BYLAWS OF THE NEW YORK IOTA 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 specifically 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 Cooper Union School 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 and the rules and regulations of The Cooper Union School of Engineering, such action shall be taken as is deemed advisable by all parties concerned.
BYLAW II -- GOVERNMENT AND OFFICERS

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-VIII and The Eligibility Code of the Association.

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-VII, 1.

Section 3. The officers of this Chapter shall be a President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, and Cataloger, who shall be active members, and an Advisory Board as specified in C-VII, 7.

Section 4. Except for the members of the Advisors, no person shall hold an office for more than one year.

Section 5. 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 6. The following additional duties shall be required of the officers:

a. The President shall see that each newly installed officer has been provided with a written list of his/her specific duties by his/her predecessor before the end of the spring term. He/she shall also see that each committee chairman receives a written list of the specific duties for which he/she is responsible.

b. The Chapter President shall be the delegate to the Convention of the Association. The Chapter officers shall be alternates in the order listed in II-3 of these Bylaws.
c. The Corresponding Secretary shall keep an accurate up-to-date list of the names and addresses of all active members of the Chapter and members of the Advisory Board.

d. The Corresponding Secretary shall notify each active member and Advisory 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 Recording Secretary shall see that each new member is provided with an up-to-date copy of the Constitution and Bylaws of the Association as well as the current Chapter Bylaws for his permanent keeping.

g. The Treasurer shall submit a report of the financial status of the Chapter at the first meeting of the year.

h. A Faculty Advisory shall consist of four alumnus members. Each member of the Faculty Advisory shall serve a four year term. Each year one member of the Faculty Advisory will be replaced or re-elected upon completion of his/her term.
BYLAW III — MEETINGS

Section 1. Meetings of the general body of members shall be held at least once a month during the school year.

Section 2. The first meeting of the semester shall be held within two weeks of the start of the semester.

Section 3. "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 4. Meetings may be called at any time by the President, by any other member of the Advisory Board, or upon written request to the President or Advisory Board signed by five active members.

Section 5. The order of business at all regularly scheduled meetings will be as follows:
   a. Roll call
   b. Minutes of previous meetings
   c. Reports of officers
   d. Reports of committees
   e. Unfinished business
   f. New business
   g. Adjournment

Section 6. The President shall be chairman at all meetings. In the event of his/her absence, the chair shall go to the highest ranking officer named in II-3 of these Bylaws and present at the meeting.

Section 7. A dinner shall be held each semester to honor the newly initiated members and may be held jointly with other honor societies of this or other colleges.

Section 8. An active member will become inactive if he or she misses two consecutive chapter meetings without written notice, unless the excuse is illness. An active member will be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board [see B-VI, 6.05(b)].
Section 9. 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 IV --- COMMITTEES

Section 1. The following committees shall be regularly formed at the last meeting of the academic year or the first meeting of the following year: membership, initiation, tutoring, freshman award, and any others desired by a majority of those present at this meeting.

Section 2. All committees shall be formed in accordance with B-V, 5.02.
BYLAW 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 the grades from the previous semester are available.

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

Section 3. Regular students, both undergraduate and graduate students, in good standing in the following courses only shall be eligible for membership in the Chapter: Chemical Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering, and Engineering Science.

Section 4. In connection with eligibility for election:
   a. Transfer students will be eligible after they have completed three semesters in good standing at the Cooper Union.
   b. Eligibility of other transfer students, students who have taken a leave of absence but have returned, and other special cases shall be determined by the members of the Chapter and the Advisory Board on an individual basis.

Section 5. Regarding the election procedure:
   a. A list of scholastically eligible students and information necessary to determine character shall be obtained by the officers.
   b. A list of scholastically eligible candidates shall be circulated to selected faculty members of Tau Beta Pi. The faculty shall be asked to make recommendations on candidates they know and also to suggest persons who may have been overlooked.
   c. A pre-election meeting shall be held. At this meeting there shall be an informal discussion of the eligible candidates along with a discussion of the faculty recommendations obtained.
   d. During the election meeting, the Eligibility Code shall be read. The eligibility of each candidate shall be determined, and then the candidates shall be elected in accordance with III-9 of these Bylaws. The Seniors shall be voted upon before the Juniors.
   e. The members shall consider exemplary character and extracurricular activities, both academic and nonacademic, as well as academic standing when electing new members.
   f. After all the 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.
   g. No student who fails election on the second ballot shall be considered further unless by twenty-five percent of the members present so request.
h. 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 then eligible.

Section 6. The officers shall prepare letters of notification of elections. These notices shall be left in the elected candidates' mailboxes or mailed to them within one day after the final election meeting. The candidates shall have one week to respond.

Section 7. The names of elected candidates shall not be disclosed to any nonmembers until after they are notified officially. The list of eligibly, but not elected, or noneligible students, or personal issues brought up during the election process shall not be discussed with nonmembers or the elected candidates.

Section 8. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII 10(a).
BYLAW VI --- ELECTION OF OFFICERS

Section 1. The President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer shall be elected in the spring semester after the spring initiation ceremony so that new members can participate.

Section 2. Any member, including graduate students, still attending the school full-time are eligible for any office. At the election meeting, the members shall make nominations which must be seconded. The candidates will be allowed to make a short speech, and then a secret-ballot vote shall be held. The officers shall be elected in the following order: President, Vice-President, Treasurer, Recording Secretary and Corresponding Secretary. A losing candidate is eligible for nomination and election to another office. A simple majority of those members present (the quorum) shall be required for election.

Section 3. If an office is vacated between regular elections, a special election meeting shall be held as soon as possible. The newly elected officer shall hold his or her office until the next regular election.

Section 4. Officers-elect shall be formally installed at the last meeting of the year according to the Chapter Office Installation Procedure in the President’s Book.
BYLAW VII -- FINANCES

Section 1. The expenses of this Chapter shall be borne by the initiation fee, and by such dues and pro rata assessments as may be voted by the Chapter. 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 initiates shall be $65.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation of $21.00, 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. Shortly after the Election of Officers Meeting, a committee composed of the President, President-elect, Treasurer and Treasurer-elect shall prepare a budget for the next year. This budget will be presented to the Chapter in the fall semester and voted on. A simply majority shall be required for the budget to pass.

Section 4. The Chapter shall use the official bookkeeping system of the Association.

Section 5. There shall be at all times a balance of at least $100.00 in the treasury.

Section 6. Expenditures shall be made by check and signed by the Treasurer. Receipts must be written for all transactions and all records must be retained on file.

Section 7. Within one month of the election of new officers at least one faculty or alumnus member of the Advisory Board shall audit the Chapter's books.
Section 8. 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.

Section 9. The Chapter’s fiscal year shall be May 1 to April 30.
BYLAW VIII --- DISCIPLINE

Section 1. Disciplinary measures shall be initiated in situations where a quorum for Chapter business is lacking at consecutive Chapter meetings.

Section 2. Discipline shall be in accordance with C-IX, 4 65.
BYLAW 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 Vice-President. The Ritual must be kept up-to-date.

Section 3. The Charter of this Chapter shall be prominently displayed.
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, as provided in C-VI, 5.
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, 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 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.
BYLAWS XIII - ENACTMENT

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on November 10, 1985. They were last amended on February 11, 1996.

Signed ____________________________ (President)

Signed ____________________________ (Advisory Board Chair)
May 13, 2004

Eligible Curricula Approved

President, NY I Chapter

The eligible curricula listed in the amended bylaws submitted by your chapter in compliance with Constitution Article VIII Sections 2(f) and 3(b) have been approved by the Executive Council. You may consider students enrolled in those programs for membership in Tau Beta Pi.

Please remember that any future amendments which add to the list of eligible curricula must be ratified by your chapter and Advisory Board and approved by the Executive Council before becoming effective. Amendments which exclude curricula are not subject to Executive Council approval.

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

Roger E. Hawks
For the Executive Council

cc: NY I Chapter file
James D. Froula, Secretary-Treasurer
Chief Advisor
D2 Directors