

**Bylaws Of The  
Tau Beta Pi  
Michigan Beta Chapter  
Of The  
Tau Beta Pi Association  
At Michigan Technological University**

**Bylaw I - General**

**Section 1-**These bylaws shall govern the proceedings of the Michigan Beta Chapter in all matters not expressly provided for in the Constitution and Bylaws of the Tau Beta Pi Association, Inc.

**Section 2-** Michigan Beta shall conform to such rules and regulations of Michigan Technological University and of its College of Engineering as may apply to Honor Societies.

**Section 3-** In event of conflict between the Constitution and Bylaws of the Tau Beta Pi Association, Inc., and the rules and regulations of Michigan Technological University and/or the rules of the College of Engineering, the rules of Michigan Technological University and/or the College of Engineering shall prevail. The Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

**Section 4-** In compliance with Michigan Technological University's Board of Control Equal Opportunity Policy effective February 24, 2011, the Association will not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information or marital status. In addition, the organization is committed to the policy of not discriminating against disabled individuals or veterans.

**Section 5-**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, I - National Constitution, Article VI, Section 1.
- B. B-V, 5.02 - National Bylaw V, Section 5.02.
- C. MBB-I, 4- Michigan Beta Chapter Bylaw I, Section 4.

## **Bylaw II- Government and Officers**

**Section 1**-The chapter shall be composed of members chosen among eligible students and alumni on the basis of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VIII and 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 defined as in C-VI, 1, and both 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 provision of BVI, 6.05.

**Section 3**-The officers of this Chapter shall be President, Vice President, President-Elect, Secretary, Initiation Officer, Initiation Elect Officer, and Graduate Student Representative, who shall be active members of the Chapter; a Treasurer, who may be an active member or a member of the faculty.

**Section 4**-The Advisory Board of the Chapter shall be composed of the President, Vice President, Secretary and four advisors (C-VII, 11(a)), being alumnus members of the Association, preferably elected from among the faculty of the College of Engineering, if possible. The Primary Advisor of the Chapter shall be elected by the Advisory Board as needed.

**Section 5**-Alumnus members of the Advisory Board may serve up to four years, as specified in C-VI, 7. All other officers shall serve one year or until their successors are duly elected and installed. Alumnus members may be re-elected after their term if they so choose.

**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 by these Bylaws or by Chapter action.

**Section 7**-The President shall be this Chapter’s voting delegate to the national convention of the Association and main delegate to the District 11 convention. The other officers shall be alternate delegates, in the order given in MBB-II, 3.

**Section 8**-The following extra duties shall be required of the officers:

- A. The President and Vice President shall be ex officio members of all committees, comprising the “Committee Advisory Board.”
- B. The Vice President shall chair the Engineers Week/Outreach committee and report on committee affairs at officer meetings.

- C. The Graduate Student Officer shall chair the Professional Development committee and report on committee affairs at officer meetings.
- D. There shall be a written list of specific duties for which each officer is responsible. A copy of each list shall be saved to an archival drive and in the President's files.
- E. The President shall see that each candidate accepting election receives copies of the Constitution, Bylaws, and eligibility code of the Tau Beta Pi Association, information about Tau Beta Pi, and these Bylaws, and such other information as the Chapter may deem desirable.
- F. The President 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.
- G. The Secretary shall serve as a point of contact between the National Tau Beta Pi headquarters in the event anything needs to be completed in cooperation with the national organization.
- H. 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.
- I. The President and Vice President shall cooperate with the Director of Tau Beta Pi District 11 and shall encourage the Chapter members to participate in the District's activities.
- J. The President-Elect shall be a chapter member who will be at Michigan Tech for the next school year so that they can fill the role of president in the following year. This rollover is designed to help provide a smooth transition and prevent the loss of information year to year. The election for this position will take place during the first month of the Spring semester prior to the year of presidency.

### **Bylaw III- Meetings**

**Section 1**-The following regular meetings shall be scheduled and held once each year or as needed: 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 at least one general meeting of a social, literary, or technical nature.

**Section 3-** Special meetings may be called by the President, any member of the Advisory Board, or upon written request to the President signed by twenty percent (20%) of the active members of the Chapter.

**Section 4-** “Robert’s Rules of Order” shall be parliamentary guides of the Chapter in all matters not covered in the Constitution and Bylaws of the Association or in these Bylaws (C-XIV, 7).

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

**Section 6-** The officers shall present a tentative calendar of the regular meetings 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.

**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. Old business.
- C. Reports of Officers.
- D. Reports of Committees.
- E. New business.
- F. Adjournment.

**Section 9-** Attendance of all active members shall be required at all regular, scheduled meetings of the Chapter. Description of excused absences and conditions for maintaining active membership are found in MBB-X, 2 below.

**Section 10-** The President shall call a meeting of the Advisory Board at the beginning of each 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 receipt of a written request to the Primary Advisor signed by twenty percent (20%) of the active membership 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’s Bylaws, and for approval or disapproval of a proposed amendment to the Constitution of the Association and for the election of officers, the

quorum shall be three-fourths of the active membership. A quorum of the Advisory Board meeting shall be five members of the Advisory Board.

#### **Bylaw IV – Committees**

**Section 1-** Subject to the provisions of B-V, 5.02, the President approves the chair and members of the following committees: DiscoverE Engineers Week/Outreach and Professional Development, and such other committees as the Chapter shall desire and establish. Appointments shall be made at the next Chapter meeting following 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-** Committees may be comprised of subcommittees, subject to the chair's decision and approval by the President. The Events committee could be comprised of three subcommittees based on historical activity: Social, Service, and Fundraising.

**Section 4-** Each committee chair shall make a report of the progress of his or her group's activities at each Chapter meeting.

**Section 5-** The President will set membership limits for the various committees in order to prevent any membership imbalances. Members have the option to join or switch between committees at the start of each semester given the President's approval.

#### **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 of the previous term become available.

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

**Section 3-**Scholastically eligible students in the following curricula for undergraduate and graduate shall be considered for membership in the Chapter: Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Environmental Engineering, General Engineering, Geological Engineering, Material Science and Engineering, and Mechanical Engineering.

**Section 4-**The cases of students whose scholastic eligibility is in doubt because of irregularities in standing on curriculum shall be determined by the Advisory Board of the Chapter.

**Section 5-**The initiation chair shall periodically consult with the chairs of the various Engineering Departments to determine the names of the graduate students, alumni,

faculty members, and others who may be eligible for membership under provisions of CVIII, 3-6.

## **Section 6**

- A. Invitations shall be sent to scholastically eligible candidates, inviting them to an informational meeting.
- B. Eligible undergraduate candidates are juniors in the College of Engineering in the top one-eighth of their class and seniors in the College of Engineering in the top one-fifth of their class. The junior or senior standing is determined by the Registrar according to credits earned.
- C. Eligible graduate candidates are graduate level students who have completed fifty percent of their coursework and are in the top one-fifth of the College of Engineering students.
- D. A social event shall be held at which the Chapter members may meet the candidates. The candidates shall be introduced to the members of Tau Beta Pi.
- E. Each of the members will be assigned a character assessment given by the Initiation Chair to demonstrate exemplary character.

## **Section 7-Election procedure**

- A. At the election meeting, the eligibility code shall be first read.
- B. The names of the eligible candidates will be submitted to the Chapter membership.
- C. If any active member has a question about any of the candidates, that candidate's name shall be removed from the list.
- D. A chapter vote shall be taken on all candidates remaining on the list of eligible people (block vote).
- E. Each candidate removed from the list for block voting shall be considered separately, as well as candidates with a negative faculty reference. Each name shall be presented for discussion and voted on before the following name shall be considered.
- F. After all the names have been considered and voted on, there shall be a second individual ballot for each candidate who failed election on the first ballot.
- G. No candidate who fails election on the second ballot shall be considered further unless twenty-five percent (25%) of the members present so request.
- H. No candidate who fails election on the third ballot shall be considered at this election. He or she may be considered again at the next election if he or she is eligible at that time.

**Section 8-**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 email. Likewise, no candidate shall be informed of details of the vote, especially concerning the personal matters discussed at the time of the voting.

**Section 9-**Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10(a).

**Section 10-**Each electee shall be required to take part in an activity recommended by the Chapter officers to foster a spirit of liberal culture. This activity should take the form of a project and/or writing of an essay, as specified in B-VII, 7.01. They shall also be required to read the Constitution and Bylaws of the Association and the Bylaws.

**Section 11-**The Chapter may assign additional duties to the electee subject to the provisions of B-VII, 7.02.

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

**Section 1-**The President, President-Elect, Vice President, Secretary, Initiation Officer, Treasurer, and an alumnus member of the Advisory Board 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 committee shall be made at a scheduled chapter meeting or posted at least one week prior to the Election of Officers meeting.

**Section 3-**The Election of Officers meeting shall be held during spring semester. Officer-elects shall be formally installed at the second to last meeting of the spring semester. The Chapter officer installation procedure given in the President's Book shall be employed to install the new officers. During the period following election and before installation, each officer-elect shall work closely with his or her counterpart to learn the duties and responsibilities of the office. Transfer of financial records between the past and newly elected Treasurer and President is contingent upon an audit as required by MBB-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 is required for election. A vote by the members present shall cause the nominee receiving the least number of ballots to be dropped from further consideration until one receives a majority vote.

**Section 5-** If an office becomes vacant between 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-rate assessments as may be voted by the Chapter. A majority vote of active membership shall be required to change any fees or dues or to levy any assessment. (See MBB-III, 11.) Within one week the 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 payable in advance of initiation to the Chapter Treasurer. This amount shall cover the National Initiation fee, the National Convention assessment, the cost of one initiation banquet, the cost of a rough bent casting, and such other operating expenses of the Chapter as necessary.

**Section 3-** Shortly after the Election of Officers meeting, a committee composed of the President, Vice President, Treasurer, and Treasurer-elect shall prepare an operating budget for the next year and transfer banking information. The budget shall include a recommended amount for the initiation fee to be charged during the year as well as any cash advances required for delegates to attend Conventions or any other national events.

**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 fifty dollars (\$50.00) in the Chapter Treasury. A sum of no more than twenty dollars (\$20.00) may be kept in petty cash by the Treasurer.

**Section 6-** Expenditures in excess of ten dollars (\$10.00) shall be made by check, signed by the Treasurer and countersigned by the President. Expenditures of less than ten dollars (\$10.00) may be made from petty cash by the Treasurer.

**Section 7-**The Chapter's fiscal year shall be from October 1 to September 30.

**Section 8-** Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if he or she is an 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 incur to the benefit of, or be distributed to, members or officers of the Chapter or to any other individual.

**Section 10-** The semester membership fee of \$5 will be used for special projects/events as passed by a majority vote of the active members. After a specified date and with at least four weeks forewarning, the membership fee will increase to \$10 to assist in the timely collection of fees.

## **Bylaw VIII – Discipline**



**Section 1-** It is the intent of this disciplinary bylaw to impress the membership with the seriousness of the 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 and 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 members 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 and under lock and key when not in use.

**Section 2-**The initiation equipment shall be maintained in good order, in a secure manner and the ritual and its related materials 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 Engineering.

**Section 5-**All records of this Chapter shall be open to 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- Maintaining Active Membership Status**

**Section 1-** Each semester members pay a due of \$5 (MBB-VII, 10) to maintain active status. This does not apply to the semester members are initiated and members who are on an academic leave of absence (i.e. co-op, study abroad, etc.).

**Section 2-** To maintain active status, members are only allowed one unexcused absence each semester from general meetings. Excused absences must be approved and acknowledged by the Secretary and/or President prior to the general meeting. If a member has recurring conflicts with regular meetings or exceeds one unexcused absence, they must obtain an additional event point for that semester in order to remain active. Each additional unexcused meeting absence requires one additional event point

for active status. Members must also attend initiation each semester unless they possess a university approved absence. In the event of an unexcused initiation absence, a member must obtain two additional event points to remain active. Also, to maintain active member status, all members must obtain four event points outside of general meetings each semester. In the Spring semester, one point must be gained from an Engineers Week event. To ensure members have the opportunity to fulfill the event requirements, the Officer Board must offer at least four opportunities which are to be outlined by the second meeting of the semester. An active place on the Officer Board will earn all four points, the position of committee chair will earn three points, “active” and “inactive” participation as determined by the Officer Board will earn two points and one or zero points, respectively. The event point system is summarized below:

- 4 points required each semester
- 4 points granted for officers
- 3 points granted for committee chairs
- 2 points granted for “active” committee members
- 1 or 0 points granted for “inactive” committee members
- 1 point granted for social events
- 1 point must be obtained from an E-Week event in the Spring semester
- All other events vary in number of points and are determined by the Officer Board and approved by the President and Vice President.

An inactive member will be re-admitted to active status upon receipt of a written petition and its approval by the Officer Board. (See National Bylaw VI 6.05(B).) This Section does not apply to initiates but will apply once initiated. This Section also does not apply to members who are on an academic leave of absence.

**Section 3-** To be eligible to purchase Tau Beta Pi cords for graduation members must be active for two semesters prior to graduation, one of which must be the semester they graduate. The semester of initiation counts as an active semester. This does not apply to members who are initiated the semester they graduate.

**Section 4-** The duties of maintaining attendance records will be managed by the Secretary.

## **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 XII- Amendments**

**Section 1**-Amendments to these Bylaws may be proposed by any three active members of the Chapter. A proposed amendment shall be submitted to the President and shall be 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 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 XIII – 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 such assets not so disposed of shall be distributed to a Federal, State, or Local government for public purposes.

### **Bylaw XIV – Enactment**

**Section 1**-These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on December 10, 2012. They were last amended on **August 23, 2024**.