

## **BYLAWS OF THE NORTH CAROLINA DELTA CHAPTER OF THE TAU BETA PI ASSOCIATION**

### **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 the University of North Carolina at Charlotte and of the William States Lee College of 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 North Carolina at Charlotte and/or the William States Lee College of Engineering, the rules of The University of North Carolina at Charlotte and/or the William States Lee College of Engineering 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) NCD-I, 4 - North Carolina Delta Chapter Bylaw I, Section 4.

#### **Section 5**

Tau Beta Pi is willing to abide by all UNC Charlotte policies and guidelines relating to on or off-campus activities in which our club may sponsor or in which we may participate.

### **II. Government and Officers**

#### **Section I**

This chapter shall be composed of members chosen from among eligible students and alumni based on 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 of 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 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. A student may become inactive only under the provisions of B-VI, 6.06.

**Section 3**

The officers of this chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Cataloger, who shall be active members of this chapter; 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 William States Lee College of 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 Chair of the Advisory Board shall be elected from the four alumnus members and be voted on by its members at the first Board meeting of the year. This elected position will be known as the Chief Advisor.

**Section 5**

The Advisory Board of the Chapter shall serve four-year terms, as specified in C-VI 7. All other officers shall serve for one year or until their 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 NCD-II, 3.

**Section 8**

The following extra duties shall be required of the officers:

- a) The Vice 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. This document shall be known as "The Standard Operating Procedure (SOP)." A copy of each SOP will be given to the Recording-Secretary, and the Chief Advisor and one copy will be maintained in the chapter's files.
- 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, the SOP, 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 pay a courtesy call on the Dean of Engineering in the fall term 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.

- g) The President shall cooperate with the Director of Tau Beta Pi District 4 and shall encourage the Chapter members to participate in the District's activities.

### **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 each in the Fall and once in the Spring semesters: Discussion of Election Procedures, 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, any 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; 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 meeting of the Chapter for the semester to the active members for their approval no later than the second meeting of the semester.

#### **Section 7**

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 8**

Attendance of active members shall be required at all regular, scheduled meetings of the Chapter unless excused by the President for reasons that he or she judges to be good and sufficient. A member who must miss a regular, scheduled meeting shall submit his or her reasons to the President, in writing, before the meeting, unless the excuse is an illness.

#### **Section 9**

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 a) The Chief Advisor or b) By its members upon written request to the Chair of the Board signed by 20% of the active members of the Chapter.

#### **Section 10**

A quorum for the consideration of routine business shall be a 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 on 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 50% of the elected members of the Board.

### **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, Program, Social Activities, and such other committees as the Chapter shall desire and establish. New committees can be formed or removed only after a majority vote of the advisory board. 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 chair with a list of his or her specific duties and responsibilities which will be referred to as the SOP.

#### **Section 3**

Each Committee chair shall make a report on the progress of his or her group's activities at each chapter meeting.

### **V. Election of New Members**

#### **Section 1**

Election of new members shall be held in the Fall and Spring semesters as soon as possible after grades for the previous term become available.

#### **Section 2**

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

#### **Section 3**

Scholastically eligible undergraduate students in the following curricula shall be considered for membership in the Chapter: Civil Engineering; Mechanical Engineering; Electrical Engineering; Computer Engineering; Systems Engineering.

#### **Section 4**

Graduate students, which comply with the requirements in C-VIII, 3, in the following curricula, shall be considered for membership in the Chapter: Civil Engineering; Mechanical Engineering; Electrical Engineering; Computer Engineering; Systems Engineering.

**Section 5**

Transfer students shall be eligible for consideration after completing one complete semester of course study and meets the other requirements. This student may participate in the chapter election process but cannot be inducted in until the student begins their second semester.

**Section 6**

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 7**

In addition to the requirements stated in C-VIII, a junior student must be in the top 1/8 of their class and a senior must be in the top 1/5 of their class. When determining the total eligible number of students, the formula is as follows; all fractions will be rounded up (i.e.  $106/8=13.25$ , total eligible becomes 14) and for students tying with the same GPA beyond the total eligible number of students, the total eligible number will be extended to allow all tying eligible students to join.

**Section 8**

The membership committee shall periodically consult 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 9**

Exemplary Character Evaluation

- a) Letters shall be sent to scholastic eligible candidates inviting them to an information session so that eligible students can learn about Tau Beta Pi.
- 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) If a candidate cannot attend the get-acquainted meeting for any reason, they must meet with the Officers before the election meeting.

**Section 10**

Voting Procedures

- a) At the Election Meeting, the Eligibility Code shall first be read.
- b) The president shall then read the names of the eligible candidates.
- c) All present members can then openly discuss the qualifications of any candidate that is eligible.
- d) After a complete discussion, the president shall pass out a list of the candidates for voting by a secret ballot.
- e) Candidates shall need a unanimous affirmative vote by the quorum to be approved.
- f) If a candidate fails to be approved, they may be considered in subsequent elections, provided they meet eligibility requirements.

**Section 11**

The President shall direct the membership committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters

should be signed by the President, addressed to the Electees, and mailed within 24 hours after the Election Meeting or the letters should be presented personally to the Electees within 24 hours.

**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 of the Chapter. Those Electees desiring to accept the election shall formally state their acceptance, in writing, in a letter addressed to the president."

**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**

In keeping with UNC Charlotte's policy of non-discrimination, Tau Beta Pi does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, veteran status, and physical or mental ability or disability.

**Section 16**

Students are eligible for candidacy in Tau Beta Pi by meeting the minimum university standard for being a junior along with the following course requirement. A student eligible for Tau Beta Pi membership is taking or has taken, four 3000-level engineering courses or above.

**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 from the floor at the Election of Officers Meeting.

**Section 3**

The Election of Officers Meeting shall be held before the Spring District Meeting. The Chapter Officer Installation Procedure given in the President's Book shall be employed to install the 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 and should make every attempt to attend the District Meeting. Transfer of financial records between the past and newly elected Treasurer is contingent upon an audit as required by NCD-VII, 9.

**Section 4**

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 the quorum shall be required for election. A vote by the 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**

In case a vacancy occurs in the office of President, the Vice President shall automatically become President and a new Vice President shall be elected by a special election held at the next Chapter meeting. Other office vacancies shall be filled by a special election to be held at the next Chapter meeting to fill the vacancies. The officers elected shall serve until the next regular election.

**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 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 of any changes in amounts of the Chapter's initiation fee, dues or assessments.

**Section 2**

The initiation fee for all initiates shall be \$80.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of \$35.00, the national Convention assessment of \$7.00, the cost of one initiation banquet, the cost of a rough Bent casting, and the operating expenses of the local Chapter.

**Section 3**

If a bank account is used to maintain the chapter's finances, at no time should there be less than two people on the account; one should be the Treasurer and the other should be an alumnus member of the Advisory Board. All money spent through this account should be approved by the alumnus member prior to spending the money.

**Section 4**

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 for 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 a sum sufficient to cover expenses he or she expects to incur in attending the annual Convention of the Association.

**Section 5**

The Chapter shall use the official bookkeeping system of the Association.

**Section 6**

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 by the Treasurer.

**Section 7**

Expenditures in excess of \$5.00 shall be made by a check, signed by a member of the Advisory Board. Expenditures of less than \$5.00 may be made from petty cash by the Treasurer.

**Section 8**

The Chapter's fiscal year shall be from May 1 to April 30.

**Section 9**

Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if he or she is an alumnus member of the Board) shall audit the Chapter's books. If necessary, the Treasurer and the Treasurer-elect shall file the Internal Revenue Service's Form 990-N. Note that this form is usually due before March and can be filed online at [www.irs.gov](http://www.irs.gov). The chapter's tax id number or EIN should be kept by the Treasurer with the entire Treasurer's information or can be obtained by calling the national headquarters.

**Section 10**

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.

**VIII. Discipline**

**Section 1**

It is the intent of this Disciplinary Bylaw to impress the membership with the seriousness of the 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 which 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 member may be removed only by the following method and in the given order, 1) a vote by two-thirds of the active members, 2) a five-eighths vote of the Advisory board, and 3) a vote by the Executive Council. If all three votes are in agreement, the Executive Council can remove a member's membership in accordance with C-IX, 5.

**Section 5**

If it is not desirable to remove a member but they are hindering the chapter's ability to conduct normal business. The chapter may enact restrictions on members from purchasing graduation cords or other graduation-related supplies from nationals and consider them inactive. A system can be implemented by the chapter's officers to help determine what level of participation or lack of participation will be considered inactive. This system should not conflict with NCD-V, 15.

**Section 6**

An officer may be impeached by the following method and in the given order, 1) a three-fourths vote of the active members followed by a written request signed by all approving members to the Advisory Board and 2) a two-thirds vote of the Advisory



Board. At both votes, the officer will be given a chance to plead their case to the voting body. In the case that the President is impeached, the Vice President will become the President and a new Vice President will be elected from the active members in accordance with NCD-VI,4.

## **IX. 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 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 the location determined by 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 who has received approval from the Advisory Board, except that the Ritual may not be inspected by nonmembers of the Association.

## **X. 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.

## **XI. Amendments**

### **Section 1**

Amendments to these Bylaws may be proposed by any three 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 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 3**

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

**XII. Dissolution**

**Section 1**

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

**XIII. Enactment**

**Section 1**

These Bylaws were adopted by a vote of this Chapter and its Advisory Board and became effective on December 3, 1981.

**Section 2**

On February 9, 2009, these Bylaws were converted into electronic format and updated. These Bylaws were adopted by a vote of the Chapter and its Advisory Board and became effective on February 10, 2009.