BYLAWS OF THE OHIO KAPPA CHAPTER

OF

THE TAU BETA PI ASSOCIATION

Bylaw 1- 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 Akron 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 University of Akron and/or the College of Engineering, the rules of the University 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.

1. C-VI, 1 – National Constitution Article VI, Section 1.
2. B-V, 5.02 – National Bylaw V, Section 5.02.
3. OKB-1, 4 – Ohio Kappa 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 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 amounts of the initiation fee, dues, fines, and assessments.

Section 3. The officers of this Chapter shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Information Technology, 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 President shall be a full-time student who is not currently on a coop work assignment while in office, with the exception of the summer session.

Section 5. The Advisory Board of the Chapter shall be composed of four alumnus members, one of which shall be the chairman, also President, Vice President, and Corresponding Secretary. At least one member of the board shall be a faculty member of the University.

Section 6. 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 7. 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 8. 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
OKB-II, 3.

Section 9. The following extra duties shall be required of the officers:

a. The President shall be an ex officio member of all committees.

2. 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.

3. The Recording 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.

4. The Communication Chairman 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.

5. The President and Vice President shall pay a courtesy call to 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.

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.

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:

1. Roll call
2. Minutes of the previous meeting
3. Reports of officers
4. Reports of committees
5. Unfinished business
6. New business
7. 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 judges to be good and sufficient. A member who must miss a regular, scheduled meeting shall submit his reasons to the President, in writing, before the meeting, unless the excuse is illness.

Section 10. The President shall call a meeting of the officers and the Advisory Board at the beginning of each semester to discuss Chapter activities for the semester and reevaluate criteria for active membership. 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 Chairman of the Board signed by 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 membership" (i.e., those students not at their coop work period) of the Chapter; for the election of new members, for changing the initiation fee or Chapter due, 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. Subject to the provisions of B-V, 5.02, the President shall appoint the chairmen and members of the following committees: Communications, 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 a list of his specific duties and responsibilities.

Bylaw V - Election of New Members

Section 1. Elections 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 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: Chemical Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering, Bachelor of Science in Engineering, Computer Engineering, Biomedical Engineering, Mechanical-Polymer Engineering, Aerospace Systems Engineering, and Corrosion Engineering. This list includes graduate and undergraduate programs.

Section 4. Night students shall be considered as day students.

Section 5. Transfer students shall be eligible after completion of one semester of academic work 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. Scholastic Requirements.

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

2. The following requirements are designated to separate undergraduates in their respective classes:
<table>
<thead>
<tr>
<th>Class</th>
<th>Course Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior</td>
<td>Currently taking a 300 level Engineering course or higher.</td>
</tr>
<tr>
<td>Senior</td>
<td>Currently taking a 400 level Engineering course or higher.</td>
</tr>
</tbody>
</table>

c. The following fraction of the undergraduates shall be eligible for election:

Senior 1/5  
Junior 1/8

d. A list of scholastically eligible candidates may be circulated to selected faculty members of Tau Beta Pi to suggest persons who may have been overlooked.

Section 8. The Communications Committee shall periodically consult with the chairmen 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

1. A list of scholastically eligible candidates may be circulated to selected faculty members of Tau Beta Pi. The faculty shall be asked to make recommendation on candidates they know. A pre-election meeting shall be held. At this meeting there shall be an informal discussion of all the eligible candidates along with a discussion of the faculty recommendations obtained.
2. 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.
3. An election meeting shall be held at least one week after the pre-election meeting.

Section 10. Voting Procedures

1. At the Election Meeting, the Eligibility Code shall first be read.
2. The election of senior candidates shall precede the election of junior candidates. Each name shall be presented in alphabetical order for discussion and shall be voted on before the following name is considered.
3. 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.
4. 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.
5. Students on a coop work assignment may have their election postponed until the next regular semester with a three-fourths affirmative vote of the active membership of the Chapter. This postponement shall be approved and
documented by the Advisory Board.

Section 11. The President shall direct the Communications 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.

Section 12. 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 voting.

Section 13. 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 to the President.

Section 14. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10(a).

Section 15. Each electee may 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 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 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 (special officers, if any), and an alumnus member of the Advisory Board shall be elected in the spring semester following the initiation ceremony.

Section 2. If any office other than president becomes vacant for any reason between regularly scheduled officer elections, current officers below this position will have the option to move to the vacated position or remain in their present role. The hierarchy of Tau Beta Pi officers in the Ohio Kappa chapter is: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Information Technology. The lowest vacant position will then be voted in by the active members.

Section 3. 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 majority vote of the active membership shall be required to change any fees or dues or to levy any assessment. (See OKB-II, 2 and OKB-III, 11.) 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 $90.00. The specific amount to be charged shall be set during the first Chapter meeting in the fall semester of each year. (See OKB-VII, 3.) The initiation fee shall include the national initiation fee and the national Convention assessment. It shall be paid in advance of the initiation.

Section 3. The Chapter shall use the official bookkeeping system of the Association (except as provided in B-V, 5.03(e)2.).

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

Section 5. 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 or 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.

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&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. (See OKB-II, 2 and OKB-III, II.)

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 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 a three-fourths affirmative vote of 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 OKB-III,II.)

Section 2. The Corresponding Secretary shall be 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 May 21, 1974. They were last amended on September 20, 2013.

Bylaw XIII – Nondiscrimination Clause

Section 1. Tau Beta Pi shall not discriminate on basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, gender identity, age, physical or mental ability, veteran status, military obligations, marital status, and genetic information in the selection of its members or in its programs, unless federal or state laws allow for such exceptions.

Bylaw XIV – Student Life Clause
Section 1. Tau Beta Pi shall maintain a current registration form, including a list of officers, their addresses, the name of the Campus Advisor, and the most recently amended constitution with the Department of Student Life.

Signed
(President)

Signed
(Advisory Board Chair)