

Bylaws of the Michigan Iota Chapter of the Tau Beta Pi Association, Inc. (TBP)

Mission Statement: Integrity and Excellence in Engineering.

Bylaw I. General

Section 1.01 Scope

This document shall serve as the chapter bylaws for the Michigan Iota Chapter of the Tau Beta Pi Association, Inc. at the University of Michigan – Dearborn, hereafter referred to as the “Chapter.”

Section 1.02 Governance

These Bylaws shall govern the proceedings of this Chapter in all manners not specifically provided for in the Constitution and Bylaws of the Tau Beta Pi Association, Inc. This chapter shall conform to the rules and regulations of the University of Michigan-Dearborn and the College of Engineering and Computer Science as may apply to honor societies and student organizations.

Section 1.03 Conflict

In the event of a conflict between the Constitution and Bylaws of the Tau Beta Pi Association, Inc. and the rules and regulations of the University of Michigan – Dearborn and/or the College of Engineering and Computer Science, this chapter will abide by the rules and regulations of the University of Michigan – Dearborn and the College of Engineering and Computer Science. Furthermore, the chapter will notify the Secretary-Treasurer of the Tau Beta Pi Association, Inc. of any such conflicts.

Section 1.04 Anti-Discrimination Statement

The Michigan Iota branch of Tau Beta Pi is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender, gender identity, gender expression, disability, religion, height, weight, or veteran status.

Section 1.05 Abbreviations/Definitions

1. Herein, the Tau Beta Pi Association, Inc. shall be referred to as the “Association.”
2. The following abbreviation formats shall be used in reference to “The Constitution and Bylaws and Eligibility Code” of the Tau Beta Pi Association, Inc., e.g.
 - C-VI, 6: Constitution Article VI, Section 6
 - B-V, 5.01: Bylaw V, Section 5.01

Bylaw II. Officers

Section 2.01 Positions

The officers of this chapter shall be a President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Cataloger, and four alumnus advisors as specified in C-VI, 6. Additionally, the Chapter shall elect an Activities Coordinator and a Tutoring Coordinator.

Section 2.02 Additional Officer Positions

Additional officer positions may be created with the approval of the Executive Committee.

Section 2.03 Term of Office

All officers, excluding the four alumnus advisors, shall hold office for one semester. Advisors are elected for a four-year term with staggered terms such that one advisor is elected each year.

Section 2.04 Advisory Board

The members of the Advisory Board and their responsibilities are as described in C-VI, 7 and these Bylaws. The Chief Advisor is an alumnus member and is designated via a majority vote of the Advisory Board.

Section 2.05 Convention Delegate

The delegate to the National Convention shall be chosen via a majority vote of the Executive Committee subject to the approval of the Advisory Board. Only officers or advisors are eligible to be the chapter delegate.

Section 2.06 Officer Duties

The duties of the officers shall be as stated in B-V, 5.03. Additional duties for the officers are as follows:

1. The President shall be the executive head of the Chapter and shall officially represent the Chapter in any functions in which the Chapter is involved. The President shall be a member of all Chapter committees (ex officio) and shall oversee committee activities and approve any actions by the committee.
2. The Vice President shall be the alternate representative for the Chapter. The Vice President shall oversee all initiate activities and business.
3. The Corresponding Secretary shall be responsible for all general correspondence.
4. The Recording Secretary shall be responsible for recording and publishing the minutes for all Chapter meetings.
5. The Treasurer shall be responsible for all finances of the Chapter. In addition, the Treasurer will be responsible for notifying the Executive Committee of any discrepancies and/or shortcomings in the Chapter's finances.
6. The Cataloger shall be responsible for maintaining an up-to-date record of active Chapter members.
7. The Activities Coordinator shall prepare a meeting schedule at the beginning of the term and shall be responsible for scheduling rooms, speakers, and arrangements for any social events. The Activities Coordinator is also to notify the membership of Chapter activities and publicize events where required.
8. The Tutoring Coordinator shall oversee all tutoring activities and organize active members and initiates to serve as tutors. The Tutoring Coordinator shall be responsible for keeping a list of active members and their availability and shall be responsible for publicizing the tutoring program.

All officers may be responsible for other duties at the direction of the President or the Advisory Board.

Section 2.07 Removal

Any officer that has been determined to be in neglect of their duties, who have abused their position, who are in violation of the Constitution or Bylaws of the Association or of the Chapter, or otherwise degrade the reputation of the Chapter may be removed from office.

The Advisory Board shall initiate removal proceedings and shall investigate and document all claims. Their recommendation shall then be passed to the membership. Removal shall occur with a three-fourths vote of the active membership.

Bylaw III. Election of Officers

Section 3.01 Officer Election

Officers shall be elected twice per year for the subsequent Fall or Winter semester.

Section 3.02 Nomination

Nominations for each office are accepted from the floor at the start of the election meeting. Candidates may be nominated by other members or they may nominate themselves. Nominations will be accepted as the candidates confirm their desire to run. Each candidate may submit a brief statement detailing reasons why the candidate should be elected to the position sought.

Section 3.03 Voting

The election of officers shall be by secret ballot. If no nominee receives a majority on the first ballot, a second ballot shall be held between the leading candidates, and this shall be continued until a nominee receives a majority. No absentee ballots are allowed.

Section 3.04 Drop-Down.

Election of officers shall take place in the order listed in Chapter Bylaw II, Section 2.01. Any candidate who is not elected for a particular office may submit their name as a candidate for an office further down the list.

Section 3.05 Vacancy

If any office shall become vacant between the regular elections, a special election shall be held to fill any and all vacancies. The officer(s) selected at that time shall serve until the next regular election.

Section 3.06 Restrictions

Only members who have been an officer for at least one semester may be nominated for the office of President.

Bylaw IV. Membership

Section 4.01 Rights

The following rights and privileges apply only to active members as defined in the Chapter Bylaws including attending convention, holding office, voting, and being counted in a quorum.

Section 4.02 Active Members

In order for an undergraduate, graduate, or alumnus member to retain active status the member shall:

1. Attend two of the following three meetings each semester:

- i. General body meeting.
- ii. Election of candidates meeting.
- iii. Election of new officers meeting.

2. Participate in one Tau Beta Pi sponsored social or service event.

Participation of the membership is required during the Fall and Winter terms. There are no required spring/summer activities to retain active status.

Any member who does not fulfill the requirements listed but wishes to retain active status may receive a waiver by submitting a written request to the Advisory Board. The Advisory Board can grant the waiver by a majority vote.

Section 4.03 Inactivation

Any member not in compliance with the Chapter Bylaw IV, Section 4.02 may be declared inactive via a two-thirds vote of the Executive Committee. This inactivation procedure may be initiated against a member anytime during the semester.

Section 4.04 Reactivation

Any inactive member who wishes to regain their active status must express this desire in writing to the Advisory Board. The petitioning member may be required to appear before the Advisory Board. The Advisory Board may reactivate the member by a two-thirds majority vote.

Bylaw V. Meetings

Section 5.01 Regular Meetings

The Chapter shall hold regular meetings as specified in C-VI, 9. The membership shall meet at least once per term to conduct general business. In addition, the Chapter shall conduct the following meetings during each semester: Election of Candidates, Formal Initiation Ceremony, and the Officer Election Meeting.

Section 5.02 Special Meetings

Special meetings may be called at any time by the President or by the Advisory Board.

Section 5.03 Time Limit

Business meetings of the chapter shall last no longer than two hours unless extended by a three-quarters vote of all those present.

Section 5.04 Order of Business

At all meetings, except the general membership meetings, the order of business shall be as follows:

1. Roll call
2. Minutes of the previous meeting
3. Reports of the officers
4. Reports of the committees
5. Unfinished business
6. New business
7. Adjournment

Section 5.05 Quorum

A quorum shall be defined as specified in B-V, 5.07.

Bylaw VI. Executive Committee

Section 6.01 Members

The Executive Committee consists of the President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Cataloger, Activities Coordinator, and the Tutoring Coordinator.

Section 6.02 Responsibilities

The Committee shall be responsible for:

1. Scheduling a calendar of events for the semester.
2. Discussing matters concerning the chapter and the direction of the chapter.
3. Administering funds available for Tau Beta Pi scholarships according to procedures established in writing by the committee unless a method of administration is specified for the funds.
4. Dispersing loans to members for the purpose of paying chapter dues in accordance with procedures established in writing by this committee.
5. The day-to-day operations of the Chapter.
6. Any matters deemed necessary by the committee.

Section 6.03 Meetings

The Executive Committee shall meet at least twice a month during the Fall and Winter semesters.

Bylaw VII. Eligibility

Section 7.01 General Eligibility

Eligible members shall meet the requirements defined in C-VIII in addition to the requirements listed in Chapter Bylaw VII. For purposes of these bylaws, junior and senior shall be defined as specified by the University of Michigan—Dearborn.

Section 7.02 Undergraduate

To be eligible for membership in the chapter, an undergraduate student must have completed 24 hours of credit in an approved engineering curriculum as defined in Chapter Bylaw VII Section 7.05 at the University of Michigan—Dearborn's College of Engineering and Computer Science.

Section 7.03 Graduate

To be eligible for membership graduate candidates must be enrolled in an approved engineering curriculum as defined in Chapter Bylaw VII Section 7.05.

Graduate students shall be eligible at each election by meeting all of the following requirements:

1. GPA = 7.5 where A+ = 9.0.
2. Completion of at least 50% of the degree requirements, and of those at least 11 semester hours completed at the University of Michigan—Dearborn.
3. Recommendation of their advisor.

All petitions for membership shall be approved by the Advisory Board.

Section 7.04 Alumni and Eminent Engineer Candidates

Alumni and eminent engineer candidates may be nominated by any member of the chapter. Eligibility will be reviewed by the Advisory Board in accordance with C-VIII, 7.

Section 7.05 Curriculum

Undergraduate or graduate students in the following curricula are eligible for membership in the Chapter: Electrical Engineering, Computer Engineering, Mechanical Engineering, Industrial and Systems Engineering, Manufacturing Engineering, Software Engineering, Bioengineering and Robotics Engineering.

Also, Undergraduate students from the following dual major curricula are likewise eligible for membership: Computer Engineering/Electrical Engineering, Electrical Engineering/Computer Engineering, Mechanical Engineering/Bioengineering, Bioengineering/Mechanical Engineering, Manufacturing Engineering/Industrial Engineering, Industrial Engineering/Manufacturing Engineering, Mechanical Engineering/Manufacturing Engineering.

Bylaw VIII. Election of New Members

Section 8.01 Initiation Period

There shall be two elections of new members each year, one in the fall and the other in the winter. Any eligible student who wishes to join the Chapter is termed an initiate.

Section 8.02 Notification

At the start of each semester, one of the advisors shall obtain from the University of Michigan — Dearborn a list of all scholastically eligible undergraduate and graduate students. Then those students on the list who are in compliance with Chapter Bylaw VII shall receive a letter of invitation from the President notifying them of their eligibility and of the time and place of the first informational meeting. The notification letter shall be sent out within one month of the start of the semester and at least one week before the first informational meeting.

Section 8.03 Informational Meeting

Each eligible student will be encouraged to attend an informational meeting on Tau Beta Pi. During this meeting they will be informed of the history and current activities of the Chapter and the requirements for membership.

Section 8.04 Exemplary Character Evaluation of Candidates

The character for each initiate shall be evaluated using two methods.

- a. Each initiate will be required to perform a service project, either community or school based. This project may be done in conjunction with the Chapter or independently with the approval of the Executive Committee.
- b. Each initiate shall be interviewed prior to the election meeting by the general membership.

The Chapter may assign additional duties to candidates, subject to the provision of B-VII, 7.02 with the approval of the Advisory Board.

Section 8.05 Election Meeting

An election meeting shall be held once each semester. At this time, the active members shall interview all initiates individually. After all initiates have been interviewed, the active members

shall hold discussions and then vote, by secret ballot, on the group of initiates as a whole. Further deliberation shall be held for any candidate who does not receive a unanimous vote. Those candidates shall be voted on individually and membership shall be approved by a three-fourths majority of the active membership. Voting on graduate students shall be held separate from the undergraduate students and be done on an individual basis.

Section 8.06 Alumnus and Eminent Engineers

This chapter shall encourage election of suitable alumnus members and eminent engineering candidates. The Advisory Board and active members may recommend individuals for alumni membership prior to the first informational meeting; as defined in Chapter Bylaw VIII Section 8.03. The nominee's resume must be presented to the Advisory Board. The Advisory Board shall verify the candidates meet the requirements, as stated in C-VIII. Voting on Alumnus and Eminent Engineers shall be done on an individual basis and requires a three-fourths majority of the active membership.

Section 8.07 Initiation

The initiation shall take place towards the end of the Fall and Winter semesters.

Bylaw IX. Finances:

Section 9.01 Fees

The expenses of the Chapter shall be borne by the initiation fees and any such dues and/or assessments as approved by the Chapter. A three-fourths vote of the Advisory Board and active membership is required to change any fees or dues or to levy any assessment.

Section 9.02 Minimum Balance

There shall be at all times a balance of at least \$50.00 in the Chapter Treasury.

Section 9.03 Petty Cash Fund

The Treasurer shall maintain a petty cash fund not to exceed \$50.00 for routine expenditures. The Treasurer must account for all expenditures from the petty cash fund and must surrender the balance at the end of each semester.

Section 9.04 Financial Review

At the conclusion of a semester, the treasurer shall balance the books with the Student Activities Office of The University of Michigan - Dearborn and submit a finance report entailing the current financial situation of the Chapter to the Advisory Board.

Section 9.05 Dissolution

In the event that the Chapter ceases to exist, all funds shall revert to the Association. The Association shall use the funds to pay off any existing Chapter debts. Any remaining resources shall be disposed of at the discretion of the Association.

Bylaw X. Records

Section 10.01 Records

Records shall be kept up to date and in good order. The Recording Secretary oversees all records relating to the Chapter and the Corresponding Secretary oversees all records relating to the Association. The complete records shall be turned over to the new officers before they assume office.

Bylaw XI. Amendments

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. Proposed amendments must be distributed to the membership with notification prior to the vote on the amendments. 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 XIII. Bylaw History

The Chapter Bylaws were created on January 16th, 1982. They have since been revised in 2004, 2017 and 2019.

Bylaw XII. Enactment

The Chapter Bylaws shall become effective immediately upon ratification and supersede any previous Bylaws of the Chapter. This document was ratified on March 29, 2004.