BYLAWS
OF THE
NEW YORK KAPPA 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 such rules and regulations of The University of Rochester 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 and regulations of The University of Rochester and/or its College of Engineering, the rules of The University of Rochester and/or the 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. NKB-I, 4 - New York Kappa Chapter Bylaw V, 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 and in 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-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, 6.05.

Section 3. The officers of this Chapter shall be a President, Vice President, and Secretary, 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 alumni advisers, preferably elected from among the faculty of the College of Engineering. The Secretary shall perform the duties of the Recording Secretary, Corresponding Secretary, and Cata-
Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice President, 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, 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 Mk-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 Secretary's notebook and in the President's book.

c. The 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 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 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 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.

g. The President shall cooperate with the Director of Tau Beta Pi District 2 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: Organization, Election of Officers,
and Installation of Officers.

Section 2. The chapter shall meet during the spring semester to elect and initiate candidates. The chapter may, if the President, Vice president, Secretary, and Treasurer so decide, meet during the Fall semester to elect and initiate new members.

Section 3. Special meetings may be called at any time by the President, any alumnum 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. "Robert's Rules of Order" may be suspended at chapter meetings by a majority vote of those present at the meeting.

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 meetings of the Chapter for the semester to the active members for their approval no later than the second meeting of the semester.

Section 7. Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 8. 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 9. Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons which he or she judges to be good or sufficient. A member who must miss a regular, scheduled meeting shall submit his or her reasons to the President or Secretary before the meeting, unless the excuse is illness.

Section 10. 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 20% of the active members of the chapter.
Section 11. A quorum for the consideration of routine business shall be a majority of the active members of the Chapter; for the election of new members, for the changing of 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. A quorum for the Advisory Board meeting shall be five members of the board.

Bylaw IV - 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 shall be strictly followed.

Section 3. All scholastically eligible full-time day students who are enrolled in the College of Engineering and Applied Science shall be considered for membership in the Chapter.

Section 4. Night students, pursuing equivalent curricula to those named in Section 3, may be considered for membership in this Chapter, subject to the provisions of C-VIII, 2(a). However, such students shall be considered separately from day students, and no such student shall be considered more than twice as a junior or more than twice as a senior.

Section 5. Transfer students shall be eligible for consideration at the third regular election after their registration. Such students may be eligible at the second regular election after their registration, provided the consent of five-sevenths of the Advisory Board is obtained.

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.

Section 7. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

Section 8. Exemplary Character Evaluation

a. 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.

b. 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.

c. The active members of the Chapter shall be asked to look up candidates who are not well-known before the date of the election meeting.

d. An election meeting shall be held after the pre-election meeting, or, if the active members of the
chapter feel that they know the candidates well enough, the election may be held at the pre-election meeting.

Section 9. Voting Procedures
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 in order of decreasing class rank for discussion and shall be voted on before the following name is read.

c. 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.

d. No student who fails election on the second ballot shall be considered further unless twenty-five percent of the members present so request.

e. 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 10. Letters of notification should be prepared, by an active member of the chapter appointed by the President, in advance of the Election Meeting. These letters should be signed by the President, addressed to the electees, and mailed on the next business day following the meeting.

Section 11. 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 12. At the first meeting of the electees, the President shall explain the requirements, objectives, and activities of the Chapter. Those electees desiring to accept election shall formally state their acceptance, in writing, in a letter addressed to the President.

Section 13. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10 (a).

Section 14. The Chapter may assign duties to electees, subject to the provision of B-VII, 7.02.

Bylaw V - Election and Installation of Officers

Section 1. The President, Vice President, Secretary, Treasurer, and an alumnus member of the Advisory Board shall be elected in the Spring semester.

Section 2. Nominations for officers may be made from the floor at the Election of Officers Meeting.

Section 3. The Election of Officers Meeting shall be held 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 his or her 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 NKB - VI, 8.

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. 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 expenses of the Chapter shall be born 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 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 $45.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of $21.00, the national Convention assessment of $3.00, 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 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 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 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 $50.00 in the Chapter treasury. A sum of no more than $20.00 may be kept in petty cash by the Treasurer.
Section 6. Expenditures in excess of $5.00 shall be made by check, signed by the Treasurer and countersigned by the President. Expenditures less than $5.00 may be made from petty cash by the Treasurer.

Section 7. The Chapter's fiscal year shall be May 1 to April 30.

Section 8. Immediately following the end of the fiscal year, at least one alumni member of the Advisory Board (but not the Treasurer if he or she is a member of the Advisory Board) shall audit the Chapter's books. If necessary, the Treasurer and Treasurer-elect shall file the Internal Revenue Service's Form 990.

Section 9. No part of the net earnings of the Chapter will inure to the benefit of, or be distributed to, members or officers of the Chapter or to any other individual.

Bylaw VII - Discipline

Section 1. It is the intent of this disciplinary Bylaw to impress the membership with the seriousness of 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, 465.

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 VIII - 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, 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 a 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 non-members of the Association.

Bylaw IX - Suspension of the Bylaws
Proposed Amendment to Bylaws of the New York Kappa of Tau Beta Pi
March 31, 2004

Insert addition:

Bylaw IV - Election of New Members

Section 3. << Remove current and insert the next statement with listing of curricula>> All scholastically eligible full-time day students who are enrolled in the College of Engineering and Applied Science, in the following programs, shall be considered for membership in the Chapter:

Undergraduate programs:
Biomedical Engineering
Chemical Engineering
Electrical and Computer Engineering
Engineering Science
Engineering and Applied Sciences
Mechanical Engineering

Graduate programs:
Biomedical Engineering
Chemical Engineering
Electrical and Computer Engineering
Mechanical Engineering
April 6, 2004

 Eligible Curricula Approved

President, NY K 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 K Chapter file
James D. Froula, Secretary-Treasurer
Chief Advisor
D2 Directors