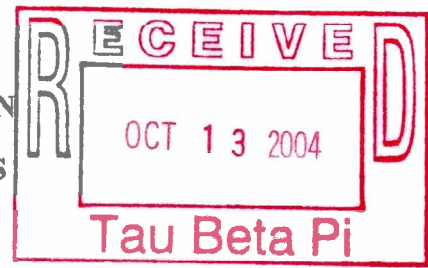


CHAPTER BYLAWS  
THE TAU BETA PI ASSOCIATION  
DELTA OF MARYLAND  
BALTIMORE COUNTY CAMPUS



**Bylaw I - General**

- Section 1.* These bylaws shall govern the proceedings of this Chapter in all matters not specifically provided for in the Constitution and 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.
- 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.

**Bylaw II - Government**

- Section 1.* The officers of the Chapter at the University of Maryland Baltimore County shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary, a Cataloguer, and a Student Treasurer. These shall be elected from the active student members at the University of Maryland Baltimore County campus. Each of these officers shall serve for one year or until his/her successor is elected and installed.
- Section 2.* There shall also be an Advisory Board consisting of the President, the Vice President, and the Corresponding Secretary of the Chapter, and four Alumnus Members. These Alumnus Members of the Advisory Board shall include a Faculty Treasurer and shall preferably be elected from the Faculty of the College of Engineering to serve for terms of four years as provided in C-VI, 7 of the National Constitution.
- Section 3.* 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 4.* The duties of the officers shall be as outlined in B-V of the National Bylaws, and in the bylaws of this Chapter.
- Section 5.* 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 chair 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/her, shall be this Chapter's delegate to any such University group as the Dean's Engineering Council.
- e. The Corresponding Secretary shall keep an accurate up-to-date list of all names and addresses of all active members of the Chapter. He/she shall post notices of all meetings at least ten days in advance. He/she shall be the keeper of all dies and stationary of the Chapter. See also V-in of these bylaws.

The Recording Secretary shall see that each new member is provided with an up-to-date copy of these bylaws for his/her 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.
- 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 that term
- 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-5e 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 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. Reports of committees
- e. Unfinished business
- f. New business
- g. Adjournment

*Section 10.* A quorum shall be set forth in B-V, 5.07 for meetings of the Chapter.

#### **Bylaw IV - Election of Officers**

*Section 1* Officers shall be elected in the spring, no later one week after spring induction, and shall serve for one year

*Section 2* The new officers shall take office at the meeting following the election meeting

*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 and all vacancies created thereby. The officers) elected at that time shall serve until the next regular election.

*Section 5.* If the office of President shall become 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 provisions in B-V, 5.02, the Chapter Executive Council shall appoint the chair and members of the following committees: Membership, Initiation, Programs, Social Activities, Alumni Relations, and such other committees as the Chapter shall desire and establish. Appointments shall be made at the first meeting after the election of officers, and the first meeting after the fall initiation of new members.

*Section 2.* As early as possible after committee appointments the President shall provide each committee chair with a list of his specific duties and responsibilities. (See 11-5, b of these Bylaws.)

### **Bylaw VI - Election of New Members**

*Section 1.* The election of new members shall be held as soon as possible after the grades for the past semester become available.

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

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

*Section* Regular students in good standing in the College of Engineering shall be eligible for membership. This includes students in mechanical, chemical, biochemical, computer, and electrical engineering.

*Section 5.* Junior and Senior class standing shall be based upon the required number of program credits as set by the Dean of the College of Engineering. Additionally, junior standing shall require the number of major field credits, but not specific course, as specified in the undergraduate catalog of the University of Maryland Baltimore County for completion of the sophomore year.

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

*Section 7.* Exemplary Character Evaluation

- a. The membership committee to the best of its abilities shall invite all scholastically eligible candidates to get-acquainted meeting ("smoker") which shall be held to introduce the candidates to the purposes and activities of Tau Beta Pi.
- b. Projects that involve physical violence, offense to dignity or decency, and/or public exercises that make the candidate ridiculous in any way are strictly prohibited.
- c. 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 a lack of exemplary character. This information is to be kept confidential.
- d. Each candidate must, to the best of their ability, participate in Maryland Delta sponsored activities. The members will make a final decision on exemplary character through the candidates attitude and participation in these chapter activities.

*Section 8.* At each election, the top fifth of the senior class shall be eligible. No eligible senior who has not achieved a 3.200 out of a possible 4.000 cumulative index shall be considered unless by unanimous ballot of those active undergraduate members present and voting at a meeting to be held at least one week prior to the election meeting.

- Section 9.* At each election, the top eighth of the junior class shall be eligible. No junior shall be considered who has not achieved a 3.200 out of a possible 4.000 cumulative index unless by unanimous ballot of those active undergraduate members present and voting at a meeting to be held at least one week prior to the election meeting.
- Section 10.* The President shall direct the Membership Committee to have sufficient letters of notifications of election prepared in advance of the election meeting. These letters shall be signed by the President, addressed, and mailed as soon as possible. All members shall keep the election results in absolute confidence so the elected student shall not be informed of the details of the vote, especially concerning the personal matters discussed at the time of voting.
- Section 11.* Voting Procedures
- a At the Election Meeting, 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 following person 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 on the first ballot.
  - d No student who fails election of the second ballot shall be considered further unless twenty-five percent of the members present so request.
  - e No student who fails election on the third ballot shall be considered again at this election. He/she may be considered again at the next election if he/she is then eligible.
- Section 12.* Each electee shall be required to notify the President of his acceptance in writing.
- Section 13.* Each electee who refuses shall be interviewed by the Advisory Board as required by C-VIII,9
- Section 14.* The vote required to rescind the election of one who has not been initiated or to postpone the initiation of an electee is a simple majority of a quorum of the members.
- Section 15.* Eligibility for candidacy 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 in either mechanical, chemical, biochemical, computer, or electrical engineering;
  - b If the Candidate is pursuing a masters degree, completion of 18 lecture credit hours;
  - c If the candidate is pursuing a doctoral degree, admission into the College as a PhD candidate;

- d. Statements by the candidates 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.
- e. 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.
- f. Submission of transcripts from undergraduate and graduate coursework and a resume summarizing academic and other accomplishments.

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

*Section 16.* Eligibility for candidacy as eminent engineer and alumnus member shall follow the requirements as specified by (C-Vin, 4, 5 and 6) of the National Convention. In addition, the candidates shall be required to submit the following:

- a. A cover letter describing the candidate's reasons for wanting to become a member of the Association;
- b. A resume summarizing the candidate's experience and accomplishments both in and outside of the engineering field;
- c. Three letters of recommendation, at least one having been written by a member of the Association

*Section 17.* Election of suitable alumnus members shall be encouraged by this Chapter.

#### **Bylaw VII - 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 VIII - Finance**

*Section 1.* The expenses of the Chapter shall be borne by the initiation fee, and by the dues 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 dues or levy assessments. Within one week, the Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning the changes in the amounts of these dues and assessments.

*Section 2.* Expenditures (except those for less than \$5.00 which may be made from petty cash) shall be made by check signed by the Chapter Treasurer. Petty cash vouchers must be retained on file for at least three years. Receipts must be written for all money received and must be retained 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, the cost of one ticket to the initiation banquet, and dues for the Maryland Delta Chapter.

*Section 5.* There shall be at all times a balance of at least \$100.00 in the Treasury.

*Section 6.* At the election of officers meeting, the President of the Chapter shall appoint an Auditing Committee to review the Treasurer's accounts. 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 IX • 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 the period of one year.

*Section 3.* Whenever a member shall have three unexcused absences from meetings in one semester, or be absent without excuse from an election of members meeting, the Recording Secretary shall immediately submit his/her name to the President. The President shall then call the Advisory Board to a meeting within ten school days of receipt of the notice from the Recording Secretary. The member shall be asked to appear before the Advisory Board and give cause why suspension proceedings shall not be instituted for his/her lack of attendance. Absences may be excused at the discretion of the President in advance of the meeting concerned, and he/she will advise the Recording Secretary to so make the record.

#### **Bylaw X • Amendments**

*Section 1.* These bylaws may be amended by a 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 XI - Inactive Status**

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

- a. An undergraduate member shall become inactive upon his petition to and the affirmative vote of five-sevenths of the Advisory Board. He/she 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 Advisory Board.

- Members who fail to attend one of the Chapter meetings and have no valid excuse for their absence
- b. 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.

*Section 2.* An inactive member remains subject to payment of chapter dues and any past fines he/she may have incurred. He/she shall have no voting rights and shall not be counted as a member in the computation of quorum. He/she shall retain all other privileges of membership but his/her 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 National Bylaws 6.05, Sec. b.) Implementation of this Bylaw is left to the discretion of the Chapter officers.

#### **Bylaw XII - Active Membership**

*Section 1.* Any member of the Chapter will be considered to be an active member of the Chapter if he/she is currently attending classes at this campus and if he/she is attending the Chapter's 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 Recording Secretary of their intention.

*Section 4.* A member shall notify the Recording Secretary within two weeks of a change in his/her status as a member

#### **Bylaw XIII - Non-Discriminatory Policy**

*Section 1.* The Maryland Delta Chapter of the Tau Beta Pi Association conforms to University of Maryland System rules and regulations on non-discrimination regarding race, color, age, national origin, sex, religious beliefs, physical handicap, and sexual orientation as they apply to collegiate honor societies.

#### **Bylaw XIV - Effective Date**

*Section 1.* These bylaws shall become effective after their acceptance by the Chapter, and all previous bylaws of this Chapter are hereby rescinded effective on the same date October 5, 2004.



**CHAPTER BYLAW AMENDMENTS**

Amendment 1 made to Bylaw IV, Section 1.

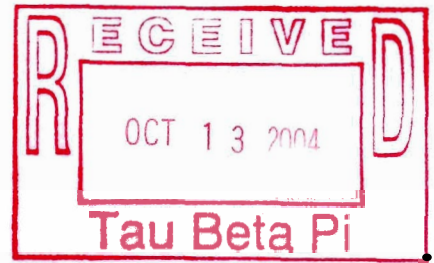
Vote: 100 %

Amendment 2 made to Bylaw VI, Section 4.

Vote: 100 %

Amendment 3 made to Bylaw VI, Section 15.

Vote: 100 %



Approved by:

President

Mike R. Jun

Vice President

L.M. Beaudin

Secretary

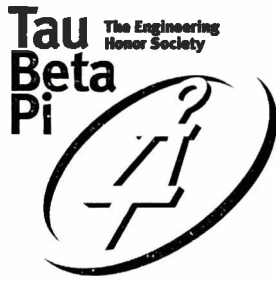
Carina M. Decastro

Chapter Advisor

[Signature]

Date

October 5, 2004



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

**Roger E. Hawks**  
Assistant Secretary-Treasurer

**Patricia B. McDaniel**  
Director of Communications & Development

October 27, 2004

## Eligible Curricula Approved

President, MD D 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: MD D Chapter file  
James D. Froula, Secretary-Treasurer  
Chief Advisor  
D4 Directors

**The Tau Beta Pi Association, Inc., Founded 1885**

Member of Association of College Honor Societies

508 Dougherty Engineering Hall, UTK, P.O. Box 2697, Knoxville, Tennessee 37901-2697

Tel: (865) 546-4578 Fax: (865) 546-4579, E-Mail: [tbp@tbp.org](mailto:tbp@tbp.org) Internet: [www.tbp.org](http://www.tbp.org)