

Bylaws of the New Hampshire Beta Chapter of the Tau Beta Pi Association

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 the Dartmouth College Honor Code and other rules and regulations of Dartmouth College which 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 Dartmouth College, the rules of Dartmouth College shall prevail.

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.

EXAMPLE A. C-VI, 1: National Constitution

Article VI, Section 1.

EXAMPLE B. B-V, 5.02: National Bylaw V,

Section 5.02.

EXAMPLE C. NHB-I, 4: New Hampshire Beta

Bylaw I, Section 4.

Bylaw II: Chapter Membership

Section 1. The Chapter shall be composed of members chosen from among eligible students and alumni on the basis of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VII and in the eligibility Code of the Association.

Section 2. 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. A student may be declared “inactive” under the following circumstances:

- a. under the provisions of B-VI, 6.06.
- b. during any term the student is not enrolled with the college or present on campus. Such a student may request in writing to remain “active” and will return to “active” status: i) upon approval of the request by the Chapter’s Advisory Board; or ii), immediately upon their return to the college.

Bylaw III: Government and Officers

Section 1. The Chapter shall have full control over its individual affairs, subject to the Constitution and Bylaws of the Association, whose control shall be exercised by the active membership of the Chapter and its Advisory Board.

Section 2. The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Cataloger, 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 Thayer School of Engineering, Dartmouth College.

Section 3. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumnus advisors of the Association. The chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

Section 4. Alumnus members of the Advisory Board 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 or installed.

Section 5. The offices of Recording Secretary and Cataloger may be combined into a single office for the period of one year by majority vote of the Advisory 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 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 NHB-III, 2.

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

- a. The 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. 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 materials as the Chapter may deem desirable.

- d. The Recording Secretary shall aid in the public advertisement of chapter events.
- e. The Corresponding Secretary shall notify each active member of the time, place, and purpose of each Chapter meeting at least one week in advance of the meeting.
- f. The Corresponding Secretary shall serve as Secretary of the Advisory Board.
- g. The Treasurer shall check with the Thayer School Accounting Office once a year to ensure accounting process and all accounts are up to date.
- h. The President and/or Vice President shall pay a courtesy call on the Dean of the Engineering School early in the fall term to discuss ways in which the Chapter may be of service to the College. The substance of such discussions shall be reported to the Chapter at the next meeting.
- i. The President shall cooperate with the Director of Tau Beta Pi District 1 and shall encourage the Chapter members to participate in the District's activities.
- j. The President and Corresponding Secretary shall establish contact early in the year with the officers of the New Hampshire Alpha Chapter in the interest of cooperation between the Chapters and the discussion of mutual problems.

Bylaw IV: 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 in the spring term: Discussion of Election Procedures, Election of Candidates, Initiation of the Elected, and one general meeting of a social, literary, or technical nature. Candidates may also be discussed and elected in the fall term.

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. Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

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 previous meeting reviewed
- 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 which she or he judges to be good and sufficient.

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 any of its members or 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 five members of the Board.

Bylaw V: 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 and Initiation, Program, Thayer Council Representative, and such other activities as the Chapter shall desire and establish. Appointments shall be made at the start of each school term.

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

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

Bylaw VI: Election of New Members

Section 1. Election of new junior and senior members shall be held in the fall quarter as soon as possible after the grades for the previous term become available, and again in the spring quarter as soon as possible after the winter term grades become available.

Section 2. All provisions of C-VIII and B-VI shall be strictly followed.

Section 3. Classification of Juniors and Seniors.

- a. Students must currently be candidates for a Dartmouth College degree, and must have had at least six engineering courses at Thayer School.
- b. Students will be recognized as Juniors when they have at least Junior academic standing at their institution and have completed at least 6 courses at the Thayer School beyond the prerequisites to the Engineering Sciences major. Acceptable courses are those labeled ENGS/ENGG that may be counted toward the Bachelor of Engineering Degree. Students will be classified as Seniors if they have completed at least 9 such courses at the Thayer School, and have Senior academic standing at their institution.

Section 4. "Juniors" who are in the top eighth of their engineering class based upon their grade point average in engineering courses and "seniors" who are in the top fifth of their engineering class based upon their grade point average in engineering courses shall be considered for membership in the Chapter.

Section 4. Transfer students shall be eligible for consideration only after they have completed at least

6 courses at Thayer School. Only these courses will be considered when computing the students' grade point average.

Section 6. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

Section 7. Graduate students enrolled in the M.E.M. program, or the M.S. or Ph.D. programs in Engineering Science shall be qualified for election to membership under the requirements of C-VIII, 3.

Section 8. The Membership and Initiation committee shall periodically consult with the advisor of the Society and the Registrar of the Engineering School to determine the names of graduate students, alumni, faculty members, and others who may be eligible for membership under the provisions of C-VIII, 3-7.

Section 9. Exemplary Character Evaluation.

- a. Letters shall be sent to scholastically eligible candidates inviting them to sign up for participation in one of the Chapter's projects. A formal E-mail may be used in place of a typewritten letter.
- b. A meeting shall be held to inform the candidates of service projects that would satisfy the Chapter requirements.
- c. Each of the candidates shall be required to participate actively in a project or projects to receive further Chapter consideration.
- d. Participation in any project shall be reported by the candidate to the Cataloger for proper recording.
- e. Projects that involve physical violence, offense to dignity or decency, and/or public exercises that make the candidate ridiculous in any way are strictly prohibited.

- f. Each of the candidates shall be required to attend an informational interview with one or more current members to receive further Chapter consideration.
- g. Participation in the interview shall be reported by the candidate to the Cataloger for proper recording.
- h. At the Election Meeting the Membership and Initiation committee shall make recommendations based on the candidates' participation in both their assigned project(s) and their interview.

Section 10. Voting Procedure.

- 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 for discussion and shall be voted on before the following name is considered.
- c. Three fourths of the quorum must endorse a candidate for them to be elected.
- d. 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 on the first ballot.
- e. No student who fails election on the second ballot shall be considered again at this election. She or he may be considered again at the next election if she or he is then eligible.

Section 11. The President shall direct the Membership and Initiation committee to prepare a formal letter of notification in advance of the Election Meeting. These letters should be signed by the President, addressed to those elected, and mailed within twenty-four hours of the Election Meeting. At the discretion of the President, a formal E-mail may be used in place of a typewritten letter.

Section 12. All members shall keep the election results in absolute confidence so that no candidate shall learn of her or his 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 those elected, the President shall explain the requirements, objectives, and activities of the Association and of the Chapter. Those elected who desire to accept election shall formally state their acceptance, in writing, in an E-mail sent 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. Each electee shall be required to read the Constitution, the Bylaws of the Association, and these Bylaws.

Section 16. The Chapter may assign additional duties to electees, subject to the provision of B-VII, 7.02.

Bylaw VII: 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 term.

Section 2. Nominations for officers shall be taken by the President before the Election of Officers meeting. Additional nominations may be made from the floor at the Election of Officers Meeting.

Section 3. *Nominated members must be planning to be enrolled and on campus during the Fall, Winter, and Spring terms of their time in office.*

Section 4. The Election of Officers Meeting shall be held at least four weeks prior to the end of the spring term. Officers-elect shall be formally installed at the last meeting of the year. 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 her or his officer counterpart to learn the duties and responsibilities of the office. Transfer of financial records between the past and newly elected Treasurer is contingent upon an audit as required by NHB-VIII, 5.

Section 5. 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 6. 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 7. The Recording Secretary shall report the results of any election to the Dean's Office within two weeks of the election being held.

Bylaw VIII: Finances

Section 1. The expenses of the Chapter shall be borne by the initiation fee, support from the Engineering School and the Associated Students of Dartmouth College, and by such duties 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. (See NHB-II, 2 and NHB-IV, 10.) Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of any changes in the amounts of the Chapter's initiation fee, dues, or assessments.

Section 2. The initiation fee for all initiates shall be determined by vote of the Chapter and shall be payable in advance of initiation to the Chapter Treasurer. This amount covers the cost of one initiation banquet and the operating expenses of the Chapter.

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 in 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 budget must be approved by the Chapter.

Section 4. The Chapter's fiscal year shall be July 1 to June 30.

Section 5. Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if she or he is an alumnus member of the Board) shall audit the Chapter's books. If necessary, the Treasurer and Treasurer-elect shall file the Internal Revenue Service's Form 990.

Bylaw IX: 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 in which 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.

Bylaw X: Records and Equipment

Section 1. All permanent records of the Chapter shall be kept current and up-to-date.

Section 2. The initiation equipment, devices, and associated paraphernalia shall be maintained in good working order and in a secure manner by the Vice President.

Section 3. All Chapter records shall be turned over to the new officers at the Installation of Officers Meeting.

Section 4. All records of this Chapter shall be open for inspection to any member of the Association and to any official of the College who has received approval from the Advisory Board.

Bylaw XI: 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 XII: Amendments

Section 1. Amendments to these Bylaws may be proposed by any three active members of the Chapter or any single member of the Advisory Board. 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 an amendment is adopted.

Bylaw XIII: 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 United States 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.

Bylaw XIV: Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on September 25, 2002. The bylaws were last amended on May 31, 2011.

Signed:

Philly Croteau, President

Alden Adolph, Secretary

Douglas Van Citters, Chief Advisor