

**Bylaws of the Michigan Epsilon Chapter
of the Tau Beta Pi Association, Inc.**

PREAMBLE

The mission of the Michigan Epsilon Chapter of The Tau Beta Pi Association is to honor both students and professionals, in the field of engineering, who demonstrate distinguished scholarship and exemplary character. We, as an organization, will promote a broadminded education at Wayne State University, and plan and participate in academic, technical, social, and community projects that benefit Tau Beta Pi, Wayne State University, and the surrounding community.

BYLAWS

Bylaw I

Name

The official name of this organization shall be the Michigan Epsilon Chapter of The Tau Beta Pi Association, Inc., hereafter referred to as the "Chapter."

Bylaw II

General

Section 2.01. **Governance.** These Bylaws shall govern the proceedings of this Chapter in all matters not specifically provided for in "The Constitution and Bylaws and Eligibility Code" and the Convention Acts of the Tau Beta Pi Association, Inc.

Section 2.02. **Mandated Rules and Regulations.** This Chapter shall conform to such rules and regulations of the College of Engineering and Wayne State University as may apply to honor societies and student organizations.

Section 2.03. **Conflicts.** In the event of conflict between the "The Constitution and Bylaws and Eligibility Code," or Convention Acts of the Association, and the rules and regulations of the College of Engineering or Wayne State University, the rules and regulations of the College of Engineering and Wayne State University shall prevail. The Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

Section 2.04. **Definitions.** Herein, The Tau Beta Pi Association, Inc. shall be referred to as the "Association."

Section 2.05. **Parliamentary Authority.** The rules contained in the current edition of Robert's Rules of Order shall govern this Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

Section 2.06. **References.** 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-VII, 2(a) – National Constitution Article VII, Section 2, Subsection a
- (b) B-IX, 9.04 – National Bylaw IX, Section 9.04
- (c) M-III, 3.01 – Chapter Bylaw III, Section 3.01

Bylaw III

Membership

Section 3.01. **Rights and Privileges.** The rights and privileges limited to active members by the National Constitution and Bylaws are attending the convention as a delegate, holding an office, being counted in quorum, and voting.

Section 3.02. **Active Undergraduate Members.** Active undergraduate members of this Chapter shall:

- (a) *Not miss two consecutively scheduled general body meetings unless prior notification in writing has been made to the President or Vice-President.*
- (b) Attend the election of candidates meeting.

(c) Attend the election of officers meeting unless prior notification in writing has been made to the President or Vice-President.

(d) Actively serve on at least one committee per academic year.

(e) Attend at least two Tau Beta Pi-sponsored social, professional, or service activity in the previous term. This does not include the spring, spring/summer, or summer terms.

Section 3.03. **Active Graduate and Alumnus Members.** Active graduate members of this Chapter shall fulfill all of the guidelines in M-III, 3.02 except item (d). Active alumnus members of this Chapter shall fulfill all of the guidelines in M-III, 3.02 except items (b) and (d).

Section 3.04. **Initiation Period.** The activities during a new member's initiation period shall fulfill the requirements of M-III, 3.02(e).

Section 3.05. **Election of Candidates Meeting.** Due to the three-quarters quorum requirement, any member not in attendance may be made inactive. The date, time, and place of this meeting should be made known to the membership at least six weeks in advance. Reactivation of members not attending this meeting shall be in accordance with M-III, 3.07.

Section 3.06. **Inactivation.** The membership committee shall meet regularly to review which members have fulfilled the active membership guidelines enumerated in M-III, 3.02. A member may be made inactive by a 2/3 vote of this committee for not fulfilling the guidelines in M-III, 3.02. The committee must notify in writing any member made inactive within one week of the committee's action. In addition, the President and Vice-President must be informed of this action. Inactivation of any member by the Membership Committee is subject to review and approval by the Advisory Board.

Section 3.07. **Reactivation.** Any member who wishes to regain their active status must express this desire in writing to the Advisory Board. The member may be asked to come before the Advisory Board to further explain their wishes.

Section 3.08. **Distinguished Active Membership.** The Chapter shall adopt a set of guidelines that enumerate the qualifications for distinguished active membership. These guidelines must be approved by a majority vote of the active membership and advisory board. The guidelines should be included with these bylaws as Appendix A.

Bylaw IV Officers

Section 4.01. **Officer List.** The officers of this Chapter shall be a President, a Vice-President, a Membership Vice-President, a Corresponding Secretary, a Treasurer, a Recording Secretary, a Historian, a Cataloguer, a Community Service Coordinator, a Tutoring Coordinator, a Social-Publicity Coordinator, a Technology Administrator, and four alumnus advisors as specified in C-VI, 6. Other offices may be created by the President with the approval of the Presidential Board. The Advisory Board shall be as described in accordance with C-VI, 7.

Section 4.02. **Term of Office.** All officers, excluding the President, Treasurer, and alumnus advisors, shall hold office for the term, fall or winter, for which they were elected. The President and Treasurer shall hold office for one academic year. The alumnus advisors shall hold office for four years on a rotating basis with one advisor up for election each year. All officers shall hold office until their terms expire or when the Chapter elects their successors.

Section 4.03. **Spring and Summer Duties.** Officers elected for the fall term, except the Treasurer, shall assume the duties of their office during the spring and summer terms. Treasurer will assume duties in the fall and continue until all required treasurer forms are submitted and approved by Nationals in the Spring/Summer term. If the officers elected for the fall term are unable to fulfill their duties during the spring and summer terms, the Presidential Board (M-VII) shall appoint interim officers as temporary replacements. All interim officers' terms expire no later than the beginning of the fall term, when the Presidential Board appoints their successor, or the officer they are replacing is able to assume the duties of their office.

Section 4.04. **Convention.** The President shall be the delegate to the National Convention. The Chapter officers shall be alternates in the following order: Vice-President, Membership Vice-President, Corresponding Secretary, Treasurer, Recording Secretary, Historian, Cataloguer, Community Service Coordinator, Tutoring Coordinator, Social-Publicity Coordinator, Technology Administrator.

Section 4.05. **Officer Duties.** The duties of the officers shall be as stated in B-V, 5.03 and as prescribed in these bylaws and by the Parliamentary Authority adopted by the Chapter. In addition, the following duties shall be required of the officers:

- (a) The President shall be responsible for the initiation of disciplinary action for all members.
- (b) The Vice-President shall see that each new member receives an up-to-date copy of these Bylaws for the member's permanent keeping.
- (c) The Recording Secretary shall publish the Chapter's bi-monthly newsletter "The Local Bent" for the months of September to April.

Section 4.06. **Other Duties.** All officers shall have other such duties applicable to the office as prescribed by the parliamentary authority adopted by the Chapter or by the direction of the President.

Section 4.07. **Malfeasance of Office.** Any member who feels an officer is not performing the officer's assigned duties, may make the member's case in writing to one of the alumnus advisors protecting the identity of the complainant. It is the advisor's responsibility to report the case to the full Advisory Board. Any disciplinary action or removal from office will be in accord with the Parliamentary Authority adopted by the Chapter in M-II, 2.05.

Bylaw V

Election of Officers

Section 5.01. **Nominations.** Candidates for the offices shall be nominated by the floor at the meeting prior to the officer election meeting. Nominations may also be made at any time after the initial nomination meeting and before the officer election meeting is called to order.

Section 5.02. **Voting.** The candidate shall be elected by a majority of all active members present and voting, a quorum being present. Voting shall be by secret ballot. If no candidate receives a majority of the ballots on the first election, a second ballot shall be held between the two leading candidates. No absentee ballots shall be allowed.

Section 5.03. **Drop-Down.** Election of officers shall take place in the order specified in M-IV, 4.01. Any candidate who is not elected for a particular office may submit their name as a candidate for an office further down the list. This must be done immediately after the candidate is not elected to the office the candidate was previously running for.

Section 5.04. **Vacancies.** If any office shall become vacant between the regular elections, a special election shall be held at the next meeting to fill the vacancy or vacancies created. The officer elected at that time shall serve until the next regular election.

Section 5.05. **Restrictions.** Without the approval of the Advisory Board, newly elected members shall not be eligible to run for the offices of President, Vice-President, Membership Vice-President, Corresponding Secretary, or Treasurer during the term of their initiations. In addition, newly elected members may not hold any of the above offices for the term of their initiation or the next elected term without the approval of the Advisory Board.

Bylaw VI

Meetings

Section 6.01. **Regular Meetings.** The membership of the Chapter shall meet at least twice per term to conduct general Chapter business. Additionally, the Chapter shall conduct the following meetings once during the fall and winter terms: consideration and election of candidates, a formal initiation ceremony, and the election of officers. Exceptions to this section may be made upon the approval of the Advisory Board.

Section 6.02. **Meeting Times.** Meetings of this Chapter shall be held at such times that a majority of the active membership can be present.

Section 6.03. **Split Meeting.** General Body Meetings may be divided into two separate sessions at different times given:

- (a) The agenda of both sessions are the same.
 - (b) The sessions occur within the same week.
 - (c) The total number of members attending the split meeting is no less than 50% of the total active membership of the Chapter in order to validate Chapter business conducted.
 - (d) The members attending both sessions are only counted once for attendance purposes.
- This section shall not apply to the election of candidates meeting and the officer election meeting.

Section 6.04. **Time Limits.** General body meetings are not to last more than one hour unless $\frac{3}{4}$ of the members present vote to extend the meeting, a quorum being present. This section does not apply to the election of candidates and officer election meetings.

Section 6.05. **Special Meetings.** Special meetings may be called at any time by the President or two other officers.

Section 6.06. **Quorum.** Quorum shall be as set forth in B-V, 5.07.

Section 6.07 **Closed Meetings.** Discussion of initiation candidates or candidates for officer election at general body meetings are not to be spoken of, written about, or further discussed outside the meeting unless with a member of the current Advisory Board.

Bylaw VII

Presidential Board

Section 7.01. **Members.** The members of the Presidential Board are the President, Vice-President, Membership Vice-President, Corresponding Secretary, Treasurer, Recording Secretary, Historian, Cataloguer, Community Service Coordinator, Tutoring Coordinator, Social-Publicity Coordinator, Technology Administrator, the Engineering Student Faculty Board representative, and any other active member who expresses in writing to the President the desire to be a member of the Presidential Board.

Section 7.02. **Duties.** The Board shall be subject to the orders of the Chapter, and none of its acts shall conflict with action taken by the Chapter. All acts of the Presidential Board are subject to review by the Advisory Board. The Board shall be responsible for:

- (a) Discussing matters concerning the Chapter and the direction of the Chapter.
- (b) Scheduling a calendar of events for the term.
- (c) Discussing any other matters a member of the Board deems necessary.
- (d) General supervision of the affairs of the Chapter during the spring and summer terms

Section 7.03. **Meetings.** The Presidential Board shall meet at least twice a month during the fall and winter terms and at least once during the spring and summer terms.

Section 7.04. **Report to Membership.** At the first general body meeting in the fall term, the Presidential Board shall report all of its actions during the summer to the general body.

Bylaw VIII

Committees

Section 8.01. **Standing Committees.** The Chapter shall have standing committees on Membership, Initiation, Program, and Social Activities as specified in B-V, 5.02. In addition, the chapter shall have standing committees on Fundraising and Publicity. Such other committees, standing or special, shall be appointed by the President as the Chapter or the Presidential Board shall from time to time deem necessary to carry out the work of the Chapter.

Section 8.02. **Membership.** Each member shall serve on at least one committee per academic year for the purpose of serving engineering, engineering students, the university, or the community each year. Any standing committees fulfill this requirement. The six committees are to be filled by volunteer members prior to the start of the term. Members may be appointed by the President if insufficient numbers volunteer. The President shall be an ex-officio member of each committee.

Section 8.03. **Duties.** The duties of each of the standing committees are enumerated in M-VIII, 8.04-8.09. Other duties may be assigned to the committees by the President with the approval of the Presidential Board. Any conflicts concerning the responsibilities, duties, or jurisdiction of a committee shall be decided by the Presidential Board.

Section 8.04. **Membership Committee.** The Membership Committee shall maintain lists of the Chapter's active and alumnus members. This committee shall be responsible for keeping lists of which members participate in activities and using these lists to determine which members are inactive, active, and distinguished active. This committee shall be chaired by the Cataloger.

Section 8.05. **Initiation Committee.** This committee shall be responsible for planning and supervising the initiate activities. This committee will also be responsible for the post-initiation activities including groupings for bloc voting on candidates and preparation for the initiation ceremony. This committee shall be chaired by the Membership Vice-President.

Section 8.06. **Program Committee.** The Program Committee shall be responsible for seeing that the Chapter project reports for each activity are completed and given to this committee. This committee is charged with developing the technical and professional education of the membership. To that end, this committee is responsible for planning professional activities such as Engineering Futures Sessions and inviting guest speakers to Chapter meetings. This Committee shall be chaired by the Vice-President as specified in B-V, 5.03(b).

Section 8.07. **Social-Publicity Committee.** This committee shall be responsible for planning all social and service activities of the Chapter as well as publicity of Chapter events and improving the overall image of the Chapter. This committee shall be chaired by the Social-Publicity Coordinator.

Section 8.08. **Fundraising Committee.** This committee shall be responsible for assisting the Treasurer with fundraising events and other activities as needed by the Treasurer. This committee shall be chaired by the Treasurer.

Bylaw IX

Consideration for Membership

Section 9.01. **Initiation Periods.** The initiation of new members shall be held in the fall and winter terms.

Section 9.02. **Curricula.** Scholastically eligible undergraduate and graduate students (M-X) in the following curricula shall be considered for membership in the Chapter: Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Electrical and Computer Engineering, Electric-Drive Vehicle Engineering, Industrial Engineering, Manufacturing Engineering, Materials Science and Engineering, and Mechanical Engineering. As per C-VIII, 2(a), Engineering Technology students are not eligible for membership.

Section 9.03. **Eligibility.** Students in good standing in the College of Engineering shall be eligible for consideration for membership. Alumni and eminent engineers may be elected in accordance with C-VIII, 4-7.

Section 9.04 **Non-Student Candidates** Graduate student, alumni, and eminent engineer candidates can be nominated by any member of this Chapter prior to a date set forth by the Presidential Board. Eligibility will be

determined by the Advisory Board. The Membership Vice-President shall proceed with the necessary election procedures pending the Advisory Board's approval.

Section 9.05. **Financial Inability.** Each candidate who refused initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10 (a).

Bylaw X

Scholastic Eligibility of Candidates

Section 10.01. **General Requirements.** Members shall meet the requirements of C-VIII and B-VI. In addition, the Chapter may elect no one who shall not have achieved a minimum 3.0 out of 4.0 honor point average unless by unanimous vote of those active members present and voting.

Section 10.02. **Junior and Senior Status.** Junior and Senior status shall reflect that of the Wayne State College of Engineering.

Section 10.03. **Transfer Students.** Students transferring from another institution shall not be eligible for election until they have earned 24 degree credits at Wayne State University. 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 10.04. **Graduate Students.** As per C-VIII, 3(a), students in a graduate engineering curriculum are eligible for election after being in residence for one semester and having completed at least 50% of the degree requirements, including coursework and research, as determined by the student's primary academic advisor.

Section 10.05. **Eligibility Doubts.** The case 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.

Bylaw XI

Exemplary Character Evaluation of Candidates

Section 11.01. **Faculty Input.** A list of scholastically eligible candidates shall be circulated to faculty members of Tau Beta Pi. The faculty shall be asked to make recommendations on candidates they know.

Section 11.02. **Interviews.** The Initiation Committee shall select and appoint interview panels with the purpose of interviewing all candidates. All candidates are required to attend an interview with two members.

Section 11.03. **Signatures.** Candidates will obtain the signatures of 50% of the faculty members, 50% of the active undergraduate members, and 50% of the initiate class members.

Section 11.04. **Participation.** Candidates shall participate in a minimum number of hours of Tau Beta Pi sponsored activities as set forth by the Initiation Committee.

Section 11.05. **Additional Duties.** The Chapter may assign additional duties to candidates, subject to the provision of B-VII, 7.02.

Section 11.06. **Review.** The Advisory Board may review the exemplary character evaluation process set by the Initiation Committee at any time.

Section 11.07 **Initiate Candidacy Concerns.** Members may request to the officer board that specific questions be asked of a candidate during his or her interview. If these questions are deemed relevant by the officer board, these questions must be asked, the candidate's answers must be recorded, and any concern should be discussed prior to their election in a general body meeting.

Bylaw XII
Procedures for Electing New Members

Section 12.01. **Candidate Review.** The Initiation Committee shall meet prior to the meeting for the election of candidates to review the materials for each candidate. The Initiation Committee may place candidates into categories based on the candidate's participation and materials submitted.

Section 12.02. **Bloc-Voting.** If bloc voting is used, it shall be done in accord with B-VI, 6.03 (a) 3 and as follows:

- (a) Blocs shall be defined as the categories determined by the Initiation Committee.
 - (b) Any active member has the opportunity to separate a candidate from a bloc so as the candidate may be considered individually.
 - (c) The blocs shall then be voted on.
 - (d) Any candidates separated from a bloc shall then be voted on, seniors first, then juniors allowing for discussion as desired.
- Voting shall continue as specified in B-VI, 6.03 (a) 2.

Section 12.03. **Notification.** The Initiation Committee is responsible for sending a letter of notification via wayne.edu email to each candidate within three days of the Election meeting.

Section 12.04. **Invitation Withdrawal.** The invitation to membership in Tau Beta Pi may be withdrawn at any time up to the initiation of the prospective member by approval of the majority of the total active members called to a meeting at the request of any two members with the approval of the Advisory Board.

Section 12.05. **Interview Reports.** At the election meeting each of the interview panel chairpersons shall report their panel's recommendations on each of their assigned candidates.

Bylaw XIII
Discipline

Section 13.01. **Responsibility.** The Advisory Board shall be responsible for all disciplinary actions calling for the suspension or expulsion of members. Their actions shall be as defined in C-IX, 5.

Section 13.02. **Return to Active Membership.** A member suspended under the provisions of M-XIII, 13.01 shall show cause in writing within two weeks of notification of suspension to the Advisory Board why the member should be returned to active membership in this Chapter.

Section 13.03. **Expulsion.** If any suspended member shall not have shown cause in writing for a return to active membership, or if in the opinion of two-thirds of the Advisory Board cause has been insufficient, the Advisory Board shall, with approval of the majority of the total active members, recommend to the Executive Council that the member be expelled from membership.

Bylaw XIV
Finances

Section 14.01. **Booking System.** This Chapter shall use the official booking system of the Association.

Section 14.02. **Initiation Fee.** The initiation fee for all initiates shall be determined by the Advisory Board subject to approval of three-fourths of the active members present and voting at a business meeting. The initiation fee shall be paid prior to initiation in accordance with B-VII, 7.04 and shall include all local and national fees.

Bylaw XV
Dissolution

Upon the dissolution of the organization, the Advisory Board shall, after paying or making provisions for the payment of all of the liability of the organization, distribute all assets of the organization to the Tau Beta Pi Association, Inc., or to one or more organizations organized and operated exclusively for charitable, scientific, literary and educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) (non private) of the Internal Revenue Code of 1954, or to the Federal, State, or Local Government for exclusive public purposes, with the preference to be given to 501 (c)(3) (non private) organizations.

Bylaw XVI
Amendments

Amendments to these Bylaws must be approved by a three-fourths vote of the total active membership of the Chapter, subject to the approval of the Advisory Board. Amendments to Appendix A may be made by a majority vote of the total active membership of the Chapter, subject to the approval of the Advisory Board. Proposed amendments must be distributed to the membership with notification of the meeting. Absentee ballots may be used if necessary. Amended Bylaws shall be sent to the National Secretary-Treasurer in accordance with B-V, 5.03 (d) 6.

Appendix A

Distinguished Active Status Guidelines

Section A.01. Recognition. Distinguished active member status is a recognition awarded to members who have continued to support the Chapter after initiation through outstanding participation in service activities. Any active member may attain distinguished active status by completing the requirements specified in Section 2. Any member who attains distinguished active status will be afforded the benefits outlined in Section 4.

Section A.02. Requirements. In order to attain distinguished active member status, members must accumulate a minimum of 8 points in a semester according to the following system:

- (a) Participation in a chapter-sponsored community service event (2 points for each completed event, more or fewer points can be awarded at the discretion of the Community Service Officer with approval of the Officer Board).
- and**
- (b) Participation in the chapter's TBP tutoring forum (2 points per tutoring request answered, more or fewer points can be awarded at discretion of the Tutoring Coordinator with approval of the Officer Board).

Section A.03. Documentation. Points awarded for community service or tutoring must be approved by the Community Service Officer or Tutoring Coordinator, respectively, by having the appropriate officer sign the form in Section 5 for every service activity. Members are responsible for retaining these forms (in the event of a disagreement) throughout the semester and must submit them to the Cataloger no later than the Election of Officers Meeting (GBM IV) of that semester. The Cataloger will review and total all submitted forms and any members that have accumulated the requisite number of points will be submitted to the Officer Board for final approval.

Section A.04. Distinguished Active Membership Benefits. Distinguished active member status is earned on a semester to semester basis. At the end of each term, as a reward for their dedication to the society, each distinguished active member will be given the following benefits according to the number of consecutive terms of distinguished activity:

- (a) One Term: A Tau Beta Pi certificate pronouncing his/her accomplishment. Certificates will be awarded annually in Spring, even for those members earning distinguished active status in the Fall term. Any member who only has the opportunity to achieve distinguished active member status in the term of his/her graduation will receive the additional benefit of having his/her TBP Stole or Honor Cord paid for by the Chapter.
- (b) Two Terms: A TBP gift to be determined by the Officer Board.
- (c) Three Terms: Free admission/ticket to the Awards Banquet.

Students absent from campus for an extended period of time to pursue career or educational related interests, or for other personal or medical reasons, will not have those semesters count against the total number of semesters they have earned distinguished active status.

Section A.05. Distinguished Active Member Service Approval Form. Members are responsible for retaining these forms throughout the semester and must submit them to the Cataloger no later than the Election of Officers Meeting (GBM IV) of that semester in order to qualify for distinguished active member recognition.