

BYLAWS OF THE MAINE ALPHA CHAPTER  
OF  
THE TAU BETA PI ASSOCIATION

Bylaw I – General

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

Section 2. This Chapter shall conform to such rules and regulations of The University of Maine at Orono and of its College of 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 and regulations of The University of Maine at Orono and/or its College of Engineering the rules of The University of Maine at Orono and/or the College of Engineering shall prevail, and 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.

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 expressed 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 fee, 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, Recording Secretary, Corresponding Secretary, and Cataloger who shall be active members of the Chapter; a

Treasurer, who may be an inactive member of the Chapter or a member of the faculty; and four alumnus advisors, preferably elected from among the faculty of the College 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 Association. The Chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

Section 5. Alumnus members of the Advisory Board 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 B-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. 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 pay a courtesy call on the Dean of Engineering early in the fall term 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.
- g. The President shall cooperate with the Director of Tau Beta Pi District I and shall encourage the Chapter members to participate in the District's activities.

## Bylaw III – Meeting

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

Section 2. The following regular meetings shall be scheduled and held once in the Fall and once in the Spring semesters: Discussion of Election Procedures, Election of Candidates, Initiation of Electees, and one general meeting of a social, literary, or technical nature.

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

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 complete calendar of the regular meeting of the Chapter for the semester to the active members for their approval no later than the second meeting of the semester.

Section 7. Notices sent to the active, members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting. Announcements should also be posted in each engineering building.

Section 8. Business meetings, other than the Election 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 9. 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. A member who must miss a regular, scheduled meeting shall submit his or, her reasons to the President, in writing, before the meetings, 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 the 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. 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 of the Association; 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. Subject to the provisions of B-V, 5.02, the President shall appoint the chair and members of the following committees: Membership, Initiation, Program, 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 list of his or her specific duties and responsibilities.

Section 3. Each committee chair shall make a report on the progress of his or her group's activities at each chapter meeting.

#### Bylaw V – Election of New Members

Section 1. Election of new members shall be held in the Fall and Spring semesters as soon as possible after grades for the previous term become available.

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

Section 3. Scholastically eligible undergraduate and graduate students in the College of Engineering shall be considered for membership in the Chapter. The following curricula are eligible: Biological Engineering, Chemical Engineering, Civil and Environmental Engineering, Computer Engineering, Electrical Engineering, Engineering Physics, Mechanical Engineering, and Spatial Information Science & Engineering.

Section 4. Transfer students, shall be eligible for consideration at the third regular election after their registration. Such students may be eligible at the second regular election after their registration, provided the consent of five sevenths of the Advisory Board is obtained.

Section 5. 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 6. Maine Alpha requires a minimum grade point accumulative of 3.0 out of 4.0.

Section 7. 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 8. EXEMPLARY CHARACTER EVALUATION

Prior to becoming an initiate:

- a. Letters shall be sent to scholastically eligible candidates inviting them to a get-acquainted meeting.
- b. A get-acquainted meeting shall be held which the Chapter members will meet the candidates. The candidates shall be introduced to the purposes and activities of Tau Beta Pi.
- c. Prospective candidates will be required to complete a questionnaire form describing their activities and interest.
- d. The Chapter members shall be asked to make recommendations on the candidates they met during the get-acquainted meeting at the Chapter's election meeting.
- e. Each of the candidates shall be required to participate actively in a project to receive further Chapter consideration.
- f. Projects that involve physical violence, offense to dignity or decency, and/or public exercise that make the candidate ridiculous in any way are strictly prohibited.
- g. At the election meeting the membership committee shall make recommendations based on the candidates' participation in their assigned projects.

#### Section 9. 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 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.

No student who fails election on the second ballot shall be considered further unless twenty-five members present of the members present so request.

- e. 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 24 hours of the Election Meeting.

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

Section 14. The Chapter may assign additional duties to electees, subject to the provisions of B-VII, 7.02.

#### Bylaw VI – Election and Installation of Officers

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

Section 2. Nominations for officers shall be made by nominations from the floor and seconded.

Section 3. The Election of Officers Meeting shall be held at least six weeks prior to the end of the spring term. Officers-elect shall be formally installed at the last meeting of the year. The Chapter Officer Installation Procedure given 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 counter-part to learn the duties and responsibilities of the office. Transfer of financial records between the past and newly elected Treasurer is contingent upon a review of the books as required by MAB-VII, 8.

Section 4. The election of officers shall be by secret ballot if more than one nominee per office exists. Two-thirds of the active membership shall constitute a quorum for the Election of Officers Meeting. A plurality vote of those present shall end the election.

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 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. Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of any changes in amounts of the Chapter's initiation fee, dues or assessments.

Section 2. The initiation fee for all initiates shall be \$40.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of \$21.00, the national Convention assessment of \$3.00, 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 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, except that the Treasurer shall be authorized to advance to the Convention delegate a sum sufficient to cover expenses he or she expects to incur in 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 Chapter treasury. A sum of no more than \$20.00 may be kept in petty cash by the Treasurer.

Section 6. Expenditures of less than \$5.00 may be made from petty cash by the Treasurer.

Section 7. The Chapter's fiscal year shall be 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 examine the Chapter's books, with the Treasurer and Treasurer-elect. They shall file the Internal Revenue Service's Form 990 if necessary.

Section 9. No part of the net earnings of the Chapter will inure to the benefit of, or be distributed 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 the 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.

Section 4. An active member will become inactive if he or she misses two consecutive chapter meetings without prior notification to a chapter officer or advisor with a reasonable excuse, unless the excuse is illness. An inactive member will be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board. (See National Bylaw VI, 6.05(b).)

## 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 materials shall be kept 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 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 XI – 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 approval of the Advisory Board, as provided in C-VI, 7(b).

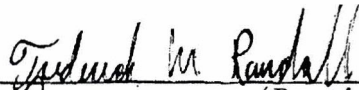
Section 3. The Corresponding Secretary shall send a copy of the Bylaws as amended, to the Secretary-Treasurer of the Association within two weeks after an amendment is adopted.


### Bylaw XII – Dissolution

Section 1. In the event of 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 U.S. Internal Revenue Code of 1954. Any of such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

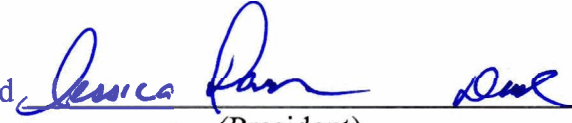
### Bylaw XIII – Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on May 16, 1980.

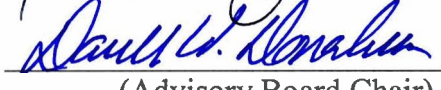
Signed   
(President)

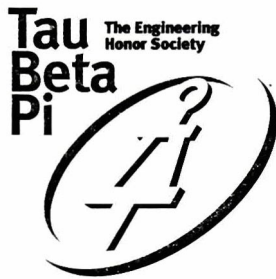
Signed   
(Advisory Board Chair)

Section 2. These Bylaws were last amended on May 6, 2004.

Signed   
(President)

Signed  May 11, 2004  
(Recording Secretary)

Signed  11 May 2004  
(Advisory Board Chair)



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

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

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

May 18, 2004

## Eligible Curricula Approved

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

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

Member of Association of College Honor Societies

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)