BYLAWS OF THE OKLAHOMA BETA 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 Tulsa and of the College of Engineering and Physical Sciences 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 Tulsa and/or the College of Engineering and Physical Sciences, the rules of the University of Tulsa and/or the College of Engineering and Physical Sciences 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:
   a. C-V1, 1 - National Constitution Article VI, Section 1.
   b. B-V, 5.02 - National Bylaw V, Section 5.02
   c. OBB-1, 4 - Oklahoma Beta Chapter Bylaw 1, 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 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 the 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.

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 College of Engineering and Physical Sciences.
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 Chairman of the Advisory Board shall be the President of the Chapter.

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 and active members shall be alternate delegates, in the order given in OBB-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 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 Chapter files 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 material 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 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 College of Engineering and Physical Sciences 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 per 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 semesters: 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 by the Constitution and Bylaws of the Association nor in these Bylaws. A majority vote at any meeting is required for this usage.

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

Section 6. There shall be at least one meeting a month while the regular school year is in progress.

Section 7. Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President or Officers for reasons which they judge to be good and sufficient. A member who must miss a regular, scheduled meeting shall submit his reasons to the President or Officers in writing, before the meeting, unless the excuse is illness.

Section 8. An active member will become inactive if he or she misses two consecutive meetings of the Chapter without prior notice, unless the excuse is illness. An inactive member will be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board.

Section 9. 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 reported 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 10. 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 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: 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 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 provision 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: Electrical Engineering, Mechanical Engineering, Systems Engineering, Applied Mathematics with Engineering Option, Chemistry with Engineering Option, Geology with Engineering Option, Engineering Physics, Chemical Engineering, Petroleum Engineering, and Computer Science through the College of Engineering and Physical Sciences.

Section 4. Night students in the pursuing equivalent curricula to those named in OBB-V, 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 once as a first-term junior, more than once as a second-term 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 the Advisory Board of the Chapter.

Section 7. The requirements for election into the Oklahoma Beta Chapter of the Tau Beta Pi Association shall be as follows:
   a. Juniors who are in the upper one-eighth of their class and have a minimum grade point average of 3.5 shall be eligible for membership in this Chapter. However, those Juniors who are in the upper one-eighth of their class but do not have a minimum grade point average of 3.5, shall be eligible for membership in this Chapter only after a vote of approval by 80% of the Chapter membership.
   b. Seniors who are in the upper one-fifth of their class and have a minimum grade point average of 3.2 shall be eligible for membership in this Chapter. However, those Seniors who are in the upper one-fifth of their class but do not have a minimum grade point average of 3.2 shall be eligible for membership in this Chapter only after a vote of approval by 80% of the Chapter membership.

Section 8. The Membership 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. New members of the Chapter shall be elected from among the scholastically eligible candidates on the basis of character, as enunciated in the Eligibility Code of the Association. The election of members shall be by secret ballot and by a majority of the active membership of the Chapter. See OBB-II, 2 and OBB-III, 10. The Eligibility Code shall be read by the President at the election meeting.

Section 10. The President shall direct the Membership 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 within 24 hours of the end of the Election Meeting.

Section 11. 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 of voting.

Section 12. At the first meeting of electees, the President shall explain the requirements, objectives, and activities of the Association and of the Chapter. All electees are required to attend this meeting.

Section 13. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, R(a).

Section 14. Each electee shall be required to pass a test on a subject suggested or approved by the Advisory Board, and to read the Constitution and Bylaws of the Association and these Bylaws.

Bylaw VI - 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. 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 this quorum shall be required for election. If no nominee receives a majority on the first ballot, a second ballot shall be taken between the two leading candidates.

Section 3. If any office becomes vacant between regular elections, a special election shall be held at the next meeting to fill the vacancy. The officer elected shall serve until the next regular election.

Section 4. 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. 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 $50.00. The specific amount to be charged shall be set during the first Chapter meeting in the fall semester of each year. The initiation fee shall include the national initiation fee, the national Convention assessment, and the cost of one initiation banquet. It shall be paid in advance of the initiation, unless arrangements for payment are made prior to the initiation with the Chapter Treasurer.

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

Section 4. There shall be at all times a balance of at least $50.00 in the Chapter treasury. A sum of no more than $25.00 may be kept in petty cash.

Section 5. Expenditures in excess of $25 shall be made by check, signed by the Treasurer and countersigned by the President. Expenditures of less than $25 may be paid from petty cash by the Treasurer.

Section 6. The Chapter's fiscal year shall be June 1 to May 31.

Section 7. Immediately following the end of the Chapter's fiscal year, at least one active member of the Chapter (but not the Treasurer) 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 the 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.
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 Chief Faculty Advisor, 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 and Physical Sciences.

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 affirmative vote of the 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).

Section 2. 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 - Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on __________. They were last amended on __________.

Signed _______________ Signed _______________
(President) (Chief Faculty Advisor)
Amendments to Oklahoma Beta Chapter Bylaws.

Bylaw VI.

Section 15. Exemplary Character Evaluation.
   a. Letters shall be sent to scholastically eligible candidates inviting them to a get-acquainted meeting.
   b. A get-acquainted meeting shall be held at which the Chapter members will meet the candidates. The candidates shall be introduced to the purposes and activities of Tau Beta Pi.
   c. The Chapter members shall be asked to make recommendations on the candidates they met during the get-acquainted meeting, at the Chapter's election meeting.

Section 16 Voting Procedures.
   a. At the Election Meeting, the Eligibility Code shall first be read.
   b. The election of senior candidates shall precede the election of junior candidates. Each name shall be presented in alphabetical order 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 twenty-five percent of the members present so request.
   e. No student who fails election on the third ballot shall be considered again at this election. He or she may be considered at the next election if he or she is then eligible.