Bylaws of the New York Pi 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’s, Inc.

Section 2. This Chapter shall conform to such rules and regulations of The Rochester Institute of Technology and of the 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 Rochester Institute of Technology and/or the College of Engineering, the rules of the Institute 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. NYPB-1, 4 – New York Pi Chapter Bylaw I, 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 of 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 NYPB-III, II, and only active undergraduate and graduate-student members, as defined therein, shall have the privilege of voting on matters of the association.

Section 3. The officers of this Chapter shall be a President, Vice President of Internal Affairs, Vice President of External Affairs, Corresponding Secretary, and Recording 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 at least four alumnus advisors, preferably elected from among the faculty of the College of Engineering. Provision may be made for special Chapter officers where needed.

Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice Presidents, Secretaries, Treasurer, and four alumnus members of the Association. The Chairperson 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 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 Chapter’s voting delegate to the National Convention of the Association shall be an active member appointed by the active membership, preferably the Chapter president.

Section 8. The following extra duties shall be required of the officers;

a. The president shall be an ex official member of committees.

b. The President shall see that each officer and committee Chairperson is provided with a list of specific duties for which each is responsible. A list of documented and specific duties shall be passed on during the turnover to new leadership each term.

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 material as the Chapter may deem desirable.

d. The Secretary shall notify each active member and advisor of the time, place, and purpose of each 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 the College of Engineering early in the fall semester 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. In the event that any officer is unavailable to perform their duties during any academic semester, the remaining officers will assume his/her responsibilities.

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 following regular meetings shall be scheduled and held once in the fall and once in the spring semester: Preliminary Consideration of Candidates, Election of
Candidates, Initiation of Electees, and one general meeting of a social, literary, or technical nature.

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 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 nor in these Bylaws, when applicable.

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 week 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 one hours, unless extended by an affirmative vote of three-fourths of the active members present.

Section 9. Attendance of active members shall be required at a minimum of two chapter meeting per semester, three fundraising activities per year (two in Fall and one in Spring), and six hours of volunteer activity per year, or three per semester. All members initiated after May of 2014 must participate in one Engineering Futures session before graduation. Members who do not meet these requirements while taking full or part time coursework during an undergraduate degree will be considered inactive.
Section 10. The President shall call a meeting of the Advisory Board at least twice a year to discuss Chapter activities for the year. 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 Chairperson of the Board signed by 20% of the active members of the Chapter.

Section 11. A quorum for the consideration of the routine business shall be a majority of the active membership for 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 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. Active members not attempting full or part time coursework at the time of a meeting shall not be considered as part of the required quorum.

Bylaw IV – Committees

Section 1. Subject to the provisions of B-V, 5.02, the President shall appoint the chairpersons and members of the following committees: Community Service, Corporate Outreach, Social Events, Campus Outreach, and such other committees as the Chapter shall desire and establish. Appointments shall be made at the next Chapter meeting following each initiation of new members.

Section 2. The Community Service Committee will have one chairperson appointed by the President from the active membership during the fall semester every year. Their term of office will be one year. Members of the Community Service Committee will be appointed by the chairperson from the active membership during the fall semester of every year. Any member may be excused or dismissed upon the discretion of the chairperson. The function of the Community Service Committee will be to investigate potential opportunities of involvement for the Chapter having a positive benefit for the local or regional community. The Committee shall attempt to hold at least one event per semester, and at least 2 events per year. The chairperson of
the Community Service Committee may be dismissed from their duties by a majority vote of two-thirds of the active membership.

Section 3. The Corporate Outreach Committee will have one chairpersons appointed by the President from the active membership during the fall semester every year. Their term of office will be one year. The goal of the Corporate Outreach Committee is to maintain a beneficial relationship with businesses and corporations. They should have at least two corporate information sessions per year. They shall also seek donations and funding, particularly for subsidizing the cost of functions of the Chapter.

Section 4. The Social Events Committee will have one chairpersons appointed by the President from the active membership during the fall semester every year. Their term of office will be one year. The goal of the Social Events Committee is to coordinate and plan events to wisely use Chapter money and maintain involvement and interaction between members and advisers to the Chapter. All expenditures and budgeting must be authorized by both the Chapter President and Treasurer.

Section 5. The Campus Outreach Committee will have one chairpersons appointed by the President from the active membership during the fall semester every year. Their term of office will be one year. The goal of the Campus Outreach Committee is to create awareness of club activities to the campus and world. This includes maintenance and improvements to the Chapter website, display case updates, and advertising events through alternative media.

Section 6. As early as possible after committee appointments are made the President shall provide each committee chairperson with a list of his/her specific duties and responsibilities.

Bylaw V – Election of New Members

Section 1. Elections of new members shall be held in the fall and spring semester, as soon as possible after grades for the previous term become available.
Section 2. All the provisions of C – VIII and B – VI shall be strictly followed. Junior and Senior status shall be determined through the College of Engineering, using credits to determine standing. Eligible students shall include the top 1/5th of 5th year students, top 1/8th of 4th year students, and top 1/10th of 3rd year students.

Section 3. Scholastically eligible day students in the following curricula shall be considered for membership in this Chapter: Electrical Engineering, Mechanical Engineering, Industrial and Systems Engineering, Computer Engineering, Microelectronic Engineering, Chemical Engineering, Bio-Medical Engineering, and Software Engineering.

Section 4. Transfer student shall be eligible for consideration after successfully completing a minimum of 24 credit hours and two semesters of academic study at the Rochester Institute of Technology.

Section 5. 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 6. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

Section 7. The Chapter officers shall periodically consult with the chairpersons 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. A graduate with a degree in the following curricula shall be considered for the membership of this Chapter: Electrical Engineering, Mechanical Engineering, Industrial and Systems Engineering, Computer Engineering, Microelectronic Engineering, and Software Engineering.

Section 8. New members of the Chapter shall be elected from among the scholastically eligible candidates on the basis of character, as enunciated in The Eligibility Code of the
Association. The election of the members shall be by ballot and by a majority of the Advisory Board of the Chapter. The Eligibility Code shall be read by the President at the election meeting.

Section 9. All members shall keep the election results in absolute confidence so that no candidate shall learn of his/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 10. At the first meeting of 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 11. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 9(a).

Section 12. The Chapter may assign additional duties to electees, subject to the provisions of B-VII, 7.02.

Section 13. Exemplary Character Evaluation

a. A list of scholastically eligible candidates shall be circulated to selected faculty members of the Chapter. 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 advisory board of the Chapter shall interview each prospective member to view their dedication and character. It's encouraged that multiple board members attend the interview.

d. An election meeting shall be held at least one week after the pre-election meeting.
Section 14. 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 considered.
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 25% 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 15. All new members shall be required before initiation to sand the bent, a symbol of the society. No members are exempt from the bent sanding procedure. In the case prospective members are unable to complete the bent sanding procedure they shall consult with the advisory board for an acceptable alternative.

Bylaw VI – Election and Installation of Officers

Section 1. The President, Vice Presidents, Secretary, and Treasurer shall be elected in the spring semester.

Section 2. Officer Candidate Eligibility Requirements

a. Officer Candidate must be an Active member.
b. Must be a student at the Rochester Institute of Technology through the end of the term up for election.
c. For the term of the office up for election, candidate must be in the Greater Rochester area at least two/thirds of the upcoming term.
Section 3. Eligible Officer Candidates may be self-nominated or nominated by an Active Member or Incumbent Officer. Active members and Incumbent Officers may nominate up to one Eligible Officer Candidate for each office up for election.

Section 4. The election of officers shall be by secret ballot at the Election of Officers Meeting. Two-thirds of the active membership shall constitute a quorum for the Election of Officers Meeting, and a majority of this quorum shall be required for election. If no nominee receives a majority on the first ballot, a second ballot shall be taken between the two leading candidates.

Section 5. If any office becomes vacant between regular elections, a special election shall be held at the next meeting to fill the vacancy. The officer shall serve until the next regular election.

Section 6. The Chapter Officer Installation Procedure given in the President’s Book shall be employed to install the new officers.

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 three-quarters 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 Treasurer of the Association concerning changes in amounts of the initiation fee, dues, or assessments.

Section 2. The initiation fee shall be seventy five dollars ($80.00). The initiation fee shall include the national initiation fee, the national Convention assessment, and the cost of one initiation banquet. It shall be paid in advance of the initiation.

Section 3. Shortly after the Election of Officers Meeting a committee composed of the President, President-elect, and Treasurer-elect shall prepare an operating budget for the next
year. This 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 the Convention delegate a sum sufficient to cover expenses he/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 (except as provided in B-V, 5.03 (e) 2.).

Section 5. There shall be at all times a minimum balance of $50.00 in the Chapter treasury. A sum of no more than $100.00 may be kept in petty cash.

Section 6. Expenditures in excess of $50.00 shall be made by use of the account credit card, with expressed consent of the Treasurer and the President. Expenditures of less than $50.00 may be paid from petty cash by the Treasurer, once again upon expressed consent of the Treasurer and President.

Section 7. The Chapter’s fiscal year shall be June 1 to May 30.

Section 8. Immediately following the end of the Chapter’s fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if he/she is a faculty member of the Board) shall audit the books. Following the audit, the Treasurer, with the aid of the Treasurer-elect, shall file the required information return with the District Director of Internal Revenue, if necessary.

Bylaw VIII – Discipline

Section 1. It is the intent of this disciplinary Bylaw to impress the membership with the seriousness of purpose of this Chapter and The Tau Beta Pi Association, and to enable the officers and dedicated members of the Chapter to accomplish its necessary business in a manner not inconvenienced or encumbered by a possibly lack of interest upon the part of a few members.
Section 2.  Discipline shall be in accordance with C-IX, 4&5

Bylaw IX – Records and Equipment

Section 1.  All permanent records of the Chapter shall be kept accurate and up-to-date.

Section 2.  The initiation equipment shall be maintained in good order and in a secure manner by the 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 framed under glass and 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 Institute who has received approval from the Advisory Board, except that the Ritual may not be inspected by non-members of the Association.

Section 6.  Graduating members of the Chapter may be permitted to buy Stoles and Chords through the Chapter. The ordering and payment for these shall be organized by a member of the Advisory Board. Only active members of the Chapter, as determined within these Bylaws, shall be permitted to purchase stoles and chords. Such requirements are stated in Bylaw III, Section 9.

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. 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 2. The 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 – Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on \underline{9/15/14}. They were last amended on 5/13/14.

Signed [Signature] (President) Signed [Signature] (Advisory Board Chairperson)