

# **Bylaws of the Ohio Zeta 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 The University of Toledo, 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 of The University of Toledo, College of Engineering, the rules of The University of Toledo, College of Engineering shall prevail. The Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

### **Bylaw II - Members**

Section 1. The Chapter shall be composed of members chosen from among eligible students and alumni of the University of Toledo 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, subject to the Constitution and Bylaws of the Association, which 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 fees, dues, fines, and assessments. A student may become inactive only under the provisions of B-VI, 6.05.

Section 3. The duties of membership in Ohio Zeta consists of, but is not limited to, attending a majority of the Chapter's meetings, voting at the Election of New Members meeting, voting at the Election of Officers meeting, tutoring for at least 1 hour per week, and joining a committee and assisting in the projects undertaken by that committee. Members who fail to follow these bylaws are subject to deactivation by the Chapter. Reinstatement to active status will be done in accordance with the National Bylaws B-VI, 6.05.

Section 4. The privileges of membership in Ohio Zeta consist of, but are not limited to, eligibility to earn scholarships at the National and Local level, Leadership opportunities, the wearing of stoles at graduation ceremonies, and enrichment of one's liberal culture.

## **Bylaw III - Officers**

Section 1. The officers of this Chapter shall be a President, Vice President, Corresponding Secretary, Recording 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 at least four alumnus advisors, preferably elected from among the faculty of the College of Engineering.

Section 2. In the event that an officer is deactivated during the course of his or her term, elections will be held at the next general membership meeting to replace said officer's position.

Section 3. 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 4. 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 5. 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 6. The President shall be this Chapter's delegate to the Convention of the Association. The Vice President shall be the alternate delegate.

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 Secretaries 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 The University of Toledo's College of Engineering early in the fall term to discuss ways in which the Chapter may be of service to the School. The substance of such discussions shall be reported to the Chapter at the next meeting.
- g. The President shall cooperate with the Directors of Tau Beta Pi District Seven, and shall encourage the Chapter members to participate in the District's activities.

Section 8. Deactivation and Reinstatement to Active Status

- a. Prior to any meeting at which there will be an Election of Officers, Election of new Members, a vote on amendments to the National Constitution and Bylaws, or a vote on amendments to the Chapter Bylaws, there will be a meeting of the Advisory Board. The President will notify the members of the Advisory Board at least one week in advance. At this meeting, the Advisory Board will consider and act upon deactivation of members who have unexcused absences at election meetings.
- b. Due to the importance of the meetings at which the vote of a quorum is necessary for the Election of Officers, Election of new Members, a vote on amendments to the National Constitution and Bylaws, or a vote on amendments to the Chapter's Bylaws, members whom are habitually absent from regular Chapter meetings that are not present at one of the aforementioned meetings, may be deactivated by a five-sevenths vote of the Advisory Board in order for

the Chapter to obtain a necessary quorum. Reference National Bylaws Section 6.05(b).

c. Members who are deactivated may be reactivated by submitting a petition of readmission to the President of the Chapter. Upon receipt of the written petition, the member will be reactivated.

d. Members completing cooperative education experiences recognized by The University of Toledo, College of Engineering, Career Management Office shall be considered deactivated for the duration of their co-op. Said members will be reinstated as active members upon returning to full time student status or upon receipt written petition to the President of the Chapter.

## **Bylaw IV - Meetings**

Section 1. The following regular meetings shall be scheduled and held once each year: Election of Officers, Installation of Officers.

Section 2. The following regular meetings shall be scheduled and held once each semester: Organizational, Discussion of Election Procedures, Election of Candidates, Initiation of Electees, 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.

Section 4. Two weeks' notice must be given prior to any meeting that requires a quorum.

Section 5. 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 6. The first meeting of each semester shall be held within two weeks of the start of the

Section 7. 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 fourth week of the semester.

Section 8. Notices sent to the Active Members and Alumnus Advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 9. Business meetings, other than the Election of Candidates 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:

- a. Roll call.
- b. Minutes of the previous meeting.
- c. Reports of the Officers.
- d. Reports of the Committees.
- e. Unfinished business.
- f. New business.

Section 10. Attendance of Active Members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons deemed to be good and sufficient. A member who must miss a regular, scheduled meeting shall submit reasons to the President, in writing, before the meeting, unless the excuse is illness.

Section 11. The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for that 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 12. For the consideration of routine business and for the election of officers a quorum 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 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 V- Committees**

Section 1. Subject to provisions of B-V, 5.02, the President shall appoint the chair and members of the following committees: Initiation, Social Activities, Tutoring, Fundraising, and such other committees as the Chapter shall desire and establish. Member sign up to each committee shall be made at the last Chapter meeting before 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 specific duties and responsibilities.

Section 3. Each committee chair shall make a report on the progress of committee activities at each Chapter meeting.

## **Bylaw VI - Election of New Members**

Section 1. Election of new members shall be held in the fall and spring semesters as soon as possible after the 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 students enrolled in the Bioengineering, Chemical Engineering, Civil Engineering, Computer Science Engineering, Electrical Engineering, Environmental Engineering, Industrial Engineering, Manufacturing Engineering, or Mechanical Engineering Bachelor of Science Programs at The University of Toledo, College of Engineering shall be considered for membership in the Chapter.

Section 4. The top fifth of the seniors shall be considered for membership.

Section 5. The top eighth of the juniors shall be considered for membership.

Section 6. Transfer students shall be eligible after the third semester of their registration.

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 chairs 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. The President shall direct the Initiation Committee to have sufficient letters of notification of election prepared in advance of the election meeting. Those letters shall be signed by the President, addressed, and mailed within two business days of the end of the election meeting.

Section 10. All members shall keep the election results in absolute confidence so that no elected student shall learn

of his election except by means of the official letter; likewise, he shall not be informed of the details of the vote, especially concerning the personal matters discussed at the time of the voting.

Section 11. Each electee shall be required to notify the President of his acceptance.

#### Section 12. Exemplary Character Evaluation

a. A list of scholastically eligible candidates shall be obtained from the Dean's office as soon as possible at the beginning of the fall and spring semesters.

b. A letter will be sent congratulating those students on their academic achievements along with an invitation to an informal informational meeting, along with the date and time.

c. The informational meeting shall be held. At this meeting, there shall be an explanation of the point system used by the Chapter to evaluate character. Students must obtain a minimum number of points accumulated by attending meetings, alumni signatures, student member signatures, shining a brass bent, taking a test on the Constitution and Bylaws of the Association and Facts of the Chapter, and volunteer activities designated appropriate by the Officers of the Chapter. This is a one semester process.

d. Students enrolled in a cooperative learning experience that are unable to attend the meetings and activities throughout the course of the semester may begin their point accumulation in one semester, complete the character evaluations in a second semester. The students enrolled in a cooperative learning experience may be required to write an essay, and may obtain signatures from faculty members via electronic mail during the first semester. The second semester the students must shine a bent, attend one volunteer activity, and take a test on the Constitution and Bylaws of the Association and Facts of the Chapter. These students must also accumulate a minimum number of points by the end of the second semester.

e. All electee activities must comply with B-VII-.02

#### Section 13. Voting Procedures.

a. At the Election Meeting, the Eligibility Code shall first be read.

b. The election of the senior candidates shall precede the election of the junior candidates. Each name shall be presented in alphabetical order 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. The student may be considered again at the next election if he or she is then eligible.

f. Anyone eligible under Constitution Article VIII must be elected by an affirmative vote of at least 3/4 of the active chapter membership eligible to vote thereon, who are present and voting affirmatively or negatively, except as provided for in Constitution Article VIII, Sec. 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. In computing these ratios, any fraction 1/2 or greater shall be counted as a whole number.

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

## **Bylaw VII - 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 semester.

Section 2. Nominations for officers shall be received from the floor at the meeting prior to the election meeting. Additional nominations shall be received from the floor at the time of election.

Section 3. The Election of Officers Meeting shall be held at least six weeks prior to the end of the spring term. Officers-elect shall be formally installed at the last meeting of the spring semester. The Chapter Officer Installation Procedure 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.

Section 4. The election of officers shall be by secret ballot. A majority of the active members 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 candidate 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.

Section 6. Offices may become vacant by either written resignation or by impeachment. Impeachment of an officer may be voted on at any regular meeting. A two-thirds vote is required for impeachment.

## **Bylaw VIII - Finances**

Section 1. The expenses of the Chapter shall be borne by initiation fee and by such dues and prorated 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

Section 2. The initiation fee for all initiates is payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee, the national Convention assessment, the cost of one initiation banquet, the cost of a rough Bent casting, and the operating expenses of the local Chapter.

Section 3. The Chapter shall use the official bookkeeping system of the Association.

Section 4. Expenditures in excess of \$5.00 shall be made by check, signed by the Treasurer. Expenditures of less than \$5.00 may be made from petty cash by the President.

Section 5. The Chapter's fiscal year shall be July 1 to June 30.

Section 6. Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if the Treasurer 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.

Section 7. No part of the net earnings of the Chapter will inure to the benefit of, or be distributable to, members or officers of the Chapter or to any other individual.

## **Bylaw IX - Discipline**

Section 1. It is the intent of this disciplinary Bylaw to impress the membership with 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.

Section 4. Any member missing more than two consecutive meetings will be subject to deactivation unless a written excuse, acceptable by both the President and the Vice-President, is submitted before the meeting is called to order.

Section 5. Any member subject to deactivation must be given written notice of such imminent action, and allowed time to respond so that possible justifiable cause for retainment may be stated, before deactivation.

## **Bylaw X - Records and Equipment**

Section 1. All permanent records of the Chapter shall be kept current and up-to-date. The complete records shall be turned over to the new officers before they assume office.

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 material 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. 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 XI - 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 XII - 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 Secretary-Treasurer of the Association within two weeks after an amendment is adopted.

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 XIII - 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 US Internal Revenue Code of 1954. Any such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

### **Bylaw XIV - Enactment**

Section 1. Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on March 16, 2005. They were last amended on April 9, 2018.