

*BYLAWS OF THE  
MICHIGAN THETA CHAPTER  
OF  
THE TAU BETA PI ASSOCIATION, INC.*

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 will conform to such rules and regulations of Oakland University and the School of Engineering and Computer Science as may apply to other 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 Oakland University and/or the School of Engineering and Computer Science, the latter shall prevail and the Secretary- Treasurer of the Association shall be notified 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, I-National  
Constitution Article VI,  
Section I.
- b. B-V,5.02-National Bylaw  
V, Section 5.02.
- c. MTB-1,4-Michigan Theta  
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 in MBT-VIII, 4, 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/Historian and Treasurer, who shall be active members of the Chapter, and four alumnus advisors, preferably elected from the faculty of the School of Engineering and Computer Science.

Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer and four alumnus members of the Association. The Chairperson of the Advisory Board shall be the Chapter President.

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.

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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 MTB-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 and committee chairperson 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 Membership Chairperson shall see that each candidate accepting election receives copies of The Constitution and Bylaws and the 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 Recording Secretary shall serve as Secretary of the Advisory Board.
- f. The President and Vice President shall pay a courtesy call on the Dean of the School of Engineering and Computer Science early in the fall semester to discuss ways in which the Chapter may be of service to the School. The substance of such discussions shall be reported to the Chapter at the next meeting.
- g. The President and the Corresponding Secretary shall establish contact early in the year with the officers of other Michigan Chapters in the interest of

cooperation between the Chapters and the discussion of mutual problems.

Bylaw III -Meetings

Section 1. The following regular meetings shall be scheduled and held once each year: Organization, 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 winter semesters: Preliminary Consideration of Candidates, 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 alumnus 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 Rules of Order shall be the parliamentary guide of the Chapter in all matters not covered in the Constitution and Bylaws of the Association nor these Bylaws.

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

Section 6. Notices sent to the active members and alumnus advisors announcing meetings shall be sent within two weeks of the start of the semester.

Section 7. Business meetings, other than Election meetings, shall last no longer than one and one-half hours, unless extended by an affirmative vote of three-fourths of the active members present. The

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order of business at these meetings shall be as follows:

- a. Roll Call
- b. Minutes of Previous Meeting
- c. Reports of Officers
- d. Reports of Committees
- e. Unfinished Business
- f. New Business
- g. Adjournment

Section 8. Attendance of active members shall be expected at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons that are judged to be good and sufficient.

Section 9. The President shall call a meeting of the Advisory Board at the beginning of each semester 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 or upon written request to the Chairperson of the Board signed by 20% of the active members of the Chapter.

Section 10. 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 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 chapter shall have such operating committees as decided on by the chapter. The President with the approval of the Advisory Board shall appoint the chairpersons of the various committees when the position becomes vacant.

Section 2. The president, with the approval of the Advisory Board, can create an ad hoc committee for a one-year period to handle a specific project.

Section 3. As early as possible after elections the President shall provide each committee chairperson with a list of his/her specific duties and responsibilities.

Bylaw V -Election of New Members

Section 1. Election of new members shall be held in the Fall and Winter semesters so as to provide a candidacy period of at least three weeks in order to adequately judge character.

Section 2. All the provisions of C-VIII and B-VI shall be strictly followed. Regarding the determination of junior and senior standing, to be considered juniors, students shall have completed Oakland University's requirements for junior standing, and to be considered seniors, students shall have completed Oakland University's requirements for senior standing.

Section 3. Scholastically eligible students majoring in Computer Engineering, Electrical Engineering, Industrial and Systems Engineering, Mechanical Engineering, Systems Engineering and all majors subsiding under these titles shall be considered for membership in this Chapter. Scholastically eligible graduate students

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majoring in Electrical Engineering, Computer Engineering, Industrial and Systems Engineering, Mechanical Engineering, Systems Engineering and all majors subsiding under these titles shall be considered for membership in this Chapter. Computer Science majors shall not be considered for membership in this Chapter.

Section 4. All candidates for membership must have at least a 3.40 grade point average. Also, undergraduate candidates will be required to have either Major or Conditional Major Standing.

Section 5. 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 6. The Advisory Board of the Chapter shall determine the cases of students whose scholastic eligibility is in doubt because of irregularities in standing of curriculum.

Section 7. The Membership committee shall periodically consult with the Dean of the School of Engineering and Computer Science and/or various faculty members, and others who may be eligible for membership under the provisions of C-VIII, 3-6.

Section 8. At the first meeting of candidates, the President or any other officer appointed by the president shall explain the requirements, objectives, and activities of the Association and of the Chapter.

Section 9. Once candidates for membership are selected, a "get acquainted" meeting will be arranged. At this time the present membership will gain

knowledge of each candidate's character and interest in the Tau Beta Pi Honor Society.

Section 10. Each candidate shall be required to obtain signatures from a majority of student and faculty members, as well as create an autobiographical/**personal PowerPoint presentation, or equivalent electronic presentation, to be presented to the Chapter before election** and be interviewed by a chapter officer. Also, each candidate 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 will replace the Electee activity required by B-VII, 7.01 and may take the form of a project or the writing of an essay, as specified in B-VII, 7.01.

Section 11. A list of projects will be selected by the Membership Committee and approved by the Chapter Officers. Candidate participation will be based on interest and time schedule conflicts. The projects should be consistent with the chapter's desire to help our three spheres of influence. These are first, the School of Engineering and Computer Science, second, Oakland University, third, the local community.

Section 12. The Chapter may assign additional duties to candidates, subject to the provisions of B-VII, 7.02.

Section 13. New members of the Chapter shall be elected from among the scholastically eligible candidates on the basis of character, as enunciated in The Eligibility Code of the Association. The election of members shall be by secret ballot and by a majority of the active membership of the Chapter. The President shall read the Eligibility Code at the beginning of the Election Meeting.

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Section 14. In the bi-annual election of new members, a block voting procedure will be used. The Membership Committee, for the first vote, shall recommend a group of candidates who have met the exemplary character requirements of the Chapter. Before voting on the selected group any active member may ask that a candidate's name be removed from the group and voted on individually. Once the group vote has been completed a candidate-by-candidate voting procedure will be followed on the remainder of the candidates, in which a decision on each candidate must be final previous to voting on another candidate's membership.

Section 15. 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 16. 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 24 hours of the end of the election meeting.

Section 17. Those Electees desiring to accept election shall state their acceptance in writing. Also, each Electee accepting election will be required to read the Constitution and Bylaws of the Association and Michigan Theta's Bylaws. Written proof of the reading of these documents will also be required.

Section 18. The Advisory Board, as required by C-VIII, 10(a), shall interview each Electee who refuses initiation for financial reasons.

Bylaw VI – Election and Installation of  
New Officers

Section 1. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, Historian, and an alumnus member of the Advisory Board shall be elected at each initiation as the position becomes vacant.

Section 2. Nominations for officers shall be by two forms. First a written nomination may be made the week prior to the Election of Officers meeting. The chapter officers will make a list of the written nominations available to the chapter members during this week. The second form of nomination will be an oral nomination by a chapter member during the Initiation 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 any office becomes vacant between regular elections, a special election shall be held at the next meeting to fill the vacancy. The officer elected shall serve until the next regular election.

Section 5. 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

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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. Within one week, the Corresponding Secretary shall inform the Secretary- Treasurer of the Association concerning changes in amount of the initiation fee, dues, or assessment.

Section 2. The **chapter** initiation fee shall not exceed **\$90.00**. The specific amount to be charge shall be set during the first Chapter meeting in the fall semester of each year. The **chapter** initiation fee shall include the national initiation fee and the Convention assessment. The cost of the initiation banquet shall be extra, and set by the Chapter at the election meeting. The fees 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 Semester. The budget shall include a recommend amount for the initiation fee to be charged during the year. Any additional expenses not provide for by the adopted budget must be approved by the Chapter, except that the Treasurer shall be authorized to advance to the Convention delegate and delegation a sum sufficient to cover expenses the delegation expects to incur, less meals not provided at the convention, 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-Y, 5.03(e)2.].

Section 5. There shall be at all times a balance of at least \$100.00 in the Chapter treasury. A sum of no more than \$50.00 may be kept in petty cash.

Section 6. The Treasurer and either the President or Vice-President must approve expenditures in excess of \$20.00. The Treasurer may pay expenditures of less than \$20.00 from Petty Cash.

Section 7. The signatures for the Comerica account shall number two and must be the Treasurer and the President. The signatures for the CIPO account shall number three, any of whom may individually sign for, and must be the Treasurer, President, and Vice-President.

Section 8. The Chapter's fiscal year shall be June I to May 31.

Section 9. Immediately following the end of the Chapter's fiscal year, at least one alumnus member of the Advisory Board [but not the Treasurer if he is a faculty member of the 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, if gross returns exceed \$10,000 in the previous year.

Bylaw VIII – Discipline

Section 1. It is the intent of this 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 matter not inconvenienced or encumbered by a possible lack of interest upon the part of a few members.

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Section 2. Discipline shall be in accordance with C-IX, 4&5.

Section 3. A uniform system of fines for habitual absence or tardiness may be established each year in which the Chapter desires it. A majority vote of the active membership 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 accurate and up-to-date.

Section 2. The initiation equipment shall be maintained in good order and a secure manner by the 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 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 people whom are not members of the Association may not inspect the Ritual.

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 C- VI, 7(b).

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.

Bylaw XII – Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and;

They became effective on May 1, 1983

They were amended on January 15, 1987

They were reprinted April 8, 1995

They were amended on September 9, 1995

They were updated on March 22, 2002

They were updated on November 18, 2003

They were amended on February 23, 2004

They were amended on April 11, 2008

They were amended on March 14, 2011

They were amended on November 15, 2013