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, Inc.

Section 2. This chapter shall conform to such rules and regulations of The Lawrence Institute of Technology and of the 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 Lawrence Institute of Technology 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.
   c. MEB-1, 4--Michigan Eta Chapter Bylaw I, Section 4.

BYLAW II - GOVERNMENT AND OFFICERS

Section 1. The Chapter shall be composed of members chosen from among eligible students and alumni on the basis 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 of 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 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.
Section 3. The officers of this chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, Cataloger and Treasurer, who shall be active members of the Chapter; and four alumnus advisors. A minimum of one advisor shall be a member of 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 chairman of the advisory board shall be a member of the faculty of the College of Engineering and appointed by the President of the Chapter.

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 MEB-II, 3. In the event that none of the officers can attend the Convention, a delegate shall be selected from the active membership by the Advisory Board.

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 chairman 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 material 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 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 shall conduct a survey of the College of Engineering faculty member early in the fall term to determine ways in which the Chapter may be of service to the College.

g.) The Vice President, shall serve as chairman of the banquet committee.

**BYLAW III - MEETINGS**

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

Section 2. The following regular meetings shall be scheduled and held once before Christmas break and once after Christmas break: "Get Acquainted" Meeting (SMOKER), 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 alumni 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 Rule of Order shall be the parliamentary guide of the Chapter in all matters not covered in the Constitution and Bylaws of the Association nor in these Bylaws.

Section 5. The first meeting of each term shall be held within 3 weeks of the start of the term.

Section 6. The officers shall present a complete calendar of the regular meetings of the Chapter no later than the second meeting of the year.

Section 7. Notices sent to the active members and alumni advisors announcing meeting 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. 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 meeting of the Chapter, unless excused by the President for reasons which he judges to be good and sufficient. A member who must miss a regular, scheduled meeting shall inform the President of his reasons, for being unable to attend, unless the excuse is illness.

Section 10. The President shall call a meeting of the Advisory Board at the beginning of each term 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 upon written request to the Chairman 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, or passing an assessment on the members of the Chapter dues, for passing an assessment on the member of the Chapter, for amending the Chapter By-laws, 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 chairmen and members of the following committees. Membership, Initiation, Program, Social Activities, and such other committees as the Chapter shall desire and establish.

Section 2. As early as possible after committee appointments are made the President shall provide each committee chairman with a list of his specific duties and responsibilities.

BYLAW V - ELECTION OF NEW MEMBERS

A. SCHOLASTIC ELIGIBILITY

Section 1. Elections of new members shall be held in the fall and winter terms as soon as possible after grades for the previous term become available.

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

Section 3. Scholastically eligible students in the following curricula shall be considered for membership in the Chapter: Construction Engineering, Electrical Engineering, and Mechanical Engineering.

Section 4. No student shall be considered for membership more than twice as a junior or more than twice as a senior.

Section 5. Transfer students shall be eligible for consideration at the third regular election after their registration.

Section 6. 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 7. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

Section 8. The Membership Committee shall periodically consult with the chairmen 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.
B. EXEMPLARY CHARACTER EVALUATION

Section 9. Exemplary Character Evaluation

a. A list of scholastically eligible candidates shall be circulated to selected faculty members of Tau Beta Pi. The faculty shall be asked to make recommendations on candidates that they know and also to suggest persons who may have been overlooked.

b. Letters shall be sent to scholastically eligible candidates inviting them to a get-acquainted meeting ("Smoker").

c. A get-acquainted meeting shall be held at which time the Chapter members will meet the candidates. The candidates shall be introduced to the purpose and activities of Tau Beta Pi.

d. An election meeting shall be held at least one week after the get-acquainted meeting.

e. 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.

C. ELECTION

Section 10. Election:

a. At the time of election, 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 name is considered.

c. The election of members shall be by secret ballot and by a majority of the active membership of the Chapter (See MEB-II, 2 and MEB-iII, 11).

d. The President shall direct the Membership Committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters shall be signed by the President, addressed to the electees, and mailed within twenty-four hours of the end of the Election Meeting.

D. ELECTEE ACTIVITIES

Section 11. All members shall keep the election results in absolute confidence so that no candidate shall learn of his/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. Each electee shall be required to take part in an activity recommended or approved by the Chapter officers to foster a spirit of liberal culture. This activity may take the form of a project and/or the 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 these Bylaws.

Section 15. The Chapter may assign additional duties to electees, subject to the provisions of B-BII, 7.02.

BYLAW VI - ELECTION AND INSTALLATION OF OFFICERS

Section 1. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger and student government representative shall be elected in the spring term. Also, an alumnus member shall be elected to serve on the Advisory Board.

Section 2. Nominations for officers shall be made by the active membership of the Chapter at the meeting prior to the Election of Officers Meeting. Additional nominations may be made at the Election of Officers Meeting.

Section 3. 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 this quorum shall be required for election. If no nominee receives a majority on the first ballot, a second ballot shall be taken between the two leading candidates.

Section 4. If the office of President becomes vacant between regular elections, the Vice President shall become President.
Section 5. If any office, excluding that of President, becomes vacant between regular elections, a special election shall be held to fill the vacancy. The officer elected shall serve until the next regular election.

Section 6. The Chapter Officer Installation Procedure given in the President's Book shall be employed to install the new officers.

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. (See MED-II, 2 and MEB-III, 11.) Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning changes in amounts of the initiation fee, dues, or assessments.

Section 2. The initiation fee shall not exceed $50.00. The specific amount to be charged shall be set during the first Chapter meeting in the fall of each year. (See MEB-VII, 3). The initiation fee shall include the national initiation fee, the national Convention assessment, and the cost of one initiation banquet. It shall be paid in advance of the initiation.

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. This budget shall be submitted to the Chapter for approval by a majority vote at the first regular meeting in the fall term. 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 expects to incur in attending the annual Convention of the Association.

Section 4. The Chapter shall use the official bookkeeping system of the Association (except as provided in B-V, 5.03 (e) 2).

Section 5. There shall be at all times a balance of at least $50.00 in the Chapter treasury. A sum of no more than $25.00 may be kept in petty cash.
Section 6. Expenditures in excess of $5.00 shall be made by check, signed by two of the following: President, Treasurer, Chairman of the Advisory Board.

Section 7. The Chapter's fiscal year shall be June 1 to May 31.

Section 8. Immediately following the end of the Chapter's fiscal year, at least one alumnus member of the Advisory Board shall audit the books. Following the audit, the Treasurer, with the aid of the Treasurer-elect, shall file the required information return with the District Director of Internal Revenue.

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 its necessary business in a manner not inconvenienced or encumbered by a possible lack of interest upon 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 membership shall be required to establish this system of fines for a period of one year. (See MEB-II, 2 and MEB-III, 11).

BYLAW IX - RECORDS AND EQUIPMENT

Section 1. All permanent records of the Chapter shall be kept accurate and up-to-date.

Section 2. The initiation equipment shall be maintained in good order and in a secure manner by the President, 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 framed under glass and 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 X - 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. 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 V-VI, 7 (b). (See MED-III, 11).

Section 2. 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.

These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on November 29, 1978.

James B. Webster, III
President

Richard S. Maslowski
Professor Richard S. Maslowski
Advisory Board Chairman
November 5, 2004

Eligible Curricula Approved

President, MI Eta Chapter

The eligible curricula listed in the bylaws for your chapter on file at Headquarters have been approved by the Executive Council. You may consider students enrolled in only those programs for membership in Tau Beta Pi.

Please remember that the list may not be up-to-date. You should review the list and determine if corrections are necessary. Future amendments that would 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, but must be sent to the Secretary-Treasurer within two weeks of their adoption and approval by the Advisory Board.

Please be sure to include a list of eligible graduate curricula. If they are the same as the undergraduate, you must say that in your bylaws.

Thank you for attending to this important issue in a timely manner.

Roger E. Hawks
For the Executive Council

cc: MI Eta Chapter file.
    James D. Froula, Secretary-Treasurer
    Chief Advisor
    D7 Directors

Date bylaws received at Headquarters: 5/24/04

Approved curricula:
    Civil engg
    Electrical engg
    Mechanical engg

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