

# **Bylaws of the Michigan Lambda Chapter Of The Tau Beta Pi Association**

## **Bylaw I – General**

**Section 1.** These Bylaws shall govern the proceeding 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 Grand Valley State University, the Seymour and Ester Padnos College of Engineering, and the School 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 of Grand Valley State University, the Seymour and Ester Padnos College of Engineering, and the School of Engineering, the rules of Grand Valley State University, the Seymour and Ester Padnos College of Engineering, and the School of Engineering shall prevail.

**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. MΛB-I, 4 – Michigan Lambda 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 bases of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VIII and in The Eligibility Code of the Association.

**Section 2.** The Chapter shall have full control over its individual affairs, subject to the Constitution and Bylaws of the Association, which control shall be 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, on the amounts of the initiation fees and any additional voting or discussion required of chapter activities. A student may become inactive only under the provisions of B-VI, 6.05.

**Section 3.** The officers of this Chapter shall be a President, Vice President, Corresponding Secretary, Recording Secretary, and Cataloger, who shall be active members of the Chapter, a Treasurer who may be an active member of the Chapter or a member of the faculty, and four alumnus advisors.

**Section 4.** The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumnus members of the Association. The Chair of the Advisory Board shall be elected by its members at the first Board meeting following officer elections.

**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 order given in MAB-II, 3.

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

- a. The President shall be an ex-officio member of all committees.
- b. The President shall see that each officer and committee chair is provided with a written list of specific duties for which each is responsible. A copy of each list shall be placed in the President's Book.

### **Bylaw III – Meetings**

**Section 1.** The following regular meetings shall be scheduled and held once each year: Organization, Election of Officers, Installation of Officers, Discussion of Election Procedures, Election of Candidates, Initiation of Electees, and one general meeting of a social, literary, or technical nature.

**Section 2.** Special meetings may be called at any time by the President, any alumnus member of the Advisory Board, or upon written request to the President signed by 20% of the active members.

**Section 3.** The first meeting of each semester shall be held within two weeks of the start of the semester.

**Section 4.** The president officers shall present a complete calendar of the regular meetings of the Chapter for the semester to be confirmed at the first meeting of the semester.

**Section 5.** Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

**Section 6.** Business meetings, other than the election meeting, shall last no longer than one hour, unless extended by an affirmative vote of three-fourths of the active members present.

**Section 7.** Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons deemed to be good and sufficient. A member who must miss a regular, scheduled meeting shall present reasons to the President, in writing, before the meeting, unless the excuse is illness.

**Section 8.** A quorum for the consideration of routine business shall be a majority of the active membership of the Chapter; for the election of new members, for changing the initiation fee or Chapter dues, for passing an assessment on the members of the Chapter, for amending the Chapter Bylaws, and for approval 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 provisions of B-V, 5.02, the President shall appoint the chair and members of the following committees: Membership, Initiation, Program, Social Activities, and such other committees as the Chapter shall desire and establish. Appointments shall be made at the first Chapter meeting of each semester.

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

**Section 3.** Each committee chair shall make a report on the progress of committee activities at each Chapter meeting.

## **Bylaw V – Election of New Members**

**Section 1.** Election of new members shall be held in the spring/summer semester as soon as possible after the grades for the winter semester become available and in the fall semester as soon as possible after grades for the spring/summer semester become available.

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

**Section 3.** Scholastically eligible students enrolled in the Bachelor of Science in Engineering Program of the School of Engineering shall be considered for membership in the Chapter.

**Section 4.** Junior I students shall be considered to be those who are not junior II students and are currently enrolled in or have successfully completed EGR 290 – Co-op I. Junior II students shall be considered to be those who are not senior students and are currently enrolled in or have successfully completed EGR 390 – Co-op II. Senior students shall be considered to be those who have successfully completed or are currently enrolled in EGR 490 – Co-op III.

**Section 5.** Graduate students shall be considered if they have a GPA of 3.7 or higher and have completed the capstone project proposal. Graduate students will be considered upon the recommendation by the capstone project advisor or the chair of graduate studies.

**Section 6.** Transfer students shall be eligible for consideration no later than the third regular election after they have been admitted to the School of Engineering or the first regular election after the provisions of MAB-V, 4 have been met.

**Section 7.** 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 8.** The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

**Section 9.** The membership committee shall periodically consult with the chairs of the various engineering departments to determine the names of graduate students, alumni, faculty members, and others who may be eligible for membership under the provisions of C-VIII, 3-6

**Section 10. Exemplary Character Evaluation.**

- a. A pre-election meeting shall be held. At this meeting there shall be an informal discussion of the eligible candidates.
- b. The active members of the Chapter shall be asked to look up candidates who are not well-known before the date of the election meeting.
- c. An election meeting shall be held at least one week after the pre-election meeting.
- d. The character of the scholastically eligible candidates will be evaluated according to the Eligibility Code of the Tau Beta Pi association.

**Section 11. Voting Procedures.**

- a. At the Election Meeting, the Eligibility Code shall first be distributed to all members present.
- b. A candidate must be elected by an affirmative vote of at least three fourths of the active chapter membership eligible to vote thereon, who are present and voting affirmatively or negatively, and the total affirmative vote must be a majority of the active chapter membership eligible to vote thereon. Vote will take place by secret ballot.
- c. After all names have been considered and voted on, there shall be a second individual ballot, to be taken in order, seniors first and juniors last, for each student who failed election on the first ballot. No student who fails election on the second ballot shall be considered.

**Section 12.** The President shall direct the membership committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters should be signed by the President, addressed to the electees, and mailed within 24 hours of the election meeting.

**Section 13.** All members shall keep the election results in absolute confidence so that no candidate shall learn of his or her election except by means of the official letter; likewise, no candidate shall be informed of the details of the vote, especially concerning the personal matters discussed at the time of voting.

**Section 14.** At the first meeting of the 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 15.** Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10(a).

**Section 16.** 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 be required to read the Constitution and Bylaws of the Association and these Bylaws.

**Section 17.** The Chapter may assign additional duties to electees, subject to the provision of B-VII, 7.02.

**Section 18. Revocation Procedures**

- a. Any electee who does not fulfill the required duties or whose behavior is found to be contrary to the character requirements outlined in the Eligibility Code may have their elected status revoked.
- b. Procedure for revocation shall be that of B-VI, 6.04.

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

**Section 1.** The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, and an alumnus member of the Advisory Board shall be elected at the Election of Officers Meeting, held within the first two weeks of the winter semester. Positions that will become vacant at graduation in August shall be filled at the meeting following the spring/summer initiation.

**Section 2.** Nominations shall be made from the floor at the Election of Officers Meeting and must receive a second to be valid.

**Section 3.** The Chapter Officer Installation Procedure in the President's Book shall be employed to install the new officers. During the period following the election until the installation, each Officer-elect shall work closely with his or her officer counterpart to learn the duties and responsibilities of the office. Transfer of financial records between the past and newly elected Treasurer is contingent upon an audit as required by MAB—VII, 8.

**Section 4.** Two thirds of the active membership shall constitute a quorum for the Election of Officers Meeting, and a majority of the quorum shall be required for election. A vote by the members present will cause the nominee receiving the least number of ballots to be dropped from further consideration until one candidate receives a majority vote. Ties will be broken by the current Advisory Board.

**Section 5.** If any office becomes vacant between regular elections, a special election shall be held at the next Chapter meeting to fill the vacancy. The officer elected shall serve until the next regular election.

## **Bylaw VII – Finances**

**Section 1.** The expenses of the Chapter shall be borne by initiation fee and by such dues and prorata 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 MAB—II, 2 and MAB—III, 11.) Within one week the Corresponding 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 \$80.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of \$32, the National Convention assessment of \$7.00, and the operating expenses of the local Chapter.

**Section 3.** In March or April, an officer meeting shall be held to prepare an operating budget for the new year in accordance with B-V, 5.04. The budget shall be submitted to the Chapter for approval by a majority vote at the next regular meeting.

**Section 4.** Chapter finances shall be maintained in a separate account managed by the Padnos College of Engineering and Computing at Grand Valley State University and shall obey all rules stipulated therein.

**Section 5.** The Chapter’s fiscal year shall be May 1 to April 30.

**Section 6.** Immediately following the end of the fiscal year, at least one member of the Advisory Board, but not the Treasurer, shall audit the Chapter’s books. The Treasurer shall file the Internal Revenue Service’s Form 990.

**Section 7.** No part of the net earnings of the Chapter will inure to the benefit of, or be distributable to, members or officers of the Chapter or to any other individual.

## **Bylaw VII – Discipline**

**Section 1.** Discipline shall be in accordance with C-IX, 4&5.

## **Bylaw IX – Records and Equipment**

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

**Section 2.** The initiation equipment shall be maintained in good order and in a secure manner by the Vice President, and the Ritual and its related material 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 Director of the Padnos School 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 – Amendments**

**Section 1.** Amendments to these Bylaws may be proposed by any three active members of the Chapter. A proposed amendment shall be submitted in writing to the President and signed by the members proposing it.

**Section 2.** These Bylaws may be amended by a three-fourths affirmative vote of the active membership of the Chapter, subject to the Secretary-Treasurer of the Association within two weeks after an amendment is adopted.

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

## **Bylaw XI – Dissolution**

**Section 1.** In the event of the dissolution of the Chapter, the residual assets shall be distributed to The Tau Beta Pi Association, Inc., a corporation organized and operated



