CHAPTER BYLAWS
THE TAU BETA PI ASSOCIATION
Missouri Gamma Chapter

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 Washington University and of its College of Engineering and Applied Science 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 and regulations of Washington University and/or its College of Engineering and Applied Science, the rules of Washington University and/or College of Engineering and Applied Science 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. MGB-I, 4 --- Missouri Gamma 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 achievement 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. This 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 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, and Cataloger/Engineering Council Representative, 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, preferably elected from among the faculty of the College of Engineering and Applied Science.

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 of the year.

Section 5. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and the Cataloger/Engineering Council Representative shall hold office for one year. Alumni advisors shall hold office for a period of four years.

Section 6. Any officer may be re-elected to the same office. An active member may be elected to different offices in different years.

Section 7. If the President becomes temporarily unavailable, other officers shall assume presidency in the order of Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger/Engineering Council Representative until the President returns.

Section 8. The duties of the officers shall be as outlined in B-V, 5.03. The following extra duties shall be required of the officers:
   a. The President shall be an ex-officio member of all committees.
   b. 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 materials as the Chapter may deem desirable.
   c. The Recording Secretary shall notify each active member and Advisor of the time, place, and purpose of each Chapter meeting.
   d. The Corresponding Secretary shall keep a list of "active members" of the Missouri Gamma Chapter defined in C-VI, 1.
   e. The President or Vice President shall meet with the Dean of Engineering early in the fall term to discuss ways in which the Chapter may be of service to the Washington University and/or St. Louis community. The substance of such discussions shall be reported to the Chapter at the next meeting.

Section 9. A Chapter officer shall be a representative at the National Convention. An active member may be an alternate.

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: preliminary consideration of candidates, election of candidates, formal initiation.

Section 3. An active member will become inactive if he or she misses any one of the regular meetings listed in MGB-III, 1, and the election of candidates meeting listed in MGB-III, 2, without written notice to the Corresponding Secretary before the meeting and approval by him or her, unless the excuse is illness or extraordinary circumstances approved by the majority of the officers excluding the Corresponding Secretary.

Section 4. Business meetings may be called by the President, by any member of the Advisory Board, or by written request to the President signed by five active members.

Section 5. An active member will become inactive if he or she misses three consecutive chapter business meetings defined in MGB-III, 4, without written notice to the Corresponding Secretary before the meeting and approval by him or her, unless the excuse is illness or extraordinary circumstances approved by the majority of the officers excluding the Corresponding Secretary.

Section 6. An inactive member will be re-admitted to active status upon receipt of a written petition and its approval by the Advisory Board (See B-VI, 6.05(b).) or by two-thirds majority of the active members in attendance.

Section 7. At all meetings except the open meetings the order of business 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 8. A quorum for the consideration of routine business shall be half of the active membership of the Chapter. For the election of new members, for changing the initiation fee of Chapter dues, for passing an assessment on the members of 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.
Section 9. Anything not expressly covered by these Bylaws, the National Bylaws, or the National Constitution shall be governed according to Roberts' Rules of Order, revised.

Bylaw IV --- Committees

Section 1. Subject to the provisions in B-V, 5.02, the President shall appoint the chairman and members of the following committees: Membership, Initiation, Program, Social Activities, and such other committees as the Chapter shall desire and establish.

Section 2. The duties of each of these committees shall be as specified by the President.

Section 3. Each committee chair shall make a report on the progress of his or her group at each Chapter meeting.

Bylaw V --- Election and Installation of Officers

Section 1. The Election of Officers Meeting shall be held at least six weeks prior to the end of the spring semester. Officers-elect shall be formally installed at the last meeting of the year. 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.

Section 2. Nominations for officers shall be from the floor at the election meeting or by submitting a written notice to the President.

Section 3. The duties of the officers as outlined in B-V, 5.03, and MGB-II, 8, shall be explained to those nominated for election to office.

Section 4. The election of officers shall be by secret ballot. 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 held between the two leading candidates.

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.

Section 6. An officer may be impeached by a three-quarters vote of the active members. A written petition signed by at least five active members must be presented and announced at least one meeting before the vote takes place.
Bylaw VI --- Election of New Members

Section 1. Election of new members shall be held in the Fall and Spring semesters when the grades for the previous term become available.

Section 2. The President or Vice President shall be responsible for obtaining a list of scholastically eligible students from the Dean of Engineering. Eligible candidates shall consist of those candidates who have declared a major, to the Registrar's office, in any of the engineering fields, Chemical Engineering, Civil Engineering, Computer Science, Electrical Engineering, Engineering and Policy, Mechanical Engineering, and System Science and Mathematics.

Section 3. The Vice President shall appoint the chairman of the membership and initiation committees and monitor the whole election process.

Section 4. Transfer students shall be eligible at the third regular election and may be eligible at the second regular election with 5/7 vote of the Advisory Board.

Section 5. The membership committee shall consult each semester 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 6. Character Evaluation
   a. Letters shall be sent to scholastically eligible candidates inviting them to join Tau Beta Pi.
   b. Application for membership will be given to those scholastically eligible candidates who respond to the invitation. The application consists of a recommendation and an essay.
   c. The membership committee shall select and appoint interviewers.
   d. The interviewers shall conduct personal interviews with all candidates who return the application for membership. The interviewers shall attempt to learn as much as possible about the character of each candidate and make recommendations for each candidate interviewed to the Chapter membership at the election meeting.
   e. The interviewers should use the Eligibility Code as guideline when making recommendations for each candidate.

Section 7. Voting Procedures
   a. At the election meeting, the Eligibility Code shall first be read.
b. The names of eligible candidates (seniors followed by juniors) shall be submitted to the Chapter membership by the membership committee along with the committee's recommendation for each candidate.

c. A brief discussion shall follow each recommendation given by the character committee.

d. A Chapter vote shall be taken after the discussion before the next candidate is considered.

e. 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.

f. No candidate who fails election on the second ballot shall be considered further unless twenty-five percent of the members present so request.

g. No candidate who 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 8. Candidates shall be elected by a three-fourths majority of the active members present.

Section 9. Letters of notification of election shall be sent within three school days of the election meeting by the membership committee.

Section 10. 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 11. At the first meeting of electees, the Chairman of the initiation committee 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 Chairman of the initiation committee.

Section 12. Each electee shall be required to make a bent and have a certain number of faculty sign it as specified by the initiation committee. Each electee shall also be required to take part in an activity to benefit the Washington University or St. Louis community. The project shall be monitored by the initiation committee.

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

Bylaw VII --- Finances

Section 1. The expenses of Chapter shall be paid by the initiation fee
and by such dues and pro-rata assessments as may be voted by the Chapter. A majority vote of the active members present shall be required to change any fees or dues or 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 fee, dues or assessments.

Section 2. The initiation fee for all initiates shall be $65.00, payable in advance of initiation, to the Chapter Treasurer.

Section 3. Only the President, the Treasurer and one of the Deans of Engineering may issue checks.

Section 4. The fiscal year of the chapter shall run from May 1 through April 30.

Bylaw VIII --- Records

Section 1. All permanent records of the Chapter shall be kept current by the Recording Secretary.

Section 2. The initiation equipment shall be maintained in good order and in secure manner by the Vice President, and the Ritual and its related materials shall be kept up-to-date.

Section 3. All records of this Chapter shall be open for inspection to any active member of the Association and to any official of the University who has received approval from the President, except that the Ritual may not be inspected by non-members of the Association.

Bylaw IX --- Projects

Section 1. A meeting shall be held to decide on at least one project per semester to benefit the Washington University or St. Louis community.

Section 2. Every active member of the Chapter is required to participate in at least one project per semester.

Section 3. An active member of the Chapter will become inactive if he or she does not fulfill the project requirement defined in MGB-IX, 2.

Bylaw X --- Awards

Section 1. Every year, up to three students from the Washington University School of Engineering and Applied Science shall be elected to receive the Tau Beta Pi Missouri Gamma Chapter
Personal Achievement Award.

Section 2. The award shall honor the seniors who are not members of Tau Beta Pi but have displayed leadership and exemplary character both inside and outside the classroom.

Section 3. An award committee shall be set up in the beginning of each spring semester. The chairman of the committee is responsible for obtaining two nominees from the chairman of every engineering department in Washington University School of Engineering and Applied Science. The committee shall make recommendations to the Chapter members.

Section 4. The recommended candidates shall be elected by two-thirds vote of the active membership of the Chapter.

Bylaw XI --- Amendments

Section 1. Amendments to these Bylaws may be proposed by any five 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 two-thirds vote of the active membership of the Chapter.

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

Bylaw XII --- Enactment

This Bylaw was enacted on April 11, 1987 by ratification of the members, and thus became the law of the Missouri Gamma Chapter.
Amendments to the Chapter Bylaws
The Tau Beta Pi Association
Missouri Gamma Chapter

Amendment 1 ---- Meeting Attendance

Section 1 - Application of this Amendment

In the event that this Amendment conflicts with the Chapter Bylaws, this Amendment shall take precedence.

Section 2 - Definitions of required functions

2.1 Definition of a mandatory meeting.

Any meeting of the general membership, announced at least 5 business days in advance, and declared "mandatory", shall be considered mandatory, including but not limited to the first organizational meeting, the preliminary consideration of candidates, and the installation of officers.

2.2 Definition of a special function.

Special functions are the election of candidates, initiation of candidates, and the election of officers. Attendance at these functions is required. Special functions must be announced at least 10 business days in advance.

Section 3 - Consequences of absenteeism

3.1 Missing mandatory meetings

A member who misses any two mandatory meetings, without acceptable excuses, in the course of a semester, shall be declared inactive.

3.2 Missing special functions

A member who misses a special function without an acceptable excuse shall be declared inactive.

Section 4 - Definition of inactive

An inactive member shall not have a vote in chapter affairs, and shall not be included in the calculation of a quorum, as defined in Tau Beta Pi Bylaw V, Section 5.07 (B-V,5.07). An
inactive member is not eligible to hold a chapter office, as stated in the Tau Beta Pi Constitution. Article VI, Section 6 (C-VI, 6).

Further, any member declared inactive shall not be allowed to participate in any "members only" chapter activity, be it social, educational, or professional. An inactive member also shall not be allowed to wear a Tau Beta Pi graduation stole, which shall instead be used to mark only active members at their graduation exercises.

Section 5 - Acceptable Excuses

5.1 Excuses for mandatory meetings

A member shall be excused from a mandatory meeting if that meeting conflicts with a class, exam, or other unchangeable obligation, provided that the member notifies one of the chapter officers at least 24 hours before the meeting time.

A member shall also be excused from a mandatory meeting due to illness or emergency, provided that the member contact a chapter officer within a reasonable amount of time after the meeting.

(It will be assumed that members will hold to the Tau Beta Pi requirement of integrity and only offer honest excuses for missing a meeting.)

5.2 Excuses for special functions

To be excused from a special function, a member must notify the chapter president, vice president, or corresponding secretary at least one week before the function. Excuses will be considered by the executive board on a case by case basis. Absence due to illness or emergency will also be permitted, provided that the executive board is notified within a reasonable amount of time after the function.

5.3 Special consideration.

If a member is unable to attend meetings for an entire semester because they are temporarily out of classes (due to participation in the cooperative education program, internship, overseas study, extended illness, etc.) the member shall be declared inactive for that time period, and shall not count in the calculation of a quorum. The member shall be reactivated immediately upon returning to school.

Section 6 - Reactivation.

An inactivated member may request to be reactivated by submitting a written petition to the chapter's Advisory board (B-VI, 6.05). This letter should fully explain why the
member missed the meeting(s) which prompted inactivation. The request for reactivation will be considered on the grounds of this letter and the member's past history with the chapter. If missing a special function was the cause of inactivation, 10 chapter members must sign a petition to reactivate the member, in addition to the Advisory board approving reactivation.

The Advisory board may make reactivation contingent upon the member's service on one of the chapter committees.
Amendments to the Chapter Bylaws
The Tau Beta Pi Association
Missouri Gamma Chapter

Amendment II ----
Status of Graduate and 5th year B.S.-M.S. Degree Candidate Members

Section 1 – Application of this Amendment

In the event that this Amendment conflicts with the Chapter Bylaws, this Amendment shall take precedence.

Section 2 -- Status of graduate members

A graduate student member has the choice of declaring his or her status as an active or inactive member at the beginning of each semester. The definition of inactive is stated in The Tau Beta Pi Association, Missouri Gamma Chapter, Amendment I, Section 4.

Section 3 – Status of 5th year B.S.-M.S. degree candidate members

A 5th year B.S.-M.S. degree candidate member has the choice of declaring his or her status as an active or inactive member at the beginning of each semester. The definition of inactive is stated in The Tau Beta Pi Association, Missouri Gamma Chapter, Amendment I, Section 4. A member must be active the semester he or she intends to graduate in order to receive a stole for graduation.
MEMORANDUM

To: James Froula
From: Barbara Huen, Washington University
CC: Prof. Genin and Mr. Finney
Date: May 17, 2004

Subject: Addendum to Chapter Bylaws, Amendment 3

On Monday, May 17, 2004, our advisory board approved the following list of degree programs as eligible for membership in the Missouri Γ chapter of the TBPI engineering honor society.

It is to be inserted as an addendum to Amendment 3 of the Missouri Γ chapter’s bylaws.

Section 3 – Eligible Graduate School Candidates

Eligible candidates pursuing post-baccalaureate studies shall consist of those students who are pursuing any of the following programs at Washington University, and whose academic advisors believe to show outstanding scholarship and exemplary character. Students in the following engineering fields are eligible:

Graduate Certificate Programs
- Biomedical Engineering (ME)
- Construction (CE)
- Earthquake Engineering (CE)
- Environmental Engineering Science (ChE/CE/ME)
- Management of Information Systems Development (FEDP)
- Manufacturing Engineering Management (FEDP)
- Technological Enterprise (PEDP)

Masters Programs
- Aerospace Engineering (ME)
- Biomedical Engineering (BME)
- Chemical Engineering (ChE)
- Civil Engineering (CE)
- Computer Science and Engineering (CSE)
- Construction Engineering (CE)
- Construction Management (CE)
- Control Engineering (ESE)
- Electrical and Systems Engineering (ESE)
- Electrical Engineering (ESE)
- Engineering Management (PEDP)
- Environmental Engineering Science (ChE/CE/ME)
- Geodetic Science (CE)
- Imaging Science and Engineering (ESE)
- Information Management (PEDP)
- International Project Management (CE)
- Manufacturing Engineering (ME)
- Materials Science and Engineering (ChE/CE/ME)
- Mechanical Engineering (ME)
- Networking and Communication (CSE/ESE)
- Structural Engineering and Mechanics (CE)
- Systems Engineering (ESE)
- Technology Transfer in EE (ESE)
- Transportation & Urban Systems Engineering (CE)

Doctoral Programs
- Aerospace Engineering (ME)
- Biomedical Engineering (BME)
- Chemical Engineering (ChE)
- Computer Science and Engineering (CSE)
- Construction Engineering (CE)
- Construction Management (CE)
- Geodetic Science (CE)
- Electrical Engineering (ESE)
- Electrical and Systems Engineering (ESE)
- Engineering Dianetics (BME)
- Environmental Engineering Science (ChE/CE/ME)
- Imaging Science and Engineering (ESE)
- International Project Management (CE)
- Materials Science and Engineering (ChE/CE/ME)
- Mechanical Engineering (ME)
- Structural Engineering and Mechanics (CE)
- Systems Engineering (ESE)
- Transportation and Urban Systems Engineering (CE)

Key for Host Departments:
ESE Electrical and Systems Engineering
ME Mechanical Engineering
ChE Chemical Engineering
CSE Computer Science and Engineering
BME Biomedical Engineering
PEDP Professional Engineering Degree Program
Amendments to the Chapter Bylaws
The Tau Beta Pi Association
Missouri Gamma Chapter

Amendment IV – Eligible Candidates for Membership
_Ratified on:_ 20 November 2008

Section 1 – Application of this Amendment

In the event that this Amendment conflicts with the Chapter Bylaws, or any previous amendments, this Amendment shall take precedence.

Section 2 – Eligible Candidates

Eligible undergraduate candidates shall consist only of those candidates who have declared a major to the Registrar’s office, in at least one of the following engineering fields:

- Aerospace Engineering
- Biomedical Engineering
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Computer Science
- Electrical Engineering
- Engineering Physics
- Environmental Engineering
- Mechanical Engineering
- Structural Engineering
- Systems Engineering

CHAPTER PRESIDENT

Christopher Rinaldi

CHAPTER ADVISOR

Dr. Guy Genin
February 17, 2009

Eligible Curricula Approved

President, MO Gamma Chapter

The eligible curricula listed in 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 G Chapter file
James D. Froula, Secretary-Treasurer
Chief Advisor
District 9 Directors