

Bylaws of the OR A Chapter Of The Tau Beta Pi Association

Bylaw I – General

Section 1. These Bylaws shall govern the proceeding 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 Oregon State University 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 Oregon State University College of Engineering, the rules of Oregon State University College of Engineering shall prevail. 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-VI, 1 – National Constitution Article VI, Section 1.
- b. B-V, 5.02 – National Bylaw V, Section 5.02.
- c. XX XX-I, 4 – OR A 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. 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 officers of this Chapter shall be a President, Vice President, and Recording Secretary, Corresponding Secretary, who shall be active members of the Chapter. The Recording Secretary and Corresponding Secretary may be combined into one position if both positions cannot be filled. A Treasurer who may be an active member of the Chapter or a member of the faculty; and four alumnus advisors.

Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding and/or Recording Secretary, Treasurer, and four alumnus members of the Association. The Co-Chairs of the Advisory Board shall be the President and Chief Advisor.

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. Officers can hold positions for more than one year at the discretion of the Advisory Board. If a position becomes vacant (i.e the officer

graduates), the position will be elected by the chapter at the earliest convenience. Until then, the Advisory Board will fill this role.

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 OR A-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. The President is in charge of maintaining officer descriptions and sharing this information with newly-elected officers.
- 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. Any of the elected officers 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 shall cooperate with the Director of Tau Beta Pi District 14 and shall encourage the Chapter members to participate in the District's activities.

Bylaw III – Meetings

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

Section 2. The following regular meetings shall be scheduled and held once in the Fall and once in the Spring quarters: Discussion of Election Procedures, 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 any member of the Advisory Board or upon written request to the President signed by five active members.

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 quarter shall be held within four weeks of the start of the quarter.

Section 6. The officers shall present a complete Google Calendar of the regular meetings of the Chapter for the quarter to the active members for their approval no later than the fourth week of the quarter. This calendar will also be added to accommodate Oregon State University's SLI website to meet the requirements for the Engineering Student Council (ESC) for all members to view. A separate Calendar will be kept for the Advisory Board to keep track of officer and advisor meetings.

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 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. Attendance taken by the Secretary.
- b. Review agenda for meeting.
- c. Reports of the officers.
- d. Reports of the committees (if applicable).
- e. New business/updates.
- g. Adjournment.

Sections 9. Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the Secretary for reasons deemed to be good and sufficient. A member who must miss a regular, scheduled meeting shall submit reasons to the Secretary, in writing, before the meeting unless reasonable circumstances prevent timely notification. If unexcused absences become a habit for a member, refer to B-III, Section 12.

Section 10. The President shall call a meeting of the Advisory Board at the beginning of each quarter to discuss Chapter activities for that quarter.

Section 11. Quorum 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 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.

Section 12. Active Student Status (a) A member shall be considered inactive upon withdrawal or graduation from college, departure for internship or study abroad, or illness or accidental injury lasting over two months, and shall become active immediately upon returning to college.

(b) An active member becomes inactive and eligible for discipline if he or she misses two consecutive meetings without notice.

(c) Any active member may willingly relinquish active status indefinitely, or for a set time as approved by the advisory board.

(d) Active members who are currently in an internship or study abroad shall be given reasonable accommodation to attend meetings if they desire to remain active.

(e) Any inactive member shall be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board.

(f) New initiates shall be inactive until their first attendance of a meeting as a member, upon which time they shall become active immediately.

Bylaw IV – Committees

Section 1. Subject to provisions of B-V, 5.02, the President, at their discretion, shall appoint the chair and members of the following committees: Chapter Projects, Awards & Nominations, Publicity, and such other committees as the Chapter shall desire and establish.

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 V – Election of New Members

Section 1. Election of new members shall be held in the Fall and Spring quarters as soon as possible after the grades for the previous term become available. The Chapter Advisors are responsible for acquiring the grades from the College of Engineering.

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

Section 3. Scholastically eligible undergraduate students enrolled at *Oregon State University* in the following majors accredited by ABET-EAC shall be considered for membership in the Chapter: *Bioengineering, Chemical Engineering, Civil Engineering, Ecological Engineering, Electrical and Computer Engineering, Energy Systems Engineering, Environmental Engineering, Forest Engineering (College of Forestry), Industrial Engineering, Manufacturing Engineering, Mechanical Engineering, and Nuclear Engineering*. Graduate Students considered for membership shall be determined at the discretion of the Advisory Board.

Section 4. Students with Junior standing shall be considered to be those who have completed at least 90 quarter units and at most 135 quarter units. Students with Senior standing shall be considered to be those who have completed at least 135 quarter units.

Section 5. Transfer students including Post-Bacc students shall be considered eligible any time after earning 24 or more credits at Oregon State University, and other students who may be overlooked under the above clarification scheme shall be eligible at the discretion of the Advisory Board.

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

Section 8. Exemplary Character Assessment

(a) In addition to scholastic requirements, each candidate must complete each of the following requirements to be initiated:

- (1) Attend an informational meeting.
- (2) Submit an application indicating interest in the chapter.
- (3) Attend one meeting or one event held by the chapter as directed in C-III 2 (a).
- (4) Complete a ten-minute interview session with members of the chapter to assess character and previous activities relevant to the Eligibility Code.
- (5) Read the constitution and bylaws of the association pursuant of C-III 4 (b) and the chapter bylaws.
- (6) After election, attend an Electee Meeting hosted by the chapter president to complete catalog cards, pay fees, and review eligibility code. Additional items for this meeting may be included at the chapter's discretion.

(b) If an electee fails to complete these requirements or exhibits concerning character, the chapter shall hold a meeting prior to Initiation for the purpose of reviewing the Eligibility Code and presenting the circumstances for revocation of election. The requirements for the revocation vote outlined in C-V (c) shall be adhered to in this procedure.

Section 9. Election Procedures (a) Upon completion of interviews, the chapter shall hold an election meeting. The Eligibility Code shall be reviewed at the start of business. The purpose of the meeting shall be to hold the election vote, which requires a quorum consisting of three-fourths of the active membership. An affirmative vote requires three-fourths of the quorum in favor of election. The election shall be a secret ballot compliant with C-III 3 (b). Those electees desiring to accept election at the conclusion of the vote shall formally state their acceptance.

(b) Membership shall not be denied to any student on the basis of age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status.

Section 10. Voting Procedures.

a. Prior to the eligible students being notified of their candidacy, the Chapter will hold the Character Evaluation Meeting.

b. If no concerns are raised about a candidate by active members at the Election Meeting, they shall be considered elected by the chapter.

c. Once approved, candidates will then be notified about their eligibility.

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. Each electee who refuses initiation for financial reasons shall contact the Treasurer and their situation will be discussed by the Advisory Board.

Section 14. 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 VI – Election and Installation of Officers

Section 1. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and alumnus member of the Advisory Board shall be elected by the end of Winter quarter or as needed due to vacancies.

Section 2. Candidates for officer positions shall formally state their intent to run for a position. They shall make a formal presentation to the chapter including: their name, major, picture, position they are interested in, and list of qualifications. This presentation will be sent to the Secretary who will share this with active members at the next meeting.

Section 3. Officers-elect shall be formally installed at the end of the transition period. 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. Transfer of financial records between the past and newly elected Treasurer is contingent upon an audit as required by OR A--VII, 8.

Section 4. The election of officers shall be by closed 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. Voting may take place online in lieu of in person ballot voting. 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. Officers shall be registered for at least 6 hours currently.

Section 6. Officers shall not be on disciplinary probation.

Section 7. Officers shall have a minimum cumulative GPA of 2.00 and not have been on probation for the most recently completed term prior to the term of election.

Section 8. Students enrolled in Graduate School are eligible to run and hold officer positions.

Section 9. 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 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.

Section 2. The initiation fee for all initiates shall be \$75.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fees and expenses of \$55.00 and the operating expenses of the local Chapter of \$20.00 (which includes an optional \$10 assistance for engraved bent pins). The operating expenses of the local Chapter includes but are not limited to: initiation banquet, postage, and general meeting supplies.

Section 3. At the beginning of each quarter, the Treasurer shall draw up a budget subject to approval of the Advisory Board.

Section 4. The Treasurer will maintain two bank accounts: The Auxiliaries and Activities Business Center (AABC) and the Oregon State Credit Union. For the AABC account, the President and the Treasurer will be the account heads. For the Oregon State Credit Union account, the Treasurer and Chief Advisor will be the cosigners. The AABC is recommended for on-campus expenses such as booking rooms and catering. The rest of the expenditures are recommended to be purchased with the Oregon State Credit Union debit card or checkbook.

Section 5. There shall be at all times a balance of at least \$250.00 in each of the Chapter treasuries. 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, debit card, signed by the Treasurer and countersigned by the President, or through the account held at the AABC office. Expenditures of less than \$5.00 may be made from petty cash by the Treasurer.

Section 7. The Chapter's fiscal year shall be June 1 to May 31, as used by the IRS.

Section 8. Immediately following the end of the fiscal year, it is recommended 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. The Chief Advisor will be responsible for filling the Internal Revenue Service Form 990-N (e-Postcard) as soon as possible after the end of the fiscal year but in no case later than October 15 of that year.

Section 9. No part of the net earnings of the Chapter will insure to the benefit of, or be distributable to, members or 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 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 material shall be kept up-to-date and under lock and key when not in use.

Section 3. The key to the Covell Hall Room 018 storage room with 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 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. 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.

Section 3. The Corresponding Secretary shall send a copy of the Bylaws as amended to the Advisory Board 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 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 XIII – Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on May 26, 2020.

They were last amended on May 29, 2025

Signatures

Norton Stowell

(President)

Norton Stowell

(Chair of Advisory Board)