding name is considered. A 3/4 majority vote of the active chapter membership shall be required to elect a candidate. A candidate cannot be excluded because he or she is personally disliked or is a non-conformist.
(c) After all the names have been considered and voted upon, 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) The names of candidates who failed election on the second ballot are to be submitted to the Advisory Board for review.

(e) No student who fails election on the second ballot shall be considered further unless either the Advisory Board or twenty-five percent of the active members so request.

(f) 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.

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 should be signed by the President, addressed to the electees, and mailed within twenty-four hours of the Meeting for the Election of Candidates.

Section 11

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 12

At the first meeting of the electees, the President shall explain the requirements, objectives, and activities of the Chapter. Both electees desiring to accept election and electees who refuse election shall formally state their acceptance, in writing, in a letter addressed to the President.

Section 13

Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board as specified in ARTICLE C-11 MEMBERSHIP Section 6 Financial Inability.
Section 14

Each electee shall be required to read the Constitution and Bylaws of the Chapter.

BYLAW VI - ELIGIBILITY CODE

It is the purpose of the Society to mark in a fitting manner those who have conferred honor upon their alma mater by distinguished scholarship and exemplary character as students. Distinguished scholarship, while the primary requisite for admission, must not be considered the sole criterion.

After the scholastic requirements have been fulfilled, the selection shall be based on integrity, breadth of interest both inside and outside of engineering, adaptability, and unselfish activity.

True integrity is the sine qua non for membership in Tau Beta Pi. It transcends in importance scholarship, activity and every other qualification. Without private and public integrity, no organization is worthy of existence. Under integrity, is included honor and high standards of truth and justice.

Breadth of interest sufficient for eligibility in this Association will enable individuals to maintain their positions in their community by the exercise of qualities other than engineering ability.

True engineers must be able to adapt themselves ingeniously to all circumstances and conditions, making them conform to the desired purpose.

The rating of people on the degree of unselfish activity manifested, is intended to indicate that Tau Beta Pi believes that none can become worthy engineers without the welfare of associates, organizations, and the community at heart. It is furthermore expected that they display willingness to aid and assist in worthy causes by their actual campus record. However, the fact that individuals may not have shown unselfish activity to an appreciable degree throughout their courses of study is no infallible indication that they would not if the opportunity were offered. The most conspicuous illustrations of this are those students who are self supporting, for which due allowance must be made and due credit given. In fine, it is in this capacity for the unstinted giving of their best, without thought of remuneration, that lies one of the most sensitive tests for determining candidates' rights to bear the name and wear the Insignia of Tau Beta Pi.
BYLAW VII - ELECTION AND INSTALLATION OF OFFICERS

Section 1

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

Section 2

Nominations for officers shall be made by a nominating committee appointed by the President. The committee shall nominate one candidate for each office. Additional nominations may be made from the floor at the Meeting for the Election of Officers. The report of the nominating committee shall be made at a scheduled Chapter meeting, or by mail to the active members, at least one week prior to the Meeting for the Election of Officers.

Section 3

The Meeting for the Election of Officers shall be held at least six weeks prior to the end of the Spring semester. Officers-elect shall be formally installed at the last meeting of the academic year. During the period between the election and installation, each officer-elect shall work closely with his or her officer counterpart to learn the duties and responsibilities of the office. Transfer of financial records between the past and newly elected Treasurer is contingent upon an audit as required.

Section 4

The election of officers shall be by secret ballot. Two-thirds of the active membership shall constitute a quorum for the Meeting for the Election of Officers, 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 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 active membership shall be required to change any fees or dues or to levy any assessment.

Section 2

The initiation fee for all initiates shall be payable in advance of initiation to the Treasurer. The amount of the initiation fee shall be set annually at the first regular meeting held in the Fall semester.

Section 3

Shortly after the Meeting for the Election of Officers, 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. The budget shall include a recommended amount for the initiation fee to be charged during the year. Any additional expenses not provided for by the adopted budget must be approved by the Chapter.

Section 4

The Chapter shall use an approved bookkeeping system.

Section 5

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 6

Expenditures in excess of $5.00 shall be made by check, signed by the Treasurer and counter-signed by the President. Expenditures of less than $5.00 may be made from petty cash by the Treasurer.

Section 7

The Chapter's fiscal year shall be from May 1 to April 30.
Section 8

Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board shall audit the Chapter’s books. If necessary, the Treasurer and Treasurer-elect shall file the Internal Revenue Service’s Form 990.

Section 9

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 IX - DISCIPLINE**

Section 1

It is the intent of this Bylaw to impress the membership with the seriousness of purpose of the Chapter and of Tau Beta Pi and to enable the officers and dedicated members of the 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 ARTICLE C-V DISCIPLINE.

Section 3

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 active membership shall be required to establish this system of fines for a period of one year.

Section 4

Unless the excuse is illness or enrollment in an approved evening curriculum, an active member will become inactive if he or she misses two consecutive chapter meetings without written notice. An inactive member will be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board.

**BYLAW X - RECORDS AND EQUIPMENT**

Section 1

All permanent records of the Chapter shall be kept current and contemporaneous.
Section 2

The initiation equipment shall be maintained in good order by the Vice-President, and, when not in use, the Ritual and its related materials shall be kept up-to-date and stored in a secure location within the Office of the School of Engineering.

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 Meeting for the Installation of Officers.

Section 4

The Charter of the Chapter shall be prominently displayed at a location determined by the Dean of Engineering.

Section 5

All records of the Chapter shall be open for inspection to any official of the College who has received approval from the Advisory Board, except that the Ritual may not be inspected by non-members of the Society.

BYLAW XI - SUSPENSION OF THE BYLAWS

These Bylaws may be suspended only be a three-fourths affirmative vote of the active membership of the Chapter and by a four-sevenths affirmative vote of the Advisory Board.
May 18, 2004

Eligible Curricula Approved

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