



**Bylaws of the  
Tau Beta Pi -New Jersey Epsilon Chapter Honor Society**

**Henry M. Rowan College of Engineering  
Rowan University**

**May 3, 2019**

**Bylaws of the  
Tau Beta Pi - New Jersey Epsilon Chapter Honor Society  
Of  
Rowan Engineering**

**Bylaw I – General**

**Section 1.** These Bylaws shall govern the proceeding of this Chapter in all matters. The Constitution and Bylaws of The Tau Beta Pi Association, Inc. will be used as the model governance document (referred to as “*Model Governance Document*”) in all matters not expressly covered in these bylaws.

**Section 2.** This Chapter shall conform to such rules and regulations of Rowan University and the College of Engineering as may apply to honor societies.

**Section 3.** In the event of conflict between the *Model Governance Document*, and the rules of Rowan University and the College of Engineering, the rules of Rowan University and the College of Engineering shall prevail. A faculty advisor shall be notified of the circumstances of the conflict, and appropriately recorded.

**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 attainment and exemplary character.

**Section 2.** The Chapter shall have full control over its individual affairs, subject to the *Model Governance Document*, which control shall be exercised by the active membership of the Chapter and its Advisory Board. An “active member” shall have the privilege of voting on new members and on the amounts of the initiation fee, dues, fines, and assessments and Chapter business. A student may become inactive upon withdraw from college or because of illness or accidental disability lasting over two months, or by the affirmative vote of five-sevenths of the Advisory Board.

**Section 3.** The officers of this Chapter shall be a President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, and Cataloger, who shall be active members of the Chapter.

**Section 4.** There will be four advisors who are alumnus members of the Tau Beta Pi Association, selected by consensus among the faculty of the College of Engineering at Rowan University. The goal is to have a representative from each of the 6 engineering departments. They will serve as members of the Advisory Board of the Chapter along with the President, Vice President, and Corresponding Secretary. The Chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

**Section 5.** Alumnus members of the Advisory Board shall serve four-year terms. 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 *Model Governance Document*, 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 Bylaw II-3.

**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 Secretaries 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 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 the College of Engineering at Rowan University early in the fall term to discuss ways in which the Chapter may be of service to the School. The substance of such discussions shall be reported to the Chapter at the next meeting.

## **Bylaw III - Meetings**

**Section 1.** The following regular meetings shall be scheduled and held once each year: Organization, Election of Officers, Installation of Officers, Discussion of Election Procedures, Election of Candidates, Initiation of Electees, and one general meeting of a social, literary, or technical nature.

**Section 2.** 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.

**Section 3.** Roberts 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 4.** The first meeting of each semester shall be held within two weeks of the start of the semester.

**Section 5.** 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 fourth week 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 one hour, 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 the officers.
- d. Reports of the committees.
- e. Unfinished business.
- f. New business.
- g. Adjournment.

**Sections 8.** Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons deemed to be good and sufficient. A member who must miss a regular, scheduled meeting shall reasons to the President, in writing, before the meeting, unless the excuse is illness.

**Section 9.** The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for that 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 of a proposed amendment to the Constitution of the Association; a quorum shall be three-fourths of the active membership. A quorum for an Advisory Board meeting shall be five members of the Board.

### **Bylaw IV – Committees**

**Section 1.** The President shall appoint the chair and members of the following committees: Membership and Initiation, and Program and Social Activities.

**Section 2.** The President shall provide each committee chair with a list of his or her specific duties and responsibilities no later than the meeting following their appointment.

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

**Section 4.** Ad Hoc committees will be formed as deemed necessary by the President or by directive of a majority of the active members.

### **Bylaw V – Election of New Members**

**Section 1.** Students from the following undergraduate and graduate curricula are eligible for membership: Biomedical Engineering, Chemical Engineering, Civil Engineering, Electrical & Computer Engineering, Engineering Entrepreneurship, and Mechanical Engineering.

**Section 2.** Election of new members shall be held in the fall semester as soon as possible after the grades for the previous term become available.

**Section 3.** To be considered eligible for membership, students must be in the top 1/5 of the Senior class or 1/8 of the Junior class in the College of Engineering at Rowan University.

**Section 4.** Transfer students meeting requirements in Section 3 shall be eligible for consideration at the second regular election with 5/7th vote of the Advisory Board after their registration at Rowan University.

**Section 5.** The Advisory Board of the Chapter shall examine the cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum.

**Section 6.** The membership committee shall periodically consult with the chairs of the various Engineering departments to determine the names of alumni, faculty members, and others who may be eligible for membership.

**Section 7. Exemplary Character Evaluation.**

- a. As part of the evaluation and prior to initiation, eligible candidate must participate in at least one service project before being initiated. The Student Bureau, which consists of one member from the student chapter of each professional society, will have a list of approved projects.
- b. A list of scholastically eligible candidates shall be circulated to select faculty members in the College of Engineering at Rowan University. The faculty shall be asked to make recommendations on candidates.
- c. A pre-election meeting shall be held. There will be an informal discussion of the eligible candidates, as well as a discussion of the faculty recommendation.
- d. The active members of the Chapter shall be asked to review the candidates who are not well-known before the date of the election meeting.
- e. An election meeting shall be held at least one week after the pre-election meeting.

**Section 8. Voting Procedures.**

- a. At the Election Meeting, the election of senior candidates shall precede the election of junior candidates. Each name shall be presented in alphabetical order for discussion and shall be voted on using secret ballot before the following name is considered. A 3/4 majority is needed for election to membership.
- b. After all names have been considered and voted on, there shall be a second ballot, to be taken in the same order, for each student who failed election on the first ballot.
- c. No student who fails election on the second ballot shall be considered further unless twenty-five percent of the members present so request.
- d. No student 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 eligible.

**Section 9.** 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 of the election meeting.

**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 the electees, the President 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 President.

## **Bylaw VI – Election and Installation of Officers**

**Section 1.** The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Cataloger shall be elected in the spring semester.

**Section 2.** Nominations of officers shall be made by two nominating committees determined by their class status. Each committee shall nominate one candidate for each office. Additional nominations may be made by the floor at the Election of Officers Meeting. Reports of the nominating committees shall be made at a scheduled Chapter meeting, or by mail to the active members, at least one week prior to the Election of Officers Meeting.

**Section 3.** The Election of Officers Meeting shall be held at least one month prior to the end of the spring and fall semesters. Officer-elect shall be formally installed at the last meeting of the semester.

**Section 4.** The election of officers shall be made 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.

**Section 5.** If the 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.

## **Bylaw 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 quorum vote (three-fourths) of the active membership shall be required to change any fees or dues to levy any assessment.

**Section 2.** Shortly after the spring Election of Officers Meeting a committee composed of the President, President – elect, Treasurer, and Treasurer – elect shall prepare an operating budget for the semester. 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 initiation fee to be charged during the year.

**Section 3.** The Treasurer will be responsible for filing necessary paperwork with the Student Government Association (SGA) to obtain annual distribution and special distributions when eligible.

**Section 4.** The initiation fee for all initiates shall be payable in advance of initiation, to the Chapter Treasurer the amount of \$50.00.

**Section 5.** The Chapter shall use a bookkeeping system to keep track of the expenses.

**Section 6.** The Chapter's fiscal year shall be from July 1 to June 30. Immediately following the end of the fiscal year, at least one member of the Advisory Board shall audit the Chapter's books.

**Section 7.** 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.

## **Bylaw VIII – Discipline**

**Section 1.** It is intent of this disciplinary bylaw to impress the membership with the seriousness of purpose of this Chapter, 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.** 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 IX – Records and Equipment**

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

**Section 2.** The initiation equipment shall be maintained in good order and in a secure manner by the Vice President, and the Ritual and its related material 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.

## **Bylaw 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.

## **Bylaw XI – Amendments**

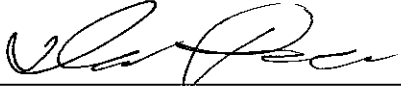
**Section 1.** Amendments to these Bylaws may be proposed by any three active members of the Chapter. A proposed amendment shall be submitted in writing to the President and signed by the members proposing it.

**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.

## **Bylaw XIII – Enactment**

**Section 1.** These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on May 3, 2019.

They were last amended on September 20, 2016.

  
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(President)

  
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(Chapter Advisor)