The Tau Beta Pi Association
North Carolina Alpha
Chapter Bylaws

Bylaw I - General

Section 1. These bylaws shall govern the proceedings of this Chapter in all matters not specifically provided for in the Constitution and Bylaws, and in the Convention Acts of the Tau Beta Pi Association.

Section 2. This chapter shall conform to such rules and regulations of this College 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, the rules and regulations of this College, such action shall be taken as deemed advisable by all parties concerned.

Bylaw II - Government

Section 1. The Officers of this Chapter shall be a President, Vice President, Corresponding Secretary, Recording Secretary, Cataloger, and Treasurer. All shall be active members except that the Treasurer may be a faculty member from the School of Engineering. In such case, his term shall be three years and he may be reelected.

Section 2. Except for the Treasurer and the faculty members of the Advisory Board (See C-VI, 7), the officers of this Chapter shall hold office for one year.

Section 3. The Chapter president shall be the delegate to the National Convention. The Chapter officers shall be alternates in the order listed in Section 1 above.

Bylaw III - Meetings

Section 1. Meetings shall be held at such times that a majority of the active membership can be present.

Section 2. A complete calendar of the regular functions of the Chapter for the semester shall be presented to the members no later than the second meeting of the semester.
Section 3. Special meetings may be called at any time by the President, by any member of the Advisory Board, or upon written request to the President signed by five active members.

Section 4. Business meeting of the Chapter shall last no longer than one hour, unless extended by a three-fourths vote of all those present.

Section 5. Co-op students shall not be counted as active members in quorum determinations during the semesters that they are away from campus.

Section 6. At all meetings except the open meetings, the order of business shall be as follows:

a. Minutes of the previous meeting.
b. Reports of the officers.
c. Reports of committees.
d. Unfinished business.
e. New business
f. Adjournment

Section 7. Attendance

a. It shall be the duty of all active members to punctually attend all chapter meetings, with the exception of purely social affairs; to attend the initiation ceremony, and to faithfully participate in a chapter committee. It shall be the responsibility of the member to remain informed of the meeting times and locations.

b. The only allowed excused absences shall be regular evening classes, taking tests or examinations, work, illness, or others accepted by the Advisory Board.

c. Each member shall be allowed one unexcused absence during a semester, except for those attending the election meeting as described in part d. No unexcused absences shall be allowed for a meeting requiring a three-fourths membership quorum.

d. Each absence, whether excused or unexcused, can be replaced by participating in one of the following activities:

   1. Engineering Futures
   2. Community Service Projects
   3. Organization of Projects
   4. Representation at Engineering Council, District Meetings

a. Members attending the semester election meeting shall be allowed two unexcused absences during the semester. Each member not attending the election meeting shall be allowed one unexcused absence as described in part b.
b. All absences, excused or otherwise, must be reported in writing to the chapter office during the week of the scheduled meeting.

c. It shall be the duty of the Recording Secretary to keep records of attendance, and the written notification of absence.

d. Prior to the last business meeting of the current semester:

7. The Recording Secretary shall prepare a list of members with more than one unexcused absence, members who are currently inactive, members who have been shown by their committee chairmen as being delinquent of their committee responsibilities, and members who are currently on suspension.

8. The Advisory Board shall set up a suitable time for a meeting to review the status of the above mentioned members.

9. It shall be the responsibility of the Recording Secretary to notify these members of their status and of the time and location of this review meeting.

10. The Advisory Board shall consider each member's record, and members will be allowed to petition against further disciplinary action.

11. The Advisory Board shall vote on each member to determine if further disciplinary action is warranted. Currently suspended member shall be reinstated or expelled. Member may be expelled without first being suspended.

12. Suspension shall be in accordance with C-IX, Section 5. Suspension period shall last for one regular semester, and suspended members shall be required to attend all regular Chapter meeting unless absence is excused under Chapter Bylaw III, Section 7 (b&c). Suspended members may petition for reinstatement after the suspension period.

a. The recommendations of the Advisory Board shall be voted on by the members at the final business meeting of the semester, in accordance with C-IX, Section 5.

**Bylaw IV - Election of Officers**

**Section 1.** Officers shall be elected no later than April 1, and shall take office following the election meeting. Current officers shall assist the new officers in assuming the responsibilities of their office.

**Section 2.** Nominations shall be made from the floor, and the nominator shall have consulted with the nominee before the election meeting. The nominee shall be expected to be able
to serve for the full duration of the term of office. The pledge of each candidate to serve faithfully if elected must accompany each nomination.

Section 3. The election of officers shall be by a simple majority of those members present. If no candidate receives a majority on the first ballot, a second ballot shall be held between the two leading candidates.

Section 4. If any office shall become vacant between the regular elections, a special election shall be held at the next meeting to fill any and all vacancies created thereby.

Bylaw V - Election of New Members

Section 1. The election of new members shall be held in the fall and spring semesters as soon as possible after the grades for the past term become available.

Section 2. Regular students in good standing in any accredited curriculum administered by the College of Engineering leading to a B. S. degree in engineering shall be eligible for election. Students in any non-accredited curriculum in the College of Engineering shall also be eligible, but only under the stipulation that they are reviewed by a special committee appointed by the President before being recommended for membership.

Section 3. Requirement for election are as follows: (a) Seniors shall be in the upper one-fifth of their class. (b) Juniors shall be in the upper one-eighth of their class.

Section 4. The election procedure shall be as follows:

a. A list of eligible undergraduate students is to be obtained from the Registrar, by request from a department head. The Election Committee shall then prepare a Report of Eligibility.

b. The Election Committee shall send the Engineering Graduate Studies Committee a request for eligible graduate students.

c. A letter of invitation shall be sent to each candidate, including an activity sheet to be returned, and an invitation to a "Smoker".

d. A "Smoker" shall be held where candidates are introduced to Tau Beta Pi and the member of the Chapter. Candidates are to be interviewed by small groups of members.

e. Candidates who do not return an activity sheet or attend the "Smoker" shall not receive any further consideration unless warranted by understandable circumstances.
f. The election shall be by the "bloc voting" procedure.

1. A member from each group of candidates interviewed at the "Smoker shall read the list of candidates from that group.
2. Members may request that any candidate be removed from the group to be considered at a later time.
3. Candidates not removed from the group list shall be voted on as a bloc.
4. This procedure is repeated until all groups have been considered.
5. The Membership Committee shall have sufficient letters of notification prepared in advance of the election meeting. These letters shall be signed by the President, addressed, and mailed within 24 hours of the end of the election meeting.

a. Members shall keep the election results in strict confidence so that the candidates may learn of the election results only by official letter.

b. Electee shall notify the chapter in writing of their acceptance or rejection prior to or during the election meeting.

c. An electee meeting shall be held where the electees are informed of their duties to the chapter, and the requirements for becoming members.

d. Electee requirements for membership are as follows:

10. Read and study the National Constitution and Bylaws, and the Chapter Bylaws.
11. Polish the flat casting of the bent and wear it during the week of initiation.
12. Complete a chapter project to the satisfaction of the Initiation Committee.
13. Electees shall be given a test on the National Constitution and Bylaws and the Chapter Bylaws which they must pass.
14. Electees shall not be initiated until these requirements are met, unless it is the opinion of the Advisory Board that initiation is deserved.

a. Initiation rituals and a banquet shall be held for the new initiates.

Bylaw VI - Discipline

Section 1. Discipline shall be in accordance with C-IX and Chapter Bylaw III (7).
Section 2. A uniform system of fines for absences or habitual tardiness may be established each year in which it is so desired. A majority vote of the total active membership shall be required to establish this system of fines for the period of one year.

Bylaw VII - Amendments

Section 1. These bylaws may be amended by a three-fourths vote of the total active membership of the Chapter, subject to the approval of the Advisory Board (C-VI,7). Absentee ballots may be used if necessary.

Last updated April 16, 1997
Section 2.

(a) Regular full-time undergraduate students in good standing in any concentration in the following curricula administered by the College of Engineering and leading to a B.S. degree shall be eligible for election:

Aerospace Engineering
Biological Engineering
Biomedical Engineering
Chemical Engineering
Civil Engineering
Construction Engineering & Management
Computer Engineering
Computer Science
Electrical Engineering
Environmental Engineering
Industrial Engineering
Mechanical Engineering
Materials Science and Engineering
Nuclear Engineering
Pulp and Paper Engineering
Textile Engineering

(b) Graduate students pursuing on-campus master's or doctor's degrees in the following curricula administered by the College of Engineering shall be eligible for election:

Aerospace Engineering
Biological Engineering
Biomedical Engineering
Chemical Engineering
Civil Engineering
Computer Engineering
Computer Networking
Computer Science
Electrical Engineering
Industrial Engineering
Integrated Manufacturing
Systems Engineering
Materials Science and Engineering
Mechanical Engineering
Nuclear Engineering
Operations Research
Textile Engineering

Section 3.

(a) Eligible undergraduates shall have senior classification and have academic standing in the upper one-fifth of their class, or shall have junior classification and have academic standing in the upper one-eighth of their class.

(b) Eligible graduate students shall have completed at least 50% of their degree requirements, including coursework and research, and shall have academic standing within the upper one-fifth of the graduate class.
Eligible Curricula not approved

President, NC A Chapter

Several of the curricula listed in the amended bylaws submitted by your chapter in compliance with Constitution Article VIII Sections 2(f) and 3(b) have not been approved by the Executive Council. The following programs listed in your bylaws did not meet the Executive Council’s established criteria to be considered engineering programs:

Computer science (undergrad & grad), computer networking (grad) and intrgrated manufacturing (grad)

The Executive Council believes that only students who meet all of the membership eligibility requirements and are enrolled in programs that meet at least one of the following criteria shall be eligible for election to membership:

1. The program must be ABET EAC accredited (www.abet.org/eac1.html) or
2. The program must be administered by the department, school, or, college of engineering and have the same name as any ABET EAC accredited program (www.tbp.org/chapters/reports/ABET-EACPrograms.cfm), or
3. The program name must be administered by the department, school, or, college of engineering and its name end with the word ‘engineering.’

Only programs meeting the above stated criteria will be approved by the EC.

Please remove the programs listed above and have the change ratified by your chapter and Advisory Board. The revised listing of curricula must be re-submitted for approval by the Executive Council before becoming effective. Be sure you have included a listing of eligible graduate programs. Please direct any questions to Roger Hawks at Headquarters.

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

Roger E. Hawks
For the Executive Council

cc: NC A Chapter file
JD Froula, Secretary-Treasurer
Chief Advisor
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