

**Bylaws of the Oregon Beta Chapter  
Of  
The Tau Beta Pi Association  
Engineering Honor Society  
Enacted 05/05/1993  
First Revision 10/21/2004  
Second Revision 03/01/2006**

**Bylaw I – General**

- Section 1.01. 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 1.02. This Chapter shall conform to such rules and regulations of Portland State University and of the Maseeh College of Engineering and Computer Science as may apply to honor societies.
- Section 1.03. In the event of conflict between the Constitution and Bylaws of The Tau Beta Pi Association, Inc. and the rules and regulations of Portland State University and/or the Maseeh College of Engineering and Computer Science, the rules of Portland State University and/or the Maseeh College of Engineering and Computer Science shall apply.
- Section 1.04. Abbreviated references herein to the Constitution and Bylaws of the Association and to various Bylaws of this document shall be made in the form illustrated by the following examples:
- a. C-VI – Tau Beta Pi National Constitution Article VI.
  - b. B-V, 5.02 – Tau Beta Pi National Bylaw V, Section 5.02.
  - c. ORB-1.04 – Oregon Beta Chapter Bylaw I, Section 1.04.

**Bylaw II – Government and Officers**

- Section 2.01. The Chapter shall be composed of members chosen from among eligible students, alumni, and eminent engineers on the bases of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VIII and in The Eligibility Code of The Tau Beta Pi Association.
- Section 2.02. The Chapter shall have full control over its individual affairs subject to the Constitution and Bylaws of the Association. 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.
- Section 2.03. 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 four alumnus advisors, preferably elected from among the faculty of the Maseeh College of Engineering and Computer Science.
- Section 2.04. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and the four alumnus advisors of the Chapter. The Chair of the Advisory Board shall be elected by its members at the first board meeting of the year.
- Section 2.05. Alumnus advisors 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, or until their resignation, or until they are removed in accordance with B-V, 5.01 (d).

- Section 2.06. 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 2.07. The President shall be this Chapter's delegate to the Convention of the Association. The other officers shall be alternate delegates, in the order listed ORB-II, 2.03.
- Section 2.08. 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 Corresponding Secretary shall post notices to the members and notify the Advisors of the time, place, and purpose of each Chapter meeting at least one week in advance of the meeting.
  - d. The Corresponding Secretary shall serve as Secretary of the Advisory Board.
  - e. The President and Vice President shall pay a courtesy call on the Dean of Engineering and Computer Science early in the fall term to discuss ways in which the Chapter may be of service to the School of Engineering. The substance of such discussions shall be reported to the Chapter at the next meeting.

### **Bylaw III – Meetings**

- Section 3.01. The following regular meetings shall be scheduled and held once each year: Organization, Election of Officers, and Installation of Officers.
- Section 3.02. The following regular meetings shall be 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 social, literary, or technical nature.
- Section 3.03. Special meetings may be called 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 3.04. The most recent edition of "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 3.05. The first meeting of each quarter shall be held within three weeks of the start of the quarter.
- Section 3.06. The officers shall present a complete calendar of the regular meetings of the Chapter for the quarter to the active members for their approval no later than the second meeting of the quarter.
- Section 3.07. Notices posted for the active members and sent to the alumnus Advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.
- Section 3.08. 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 3.09. 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.
- Section 3.10. An active member shall become inactive subject to the provisions of B-VI, 6.06 or upon request. A member may be recommended to the Advisory Board for placement into inactive status by a majority vote of chapter officers if he or she misses two consecutive chapter meetings without notice unless the excuse is illness, or if he or she fails to assist with any chapter activities during a given quarter as set forth in ORBV, 10c. An inactive member will be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board.
- Section 3.11. The President shall call a meeting of the Advisory Board at the beginning of each quarter to discuss Chapter activities for the quarter. The minutes of each Advisory Board meeting shall be read at the following regular meetings of the Chapter. Additional meetings of the Advisory 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 3.12. A quorum for the consideration of new 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 assessment on the members of the Chapter, and for amending Chapter Bylaws, 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 the Advisory Board shall be four members of the Board.

#### **Bylaw IV – Committees**

- Section 4.01. 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 4.02. 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 4.03. 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 5.01. All provisions of C-VIII and B-VII shall be strictly followed.
- Section 5.02. Scholastically eligible full-time undergraduate students in the following curricula shall be considered for membership in the Chapter: Civil and Environmental Engineering, Electrical Engineering, Computer Engineering, and Mechanical and Materials Engineering. Scholastically eligible full-time graduate students in the following curricula shall be considered for membership in the Chapter: Civil and Environmental Engineering, Electrical and Computer Engineering, Mechanical and Materials Engineering, Manufacturing Engineering, Systems Engineering, and Software Engineering.
- Section 5.03. Part-time students pursuing equivalent curricula to those named in Section 5.03 may be considered for membership in this Chapter subject to the provisions of C-VIII, 2(a). No such student shall be considered more than twice as a junior or more than twice as a senior.
- Section 5.04. Transfer students shall be eligible for consideration at the third regular election after their registration. Such students may be eligible at the third regular election after their registration, provided the consent of five-sevenths of the Advisory Board is obtained.

- Section 5.05. All undergraduate students that meet the credit requirement that allows them to be considered as juniors by the University shall provide proof that they have completed an acceptable number of the core engineering courses through their sophomore year as defined by their department. Unofficial transcripts shall serve as satisfactory proof of completion. The chapter will define acceptable level of completion at the Eligibility meeting on a case-by-case basis.
- Section 5.06. 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 5.07. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.
- Section 5.08. 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 5.09. 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. Eligible students interested in joining the chapter must agree to no less than three and no more than five hours of volunteer service per quarter working on projects and activities to promote active participation in the chapter.
  - d. 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.
  - e. An election meeting shall be held at least one week after the pre-election meeting.
- Section 5.10. 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 order of last name for discussion and shall be voted on before the following name is considered. Election shall be by  $\frac{3}{4}$  vote of the members present.
  - c. After all the 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 this election. He or she may be considered again at the election if he or she is then eligible.
- Section 5.11. 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 24 hours of the Election Meeting.
- Section 5.12. 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 5.13. At the first meeting of electees, the President shall explain the requirements, objectives, and activities of the Association and the Chapter. Those electees desiring to accept election, shall formally state their acceptance, in writing, in a letter addressed to the President.

- Section 5.14. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10(a).
- Section 5.15. 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 also be required to read the Constitution and Bylaws of the Association and these Bylaws.
- Section 5.16. 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 6.01. 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 quarter.
- Section 6.02. Nominations for officers shall be sought from the members that have at least one full school year remaining in their programs. Interested members may nominate themselves by notifying the President of the chapter. If no members step forward, nominations shall be made by two nominating committees appointed by the President. Each committee shall nominate for each office one candidate who is willing to serve in that capacity. Additional nominations may be made from the floor at the Election of Officers Meeting. Reports of the nominations shall be made at a scheduled Chapter meeting, by mail, or by e-mail to the active members at least one week prior to the Election of Officers Meeting.
- Section 6.03. The Election of Officers Meeting shall be held at least three weeks prior to the date of the district conference. 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 required by ORB-VII, 8.
- Section 6.04. The election of new 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 6.05. If any office becomes vacant between regular elections, a special election will be held at the next Chapter meeting or by e-mail to fill the vacancy. The officer elected shall serve until the next regular election.

#### **Bylaw VII – Finances**

- Section 7.01. 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 of any changes in amounts of the Chapter's initiation fee, dues or assessments.
- Section 7.02. The initiation fee for undergraduate and graduate students shall be payable in advance of initiation to the Chapter Treasurer. This fee covers the national initiation fee, the national Convention assessment, the cost the BENT publication, the cost of the certificate and Key, and the operating expenses of the local Chapter. The chapter shall collect a fee for chapter operating expenses that

shall be set forth in the operating budget and will be added to the national fees to determine the total initiation fee.

- Section 7.03. 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 quarter. 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 7.04. The Chapter shall use the official bookkeeping system of the Association (except as provided in B-V, 5.03(e)(2)).
- Section 7.05. 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 7.06. Expenditures in excess of \$5.00 shall be made by check, signed by the Treasurer and counter signed by the President. Expenditures of less than \$5.00 may be made from petty cash by the Treasurer.
- Section 7.07. Check disbursement requires the signature of the President and the Treasurer.
- Section 7.08. The Chapter's fiscal year shall be from August 1 to July 31.
- Section 7.09. 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 books. If necessary, the Treasurer and Treasurer-elect shall file the Internal Revenue Service's Form 990.
- Section 7.10. 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 VIII- Discipline**

- Section 8.01. It is the intent of this disciplinary Bylaw to impress the membership with the seriousness of the purpose of this Chapter and of The Tau Beta Pi Association, and to enable the officers and dedicated members of the 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 8.02. Discipline shall be in accordance with C-IX, 4 & 5.
- Section 8.03. 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 8.04. An active member becomes inactive if he or she misses two consecutive meetings without 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 (See National Bylaw VI 6.05(b)).

#### **Bylaw IX – Records and Equipment**

- Section 9.01. All permanent records of the Chapter shall be kept current and up-to-date.

- Section 9.02. 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 and key when not in use.
- Section 9.03. 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 9.04. The Charter of this Chapter shall be prominently displayed at a location determined by the Dean of Engineering.
- Section 9.05. 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 10.01. These Bylaws may be suspended only by a three-fourths affirmative of the active membership of the Chapter and by a four-sevenths vote of the Advisory Board, as provided in C-VI, 5.

**Bylaw XI – Amendments**

- Section 11.01. 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 11.02. These Bylaws may be amended by a three-fourths vote of the active membership of the Chapter, subject to the approval of the Advisory Board, as provided in C-VI, 7(b)
- Section 11.03. The Corresponding Secretary shall send a copy of the Bylaws as amended, to the Secretary-Treasurer of the Association within two weeks after the amendment is adopted.

**Bylaw XII – Dissolution**

- Section 12.01. 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 exclusively for educational and scientific purposes and exempt from federal income tax under Section 501(s)(3) of the U.S. Internal Revenue Code of 1954. Any of such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

**Bylaw XIII – Enactment**

- Section 13.01. These bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on May 5, 1993.

They were last amended on October 21, 2004.

Signed            Scott Felton  
                          (President)

Signed            Ian Hoogendam  
                          (Advisory Board Chair)