Bylaws of the Cedarville University
Tau Beta Pi (Ohio Nu Chapter)
Engineering Honor Society

Bylaw 1 - General

Section 1. These Bylaws shall govern the proceedings of this Chapter in all matters with
guidance 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 Cedarville
University 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 Cedarville University, the rules of
Cedarville University shall prevail.

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. CU-I, 4 - Cedarville University 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-VIII and in The Eligibility Code of the Association.

Section 2. The Chapter shall have full control over its individual affairs 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 the amounts of the initiation fee, dues, fines, and assessments. A student may become
inactive only under the provisions of B-VI, 6.05 and CU-III, 12.

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 Department of Engineering.

Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice
President, Corresponding Secretary, and four alumnus members of the Association. The Chair 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 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 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 CU-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 chair 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 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 materials as the Chapter may deem desirable.

d. The Corresponding Secretary shall notify each active member and Advisor of the time, place, and purpose of each Chapter 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 Engineering, Nursing, and Sciences early in the fall term to discuss ways in which the Chapter may be of service to the University. The substance of such discussions shall be reported to the Chapter at the next meeting.

g. The President shall form a liaison with the Directors of this Tau Beta Pi District.

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.

2. The following regular meetings shall be scheduled and held once in the Fall and once
in the Spring semester: Discussion of Election Procedures, Election of Candidates, Initiation of Electees, and one general meeting of 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 or 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:

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 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 or she judges to be good and sufficient. A member who must miss a regular, scheduled meeting shall submit his or her reasons to the President, in writing, before the meeting, unless the excuse is illness.

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 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 Chair 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 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 four members of the Board.

Section 12. An active member will become inactive if he or she misses two consecutive chapter meetings without written notice, unless the excuse is illness. An inactive member will be re-admitted to active status upon receipt of a written petition and its approval by the Advisory Board. (See national Bylaw VI, 6.05 (b).)
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 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 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 chapter meeting.

Bylaw V - Election of New Members

Section 1. Election 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 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 the Chapter: Electrical Engineering, Mechanical Engineering, and Computer Engineering.

Section 4. Night students, pursuing equivalent curricula to those named in Section 3, 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 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 a five-sevenths vote of the Advisory Board of the Chapter.

Section 7. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

Section 8. The membership committee shall periodically consult with the Chair, Department of Engineering to determine the names of 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. A list of scholastically eligible candidates shall be circulated to selected faculty members of Tau Beta Pi. The faculty shall be asked to make recommendations on candidates they know and also 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 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 10. Voting Procedures

a. At the Election Meeting, the Eligibility Code shall be first 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. An eligible candidate must be elected by an affirmative vote of at least three-fourths of the active membership eligible to vote thereon, who are present and voting affirmatively or negatively. In each case, the total affirmative vote must be a majority of the active membership eligible to vote thereon.

d. 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.

e. No student who fails election on the second ballot shall be considered further unless twenty-five percent of the members present so request.

f. 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 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 six hours of the Election Meeting.

Section 12. All members shall keep the election results in absolute confidence so that no candidate shall learn of his or 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 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 in writing, in a letter addressed 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 shall be required to take part in an activity recommended or approved by the Chapter officers to foster a Spirit of integrated education. 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 VI - Election and Installation of Officers

Section 1. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger (and special officers, if any), and an alumnus member of the Advisory Board shall be elected in the spring semester.

Section 2. Nominations for officers shall be made by two nominating committees appointed by the President. Each committee shall nominate one candidate for each office. Additional nominations may be made from the floor at the Election of Officers Meeting. Reports of the nominating committees shall be made at a scheduled Chapter meeting, or by mail to the active members, at least one week prior to the Election of Officers Meeting.
Section 3. The Election of Officers Meeting shall be held at last six weeks prior to the end of the spring term. Officers-elect shall be formally installed at the last meeting of the year. The Chapter Officer Installation Procedure given in the President’s Book shall be employed to install the new officers. During the period following the election until the installation, each Officer-elect shall work closely with his or her officer counterpart to learn the duties and responsibilities of the office. Transfer of financial records between the past and newly elected Treasurer is contingent upon an audit as required by CU-VII, 8.

Section 4. 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 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 5. 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 VII - Finances

Section 1. The expenses of the Chapter shall be borne by the student government allotment 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 CC-II, 2 and CC-III, 11)

Section 2. An initiation fee for all initiates shall be payable in advance of initiation, to the Chapter Treasurer. This fee covers the national initiation fee, the national Convention fee,
the cost of one initiation banquet, and the cost of a rough Beut paper weight casting.

Section 3. Shortly after the Election of Officers Meeting, a committee composed of the President, President-elect, Treasurer, and Treasurer-elect shall prepare an operating budget for the next year. The 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 to the Convention delegate a sum sufficient to cover expenses he or 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.

Section 5. There shall be at all times a balance of at least $50.00 in the Chapter treasury. A sum of no more than $20.00 may be kept in petty cash by the Treasurer.

Section 6. Expenditures in excess of $5.00 shall be made by check, signed by the Treasurer and countersigned by the President. Expenditures of less than $5.00 may be made from petty cash by the Treasurer.

Section 7. The Chapter's fiscal year shall be July 1 to Jun 30.

Section 8. Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if he or she is an alumnus member of the Board) shall audit the Chapter's books. If necessary, the Treasurer and Treasurer-elect shall file the Internal Revenue Service's Form 990.

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. 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 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 by the Vice President, and the Ritual and its related materials shall be kept up to date and
under lock 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 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 five-sevenths affirmative 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).

Bylaw XII - Dissolution

Section 1. In the event of dissolution of the Chapter, the residual assets shall be distributed to the Department of Engineering of Cedarville University.

Bylaw XIII - Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on March 3, 2001 (date)

They were last amended on January 20, 2004 (date)

Signed 2001: <Daniel Gulledge>, 2004: John B. Hart (President)

Signed Harwood A. Hegna 22Jan04 (Advisory Board Chair)

Amendments
1. Change the term “quarter” to the term “semester”.
2. Add “Computer Engineering” to the list of approved curricula in Bylaw V.3.
January 27, 2004

Approval of chapter bylaws with eligible curricula listed

President, OH N chapter

The amended bylaws submitted by your chapter in compliance with Constitution Article VII 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 N Chapter file
James D. Froula, Secretary-Treasurer
Chief Advisor
D7 Directors