BYLAWS OF THE OHIO 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 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 Ohio Northern University and of the College of Engineering as may apply to honor societies.

Section 3. In the event of conflict between the Constitution and the Bylaws of the Tau Beta Pi Association, Inc., and the rules and regulations of Ohio Northern University and/or the College of Engineering, the rules of the University and/or 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 by the following examples:

a. C-VI, 1 - National Constitution Article VI, Section 1.
b. B-5.02 - National Bylaw V, Section 5.02.
c. OIB-1,4 - Ohio Iota 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 basis of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VII 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 defined in C-VI,1, and only active undergraduate 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.

Section 3. The Officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Cataloger, 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 alumnus advisors, preferably elected from among the faculty of the College of Engineering.
Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumni members of the Association. The Chairman of the Advisory Board shall be elected by its members at the first board meeting of the year.

Section 5. Alumni 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 in 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 OIB-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 chairman is provided with a written list of specific duties for which each is responsible. A copy of each list shall be placed in the Recording Secretary's notebook, and in the President's Book.

c. The President 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 Recording 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 Corresponding 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 Quarter 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.

Bylaw III - Meetings
Section 1. The following 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 held once in the fall. 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, and alumnus member of the Advisory Board, or upon written request to the President.

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.

Section 5. The first meeting of each quarter shall be held within four weeks of the start of the quarter.

Section 6. Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 7. 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 8. Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons which he judges to be good and sufficient. A member shall submit his reasons to the President before the meetings unless the excuse is illness.

Section 9. The President shall call a meeting of the Advisory Board at the end of each year to discuss Chapter activities for the following year. Additional meeting of the Board may be called by any of its members or upon written request to the Chairman of the Board signed by 20 percent of the active membership of the Chapter.

Section 10. 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 of the seven members of the Board.

Bylaw IV - Committees

Section 1. Subject to the provisions of B-V,5.02, the President shall appoint the chairman and members of the following committees: Membership, Initiation, Program, Social Activities, 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. As early as possible after committee appointments are made, the President shall provide each committee chairman with his specific duties and responsibilities.

Section 3. Each committee chairman shall provide the President with a list of the specific duties and responsibilities of the committee at the end of the fiscal year to serve as a guideline for the following year.

Bylaw V - Election of New Members

Section 1. Election of new members shall be held in the fall quarter as soon as possible after grades from the previous term become available.

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

Section 3. Scholastically eligible day students in the following curricula shall be considered for membership in this Chapter: Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering.

Section 4. 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 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 Membership Committee shall periodically consult with the chairman 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 8. Exemplary Character Evaluation:

a. A list of scholastically eligible candidates shall be circulated to selected faculty advisors. The faculty advisors shall be asked to make recommendations on candidates that 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 faculty advisors recommendations.

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 at least one week after the pre-election meeting.

Section 9. Election: New members shall be elected by secret ballot and by a majority vote of the active membership of the Chapter. (See OIB-II,2 and OIB-III,10).

Section 10. The President shall direct the Membership Committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters shall be signed by the President, addressed to the electees, and mailed within 24 hours of the end of the Election Meeting.

Section 11. All members shall keep the election results in absolute confidence so that no candidate shall learn of 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 the voting.

Section 12. At the first meeting of electees, the President shall explain the requirements, objectives and activities of the Association and 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. 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. They shall also be required to read the Constitution and Bylaws of the Association and these Bylaws.
Section 15. The Chapter may assign additional duties to electees, subject to the provisions of B-VII, 7.02.

Bylaw VI - 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 quarter, at the regular election meeting.

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

Bylaw VII - Finances

Section 1. The expenses of the Chapter shall be born by the initiation fee and by such dues and by 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. (See OIB-II.2 and OIB-III.10). Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning changes in amounts of the initiation fee, dues, or assessments.

Section 2. The initiation fee shall not exceed $60.00. The specific amount to be charged shall be set during the first Chapter meeting in the fall quarter of each year (See OIB-VII.3). 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, Treasurer, 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 quarter. 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 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 least at all times a balance of at $50.00 in the Chapter treasury. A sum of no more than $20.00 may be kept in petty cash.

Section 6. Expenditures in excess of $5.00 shall be made by check, signed by the Treasurer. Expenditures of less than $5.00 may be paid 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 Chapter's fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if he 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.

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 of the Tau Beta Pi Association, and to enable the Officers and dedicated members of this Chapter to accomplish its necessary business in a manner not Inconvenienced or encumbered by a possible lack of interest upon the part of a few members.

Section 2. Discipline shall be in accordance with C-IX, 4 and 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 1 year. (See OIB-II,2 and OIB-III,10).

Bylaw IX - Records and Equipment

Section 1. All pertinent 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 New 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 University who has received approval from the Advisory Board, except that the Ritual may not be inspected by non-members of the Association.

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 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). (See OIB-III,10).

Section 2. 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 - Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on September 27, 1988. They were last amended on December 4, 2003.

Signed Christopher [Signature] Signed Robert L. Ward
President Advisory Board Chairman
January 23, 2004

Approval of chapter bylaws with eligible curricula listed

President, OH I chapter

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: OH I Chapter file
James D. Froula, Secretary-Treasurer
Chief Advisor
D7 Directors