BYLAW I * GENERAL

Section 1. These bylaws shall govern the proceedings of the Missouri Alpha Chapter, hereinafter called the Chapter, of the Tau Beta Pi Association, Inc., hereinafter called the Association, in all matters not specifically provided for in the Constitution and Bylaws and Eligibility Code of the Association, in the acts of the Conventions, or in the operational policy of the Association.

Section 2. The Chapter shall conform to such rules and regulations of the University of Missouri-Columbia and of the College of Engineering as may apply to honor societies.

Section 3. In the event of conflict between the Constitution and Bylaws and Eligibility Code of the Association and the rules and regulations of the University of Missouri-Columbia or the College of Engineering, the rules of the University of Missouri-Columbia or the College of Engineering shall prevail, and the Secretary-Treasurer of the Association shall be immediately notified of the circumstances.

Section 4. The following standard forms shall be used for abbreviated references to Association and Chapter Documents:
   a) C-VI, 1 - Association Constitution, Article VI, Section 1.
   b) B-V, 5.02 - Association Bylaw V, Section 5.02.
   c) MAB-II, 3 - Chapter Bylaw II, Section 3.

BYLAW II * GOVERNMENT AND OFFICERS

Section 1. In carrying out the purposes of the Association as set forth in the Preamble to the Association Constitution, the Chapter shall be governed by its active membership and its Advisory Board, and shall have full control over its individual affairs, subject to the Constitution and Bylaws of the Association.

Section 2. The membership of this Chapter shall consist of the following members of the Association, as defined in C-VI, 1: Undergraduate members enrolled in the College of Engineering of the University and active graduate student members, except as stated in B-VI, 6.05, and active alumnus members.

Section 3. The officers of this Chapter shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, a Cataloger, and an Assistant Treasurer, who shall be active members of the Chapter; a Treasurer, who shall be an active alumnus member and four alumnus advisors. The Treasurer and advisors shall be members of the faculty of the College of Engineering. These officers shall be elected by the Chapter as specified in MAB-VI; in addition, the election of a Treasurer must be ratified by the four alumnus advisors.
Section 4. The officers of the Chapter, except for the Treasurer and the alumnus advisors, shall hold office for a term of one year, and shall take office at the time prescribed in B-V, 5.01(a). The Treasurer shall hold office until his successor is elected or until he resigns or ceases to be an active member of the Chapter. The alumnus advisors shall hold office as prescribed in C-VI, 7. No member may hold more than one office simultaneously.

Section 5. The Advisory Board of the Chapter shall be constituted according to C-VI, 7, and shall elect a ‘chief’ advisor from the alumnus members at its first meeting of the year. The Corresponding Secretary shall serve as Secretary of the Board.

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 assigned by Chapter action or by these Bylaws, including the following:

a) The President shall be an 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 President’s Book and in the Recording Secretary’s notebook.

c) The Vice-President 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 Recording Secretary shall keep an accurate list of the names, addresses, and phone numbers of the active membership of the Chapter. The recording secretary shall notify each active member and advisor of the time and place of all meetings at least one week in advance, and shall distribute copies of the Council Bulletin when they are received by the Chapter.

e) The Assistant Treasurer shall collect all dues, fines, and assessments that are outstanding and shall deposit these funds in the hands of the Treasurer.

f) The President and Vice-President shall jointly be responsible for maintaining contact with the administration of the College of Engineering and with other Tau Beta Pi chapters in the interest of service to the College and cooperation between chapters, and for reporting the substance of these communications to the Chapter.

g) The following officers will supervise with the following committees and liaise their actions to the President:

Vice President – Initiation and Membership
Corresponding Secretary – Social
Recording Secretary – Community Service

The cataloger and the assistant treasurer will perform these duties with any additional committees that are formed at the President’s discretion.

Section 7. The President shall be this Chapter's delegate to the Convention of the Association, unless another member is elected as a delegate at the Election of Officers meeting. The other officers shall be alternate delegates in the order listed in MAB-II, 3.
BYLAW III * MEETINGS

Section 1. The following regular meetings shall be scheduled and held once a year: 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: Organization, Preliminary Consideration of Candidates, Election of Candidates, Initiation of Electees, and at least one general meeting of social, literary, technical, or ethical 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 twenty percent 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 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, other than the Election Meeting, shall last no longer than two hours, unless extended by an 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 the previous meeting
   c) Reports of officers
   d) Reports of committees
   e) Unfinished business
   f) New business
   g) Adjournment

Section 9. Active members are responsible for all information conveyed at all regular, scheduled meetings of the Chapter. A member who must miss a regular, scheduled meeting shall inform the recording secretary or the President before the meeting, unless the excuse 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 for by any of its members or upon written request to the Chairman of the Board signed by twenty percent of the active members of the Chapter.

Section 11. A quorum for the consideration of routine business shall be a simple 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 of 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 Advisory Board.

Section 12. An active member will become inactive if he or she misses two consecutive Chapter meetings without notice, unless the excuse is illness. An inactive member will be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board.

Section 13. In an effort to foster Chapter involvement and recognize those who have been outstanding contributors to the Chapter, the Points System will be executed as follows:

a) In order to wear a Tau Beta Pi stole at the graduation ceremony, the active member must have passed at least 50% of the semesters he/she was an active member of the chapter
b) Passing a semester requires that the active member earn at least 50% of the available points during that semester. Points will be assigned to Chapter events as follows:
   a. Initiation Ceremony 2 Points
   b. Service Projects* 2 Points
   c. General Chapter Meetings 1 Point
   d. Chapter Social Events 1 Point
   
   (*Only one service project will be used to calculate the total points for a semester)

c) Semesters spent on co-op do not count towards the total number of semesters that the person has spent as an active
d) Members who are initiated as actives the same semester in which they graduate are granted permission to wear a stole at the graduation ceremony
e) All members who have served as chapter officers of the chapter will be granted permission to wear a stole at the graduation ceremony

BYLAW IV * COMMITTEES

Section 1. Subject to the provisions of B-V, 5.02, the President shall appoint the chairmen and members of the following committees: Membership and Initiation, Community Service, Social Activities, and such other committees as the Chapter shall desire and establish. Appointments shall be made at the Organizational meeting at the beginning of each semester.

Section 2. As early as possible after committee appointments are made, the President shall provide each committee chairman with a list of his specific duties and responsibilities. The
chairman shall then in turn provide each committee member with a list of his or her specific duties and responsibilities as discussed and agreed upon at the first committee meeting.

**BYLAW V * ELECTION OF NEW MEMBERS**

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

**Section 2.** Scholastically eligible undergraduate students in the following curricula shall be considered for membership in this Chapter: Biological Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Industrial Engineering, and Mechanical and Aerospace Engineering.

**Section 2a.** Scholastically eligible graduate students in the following curricula shall be considered for membership in this Chapter: Biological Engineering, Chemical Engineering, Civil & Environmental Engineering, Computer Engineering, Electrical Engineering, Industrial & Manufacturing Engineering, Mechanical and Aerospace Engineering, and Nuclear Engineering.

**Section 3.** Transfer students shall be eligible for consideration at the third regular election after their registrations, or, with the consent of five-sevenths of the Advisory Board, at the second such election.

**Section 4.** 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 5.** The Chapter may, by a vote of a majority of the active membership and with the approval of the Advisory Board, establish grade-point deadlines below which no candidate shall be considered. Such deadlines shall be in effect until altered or abolished by the same procedure.

**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 the majority of the active membership of the Chapter. The Eligibility Code shall be read by the President at the election meeting.

**Section 7a.** A minimum grade point average of 3.30 is required for both Junior and Senior electees.
Section 8. The President shall direct the Membership Committee to have sufficient letters of notification prepared in advance of the Election Meeting. These letters shall be signed by the President, addressed to the electees, and mailed within twenty-four hours of the end of the Election Meeting.

Section 9. Exemplary Character Evaluation
a) Letters shall be sent to scholastically eligible candidates inviting them to a get-acquainted meeting ("smoker")
b) A get-acquainted meeting shall be held at which the Chapter members will meet the candidates. The candidates shall be introduced to the purposes and activities of Tau Beta Pi.
c) The Chapter members shall be asked to make recommendations on the candidates they met during the get-acquainted meeting at the Chapter's Election Meeting.

Section 10. Voting Procedures
a) At the Election Meeting, the Eligibility Code shall first be read.
b) The election of senior candidates shall precede the election of junior candidates. Each name shall be presented in order of decreasing class rank for discussion and shall be voted on before the following name is considered.
c) After all names have been considered and voted on, there shall be a second individual ballot, to be taken in the same order, for each student who failed election of the first ballot.
d) No student who fails election on the first ballot shall be considered further unless twenty-five percent of the members present so request.
e) No student that fails election on the third ballot shall be considered again at this election. He or she may be considered again at the next election if he or she is then eligible.

Section 11. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10(a).

Section 12. 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 these Bylaws. The Chairman of the Membership Committee shall administer a written test over the same material before the initiation.

Section 13. The Chapter may assign additional duties to the electees, subject to the provisions of B-VII, 7.02.

Section 13a. The initiation fee for new members is $70, effective August 1, 2004. An explanation of where this money goes must be given to the electees at the Preliminary Consideration of Candidates meeting.

BYLAW VI * ELECTION AND INSTALLATION OF OFFICERS
Section 1. The President, Vice-President, Recording Secretary, Corresponding Secretary, Cataloger, Assistant Treasurer shall be elected at the conclusion of the fall semester, no later than five weeks before the commencement in December.

Section 2. The President shall appoint at least one nominating committee, and more than one candidate for each office shall be nominated before the Election of Officers meeting. Nominations may also be made from the floor at the meeting. No nominee shall be elected to any office unless he/she is present at the election or unless he/she has declared to the President in writing his willingness to accept the responsibilities of that office.

Section 3. A quorum for the election of officers shall be two-thirds of the active membership, and a majority of those voting shall be required for election. If no nominee receives a majority on the first ballot, a second ballot may be called for by one-third of the members present.

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 Recording Secretary shall notify the Center for Student Life and the Engineering Dean's Office of any and all changes in officers within one week of such change.

Section 6. 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 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 amounts of initiation fees, dues, or assessments.

Section 2. The initiation fee shall not exceed $80.00. The initiation fee shall include the national initiation fee, the national Convention assessment, and the cost of one initiation banquet. It shall be paid in advance of the initiation banquet.

Section 3. Before the end of each semester, a committee composed of the outgoing and incoming President, Treasurer, and Assistant Treasurer shall prepare an operating budget for the next semester. This budget shall be submitted to the Chapter for approval by a majority vote at the first regular meeting of each semester. This budget shall include a recommended amount for the initiation fee to be charged during the next semester. 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(s) a sum sufficient to cover expenses he or she expects to incur in attending the annual Convention of the Association.
Section 4. The Chapter shall use the bookkeeping system required by the University, and conform to the fiscal year and audit procedures established for student organizations.

Section 5. There shall be at all times a balance of at least $50.00 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 require a voucher signed by the President, Vice-President, or Assistant Treasurer, and will be paid by check, signed by the Treasurer. Expenditure of less than $5.00 may be paid from petty cash by the Treasurer.

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 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, 4 § 5.

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 jointly determined by the President of the Chapter and 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 of Missouri who has received approval from the Advisory Board, except the Ritual may not be inspected by non-members of the Association.

BYLAW IX * 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 X * 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 XI* ENACTMENT

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on: Dec 3, 2004.

Signed

President

Signed

Advisory Board Chairman

3/19/04

3/30/04
March 31, 2004

Approval of chapter bylaws with eligible curricula listed

President, MO A Chapter

The amended bylaws submitted by your chapter in compliance with Constitution Article VIII Sections 2(f) and 3(b) have been approved by the Executive Council. You may consider students enrolled in those programs for membership in Tau Beta Pi.

Please remember that any future amendments which add to the list of eligible curricula must be ratified by your chapter and Advisory Board and approved by the Executive Council before becoming effective. Amendments which exclude curricula are not subject to Executive Council approval.

Thank you for attending to this important issue in a timely manner.

Roger E. Hawks
For the Executive Council

cc: MO A Chapter file
   James D. Froula, Secretary-Treasurer
   Chief Advisor
   D9 Directors