

CHAPTER BYLAWS
THE TAU BETA PI ASSOCIATION
ALPHA OF OKLAHOMA

Bylaw I
General

Section 1. These bylaws shall govern the chapter in all matters not specifically provided for in the Constitution and Bylaws and in the Convention Acts of the Tau Beta Pi Association.

Section 2. This chapter shall conform to such rules and regulations of the College of Engineering and this University as may apply to honor societies.

Bylaw II
Government

Section 1: The elected officers of this chapter shall be President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, who shall be active members and four (4) Alumnus Advisors.

Section 2: Terms of office shall be as follows: Alumnus members of the Advisory Board, four (4) years. All other chapter officers one (1) year terms.

Section 3: A chapter officer shall be the delegate to the National Convention. There must be at least one (1) alternate from the other officers.

Section 4: The duties of the officers shall be described in National Bylaw V and as outlined below:

a. President-The President shall provide each officer with a written list of obligations and duties for which he or she is responsible. A copy of each list shall be placed in the recording secretary's and President's notebook. He or she shall serve as ex-officio member of all committees. He or she shall notify the advisory board of the date and time for the election of new members at least two weeks in advance of the election. The President shall adhere to all stated responsibilities as listed in the National Bylaw V, Section 5.03, Part (a).

b. Vice-President/President Elect-The Vice-President shall be chairman of the Program Committees and have as his or her special duty the advancement of the technical and professional education of the active members. He or she shall preside from the President during their absence or upon their request. He or she shall obtain a working knowledge of the office of the President. The Vice-President shall adhere to all stated responsibilities as listed in the National Bylaw V, Section 5.03, Part (b).

c. Recording Secretary-The Recording Secretary shall: keep an accurate, up-to-date list of the names and addresses of all active members of the chapter and send out notices of all meetings and chapter activities to all active, graduate, and faculty

members at least seven (7) days in advance. He or she shall be the keeper of all dies and stationary of the chapter and see that each new member is provided access to an up-to-date copy of these Bylaws and the National Constitution and Bylaws for permanent keeping. The Recording Secretary shall adhere to all stated responsibilities as listed in the National Bylaw V, Section 5.03, Part (c).

d. Corresponding Secretary-The Corresponding Secretary shall be responsible for submitting the necessary Online Reports with the assistance of the Advisory Board when applicable. The Corresponding Secretary shall adhere to all stated responsibilities listed in the National Bylaw V, Section 5.03, Part (d).

e. Treasurer-The Treasurer shall be responsible for all financial transactions of the chapter as outlined in the National Bylaw V, Section 5.03, Part (e).

f. Alumnus Advisors-The Tau Beta Pi Alumnus shall comprise members of the faculty in the College of Engineering at the University of Oklahoma. The Alumnus Advisors shall adhere to all stated responsibilities as listed in the National Bylaw V, Section 5.03, Part (g).

Section 5. Advisory Board-The Advisory Board of the chapter shall consist of the President, Vice-President, Corresponding Secretary, Recording Secretary, and four Alumnus Advisors elected by the chapter. Duties shall be as defined in the National Constitution, Article VI, Section 7.

Section 6. Executive Council-The Executive Council shall consist of all officers and committee chairmen of the chapter, excluding the Alumnus Advisors.

Section 7. Office Vacancies-In the event that vacancies offer, new officers may be elected at any meeting for which due notice was given and at which a quorum is present. The notice must state the plans for a special election of officers.

Bylaw III Meetings

Section 1. The following meetings shall be held each semester:

- a. The Executive Council shall hold a planning meeting before the first regular meeting of the semester to draw up a calendar of events and report submission deadlines for the coming semester and shall present the calendar of events to the Chapter at the first meeting and in written correspondence.
- b. The Chapter shall hold a meeting for consideration of new members within two (2) weeks after eligibility and prospective member information becomes available.
- c. The Chapter shall hold the first pledge meeting within two (2) weeks of complying with Bylaw III section 1.b.
- d. The Chapter shall hold an initiation at which new members are admitted to the Association.
- e. The Chapter shall hold an officer election meeting at least three (3) weeks prior to the end of the semester or following the initiation ceremony, whichever event occurs later.

f. An officer installation and transition meeting shall be held no later than one (1) week before the end of the semester.

Section 2. Meeting shall be held at such times that a majority of the active membership can be present.

Section 3. A complete calendar of the regular functions of the Chapter for the term shall be presented to the members no later than the second meeting of the regular term.

Section 4. Special meetings may be called at any time by the President, or upon written request to the President signed by five (5) active members.

Section 5. At all meetings, except on open meetings, the order of the business shall be as follows: Roll Call, Recognitions, Minutes of previous meeting, Reports on officers, Reports of committees, Old business, New business, Announcements, Action Items, Adjournments.

Section 6. A quorum for the routine transaction of business shall consist of one-half (1/2) of the active membership of the chapter, and for special business, as enumerated in National Bylaw V, Section 5.07, a quorum shall consist of three-fourths (3/4) of the active membership of the chapter.

Bylaw IV Nomination and Election of Officers

Section 1. Officers shall be elected at the last regular meeting of the year or after the initiation ceremony except in the case of a vacancy in office.

Section 2. At the last executive council/officer meeting prior to elections, the officer team shall nominate one candidate for each office. Additional nominations may be made from the floor at the time of the election.

Section 3. The election of officers shall be by show of hands. If no nominee receives a majority of the first ballot, a second ballot shall be held between the two leading candidates. An election for the new member of the Advisory Board shall take place in the spring semester to replace the Advisor whose term then expires.

Section 4. If any office shall become vacant between the regular elections, a special election shall be held at the next regular meeting to fill any such vacancy. The officer elected at that time shall serve until the next regular election and assume all responsibilities and roles of the elected office.

Section 5. No officer who was elected at a regular election shall be allowed to succeed himself.

Bylaw V Membership

Section 1. Active Membership

- a. Active membership shall be defined as stated in the National Constitution, Article VI, Section 1.
- b. Any alumnus member voted full undergraduate privileges should be subject to all rules and regulations of the Chapter.

Section 2. Eligibility of Undergraduate and Graduate Student Membership

- a. Membership eligibility of undergraduate and graduate students will remain as defined in Article VIII, Section 2 and Section 3 of the National Constitution and Bylaws, respectively.
- b. The Oklahoma Alpha Chapter of Tau Beta Pi will extend election of membership to qualified undergraduate and graduate students from the following academic schools contained within the University of Oklahoma Gallogly College of Engineering and University of Oklahoma Mewbourne College of Earth and Energy: Aerospace and Mechanical Engineering, Chemical Engineering and Material Science, Civil Engineering and Environmental Science, Computer Science, Electrical and Computer Engineering, Engineering Physics, Biomedical Engineering, Industrial and Systems Engineering, and Petroleum and Geological Engineering.

Section 3. Eligibility for Alumni and Eminent Engineers

- a. Eligibility for University of Oklahoma Alumni and Alumni of other institutions to become members of Tau Beta Pi will remain as defined in Article VIII, Section 4 and Section 5 of the National Constitution and bylaws respectively.
- b. Eligibility of Eminent Engineers to become members of Tau Beta Pi will remain as defined in Article VIII, Section 6 of the National Constitution and Bylaws.
- c. Eligibility Requirements for Alumni and Eminent Engineers will remain as defined in Article VIII, Section 7 of the National Constitution and Bylaws.

Section 4. Election of New Members

- a. The Election of new members shall be held in the fall and spring terms as soon as possible after the grades for the past term become available from the designated administrator.
- b. All provisions of Article VIII of the National Constitution and Bylaws shall be strictly followed in the election procedure for all new undergraduate and graduate student electees, as well as all Alumni and Eminent Engineer candidates.
- c. In order to be considered for student membership in this chapter, a student must be a full-time student in good standing in the College of Engineering, have a minimum curriculum grade point average (GPA) of 3.00 and in the top one-eighth (1/8) of all junior classified engineering students or in the top one-fifth (1/5) of all senior classified engineering students. In addition, potential student members must have a minimum of twenty (12) engineering course credit hours completed at the University of Oklahoma.

Section 5. Evaluation of Character

- a. Invitation letters are sent to scholastically eligible candidates. The letter congratulates the candidate on his or her academic performances and invites the candidate to attend a new electee informational meeting. The letter, with an introductory pamphlet enclosed, gives general information about Tau Beta Pi.
- b. At the new electee informational meeting, candidates are given a formal introduction to Tau Beta Pi, both on the national and local level. Candidates are encouraged to socialize with chapter members and to meet and talk with as many members as possible.

Section 6. Election Procedure

- a. All officers meet with the Advisory Board to review the character of the new electees selected upon academic merit. The new electees are required to submit an updated resume prior to election. The Advisory Board will use information on the resume for the review of character. Electees may also be required to attend a service activity prior to Initiation. The officers will be required to provide an opportunity to the new electees prior to Initiation. An appointed officer, prior to Initiation, will verify completion of the activity. Failure to complete the required service project may result in the new electee's inability to be initiated.

Section 7. Membership Status

- a. A member in good standing shall be an active member who has no disciplinary action pending against him, who has completed the necessary service activities each semester and who has paid all required fees, fines and assessments.
- b. The service activity requirements must be communicated in writing to all members no later than the first regular meeting of each semester.
- c. An appointed officer, prior to the conclusion of each academic term, will verify payment of fees, fines and assessments and completion of the mandatory service activities.
- d. A member not in good standing cannot hold any elective or appointive position, participate in any chapter business, or wear a cord and/or stole on behalf of the Oklahoma Alpha Tau Beta Pi Chapter at Commencement.
- e. A member not in good standing may be returned to good standing classification by a three-fourths (3/4) majority vote of the Executive Council upon completion of additional service activities outlined by the Executive Council at the beginning of each new term.