

BYLAWS OF THE MINNESOTA ALPHA CHAPTER

of

THE TAU BETA PI ASSOCIATION

BYLAW I – GENERAL

Section 1. These Bylaws shall govern the proceedings of the 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 University of Minnesota, Twin Cities, and of the College of Science and Engineering 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 the University of Minnesota, Twin Cities, and/or the College of Science and Engineering, the rules of the University and/or the College of Science and Engineering shall prevail, and the Secretary-Treasurer of the Association shall be notified regarding 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. MAB-I, 4—Minnesota Alpha Chapter Bylaw I, Section 4

BYLAW II. – GOVERNMENT AND OFFICERS

Section 1. The Chapter shall be composed of members chosen from the eligible students and alumni on the bases of distinguished scholarly or professional attainment and exemplary character, as provided in C-VIII and in the Eligibility Code of the Association.

Section 2. The Chapter shall have full control of its individual members, subject to the Constitution and Bylaws of the Association. Control shall be exercised by the active membership of the Chapter and its Advisory Board. Active members of the Chapter shall be as defined in C-VI, 1 and only the active under-graduate and graduate-student members, as defined therein, shall have the privilege of voting on new members, the amounts of the initiation fee, fines, dues, and assessments.

Section 3. The officers of this Chapter shall be a President, Vice-President, Recording Secretary, Corresponding Secretary and Cataloger, all of whom shall be active members of the Chapter. Further officers include a Treasurer, who may be an active member of the Chapter, or a member of the faculty, and four alumnae advisors, preferably chosen from among the faculty of the College of Science and 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 elected by its members at the first meeting of the year.

Section 5. Alumnus members of the Advisory Board shall serve four year terms as specified in C-VI 7a. All other officers shall serve for one year or until the 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 MAB-II, 3.

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

- a. The President shall be 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.
- e. The Corresponding 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 College of Science and Engineering early in the fall semester to discuss ways in which the Chapter may be of service to the College. The substance of such discussion shall be reported to the Chapter at the next meeting.

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 spring semester: Preliminary Consideration and 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, and 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 or in this Chapter's Bylaws.

Section 5. Notices sent to the active members and alumnus members 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 two hours, unless extended by and affirmative vote of three-fourths 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 7. Attendance of active members shall be recommended at all regularly scheduled meetings of the Chapter. A member who must miss a regularly scheduled meeting shall submit his/her reasons to an officer or Chapter in writing before the meeting, (excluding the excuse of illness or an emergency). Failure to do so will result in disciplinary action.

Section 8. The President shall call a meeting of the Advisory Board at the beginning of the year to discuss Chapter activities for the year. The minutes of the 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 the members or upon written request to the Chairman of the Board signed by 20% of the active members of the Chapter.

Section 9. A quorum for the consideration of routine business shall be a majority of the active membership of the Chapter.

A quorum for the election of new members, for changing the initiation fee or Chapter dues, for levying an assessment on the members of the Chapter, for amending the Chapter Bylaws, and for approval/disapproval of a proposed amendment to the Constitution of the Association shall be three-fourths of the active membership of the Chapter.

A quorum for the election of officers shall be two-thirds of the active membership of the Chapter.

A quorum for the Advisory Board shall be all the members of the Board.

BYLAW IV – COMMITTEES

Section 1. According to the provisions of B-V, 5.02, the President shall appoint the chairmen and members of the following committees: Membership, Initiation, Programs/Projects, 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 new members.

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

BYLAW V – ELECTION OF NEW MEMBERS

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

Section 2. All the provisions of C-VIII and B-VI shall be strictly followed. The University of Minnesota defines a junior as one who has completed 60 credits. A senior is defined as one who has completed 90 credits. These thresholds will be used to determine eligibility for membership.

Section 3. Scholastically eligible day students in all College of Science and Engineering departments shall be considered for membership in this Chapter.

Section 4. Transfer students shall be eligible for consideration after completion of forty-five credits at the University of Minnesota, Twin Cities.

Section 5. The Chapter has the right to select scholastic requirements higher than those stated in C-VIII.

Section 6. 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.

Section 7. 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. (See MAB-II, 2 and MAB-III, 9) The Eligibility Code shall be read by the President at the Election meeting.

Section 8. All the 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 personal matters discussed at the time of voting.

Section 9. 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 acceptances.

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

Section 11. 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 the Bylaws of this Chapter.

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

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 in the spring semester.

Section 2. Nominations for officers shall be made by two nominating committees appointed by the President. Each committee shall nominate one candidate for each office. Additional nominations may be made from the floor at the Election of Officers meeting. Reports of the nominating committees shall be made at a scheduled chapter meeting or by mail to the active members at least one week prior to 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 any office becomes vacant between regular elections for any reason, 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 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 rate 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 an assessment. (See MAB-II, 2 and MAB-III, 9) 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 be set during the first Chapter meeting in the fall semester each year. (See MAB-VII, 3) The initiation fee shall include the National initiation fee, the National Convention assessment, and the cost of one initiation banquet.

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 of 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 a sum which the Treasurer shall be authorized to advance to the Convention delegate sufficient to cover expenses incurred in attending the annual Convention of the Association.

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

Section 5. There shall be at all times a balance of at least \$750.00 in the Chapter treasury. A sum of no more than \$20.00 may be kept in petty cash.

Section 6. Expenditures in excess of \$5.00 shall be made by check, signed by the Treasurer and countersigned by the President. Expenditures of less than \$5.00 may be paid from petty cash by the Treasurer.

Section 7. The Chapter's fiscal year shall be May 1st to April 30th of the following year.

Section 8. 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.

BYLAW VIII – DISCIPLINE

Section 1. It is the intent of this disciplinary Bylaw to impress upon the membership the seriousness of purpose of this Chapter and of The Tau Beta Pi Association, Inc., 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, 1-3.

Section 3. A uniform system of fines for habitual absence or tardiness may be established each year if 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 MAB-II, 2 and MAB-III, 9)

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 chairman of the Initiation Committee. The Ritual and other related materials shall be kept up-to-date and under lock and key when not in use.

Section 3. All records and inventory of all physical equipment owned by the Chapter shall be turned over to the new officers at the Initiation of Officers meeting.

Section 4. All reports of this Chapter shall be open for inspection to any number of the Association and to any official of the University who has received approval from the Advisory Board, excluding the Ritual, which may not be opened by a non-member of the Association.

BYLAW X – SUSPENSION OF THE BYLAWS

Section 1. These Bylaws may be suspended only with the written consent of the majority of the Advisory Board as provided in C-VI, 5.

BYLAW XI – AMMENDMENTS

Section 1. These Bylaws may be amended by a three-fourths affirmative vote of the active membership of the Chapter, subject to the approval by the Advisory Board, as provided in C-VI, 7b. (See MAB-III, 9)

Section 2. The Corresponding Secretary shall send a copy of the Bylaws, as amended, to the Secretary-Treasurer of the Association within three 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 became effective on October 20, 1976.

By: R. David Iverson
(President)

By: R. M. Warner, Jr. (Acting)
(Advisory Board Chairman)

AMENDMENTS TO THE BYLAWS OF THE MINNESOTA ALPHA CHAPTER
of
THE TAU BETA PI ASSOCIATION

AMMENDMENT I: BYLAW V – ELECTION OF NEW MEMBERS

Add:

Section 13. Character evaluation of the electees shall consist of two processes: (1) Evaluation of the candidate's personality and character as judged by the Chapter officers and members at a 'Get Acquainted' meeting prior to election, and (2) The sincerity of the candidate's desire for service in the Tau Beta Pi as determined by a written resume submitted by the candidate prior to the election.

By: Curtis S Schauer
(President)
Signed: February 4, 1980

By: J. Anderson
(Advisory Board Chairman)

AMMENDMENT II: BYLAW V – ELECTION OF NEW MEMBERS

Change:

Section 7. Newly elected members shall be elected using the Bloc Voting procedure as described below:

- a. At the time of election, the Eligibility Code shall first be read.
- b. The names of eligible candidates shall be submitted to the Chapter membership in groups by the Membership Committee along with the committee's favorable recommendation for each candidate in the group. The size of the group shall be determined by the Membership Committee.
- c. If any active member has a question about any of the candidates in a group, that candidate's name shall be removed from the group and considered separately.
- d. A chapter vote shall be taken on the remainder of the group.
- e. Each candidate removed from a group and the candidates who did not receive a favorable recommendation from the Membership Committee shall be considered separately after all groups have been voted on. Each name shall be presented for discussion and voted on before the following name is considered.

- f. After all names have been considered and voted on, there shall be a second individual ballot for each candidate who failed election on the first ballot.
- g. No candidate who fails election on the second ballot shall be considered further unless at least twenty-five percent of the members present so request a third ballot.
- h. No candidate who fails election on the third ballot shall be considered again at this election. He/she may be considered again at the next election if he/she is then eligible.

By: Curtis S Schauer
(President)
Signed: March 3, 1980

By: Gerald W. Johnson
(Advisory Board Chairman)

AMMENDMENT III: BYLAW V: ELECTION OF NEW MEMBERS

Change:

Section 3. Full-time day students seeking ABET accredited degrees within the College of Science and Engineering shall be considered as eligible candidates for membership in this Chapter, as described in C-VIII, 2a. The eligible undergraduate and graduate ABET accredited programs offered through the University as of September 1, 2004 are as follows:

1. Undergraduate Degrees

- a. Aerospace Engineering
- b. Biomedical Engineering
- c. Biosystems & Agricultural Engineering
- d. Chemical Engineering
- e. Civil Engineering
- f. Computer Engineering
- g. Computer Science
- h. Electrical Engineering
- i. Geological Engineering
- j. Material Science & Engineering
- k. Mechanical Engineering

2. Graduate Degrees

- a. Aerospace and Mechanics Engineering
- b. Biomedical Engineering
- c. Biosystems and Agricultural Engineering
- d. Chemical Engineering
- e. Computer Engineering
- f. Computer Science
- g. Electrical Engineering
- h. Geological Engineering
- i. Industrial Engineering
- j. Infrastructure Engineering
- k. Manufacturing Systems Engineering
- l. Material Science & Engineering
- m. Mechanical Engineering
- n. Microbial Engineering
- o. Software Engineering

Note: Additional undergraduate and graduate ABET accredited degrees within the College of Science and Engineering may be added to this list, pending the approval by the active membership and the Advisory Board.

By: _____

Andrew Moeller

By: _____

Ted Higman

(President)

(Advisory Board Chairman)

Signed: September 28, 2004

AMMENDMENT IV: BYLAW V – ELECTION OF NEW MEMBERS

Change:

Section 2. All the provisions of C-VIII and B-VI shall be strictly followed. The University of Minnesota defines a junior as one who has completed 60 credits. A senior is defined as one who has completed 90 credits. These thresholds will be used to determine eligibility for membership.

By: Stephanie Zastrow
(President)

By: Ted Higman
(Advisory Board Chairman)

Signed: March 16, 2011

AMENDMENT V: BYLAW V – ELECTION OF NEW MEMBERS

Change:

Section 3. Full-time students seeking the following degrees within the College of Science and Engineering shall be considered as eligible candidates for membership in this Chapter, as described in C-VIII, 2a.

1. Undergraduate Degrees

- a. Aerospace Engineering
- b. Biomedical Engineering
- c. Bioproducts & Biosystems Engineering
- d. Chemical Engineering
- e. Civil Engineering
- f. Computer Engineering
- g. Computer Science
- h. Electrical Engineering
- i. Environmental Engineering
- j. Geoengineering
- k. Industrial & Systems Engineering
- l. Material Science & Engineering
- m. Mechanical Engineering

2. Graduate Degrees

- a. Aerospace and Mechanics Engineering
- b. Biomedical Engineering
- c. Bioproducts & Biosystems Engineering
- d. Chemical Engineering
- e. Civil Engineering
- f. Computer Engineering
- g. Computer Science
- h. Electrical Engineering

- i. Geoengineering
- j. Industrial & Systems Engineering
- k. Material Science & Engineering
- l. Mechanical Engineering
- m. Software Engineering

Note: As of March 2017, Industrial & Systems Engineering has been reviewed for accreditation by ABET and is awaiting the final decision in Summer of 2017, and Environmental Engineering is scheduled for review in Fall of 2017. The graduate degrees are not accredited by ABET. Additional undergraduate ABET accredited and graduate degrees within the College of Science and Engineering may be added to this list, pending the approval by the active membership and the Advisory Board.

By: Jesse Loi
(President)

By: Catherine French
(Advisory Board Chairman)

Signed: March 20, 2017

AMENDMENT VI: BYLAW V – ELECTION OF NEW MEMBERS

Change:

Section 3. Full-time students seeking the following degrees within the College of Science and Engineering shall be considered as eligible candidates for membership in this Chapter, as described in C-VIII, 2a. The eligible undergraduate and graduate ABET accredited programs offered through the University as of November 22, 2025 are as follows:

1. Undergraduate Degrees

Aerospace Engineering
 Biomedical Engineering
 Bioproducts & Biosystems Engineering
 Chemical Engineering
 Civil Engineering
 Computer Engineering
 Computer Science
 Electrical Engineering
 Environmental Engineering
 Geoengineering
 Industrial & Systems Engineering
 Material Science & Engineering
 Mechanical Engineering

2. Graduate Degrees

Aerospace and Mechanics Engineering

Biomedical Engineering
Bioproducts & Biosystems Engineering
Chemical Engineering
Civil Engineering
Computer Engineering
Computer Science
Electrical Engineering
Geoengineering
Industrial & Systems Engineering
Material Science & Engineering
Mechanical Engineering
Software Engineering

By: Elizabeth Ngo
(President)

By: Christopher Ellison
(Advisory Board Chairman)

Signed: November 22, 2025