

# **Bylaws of the Nevada Beta Chapter Of The Tau Beta Pi Association**

## **Bylaw I – General**

**Section 1.** These Bylaws shall govern the proceeding 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 Nevada, Las Vegas and of its College of Engineering 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 of the University of Nevada, Las Vegas and/or its College of Engineering, the rules of the University of Nevada, Las Vegas and/or its College of Engineering shall prevail. 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 Bylaws V, Section 5.02.
- c. NBB-I, 4 – Nevada Beta Chapter Bylaw 1, 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 attainment and exemplary character, as enunciated in C-VIII, The Eligibility Code of the Association, and NBB-IV.

**Section 2.** The Chapter shall have full control over 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 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 fees, dues, fines, and assessments. A member may become inactive only under the provisions of B-VI, 6.06 or NBB-III, 10.

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

**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.** 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 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 (see B-C, 5.03), and those prescribed in these Bylaws or by Chapter action.

**Section 7.** The following extra duties shall be required of the officers:

- a. The President shall be an ex-officio member of all committees.
- b. The Corresponding Secretary shall serve as secretary of the Advisory Board.
- c. The President and the Vice-President shall pay a courtesy call on the Dean of the College of Engineering early in the Fall Semester 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.
- d. The President shall cooperate with the Director of Tau Beta Pi District 16 and shall encourage the Chapter members to participate in the District's activities.

### **Bylaw III – Meetings**

**Section 1.** The following regular meetings shall be scheduled and held once each year: Election of Officers, Installation of Officers.

**Section 2.** The following regular meetings shall be scheduled and held once in the Fall Semester and once in the Spring Semester: Organization, Informational, Meet-and-Greet, Election of Candidates, Initiation of Electees, and other meetings as needed.

**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.

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

**Section 6.** Business meetings, other than the election meeting, shall last no longer than two hours, unless extended by and 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.

**Section 7.** 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 submit reasons to the President, in writing, before the meeting, unless the excuse is illness.

**Section 8.** Meetings of the Advisory Board may be called by any of its members or upon written request to any member of the Advisory Board signed by 20% of the active members of the Chapter. The minutes of each Advisory Board meeting shall be read at the following regular meeting of the Chapter.

**Section 9.** Quorum for Chapter business is described in B-V, 5.07. For the election of officers, a quorum shall be a majority of the active membership of the Chapter. A quorum for an Advisory Board meeting shall be five members of the Board.

**Section 10.** An active member will become inactive under the terms of B-VI, 6.06 (a) and (b), if he or she misses a meeting without notice unless the excuse is illness, states in writing their desire to no longer be active, or does not reply to a query about their membership status within two weeks of being contacted. An inactive member will be readmitted to active status under the terms of B-VI, 6.06 (b) or if they state that they wish to be an active member.

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

**Section 1.** The process of election of new members shall begin in the Fall and Spring Semesters as soon as possible after the grades for the previous semester become available.

**Section 2.** Scholastically eligible students will satisfy the following criteria to be considered for membership in the Chapter:

- a. The student must be enrolled in one of the following degree programs:

**Bachelor of Science (in Engineering) in**  
Civil Engineering  
Computer Engineering

Computer Science  
Electrical Engineering  
Entertainment Engineering and Design  
Mechanical Engineering

**Masters of Science (in Engineering) in**

Biomedical Engineering  
Civil and Environmental Engineering  
Electrical Engineering  
Materials and Nuclear Engineering  
Mechanical Engineering

**Doctor of Philosophy (in Engineering) in**

Civil and Environmental Engineering  
Electrical Engineering  
Mechanical Engineering

- b. If an undergraduate, the student must have completed at least 18 credits in the College of Engineering and meet one of the following criteria:

Top one-eighth standing in the Junior class while taking Junior-level engineering courses

Top one-fifth standing in the Senior class while taking Senior-level engineering courses

- c. If a graduate student, the student must have completed at least 50% of their degree requirements and meet one of the following criteria:

Top one-fifth of all Master of Science (in Engineering) students

Top one-fifth of all Doctor of Philosophy (in Engineering) students

- d. Cumulative University of Nevada, Las Vegas grade point average greater than or equal to exactly 3.25.

**Section 3.** 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 4. Exemplary Character Evaluation.**

- a. Letters of notification should be mailed to candidates, inviting them to the Informational Meeting and the Meet-and-Greet.
- b. The Informational Meeting shall be a meeting of candidates and active members explaining the history of Tau Beta Pi, the benefits of joining the time line of the

the office. Transfer of financial records between the past and newly elected Treasurer is contingent upon and audit as required by NBB-VI, 3.

**Section 4.** The election of officers shall be by secret ballot. One-half 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 candidate receives a majority vote.

**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.

### **Bylaw VI – Finances**

**Section 1.** The initiation fee for all initiates shall be \$85.00, payable in advance of initiation to the Chapter Treasurer. This amount covers the national initiation fee of \$32.00, the national Convention assessment of \$7.00, and the operating expenses of the local Chapter.

**Section 2.** The Chapter’s fiscal year shall be May 1 to April 30.

**Section 3.** Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if the Treasurer is and 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.

**Section 4.** 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 VII – 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 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.

**Section 4.** 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 form the Advisory Board, except that the Ritual may not be inspected by non-members of the Association.

### **Bylaw VIII – Suspension of the Bylaws**

**Section 1.** These Bylaw may be suspended only by 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.

candidates' initiation, and the candidates' initiation tasks. The Meet-and-Greet meeting shall be a casual social meeting of the active members and candidates.

- c. The initiation tasks will be similar in nature to electee duties detailed in B-VII, 7.02.

### **Section 5. Voting Procedures.**

- a. At the Election of Candidates meeting, the Eligibility Code shall first be read.
- b. Each name shall be presented individually, with graduate and undergraduate candidates considered separately, for discussion and shall be voted on before the following name is considered.
- c. Candidates must be elected by an affirmative vote of at least three-fourths of the active Chapter membership per B-VI, 6.03. If any candidate fails election, the procedures in B-VI, 6.03 shall be followed.

**Section 6.** Candidates shall be notified of the result of their election as soon as possible following the Election of Candidates Meeting. If a candidate is elected, then he or she must notify the President of their acceptance. If a candidate refuses initiation for financial reasons, they shall be interviewed by the Advisory Board, per C-VIII, 10 (a).

**Section 7.** 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 official notification; likewise, no candidate shall be informed of the details of the vote, especially concerning the personal matters discussed at the time of the voting.

**Section 8.** Each electee shall be required to take part in an activity recommended or approved by the Chapter officers to foster a spirit of liberal culture. This activity may take the form of a project and/or the writing of an essay, as specified in B-VII, 7.01. They shall be required to read the Constitution and Bylaws of the Association and these Bylaws.

## **Bylaw V – 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 can be made by any active Chapter member during any meeting in the Spring Semester.

**Section 3.** The Election of Officers Meeting shall be held in the Spring Semester. Officers-elect shall be formally installed at least one month prior to the Spring commencement, per B-V, 5.01. The Chapter Officer Installation Procedure 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 office counterpart to learn the duties and responsibilities of

## Bylaw IX – 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 three-fourths affirmative vote of the active membership of the Chapter, subject to the Secretary-Treasurer of the Association within two weeks after an amendment is adopted.

**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 X – Dissolution

**Section 1.** In the event of the 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 US Internal Revenue Code of 1954. Any such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

## Bylaw XI – Enactment

**Section 1.** These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on 07/05/16.

They were last amended on 11/20/13.

Signatures

  
\_\_\_\_\_  
(President)

  
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(Chair of Advisory Board)