

**BYLAWS OF THE MICHIGAN ZETA CHAPTER
OF
THE TAU BETA PI ASSOCIATION**

PREAMBLE

The Michigan Zeta Chapter of The Tau Beta Pi Association was installed on May 8, 1971. The Petitioning Organization was the Alpha Tau Iota Engineering Honor Society which was founded at General Motors Institute. The objects of the Michigan Zeta Chapter are to promote scholarship and to develop character, leadership, and engineering ability among the students and alumni of Kettering University (formerly General Motors Institute). For these goals, we hereby enact the following.

KETTERING UNIVERSITY
Flint, Michigan

The Tau Beta Pi Association

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 Kettering University as may apply to honor societies.

Section 3 – In the event of a conflict between the Constitution and Bylaws of The Tau Beta Pi Association, Inc. and the rules and regulations of Kettering University, the rules and regulations of Kettering University 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. MZB-I, 4 – Michigan Zeta 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 defined as in C-VI, 1, and only active undergraduate student members, as defined therein, shall have the privilege of voting on new members and on the amounts of the initiation fees, dues, fines, and assessments. A student may become inactive under the provisions of B-VI, 6.05, or MZB-VIII, 4.

Section 3 – The officers of this Chapter shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Cataloger, for each section, who shall be active members of the Chapter.

Section 4 – The Advisory Board of the Chapter shall be composed of the President, Vice-President, Corresponding Secretary, and the Chapter Advisors.

Section 5 – Student officers shall serve for one year or until successors are duly elected and installed.

Section 6 – The duties of the officers shall be those usually performed by the persons holding such office, those prescribed by the Constitution and Bylaws of the Association, and those prescribed in these Bylaws or by Chapter action.

Section 7 – The Chapter's delegate to the Convention of the Association shall be the A-Section President in even-numbered years and B-Section President in odd-numbered years. The President who is currently not the Chapter delegate shall serve as alternate delegate. The other officers shall be alternate delegates in the order given in MZB-II, 3. Both the delegate and alternate delegate shall attend the Convention.

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 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 materials 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 Chapter 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 and Vice President shall meet with representatives from the Kettering University faculty and administration within two weeks of the start of each semester to discuss ways in which the chapter may be of service to the University. The substance of such discussion shall be reported to the chapter at the next meeting.
- g. The President and Corresponding Secretary shall cooperate with the Director of Tau Beta Pi District 7 and shall encourage Chapter members to participate in the District's activities.
- h. The President and Corresponding Secretary shall establish contact early in the year with the officers of the Southeast Michigan Alumnus Chapter to promote cooperation between the Chapters and discussion of mutual problems.
- i. The alumnus advisors shall cooperate with the other officers of the Chapter and other active members on matters involving finances, eligibility, projects, member initiation, and other Chapter activities. Alumnus Advisory Board members shall have the following designations and responsibilities:

Financial Advisor	- first year alumnus advisor
Eligibility Advisor	- second year alumnus advisor
Project Advisor	- third year alumnus advisor

Initiation Advisor

- fourth year alumnus advisor

- j. The Treasurer shall prepare and the Financial Advisor shall sign a financial balance sheet at the end of each semester.
- k. The Corresponding Secretary shall notify each student's co-op sponsor when said student is initiated into Tau Beta Pi so that the sponsor may recognize the achievements of its outstanding students.
- l. The Eligibility Advisor shall prepare a list of academically eligible students during the section immediately preceding the section in which elections are to be held.
- m. The Cataloger shall maintain a scrapbook of Chapter activities including newspaper articles and photographs.

BYLAW III – MEETINGS

Section 1 – The following regular meetings shall be scheduled and held once each year in both A and B sections: Organization, Election of Officers, and Installation of Officers.

Section 2 – The following regular meetings shall be scheduled and held once in each semester in both A and B sections: Preliminary Consideration of Candidates, Election of Candidates, Initiation of Electees, and one meeting of a social, literary, or technical nature which may be the Initiation Banquet. The spring semester initiation may be suspended if the number of electees is small. In such circumstances, electees will be initiated in the next fall initiation of that section.

Section 3 – Special meetings may be called at any time by the President, Chapter Advisor, or upon written request to the President signed by 20% of the active members of the Chapter who are in their school section.

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 or in these Bylaws.

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

Section 6 – The officers shall present a complete calendar of the regular meetings of the Chapter for the semester to the active members for their approval no later than the second meeting of the semester.

Section 7 – Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 8 – Business meetings shall last no longer than one hour, unless extended by the 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 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 meetings of the Chapter, unless excused by the President for reasons which he or she judge to be good and sufficient. A member who must miss a regular scheduled meeting shall submit his or her reason to the President, in writing, before the meeting unless the reason is illness.

Section 10 – 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 Chair of the Board signed by 20% of the active members of the Chapter who are in their school section.

Section 11 – A quorum for the consideration of routine business shall be a majority of the active members who are in their school section. A quorum shall be two-thirds of the active members who are in their school section for the election of new officers. A three-fourths quorum shall be required for the following duties:

- a. The election of new members
- b. Membership dues changes or assessments
- c. Approval or disapproval of a proposed amendment to the Constitution of the Association.

BYLAW IV – COMMITTEES

Section 1 – Subject to the provisions of B-V, 5.02, the President shall appoint the chair and members of the following committees: Membership, Initiation, Project, Social Activities, and such other committees as the Chapter shall desire and establish. Appointments shall be made at the next Chapter meeting following each initiation of the new members.

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 his or her group's activities at each Chapter meeting.

BYLAW V – ELECTION OF NEW MEMBERS

Section 1 – Election of new members shall be held in the fall and spring semesters for both A and B sections, as soon as possible after grades for the previous semester become available.

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

Section 3 – Eligible Curricula.

- a. Scholastically eligible students in the following undergraduate curricula shall be considered for membership in the Chapter: Chemical Engineering, Computer Engineering, Electrical Engineering, Industrial Engineering and Mechanical Engineering.

- b. Scholastically eligible students in the following graduate curricula shall be considered for membership in the Chapter: Master of Science in Engineering.

Section 4 – The scholastic eligibility of A-section students shall be considered jointly with B-section students.

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

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

Section 7 – Determination of junior and senior standing.

- a. Students who have earned a total of at least 120 credits shall be considered seniors.
- b. Students who have earned a total of at least 80 but less than 120 credits shall be considered juniors.

Section 8 – The Membership Committee shall periodically consult with the heads of all engineering departments and the Southeast Michigan Alumni Chapter to determine the names of eligible alumni, faculty advisors, and others who may be eligible for membership under the provisions of C-VIII, 3-6.

Section 9 – Exemplary Character Evaluation.

- a. Letters shall be sent to scholastically eligible candidates inviting them to complete and return a questionnaire form describing their activities and interests. The letters shall contain a specific deadline date for returning the questionnaire.
- b. The Advisory Board shall make recommendations to the Membership Committee on each scholastically eligible candidate. The opinions of other Tau Beta Pi faculty shall be sought for candidates not known by Advisory Board members.
- c. After the deadline date specified in a. above, the Membership Committee shall review all questionnaires and Advisory Board recommendations and formulate its own recommendation on each candidate.
- d. At the election meeting, the Membership Committee shall report its findings concerning each candidate and shall have on hand the questionnaires and Advisory Board recommendations for the Chapter member's reference.

Section 10 – Voting Procedures.

- a. The election of senior candidates shall precede the election of junior candidates. Each name shall be presented in alphabetical order and shall be voted upon before the following name is considered.
- b. After all names have been considered and voted upon, there shall be a second ballot, to be taken in the same order, for each student who failed election on the first ballot.
- c. No student who fails election on the second ballot shall be considered again at this election. He or she may be considered again at the next election if he or she is eligible.

Section 11 – The President shall meet with the Membership Committee to have sufficient notification of election prepared in advance of the Election Meeting. Notification should be signed by the president, addressed to the electees, and emailed within six hours of the election meeting.

Section 12 – 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 13 – At the first meeting of the electees, the President shall explain the requirements, objectives, and activities of the Association and the Chapter. Those electees desiring to accept election shall formally state their acceptance.

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

Section 15 – 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. Electees shall also be required to read the Constitution and Bylaws of the Association and these Bylaws.

BYLAW VI – ELECTION AND INSTALLATION OF OFFICERS

Section 1 – The President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Cataloger for each section shall be elected at the end of the first semester of the calendar year. The alumnus member of the advisory board shall be elected (C-VI, 7) each year, with A-section electing in the odd-numbered years, and B-section electing in the even-numbered years.

Section 2 – Officer Nominations shall be made from the floor at the Election of Officers meeting. Reports of Nominating Committees shall be made at a scheduled Chapter meeting or by email from the active members, at least one week prior to the Election of Officers meeting.

Section 3 – The Election of Officers Meeting shall be held at least two weeks prior to the end of the first semester in the calendar year. Officers-elect shall be formally installed at the last meeting of the year. The Chapter Officer Installation Procedure given in the President's book shall be employed to install 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 MZB-VII, 8.

Section 4 – The election of officers shall be by secret ballot. A majority of the quorum shall be required for election. A vote by members present will cause the nominee receiving the least number of ballots to be dropped from further consideration until one receives a majority vote.

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 the Initiation fee and by such dues and pro rata assessments as may be voted on by the Chapter. A majority vote of the active membership shall be required to levy any assessment. The Corresponding Secretary shall inform the Secretary-Treasurer of the Association of any changes in amounts of the Chapter's Initiation fees, dues or assessments.

Section 2 – The initiation fee for all initiates shall be determined by the President and Treasurer, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee, the national Convention assessment, the cost of one Initiation banquet, and the operating expenses of the local Chapter national Convention assessment, the cost of one Initiation banquet, and the operating expenses of the local Chapter.

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. The 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 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 and alternate sum sufficient to cover expenses he or she expects to incur in attending that annual Convention of the Association.

Section 4 – The Chapter shall use the official bookkeeping system of the Association.

Section 5 – There shall be at all times a balance of at least \$50 in the Chapter treasury. A sum of no more than \$20 may be kept in petty cash by the Treasurer.

Section 6 – Expenditures in excess of \$5 shall be made by check, signed by the Treasurer and countersigned by the President. Expenditures of less than \$5 may be made from petty cash by the Treasurer.

Section 7 – The Chapter's fiscal year shall begin on July 1 and end on June 30.

Section 8 – Immediately following the end of the fiscal year, the Advisory Board Financial Advisor shall audit the Chapter's books. If necessary, the Treasurer and Treasurer-elect shall file the Internal Revenue Service's Form 990.

Section 9 – 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 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 necessary business in a manner not inconvenienced or encumbered by a lack of interest on the part of a few members.

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 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.

Section 4 – A Student may become inactive under the provisions of B-VI, 6.05 or by poor attendance of Chapter meetings. The names of students who fail to attend two or more consecutively scheduled meetings without being excused, as in MZB-III, 9, shall be presented to the Advisory Board by the President. The Advisory Board may declare those students inactive by a 5/7 vote and they will so be advised in writing. Students may regain active status by petitioning the Advisory Board.

BYLAW IX – AMENDMENTS TO THE CONSTITUTION OF THE ASSOCIATION

Approval of proposed amendments to the Constitution of the Association can be obtained by at least a three-fourths favorable vote of the total active membership of the Chapter as specified in C-XVI, 2(b), or if time limits prevent a vote of the entire active membership by a three-fourths favorable vote of a quorum as specified in MZB-III, 11.

BYLAW X – 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 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 prominently displayed at a location determined by the Chapter Advisor and Chapter President.

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 XI – 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 XII – AMENDMENTS

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

Section 2 – These Bylaws may be amended by a three-fourths affirmative vote of the total active membership (both sections) of the Chapter, subject to the approval of the Advisory Board, as provided in

C-VI, (b). Action taken on proposed Bylaw amendments in one section must be acted upon by the other section upon return to school.

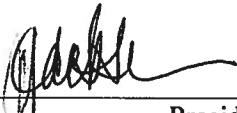
Section 3 – The Corresponding Secretary shall send a copy of the Bylaws, as amended, to the Secretary-Treasurer of the Association within two weeks after an amendment is adopted.

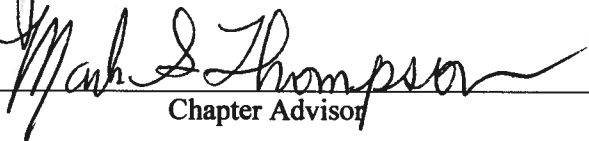
BYLAW XIII – DISSOLUTION

Section 1 – In the event of dissolution of the Chapter, the residual assets shall be distributed to the Tau Bet Phi Association, Inc., a corporation organized and operated exclusively for education and scientific purposes and exempt from federal income tax under Section 501(c)(3) of the U.S. Internal Revenue Code of 1954. Any such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

BYLAW – ENACTMENT

Section 1 – These bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on January 1, 1972. They were last amended on April 29, 2011.

Signed  _____
President

Signed  _____
Chapter Advisor