

**CHAPTER BYLAWS  
THE TAU BETA PI ASSOCIATION  
BETA OF MARYLAND**

**Bylaw I – General**

*Section 1.* These bylaws shall govern the proceedings of the Chapter in all matters not specifically provided in the Constitution and the Bylaws, and in the Convention of the Tau Beta Pi Association.

*Section 2.* This Chapter shall conform to such rules and regulations of the College of Engineering and this University as may apply to honors societies and shall abide by UMD policies.

*Section 3.* In the event of a conflict between the Constitution and Bylaws of Tau Beta Pi Association, and the rules and regulations of the College of Engineering and this University, such action shall be taken as deemed advisable by all parties concerned.

*Section 4.* Tau Beta Pi does not restrict membership or discriminate on the basis of race, color, creed, sex, sexual orientation, gender identity, gender expression, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution.

*Section 5.* In recognition of his long and faithful service, Brother Russell B. Allen shall, beginning December 3, 1966, be designated Advisor Emeritus of this Chapter.

*Section 6.* In appreciation for twenty-one years of service as the foundation of the Maryland Beta Chapter, we bestow the honor of Advisor Emeritus on Dr. Henry Lepper this 3<sup>rd</sup> day of May, 1980.

**Bylaw II – Government**

*Section 1.* The officers of the Chapter shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer. The Recording and Corresponding Secretary positions may be combined into one: Secretary. These shall be elected from the active members of the Chapter provided they become members within two weeks of receiving the position. Each of the officers shall serve for one year or until his successor is duly elected and installed.

*Section 2.* The Chapter President shall be the delegate to the National Convention. The Chapter officers shall be alternates in the order listed in Section 1 above.

*Section 3.* The duties of the officers shall be outlined in B-V of the National Bylaws, and in the bylaws of this Chapter.

*Section 4.* The following extra duties shall be required of the officers:

- a. The Chapter President shall be a member, exofficio, of all committees.
- b. The President shall see that each officer and committee chairman is provided with a written list of all specific duties for which each is responsible. These lists shall be discussed at the first meeting in the fall. A copy of each list shall be placed in the Recording Secretary's notebook and preferably also in the President's book.
- c. The President shall notify the Advisory Board of the time set for election of new members at least one month in advance.
- d. The President, or a person designated by him or her, shall be this Chapter's delegate to any such University group as the Dean's Engineering Council.
- e. The Vice President shall be in charge of organizing all committees.

- f. The Corresponding Secretary shall keep an accurate up-to-date list of all names and addresses of all active members of the chapter. He or she shall post notices of all meetings at least ten days in advance. He shall be the keeper of all dies and stationary of the Chapter. See also B-III of these bylaws.
- g. The Recording Secretary shall see that each new member is provided with an up-to-date copy of these bylaws for his permanent keeping.

### **Bylaw III – Meetings**

*Section 1.* The following regular meetings shall be scheduled and held once each year: organization meeting, election of officers, and planning meeting. The planning meeting shall be held soon after the election of officers. A banquet shall also be held once a year.

*Section 2.* The following regular meetings shall be scheduled and held once in the fall and once in the spring: preliminary consideration of candidates and election of candidates. A formal initiation shall also be held once in the fall and once in the spring at which candidates shall be initiated.

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

*Section 4.* The first meeting of each term shall be held within two weeks after the start of the term – called the “General Body Meetings.”

*Section 5.* A complete calendar of the regular functions of the Chapter for the term shall be presented to the members no later than the second meeting of the regular term.

*Section 6.* Special meetings may be called at any time by the President, by any member of the Advisory Board, or upon the written request to the President by five active members.

*Section 7.* All active members and the Advisory board shall be notified of all meetings well in advance by the Corresponding Secretary. See II-4f of these bylaws.

*Section 8.* Robert’s Rules of Order shall be the parliamentary guide of this Chapter on all points not provided for in these bylaws, and the Constitution and Bylaws of the Tau Beta Pi Association.

*Section 9.* At all meetings except in the open meetings the order of business shall be as follows:

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

*Section 10.* A quorum shall be as set forth in B-IV for meetings of the Chapter.

### **Bylaw IV – Election of Officers**

*Section 1.* Officers shall be elected in the spring, at initiation or at a General Body meeting planned at least two weeks before initiation, and shall serve for one year.

*Section 2.* The new officers shall take office at the executive board meeting directly following initiation.

*Section 3.* The election of officers shall be by secret ballot. Two-thirds of the total active membership shall constitute a quorum for election of officers, and a majority of this quorum shall be required for election. If no nominee receives a majority on the first ballot, a second ballot shall be held between the two leading candidates. At this election, the new member of the Advisory Board shall also be elected.

*Section 4.* If any office shall become vacant between the regular elections, a special election shall be held at the next meeting to fill any vacancies created thereby. The officer(s) elected at that time shall serve until the next regular election.

*Section 5.* If the office of the President becomes vacant, the other officers of the Chapter shall succeed to the office of President ProTem, in the order named in Section 1 of Bylaw II, until such time as the special election provided for in this bylaw is held.

### **Bylaw V – Committees**

*Section 1.* Subject to the provision in B-V, 5.02, the President shall appoint the chairman and members of the following committees: Academic, Alumni, Community Service, Fundraising, Initiation, Lounge, Outreach, Scholarship, Social, and such other committees as the Chapter shall desire and establish.

*Section 2.* As early as possible after committee appointments, the President and Vice President shall provide each committee chairman with a list of his specific duties and responsibilities (see II-4, b of these bylaws).

### **Bylaw VI – Candidacy of New Members**

*Section 1.* The candidacy of new members shall be determined as soon as possible after the grades from the past semester have become available.

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

*Section 3.*

- a. Undergraduate students in good standing in the following curricula are eligible for membership: Aerospace Engineering, Bioengineering, Chemical & Biomolecular Engineering, Civil & Environmental Engineering, Computer Engineering, Electrical Engineering, Fire Protection Engineering, Materials Science & Engineering, and Mechanical Engineering. Good standing requires that undergraduate students are in the top 1/8 by GPA of those in junior standing in engineering or the top 1/5 by GPA of those in senior standing in engineering.
- b. Graduate students in good standing in the following curricula are eligible for membership: Aerospace Engineering, Bioengineering, Chemical & Biomolecular Engineering, Civil & Environmental Engineering, Computer Engineering, Electrical Engineering, Fire Protection Engineering, Materials Science & Engineering, Mechanical Engineering, Nuclear Engineering, Reliability Engineering, and Systems Engineering.

*Section 4.* The class to which an undergraduate student belongs shall be based on the number of program credits the student has attained. The program credit is a unit specified by the Dean of the College of Engineering. To be a junior, a student must have a minimum of 60 program credits including the number of major field credits (but not specific courses) specified in the undergraduate catalogue of the University of Maryland for completion of the sophomore year. To be a senior, a student must have completed 90 or more program credits. Additionally, to satisfy the upperclassman status requirement, undergraduates must be currently or previously enrolled in at least one 300-level or higher engineering course with the following prefix: ENMA, ENAE, ENCE, ENME, ENEE, CMSC, CHBE, ENCH, ENFP, or BIOE.

*Section 5.* The President shall direct the Initiation Committee to have sufficient emails of notification of candidacy prepared in advance of the first look meetings. The first look meetings shall be held within the first two weeks of the start of each semester.

*Section 6.* Each prospective member will complete his or her new member requirements which will be determined by the Initiation Committee and Officers before a vote will be taken on their eligibility for membership.

*Section 7.* Candidates must perform a minimum of eight hours of project time in the semester of their election.

*Section 8.* Eligibility of graduate students should follow requirements as specified by C-VIII, 3 of the National Convention. In addition, the following requirements of the graduate student must be met:

- a. Presently a candidate for an engineering graduate degree, master's, doctor's, or professional;
- b. If the candidate is pursuing a doctoral degree, admission into the College as a PhD candidate;
- c. Statements by the candidate's advisor and a Tau Beta Pi faculty member that the graduate student has done graduate work of the quality expected of a member of the Association;
- d. In the semester of consideration, the minimum grade point average required of a graduate student candidate shall be greater than that required of senior student candidates;
- e. Submission of transcripts from undergraduate and graduate course work and a resume summarizing academic and other accomplishments.

The Chapter has the responsibility of verifying that the candidate meets the above requirements.

*Section 9.* Exemplary Character Evaluation

- a. The Initiation Committee to the best of its abilities shall invite all scholastically eligible candidates to a get-acquainted meeting ("first look") which shall be held to introduce the candidates to the purposes and activities of Tau Beta Pi.
- b. Each candidate shall serve on one committee and shall be required to participate actively in at least one of the Chapter's projects to receive further consideration.
- c. An active member shall be assigned as candidate participation coordinator for each individual candidate.
- d. Projects that involve physical violence, offense to dignity of decency, and/or public exercises that make the candidate ridiculous in any way are strictly prohibited.
- e. At the election meeting each candidate participation coordinator shall make recommendations based on the candidates' participation in their assigned project.
- f. Each candidate must sign a Release of Educational Records. The officers must use this permission to verify that the candidate has no record of academic dishonesty offenses or other indication of lack of exemplary character. This information is to be kept confidential.

*Section 10.* Eligibility for candidacy as an eminent or alumnus member shall follow the requirements as specified by Article C-VIII, Sections 4, 5, and 6 of the National Constitution. In addition, the candidates shall be required to submit the following:

- a. A cover letter describing the candidate's reasons for desiring membership in the Association;

- b. A resume summarizing the candidate's experience and accomplishments both in and out of the engineering field;
- c. A letter of recommendation, either from a member of the Association or from the candidate's faculty advisor when the candidate was a student at this University.

### **Bylaw VII – Election of New Members**

#### *Section 1. Voting Procedures*

- a. At the Election Meeting the Eligibility Code shall first be read.
- b. 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 to receive more than a majority of 50% of the votes on the first ballot.
- c. No student who fails election on the second ballot shall be considered further unless twenty-five percent of the members present so request.
- d. No student who fails election on the third ballot shall be considered again at this election. He or she may be considered at the next election if he or she is then eligible.

*Section 2. Only active members are eligible to vote on new members.*

*Section 3. Each electee shall be required to notify the Initiation Chair of his acceptance.*

*Section 4. Each electee who refuses shall be interviewed by the Executive Board as required by C-VIII, 9.*

*Section 5. The vote required to rescind the election of one who has not been initiated or to postpone the initiation of a pledge is a simple majority of a quorum of the members.*

*Section 6. Election of suitable alumnus members shall be encouraged by this Chapter.*

### **Bylaw VIII – Records**

*Section 1. Records shall be kept up-to-date and in good order (see B-V, 5.03c). 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 Tau Beta Pi in good standing.*

### **Bylaw IX – Finance**

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

*Section 2. Expenditures (except those for less than \$20.00 which may be made from petty cash) shall be made by check. The signature card will have the President's and the Treasurer's signature. Receipts must be written for all money received and must be maintained on file for at least three years.*

*Section 3. This Chapter shall use the official bookkeeping system of the Association (except as provided in B-V 5.03 e2).*

*Section 4. The initiation fee for all initiates shall be payable in advance. This shall include all National fees.*

*Section 5.* There shall be at all times a balance of at least \$50.00 in the Treasury. A sum of no more than \$150.00 may be kept in petty cash.

*Section 6.* At the election of officers meeting, the President of the Chapter shall appoint an Auditing Committee to review the Treasurer's accounts, when deemed necessary. This Auditing Committee shall consist of at least one Alumnus Member of the Advisory Board, other than the Treasurer, and one undergraduate member of the Chapter.

#### **Bylaw X – Discipline**

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

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

*Section 3.* Whenever a member has three unexcused absences from the Chapter's General Body Meetings in one semester, or is absent without excuse from an election of members meeting ("Initiation), the Executive Board shall immediately submit his name to the President. The President shall then call the Executive Board to a meeting within ten days of receipt of the notice from the Vice President. The member shall be asked to appear before the Executive Board and give cause to why the inactive membership status shall not be instituted for his lack of attendance. Absences may be excused at the discretion of the President in advance of the meeting concerned, and he will advise the Executive Board to so make the record (see B-XIV).

#### **Bylaw XI – Scholarship Fund**

*Section 1.* Each year, this Chapter shall solicit money from its alumni to maintain and support a Scholarship Fund. Funds solicited but not administered in a given year shall be carried over to the following year.

*Section 2.* The Fund shall be administered by the Advisory Board of the Chapter. Administration of the fund shall include the choosing of recipient(s), designation of the amount of each award, and the method of payment.

- a. The Advisory Board shall choose recipient(s) weighing scholarship, professional interest, financial need, or other such criteria as they believe relevant.
- b. Award shall not exceed the cost of tuition, books, room, and board for one year of undergraduate or graduate study at the University of Maryland and may consist of any part of the above.

#### **Bylaw XII – Amendments**

*Section 1.* These bylaws may be amended by three-fourths vote of the total active membership of the Chapter, subject to the approval of the Advisory Board (C-VI, 7b). Proposed amendments must be submitted to the Chapter in a scheduled meeting at least one week before voting. Absentee ballots may be used if necessary.

#### **Bylaw XIII – Effective Date**

*Section 1.* These bylaws shall become effective 30 days after their acceptance by the Chapter, and all previous bylaws of this Chapter are hereby rescinded effective on the same date.

#### **Bylaw XIV – Inactive Status**

*Section 1.* A member can become inactive in one of three ways:

- a. An undergraduate member shall become inactive upon his petition to and the affirmative vote of five-sevenths of the Executive Board. He shall petition for inactive status upon withdrawal from the College of Engineering, or sickness or disability lasting for two months, or for such reasons as deemed acceptable by the Executive Board.
- b. Members who fail to attend one of the Chapter's General Body Meetings and have no valid excuse for their absence will be warned to attend the remaining meetings. Having been warned, those members who miss a second meeting without previously notifying one of the officers will be declared inactive.
- c. Members who fail to complete the required five project hours within a semester will be warned of their status. Having been warned, if they do not make an effort to complete those hours during the semester in question, they will be declared inactive.

*Section 2.* An inactive member shall have no voting rights and shall not be counted as a member in the computation of quorum. He or she shall retain all other privileges of membership but his inactive status will be reported to the National Headquarters.

*Section 3.* After attaining inactive status, a member can petition the Chapter in writing to once again become an active member (as noted in the National Bylaws 6.05, b). Implementation of this bylaw is left to the discretion of the Chapter officers.

### **Bylaw XV – Active Membership**

*Section 1.* Any member of the Chapter will be considered an active member of the Chapter if he or she is currently attending classes at this University and if he is attending the Chapter's General Body Meetings.

*Section 2.* Transfer students and graduate students who are members of Tau Beta Pi shall become active members of the Chapter upon the submission of satisfactory proof of their membership to the Chapter President and provided Section 1 of this Bylaw is being or will be fulfilled.

*Section 3.* Co-op students may, at their discretion, become active members of the Chapter during their periods of internship by informing the President or Vice President of their intention.

*Section 4.* A member shall notify the President or Vice President within two weeks of a change in his status as a member.

*Section 5.* Active members must perform a minimum of five hours of project time over the course of each semester, in addition to attending at all of the Chapter's General Body Meetings.

- a. Exceptions to this requirement will be granted by the President provided sufficient reason is given in writing by the member seeking exception. Sufficient reasons include: prolonged illness, participation in the projects of the Engineering College (e.g. solar car or concrete canoe) or having an overly-ambitious work schedule.
- b. The Vice President will inform members by mid-semester if they are not making satisfactory progress towards completion of their project hours.
- c. The Vice President will provide to the President to names of those members who, after being informed at the mid-semester notification, make no attempt towards completion of their project hours within a reasonable time after notification.
- d. The Executive Board will determine if members who are not making the attempt to satisfy this requirement will be made inactive. The member in question may appear at the meeting of the Executive Board to give reason why they should maintain their active status.