BYLAWS OF THE NEW YORK NU CHAPTER
OF
THE TAU BETA PI ASSOCIATION

Bylaw I – General

Section 1. These bylaws shall govern this Chapter’s proceedings in all matters not expressly provided for in the Constitution and Bylaws of the Tau Beta Pi Association, Inc., henceforth referred to as the Association.

Section 2. This chapter shall comply with all rules and regulations of the State University of New York at Buffalo and the Faculty of Engineering and Applied Sciences that may apply to honor societies.

Section 3. In the event of a conflict between the Constitution and Bylaws of the Association and the rules and regulations of the State University of New York at Buffalo and the Faculty of Engineering and Applied Sciences, the latter shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

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 enunciation 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 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, or upon failure to attend two consecutive meetings without sending a written excuse to a Tau Beta Pi officer.

Section 3. The officers of this Chapter shall be a President, Internal and External Vice Presidents, Corresponding and Recording Secretaries, and Cataloguer, 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 advisors, preferably elected from among the faculty of the various Engineering Departments of the University.
Section 4. The Advisory Board of the Chapter shall be composed of the President, Internal Vice-President, Corresponding Secretary, and four alumnus advisors of the Association. The Chair of the Advisory Board shall be the President.

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. Elections of new offices shall take place before April 1, with new officers taking positions on or about April 1.

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 by these Bylaws or by Chapter action.

Section 7. The President shall be the Chapter’s delegate to the Convention of the Association. The other officers shall be alternate delegates, in the order given in NYNB-11, 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 is provided with a written list of specific duties for which each is responsible. A copy of that list shall be placed in the President’s Book.
c. The President and/or Corresponding Secretary shall see that each candidate accepting election receives copies of the Constitution and Bylaws 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 serve as Secretary of the Advisory Board.

Bylaw III – Meetings

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

Section 2. The following regular meetings shall be scheduled and held once a semester: Election of Candidates and Initiation of Electees.

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 5. Business meetings, other than the Initiation Meetings, 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  
c. Reports of officers  
d. Reports of committees  
e. Unfinished business  
f. New business  
g. Adjournment

Section 6. Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President or other officers for reasons which he or she judges to be good and sufficient.

Section 7. 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, 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- 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 and B-VI shall be strictly followed.

Section 3. Scholastically eligible day students in all engineering disciplines with degree programs through the University shall be considered for membership in the Chapter. These disciplines are: Aerospace, Chemical, Civil, Computer, Electrical Environmental, Industrial and Mechanical Engineering for undergraduate and graduate students.

Section 4. Night students, pursuing equivalent curricula to those named in section 2, 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 the 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 of the Chapter.

Section 7. The Chapter officers may elect to specify scholastic requirements higher than those stated in C-VIII, by unanimous vote of the officers.

Section 8. 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 9. Exemplary Character Evaluation

a. Letters shall be sent to scholastically eligible candidates inviting them to complete and return a resume/questionnaire from describing their activities and interests. The letters shall contain a specific deadline date for returning the forms. In addition, eligible candidates will be required to complete a Tau Beta Pi Quiz, and obtain the signatures of two officers on the back of it.

b. After the specified deadline date the membership committee shall review all resumes and formulate a recommendation on each candidate.

c. At the election meeting the membership committee shall report its findings about each candidate and shall have on hand each candidate’s resume for the Chapter membership reference.

Section 10. Voting Procedures

a. At the Election Meeting, the Eligibility Code shall first be read.

b. The names of the eligible candidates will be submitted to the Chapter membership in groups by the membership committee along with the committee’s favorable recommendation for each candidate in the group. The membership committee shall determine the size of the groups.

c. If any active member has a question about any of the candidates in a group, that candidate’s name shall be removed from the group (“purged”) and considered separately.

d. A Chapter vote shall be taken on the remainder of the group.

e. Each candidate removed from a group and candidates who did not receive a favorable recommendation from the membership committee shall be considered separately after all groups have been voted on. Each name shall be presented for discussion and voted on before the following name is considered.

f. After all the names have been considered and vote on, there shall be a second individual ballot for each candidate who failed election on the first ballot.

g. No candidate who fails election on the second 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 then.
Section 11. 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 48 hours of the Election Meeting.

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 the electees, the President shall explain the requirements, objectives, and activities of the Association and the Chapter. Those electees desiring to accept election shall formally state their acceptance in writing, in a letter addressed to the President.

Section 14. A loan from the Chapter treasury in the amount of the initiation fee shall be made to any electee refusing initiation for financial reasons. The electee will be required to sign a promissory note, following approval of the Advisory Board.

Section 15. 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 also be required to read the Constitution and 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 V-Election and Installation of Officers

Section 1. The President, Internal and External Vice Presidents, Corresponding and Recording Secretaries, Treasurer, Cataloguer and alumnus members of the Advisory Board (if necessary) shall be elected in the spring semester.

Section 2. Nominations for the officers shall be made by the members of the Chapter and must be submitted in writing to the President.

Section 2. 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 of 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 4. 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 borne by the initiation fee, fund-raising events, 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 of the Corresponding Secretary of the Chapter shall inform the Secretary-Treasurer of the Association of any changes in amounts of Chapter’s initiation fee, dues, or assessments?

Section 2. The initiation fee for all initiatives shall be $60.00, payable in advance of initiation to the Chapter Treasurer. This amount covers the national initiation fee, the national Convention assessment, the cost of one initiation banquet, the cost of one certificate and Bent key, and the operating expenses of the local Chapter.

Section 3. The Chapter shall use the official bookkeeping system of the Association.

Section 4. The Chapter’s fiscal year shall be June 1 to May 31.

Section 5. 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-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, 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 VIII-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 four-sevenths affirmative vote of the Advisory Board, as provided in C-VI, 5.
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 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 of the amendment's adoption.

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 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.

Bylaw XI-Enactment

Section 1. These Bylaws were adopted by a vote of this Chapter and its Advisory Board and become effective on April 1, 1991.

[Signature] (President)

[Signature] (Advisory Board Chair)

Section 2. This document was revised by National Headquarters mandate on March 31, 2004. Specific engineering disciplines offered at the University at Buffalo complying with Tau Beta Pi eligibility standards were listed in Bylaw IV, Section 3. Official approval of these revisions was granted on April 6, 2004.

[Signature] (President) 3/31/04
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April 6, 2004

Eligible Curricula Approved

President, NY N 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.

[Signature]
Roger E. Hawks
For the Executive Council

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