

BYLAWS OF THE OHIO MU 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 Wright State University and of its College of Engineering and Computer Science 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 Wright State University and/or its College of Engineering and Computer Science, the rules of Wright State University and/or the College of Engineering and Computer Science 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 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) OMB-I,4- Ohio Mu 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 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.

Section 3. The active membership of the Chapter shall be as defined by C-VI,1, subject to the provisions for inactive membership as provided by B-VI,6.06, and OMB-VIII,3.

Section 4. The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer, who shall be active members of the Chapter, and four alumnus Advisors, at least one of which shall be a member of the faculty of the College of Engineering and Computer Science. One of the Advisors, who must be a faculty member,

shall be designated as the Chief Advisor and shall be the advisor-of-record for the University, and one of the Advisors shall be designated as Advisor-to-the Treasurer.

Section 5. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumnus advisors of the Association. The Chief Advisor resides as the chair of the Advisory Board.

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.

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 OMB-II,4.

Bylaw III – Meetings

Section 1. The following topics shall be addressed no less than once per academic year:

(a) During officer meeting(s):

- (1) Bylaw review
- (2) Communication with CECS leadership
- (3) Officer transition
- (4) Chapter budget

(b) During General Body Assembly meeting(s):

- (1) Chapter budget presentation and vote
- (2) Bylaw informational session
- (3) Officer/Advisor nominations
- (4) Officer/Advisor elections

Section 2. The following topics shall be addressed no less than once per semester:

(a) During officer meeting(s):

- (1) Creating event calendar
- (2) Officer task delegation
- (3) Communication with advisors
- (4) Communication with alumni

(b) During General Body Assembly meeting(s):

- (1) Event calendar presentation
- (2) Membership elections

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 or in these Bylaws.

Section 5. The first General Body Assembly of each semester shall be held within three weeks of the start of the semester.

Section 6. The officers shall present a complete calendar of the semester’s planned General Body Assemblies to the active members no later than the first General Body Assembly of the semester.

Section 7. Reminders must be sent to the active members and alumnus advisors announcing all meetings at least one week in advance and shall clearly state the time, place, and purpose of the meeting.

Section 8. General Body Assemblies, other than the Membership Election Meeting, shall last no longer than one hour, 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) Sign in
- (2) Summary of the previous meeting minutes
- (3) Reports of officers
- (4) Reports of committees
- (5) Address Agenda
- (6) Adjournment

Section 9. Attendance of active members shall be required at all regular, scheduled General Body Assemblies of the Chapter, unless excused by the President for reasons which he or she judges to be good and sufficient. A member who must miss a regular, scheduled General Body Assembly shall submit his or her reasons to the President, in writing, in a timely manner.

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 summarized and distributed at the following General Body Assembly of the Chapter. Additional meetings of the Board may be called by any of its members or upon written request to the Chair of the Board 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 of the Chapter; for the election of new members, or 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. 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 chair 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 General Body Assembly following each initiation of new members.

Section 2. As early as possible after committee appointments are made, the President shall provide each committee chair with a list of his or her specific duties and responsibilities.

Section 3. Each committee chair shall make a report on the progress of his or her group's activities at each General Body Assembly.

Bylaw V – Election of New Members

Section 1. The membership committee shall prepare the semesterly calendar to provide for the timely execution of the election and initiation procedures.

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

Section 3. The membership committee shall be responsible for the administrative details of identifying candidates for membership, including the preparation of suitable candidate rosters, and the execution of the procedures related to the Exemplary Character Evaluation (OMB-V,10). In particular, the membership committee shall prepare a roster of the undergraduate candidates to be considered for election.

Section 4. The invitation and acceptance process shall proceed as follows:

- (1) Email all eligible candidates (approved by chief advisor and department advisors)
 - (a) Inviting candidates to apply to Tau Beta Pi
 - (b) Informing candidates about Tau Beta Pi history/ideals
 - (c) Prompting the submission of a character essay containing details voted on by officers and approved by chief advisor
 - (d) Clearly explaining the invitation/acceptance process
- (2) Send letter home to parents
 - (a) Congratulate parents on their child's academic eligibility
 - (b) Briefly explain Tau Beta Pi history/ideals
 - (c) Ask parents to encourage their child to apply
- (3) Email all elected candidates (approved by officers based on essay and approved by vote of active members in accordance with B-VI,6.03)
 - (a) Congratulate candidates on their election into Tau Beta Pi

- (b) List details of induction ceremony and link to RSVP form
- (c) List dates/times/locations of informational meetings and inform candidates of additional requirements prior to induction.

Section 5. In addition to the responsibilities relative to undergraduate candidates for membership, the membership committee shall regularly endeavor 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. ~~The names of such candidates, if any, shall be presented for election consideration at a regular election meeting.~~

Section 6. A candidate for election as an undergraduate member shall meet the requirements for candidacy as to (a) scholarship and (b) character as determined by the procedures hereinafter described.

Section 7. Scholarship

A candidate for election as an undergraduate member shall meet the following scholastic requirements:

- (a) The candidate shall be an active undergraduate student regularly enrolled in any one of the following curricula: Bachelor of Science in Computer Science, Biomedical Engineering, Computer Engineering, Electrical Engineering, Industrial and Systems Engineering, Materials Science and Engineering, or Mechanical Engineering.
- (b) The candidate shall rank in either the upper fifth of the regular senior class in engineering or the upper eighth of the regular junior class in engineering. The size of the respective junior and senior classes in engineering shall be the number of students identified by the Registrar as being students with junior or senior status, respectively, who are registered as pre-admit or full admit to an engineering major, and who have attempted at least 30 semester hours at Wright State University.
- (c) A candidate's academic record and recent progress shall indicate a probable graduation date within two academic years from the election date. This assessment shall be made by an inspection of the candidate's file, which is usually kept by the candidate's academic department. The inspection of the academic files shall be done by the chief advisor or his/her designated representatives.
- (d) In addition to the requirements stated for other undergraduate students, undergraduate students transferring from another institution shall not be eligible for election until the third regular election after their initial registration. Students subject to this subsection shall be eligible at the second regular election after their initial registration, provided the consent of five-sevenths of the Advisory Board is obtained and they meet all other requirements for election.

A candidate for election as a graduate member shall meet the following scholastic requirements:

- (e) The candidate shall be an active graduate student regularly enrolled in any one of the following curricula: Aerospace Systems Engineering, Biomedical Engineering, Computer Engineering, Computer Science, ~~Cyber Security~~, Electrical Engineering, Engineering innovation and entrepreneurship, Industrial and Human Factors Engineering, Materials Science and Engineering, Mechanical Engineering, ~~Renewable and Clean Energy~~, or Engineering.
- (f) A candidate shall be recommended for election by means of a written letter from their Thesis Advisor or Department Chair addressed to the Chapter Chief Advisor and Chapter President. The letter shall state that the candidate's graduate work is of the quality expected of a member of the Association, as stated in C-VIII,3(1).
- (g) The eligibility of a graduate student shall be based solely on documented graduate work in engineering at Wright State University. Eligible graduate candidates must have completed at least 50% of the degree requirements, including coursework and research. This determination shall be made by the student's primary advisor, as stated in C-VIII,3.

Section 8. The cases of students whose eligibility is in doubt because of irregularities in standing or curriculum shall be determined by the Advisory Board of the Chapter.

Section 9. The Chapter, with permission from the Executive Council in accordance with B-VI,6.02(e), may elect to specify scholastic requirements higher than those stated in C-VIII.

Section 10. Exemplary Character Evaluation

- (a) A candidate for election is to be a person of exemplary character. Reasonable evidence of exemplary character shall be based on the absence of any evidence whatsoever that could detract from the reasonable assumption of exemplary character.
- (b) Letters shall be sent to scholastically eligible candidates inviting them to apply for candidacy by submitting a character essay.

Section 11. Voting Procedures

- (a) As provided in OMB-III,11, a quorum for the election of new members shall be three-fourths of the active membership.
- (b) Anyone eligible under C-VIII must be elected by an affirmative vote of at least three-fourths of the active Chapter membership eligible to vote thereon, who are present and voting affirmatively or negatively, except as provided for in C-VIII,4(a) (4) and 5(a) (4). In each case, the total affirmative vote must be a majority of the active Chapter membership eligible to vote thereon. See C-VI,1. In computing these ratios, any fraction one-half or greater shall be counted as a whole number.

Section 12. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII,10(a).

Section 13. 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 14. The Chapter may assign additional duties to electees, subject to the provision of B-VII,7.02.

Bylaw VI – Election and Installation of Officers

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

Section 2. Nominations for officers shall be made by self-nomination in the form of a short essay. All current members and candidates must be given no less than one week notice of the opportunity for self-nomination. Candidates must have completed all induction requirements to run for a position.

Section 3. The election of officers shall be by secret ballot. 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 4. If any office becomes vacant between regular elections, a special election shall be held at the next General Body Assembly to fill the vacancy. The officer elected shall serve until the next regular election.

Section 5. Upon the election of new officers, transition activities as stated in B-V,5.01(b,c) must be completed.

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. Within one week, the Corresponding 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 shall be as set by the Chapter, which shall include the fees required by the Association and a fee for the operating expenses of the Chapter, The initiation fee shall be payable, in advance of initiation, to the Chapter Treasurer.

Section 3. Shortly after the Election of Officers General Body Assembly, a committee composed of the President, President-elect, Treasurer, and Treasurer-elect shall prepare an operating budget for the next year as required in B-V,5.04(c). The budget shall be submitted to

the Chapter for approval by a majority vote at the first **General Body Assembly 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 officers**.

Section 4. It shall be the responsibility of the Chapter Treasurer, with the supervision of the Advisor-to-the- Treasurer, **to establish and use the official bookkeeping system of Wright State University as stated in the student activities student handbook for the financial records of the Chapter.**

Section 5. It shall be the responsibility of the Advisor-to-the-Treasurer, with the consent of the Advisory Board, to establish and monitor the financial procedures to be followed by the Chapter Treasurer.

Section 6. The Chapter's fiscal year shall be July 1 to June 30.

Section 7. Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board shall audit the Chapter's books. If necessary, the Treasurer and Treasurer-elect shall file Internal Revenue Service Form 990.

Section 8. No part of the net earnings of the Chapter will inure to the benefit of, or be distributable to, members of officers of the Chapter or to any other individual.

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 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. Active Member Status Requirements

(a) Shall not be absent from two consecutive Chapter meetings without written notice, as stated in OMB-III,9.

(b) **Must participate in at least one chapter event/activity per semester.**

Section 4. An inactive member will be readmitted to active status by submitting a written petition and having it approved by the Advisory Board as provided by B-VI,6.06(b).

Bylaw IX – 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, 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 with other transition materials.

Section 4. The Charter of this Chapter shall be prominently displayed at a location determined by the Dean of Engineering and Computer Science.

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 four-sevenths vote of the Advisory Board, as provided in C-VI,5.

Bylaw XI – 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 after an amendment is adopted.

Bylaw XII – 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 XIII – Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board

and became effective on March 8, 1991 .
(Date)

They were last amended on September 17, 2015 .
(Date)

Signed _____ (Morgan M. Miller)
(President)

Signed _____ (Dr. Craig Baudendistel)
(Advisory Board Chair)