

Bylaws of the Massachusetts Kappa Chapter of The Tau Beta Pi Association MERRIMACK COLLEGE

Bylaw I – General

Section 1. These Bylaws shall govern the proceeding of this Chapter in all matters not expressly provided for in the Constitution and Bylaws of The Tau Beta Pi Association, Inc.

Section 2. This Chapter shall conform to such rules and regulations of Merrimack College and the School of Science & Engineering as may apply to honor societies.

Section 3. In the event of conflict between the Constitution and Bylaws of The Tau Beta Pi Association, Inc., and the rules of Merrimack College, the rules of Merrimack College shall prevail. The Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

Section 4. Abbreviated references herein to the Constitution and Bylaws of the Association and to the various Bylaws of this document shall be made in the form illustrated by the following examples:

- a. C-VI, 1 – National Constitution Article VI, Section 1.
- b. B-V, 5.02 – National Bylaw V, Section 5.02.
- c. MA K-I, 4 – Massachusetts Kappa (MA K) Chapter Bylaw I, Section 4.

Bylaw II – Government and Officers

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

Section 2. The Chapter shall have full control over its individual affairs, subject to the Constitution and Bylaws of the Association, which control shall be exercised by the active membership of the Chapter and its Advisory Board. 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 fees, dues, fines, and assessments. A student may become inactive only under the provisions of B-VI, 6.05.

Section 3. The officers of this Chapter shall be a President, Vice President, and Recording Secretary, who shall be active members of the Chapter; as well as a Corresponding Secretary, and Treasurer, who may be active members of the Chapter or advisors of the Chapter; and four Chapter advisors who are alumni members of the Tau Beta Pi Association, at least three of whom shall be full-time Merrimack faculty members.

Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four Chapter advisors. The Chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

Section 5. Chapter advisors 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. The duties of the officers shall be those usually performed by persons holding such offices, those prescribed by the Constitution and Bylaws of the Association, and those prescribed in these Bylaws or by Chapter action.

Section 7. The President shall be this Chapter's delegate to the Convention of the Association. The other officers shall be alternate delegates, in the order given in MA K-II, 3.

Section 8. 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. The list shall be drafted by the President prior to the first meeting of the school year, and approved by the Advisory Board at that first meeting. 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 and Bylaws and Eligibility Code of The Tau Beta Pi Association, Information About Tau Beta Pi, these Bylaws, 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 President and Vice-President shall place a courtesy call or email to the Dean of the School of Science & Engineering early in the fall term to discuss ways in which the Chapter may be of service to the School. The substance of such discussions shall be reported to the Chapter at the next meeting.
- g. The President shall cooperate with the Director of Tau Beta Pi District 1 and shall encourage the Chapter members to participate in the District's activities.

Bylaw III – Meetings

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

Section 2. The following regular meetings shall be scheduled and held either once each semester or once per year: Discussion of Election Procedures, Election of Candidates, Initiation of Electees, and a minimum of one general meeting of a social, literary, or technical nature.

Section 3. Special meetings may be called at any time by the President, any Chapter officer or advisor, or upon written request to the President signed by 20% of the active members.

Section 4. Robert's Rules of Order shall be the parliamentary guide of the Chapter in all matters not covered in the Constitution and Bylaws of the Association or in these Bylaws.

Section 5. The first meeting of each semester shall be held within two weeks of the start of the semester.

Section 6. The officers shall present a draft 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.

Section 7. Notices sent to the active members and Chapter advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 8. 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. The order of business at these meetings shall be as follows:

- a. Roll call.
- b. Minutes of the previous meeting.
- c. Reports of the officers.
- d. Reports of the committees.
- e. Unfinished business.
- f. New business.
- g. Adjournment.

Sections 9. Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons deemed to be good and sufficient. A member who must miss a regular, scheduled meeting shall reasons to the President, in writing, before the meeting, unless the excuse is illness.

Section 10. The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for that semester. The minutes of each Advisory Board meeting shall be read at the following regular meeting of the Chapter. Additional meetings of the Board may be called by any of its members or upon written request to the Chair of the Board signed by 20% of the active members of the Chapter.

Section 11. Quora:

- a. A quorum for the consideration of routine business shall be a simple majority of the active membership of the Chapter.
- b. 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 of a proposed amendment to the Constitution of the Association, a quorum shall be three-fourths of the active membership;
- c. for the election of officers, the quorum shall be two-thirds of the active membership.
- d. A quorum for an Advisory Board meeting shall be five members of the Board.

Section 12. An active member will become inactive if he or she misses two consecutive meetings without notice, unless the excuse is illness or other extenuating circumstances (with approval of the Advisory Board). An inactive member will be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board (see B-V, Section 10).

Bylaw IV – Committees

Section 1. Subject to provisions of B-V, 5.02, the President shall appoint the chair and members of the following committees: Membership, Initiation, Projects and Activities, Nominations, and such other committees as the Chapter shall desire and establish. Appointments shall be made at the next Chapter meeting following each initiation of new members.

Section 2. As early as possible after committee appointments are made, the President shall provide each committee chair with a draft list of specific duties and responsibilities. The committee chair and committee members shall ratify the list, and return to the Advisory Board for approval.

Section 3. Each committee chair shall make a report on the progress of committee activities at each Chapter meeting.

Bylaw V – Election of New Members

Section 1. Election of new members shall be held as soon as possible after the grades for the previous term become available and other metrics of eligibility can be determined.

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

Section 3. Scholastically eligible undergraduate students enrolled in Civil Engineering, Mechanical Engineering, Electrical Engineering, and Computer Engineering shall be considered for membership in the Chapter. Scholastically eligible graduate students enrolled in engineering M.S. programs at Merrimack shall be considered for membership in the Chapter, but only by nomination by a Merrimack College faculty member.

Section 4. Junior students shall be considered to be those who have completed 64 credits and are predominantly enrolled in engineering courses at the 3000 level. Senior students shall be considered to be those who have completed 96 credits and are predominantly enrolled in engineering courses at the 4000 level.

Section 5. Transfer students shall be eligible in the third semester after their registration. They may be considered in their second semester with a 5/7ths vote of the Advisory Board.

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 of the Chapter.

Section 7. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

Section 8. The membership committee shall periodically consult with the chairs of the various engineering departments to determine the names of graduate students, alumni, faculty members, and others who may be eligible for membership under the provisions of C-VIII, 3-6.

Section 9. Exemplary Character Evaluation.

a. A list of scholastically eligible candidates shall be circulated to selected faculty members of Tau Beta Pi. The faculty shall be asked to make recommendations on candidates they know and also to suggest persons who may have been overlooked.

b. A pre-election meeting of the full chapter body shall be held. At this meeting there shall be an informal discussion of the eligible candidates along with a discussion of the faculty recommendations.

c. The active members of the Chapter shall be asked to learn more about candidates who are not well-known before the date of the election meeting.

d. An election meeting shall be held after the pre-election meeting. There should be at least one week between these meetings, but not more than three weeks.

Section 10. Election Voting Procedures.

a. At the Election Meeting, the Eligibility Code shall first be read.

- b. The election of the senior candidates shall precede the election of the junior candidates. Each name shall be presented in alphabetical order 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 25% of the members present so request.
- e. No student who fails election on the third ballot shall be considered again at this election. The student may be considered again at the next election if he or she is then eligible.
- f. Anyone eligible under Constitution Article VIII must be elected by an affirmative vote of at least 3/4 of the active chapter membership eligible to vote thereon, who are present and voting affirmatively or negatively, except as provided for in Constitution Article VIII, Sec. 4(a) (4) and 5(a) (4). In each case the total affirmative vote must be a majority of the active chapter membership eligible to vote thereon. In computing these ratios, any fraction 1/2 or greater shall be counted as a whole number.

Section 11. The President shall direct the membership committee to have sufficient blank, paper-copy letters of notification of election prepared in advance of the Election Meeting. After all candidates have been considered and decisions made, acceptance letters should be signed by the President, addressed to the electees, and mailed within 24 hours of the election meeting. Alternatively, the President may opt to send acceptance letters via email instead.

Section 12. 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 13. At the first meeting of the electees, the President shall explain the requirements, objectives, and activities of the Association and of the Chapter. Those electees desiring to accept election shall formally state their acceptance, in writing, in a letter addressed to the President.

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

Section 15. Each electee shall be required to take part in an activity recommended or approved by the Chapter officers to foster a spirit of liberal culture. This activity may take the form of a project and/or the writing of an essay, as specified in B-VII, 7.01. They shall be required to read the Constitution and Bylaws of the Association and these Bylaws. Requirements will be described at the first meeting of the electees.

Section 16. The Chapter may assign additional duties to electees, subject to the provision of B-VII, 7.02.

Bylaw VI – Election and Installation of Officers

Section 1. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and a Chapter advisor shall be elected in the spring semester.

Section 2. Nominations for officers shall be made by two nominating committees appointed by the President. Each committee shall nominate one candidate for each office. Additional nominations may be made from the floor at the Election of Officers Meeting. Reports of the nominating committees shall be

made at a scheduled Chapter meeting, or by mail to the active members, at least one week prior to the Election of Officers Meeting.

Section 3. The Election of Officers Meeting shall be held at least four weeks prior to the end of the spring semester. Officers-elect shall be formally installed at the last meeting of the spring semester. The Chapter Officer Installation Procedure in the President's Book shall be employed to install the new officers. During the period following the election until the installation, each Officer-elect shall work closely with his or her officer counterpart to learn the duties and responsibilities of the office. Transfer of financial records between the past and newly elected Treasurer is contingent upon an audit as required by MA K-VII, 8.

Section 4. The election of officers shall be by secret ballot. Two-thirds of the active membership shall constitute a quorum for the Election of Officers Meeting, and a majority of the quorum shall be required for election. A vote by the members present will cause the nominee receiving the least number of ballots to be dropped from further consideration until one candidate receives a majority vote.

Section 5. If any office becomes vacant between regular elections, a special election shall be held at the next Chapter meeting to fill the vacancy. The officer elected shall serve until the next regular election.

Bylaw VII – Finances

Section 1. The expenses of the Chapter shall be borne by initiation fee and by such dues and pro-rata assessments as may be voted by the Chapter. A majority vote of the active membership shall be required to change any fees or dues or to levy any assessment. Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of any changes in the amounts of the Chapter's initiation fee, dues, or assessments.

Section 2. The initiation fee for all initiates shall be \$55.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of \$32.00, the national Convention assessment of \$7.00, the cost of one initiation banquet, the cost of a rough Bent casting, and the operating expenses of the local Chapter.

Section 3. 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 new 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 the adopted budget must be approved by the Chapter except that the Treasurer shall be authorized to advance to the Convention delegate a sum sufficient to cover the expected expenses of attending the annual Convention of the Association.

Section 4. The Chapter shall use the official bookkeeping system of the Association.

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 countersigned 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 August 1 to July 31.

Section 8. Immediately following the end of the fiscal year, at least one Chapter advisor (but not the Treasurer if the Treasurer is a Chapter advisor) 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 VIII – Discipline

Section 1. It is the intent of this disciplinary Bylaw to impress the membership with seriousness of purpose of this Chapter and of the Tau Beta Pi Association, and to enable the officers and dedicated members of this Chapter to accomplish necessary business in a manner not inconvenienced or encumbered by a lack of interest on the part of a few members.

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

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

Bylaw IX – Records and Equipment

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

Section 2. The initiation equipment shall be maintained in good order and in a secure manner by the Vice President, and the Ritual and its related material shall be kept up-to-date and under lock and key when not in use.

Section 3. All records and an inventory of all physical equipment owned by the Chapter shall be turned over to the new officers at the Installation of Officers Meeting.

Section 4. The Charter of this Chapter shall be prominently displayed at a location determined by the Dean of the School of Science & Engineering.

Section 5. All records of this Chapter shall be open for inspection to any member of the Association and to any official of the University who has received approval from the Advisory Board, except that the Ritual may not be inspected by non-members of the Association.

Bylaw X – Suspension of the Bylaws

Section 1. 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 in C-VI, 5.

Bylaw XI – Amendments

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

Section 2. These Bylaws may be amended by a three-fourths affirmative vote of the active membership of the Chapter, subject to the Secretary-Treasurer of the Association within two weeks after an amendment is adopted.

Section 3. The Corresponding Secretary shall send a copy of the Bylaws as amended to the Secretary-Treasurer of the Association within two weeks after an amendment is adopted.

Bylaw XII – Dissolution

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

Bylaw XIII – Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on May 2, 2023.

They were last amended on May 2, 2023.

Signatures

(President)

(Chair of Advisory Board)