

Bylaw I – General

Section 1.01.

These Bylaws shall govern the proceedings of this chapter in all matters not specifically provided for in the Constitution and Bylaws and in the Convention Acts of the Tau Beta Pi Association. See Const. Art. VI, Sec. 5.

Section 1.02.

These Bylaws shall not be suspended except with the written consent of a majority of the Advisory Board of the Chapter. See Const. Art. VI, Sec. 5.

Bylaw II – Membership & Voting

Section 2.01.

The membership of this chapter shall be composed of all undergraduate student members. Graduate student and alumnus members who expressed their desire to be fully active in chapter affairs shall also be members of the chapter provided their membership is in accordance with Const. Art. VI, Sec. 1.

Section 2.02.

The active membership of this chapter shall consist of all chapter members who regularly participate in chapter affairs. The chapter officers can render a member to inactive status upon the wish of the member in question or due to a significant lack of participation. Bylaw VI, Sec. 6.05. of the Association applies as well.

Section 2.03.

At the beginning of each academic year, the officers of the chapter shall determine the total and active membership of the chapter.

Section 2.04.

A quorum for the consideration of routine business shall consist of one-half of the active membership of the chapter; for the election of new members, for the changing of the initiation fee or chapter dues, and for the passing of an assessment on the members of the chapter, three-fourths of the active membership; and for the approval or disapproval for a proposed amendment to these by-laws, three-fourths of the active members of the chapter. See Bylaw V, Sec. 5.07. of the Association.

Section 2.05.

Voting can be performed at meetings. In this case, the quorum will be determined by the active members present.

Section 2.06.

Voting can be performed by any electronic means approved by the Advisory Board. Members will have the opportunity to cast their vote in a reasonable, specified and announced timeframe. In this case, every active member casting a vote counts towards the quorum. Members shall have the option to cast a vote as abstaining.

Section 2.07.

The choice of voting method shall be determined by the Advisory Board either in general or for individual cases. The chapter shall strive to use a method that allows the highest number of active members to participate.

Section 2.08.

Voting shall be administered by the officers of the chapter, except as stipulated in Section 3.08.. For a secret vote, the president shall be the only active member to see individual ballots. Members of the advisory board that are not active members may oversee the voting process.

Bylaw III – Officers

Section 3.01.

The officers of this chapter shall be president, vice president, secretary, treasurer, and cataloger / initiation coordinator. These officers shall be active members. The officers of the chapter shall serve from June 1 to May 31 of the following year.

Section 3.02.

The president of the chapter shall be an undergraduate student and shall be responsible for all chapter affairs as specified by Bylaw V, Sec. 5.03 (a) of the Association. The president shall be the chapter's convention delegate. The president is, ex-officio, a member of all committees.

Section 3.03.

The vice-president of the chapter shall fulfill the duties as specified in Bylaw V, Sec. 5.03 (b) of the Association and any other duties delegated by the president. The vice-president shall assume the president's duties and responsibilities in the absence of the president.

Section 3.04.

The treasurer shall be an undergraduate student and shall be responsible for the chapter finances. The treasurer shall perform the duties of Bylaw V, Sec. 5.03 (e) of the Association.

Section 3.05.

The secretary shall be the corresponding and recording secretary of the chapter. The secretary shall record all meeting minutes, keep the roll and record books, and be

responsible for all official chapter communication with the Association. See Bylaw V, Sec. 5.03 (c), (d) of the Association for further duties.

Section 3.06.

The cataloger / initiation coordinator shall keep the official chapter membership roll and serve as primary coordinator of the initiation process. The cataloger / initiation coordinator shall work together with the secretary with respect to communication with the Association on initiation issues. The initiation coordinator shall perform the duties as outlined in Bylaw V, Sec. 5.03 (f) of the Association.

Section 3.07.

Elections for officers shall be held annually in the first two months of the spring semester, preferably before the district conference. Elected officers shall serve alongside with the outgoing officers immediately following their election. The initiation ceremony in the spring shall be conducted by the newly elected officers. The outgoing officers shall have turned over most of the current chapter business to the elected officers by this time, and their focus shall be on end-of-year closing activities, e.g. the chapter survey. Due to university regulations the outgoing officers shall be the only one with access to the chapter's account until May 31. The elected officers shall be formally installed at the last executive board meeting of the spring semester.

Section 3.08.

Elections shall be conducted by the chapter advisors. Nominations can be made by any active member up until a nomination deadline as determined by the advisors. Elections shall be conducted by secret ballot and a majority is required for election.

Section 3.09.

The chapter's alternate convention delegates shall be the officers in the order listed in Section 3.01. Elections shall be held if the convention delegate and / or the alternate cannot be determined by this process.

Section 3.10.

This chapter shall have at least four advisors as required by Const. Art. VI Sec. 7. The chief advisor shall be a faculty member. Advisors shall serve four year terms. If the president stays at Lehigh in the year directly following her or his term in office, she or he shall serve the chapter as advisor in that year. Her or his term shall be limited to a year in this case.

Section 3.11.

The advisory board shall consist of the president, vice-president, secretary and four chapter advisors. If the chapter has more than four advisors, the chief advisor shall pick three advisors to serve alongside with her or him. See Const. Art VI Sec. 7 for composition, duties and rights of the advisory board.

Bylaw IV – Committees

Section 4.01.

The chapter shall have committees on membership, initiation, program, social activities as stipulated By Bylaw V, Sec. 5.02. of the Association.

Section 4.02.

The chapter can establish additional committees as deemed appropriate.

Section 4.03.

Committee members are appointed by the president as prescribed in Bylaw V, Sec. 5.02. of the Association. The president shall provide specific duties, responsibilities and goals to each committee.

Bylaw V – Meetings

Section 5.01.

This chapter shall hold one business meeting and one general meeting of a social, literary, or technical character each semester as required by Const. Art. VI Sec. 9.

Section 5.02.

The first meeting each semester shall be held within the first three weeks of the semester.

Section 5.03.

Meetings shall be called by the president, by any member of the advisory board, or upon request of five active members to the president.

Section 5.04.

All active members and the advisory board shall be notified of all meetings well in advance. The agenda shall also be provided to them in advance.

Section 5.05.

Meetings shall be conducted in accordance with Robert's Rules of Order Revised.

Bylaw VI – Eligible Students

Section 6.01.

These bylaws shall only limit or specify the eligibility requirements set forth in the Const. Art. VIII and Bylaw VI of the Association.

Section 6.02.

Students enrolled in a single-degree, P.C. Rossin College of Engineering and Applied Sciences-only degree program shall be eligible for membership. The student also has to

be in good standing with the university. The degree program has to lead to a degree which will be awarded by the P.C. Rossin College of Engineering and Applied Sciences as well. This section applies if not otherwise stipulated in this Bylaw.

Section 6.03.

Eligible juniors and seniors will be determined based upon class standing as determined by the Lehigh University Registrar. Eligibility will be in accordance with Bylaw VI Sec. 2 of the Association.

Section 6.04.

As students can have advanced class standing not corresponding to their progress in their engineering curriculum, the membership committee shall recommend to the chapter not to elect any student who has not at least completed four courses in the respective engineering major. For example, math courses offered by the math department do not count, math courses offered by one's engineering department do. Also, advanced chemistry courses would count for a chemical engineering major, but not for a civil engineering major.

Section 6.05.

If a student would be recommended as not to be elected under the previous section, but has considerable engineering work experience, e.g. an engineering co-op, then the membership committee should recommend the election of the student.

Section 6.06.

The character of a candidate will be determined during the interview process, and shall meet the following minimum requirements. (a) the candidate shall have submitted all information as required by Bylaw VII prior to or at the candidate's interview, (b) the candidate shall dress and conduct oneself as if at a job interview, (c) the candidate shall expect more from membership than recognition, (d) the candidate shall have completed volunteer work in the past and / or currently or shall be willing to do so in the future, (e) the candidate shall be involved in the university outside of engineering and academics. The membership committee shall use these criteria in their determination of exemplary character, but credence shall also be paid to the interviewers personal impression.

Section 6.07.

The following degree programs of the P.C. Rossin College of Engineering and Applied Sciences shall be considered eligible: Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Engineering Mechanics, Environmental Engineering, Industrial Engineering, Materials Science and Engineering and Mechanical Engineering.

Section 6.08.

Any student in a dual degree program in which one degree is an eligible degree by this Bylaw shall be considered an eligible student as long as the engineering degree is

obtained before or at the same time as the non-engineering degree. The advisory board may grant an exception to this rule.

Section 6.09.

The Arts-Engineering program is an eligible dual degree program under the previous section. Under the Arts-Engineering program, a student obtains a degree from the Arts & Science College, as well as a degree from the P.C. Rossin College of Engineering & Applied Sciences in an engineering discipline.

Section 6.10.

Biochemistry shall not be an eligible curriculum.

Section 6.11.

The B.S. Degree in Chemistry awarded by the College of Engineering and Applied Sciences shall not be an eligible curriculum.

Section 6.12.

The Biological Sciences and Engineering Program (Bioengineering) shall be an eligible curriculum.

Section 6.14.

The Civil and Environmental Engineering and Earth and Environmental Sciences dual degree program is an eligible dual degree program under Section 6.08.

Section 6.15.

Computer Science shall be an eligible curriculum, but only for the B.S. degree awarded by the College of Engineering and Applied Sciences.

Section 6.16.

Computer Science and Business shall be an eligible curriculum, as it retains most courses from the curriculum in Section 6.15. and mainly substitutes humanities and social science courses with business courses.

Section 6.17.

Engineering Physics shall be an eligible curriculum.

Section 6.18.

Electrical Engineering and Engineering Physics shall be an eligible dual degree program under Section 6.08.

Section 6.19.

Information and Systems Engineering shall be an eligible curriculum.

Section 6.20.

Students in the Integrated Business and Engineering (IBE) program shall be eligible, if the P.C. Rossin College of Engineering and Applied Sciences will award the IBE degree, which means that a student has a concentration in engineering. Eligible IBE majors are Chemical Engineering, Civil Engineering, Computer Technology, Electrical Engineering, Environmental Engineering, Industrial Engineering, Materials Science, Mechanical Engineering, Structural Engineering and Undesignated Engineering Major.

Section 6.21.

Transfer Students shall not be eligible for election until the third regular election after their registration as specified by Bylaw 6.02. (l) of the Association.

Bylaw VII – Election of Members

Section 7.01.

The election process shall start as soon as possible in the beginning of each semester.

Section 7.02.

The initiation coordinator shall obtain the list of eligible students from the Lehigh University Registrar's office and assure that the eligibility criteria are known and followed by that office. The initiation coordinator shall immediately file the report of eligibility.

Section 7.03.

The eligible students shall be notified immediately of their eligibility, if possible by the Dean of the College.

Section 7.04.

At least one orientation meeting for eligible candidates shall be held of which the candidates shall be informed along with their notification of eligibility as stipulated in Sec. 7.03. The orientation meeting shall inform the candidates about the election process, the Association and the activities of the chapter.

Section 7.05.

Each candidate shall provide a recent informal transcript and an up-to-date resume to the chapter either prior to or at her or his interview. The initiation coordinator shall ensure that each candidate is informed about this requirement within a reasonable time before the interview.

Section 7.06.

Each candidate shall participate in an interview in order to further determine character and other eligibility requirements as stipulated by Bylaw VI Sec. 6.02 (e) and (f) of the Association. The interviewer shall be an active chapter member. The membership committee shall provide a questionnaire to the interviewer. At the interview, the

candidate shall be provided with the Constitution and the Bylaws of the Association as well with these Bylaws. Also, the candidate shall fill out the catalog cards prior to the interview.

Section 7.07.

As soon as possible after the conclusion of all interviews, the membership committee shall meet and review all candidates according to the rules of Bylaw VI. The membership committee shall assemble the groups of candidates as defined in the following section, with the president approving them. The membership committee shall make their recommendations based on the information available at the time of the meeting. Only in exceptional circumstances shall the committee be allowed to inquire more information from a candidate. The committee however shall not accept any non-requested submissions from a candidate after their meeting.

Section 7.08.

This chapter shall use the group voting procedure for the election of new members as outlined in Bylaw VI Sec. 6.03. (a)(3) of the Association. There shall be four groups: juniors recommended for election, juniors not recommended for election, seniors recommended for election and seniors not recommended for election. If any member objects to the election of a candidate, that candidate's name shall be removed from the group. A vote shall be taken on the remainder of the group. After this group has been voted on, each candidate so removed shall be reconsidered and voted on individually as outlined in Bylaw VI Section 6.03(a) (1) and (2) of the Association. Election is by 3/4 vote.

Section 7.09.

Following the election, the initiation coordinator shall submit the report of election and the catalog cards to the Association and notify the candidates of their election (herein called electees) or non-election.

Section 7.10.

Each electee shall participate in at least one initiation project as directed by the officers of the chapter which satisfies Bylaw VII Sec. 7.01. of the Association.

Section 7.11.

The electees shall be initiated in a ceremony in the same semester. The ceremony is presided by the president or the president-elect as stipulated in Sec. 3.07. Following initiation, the initiation coordinator shall submit the report of final action.

Bylaw VIII – Records

Section 8.01.

Records shall be kept up-to-date and in good order. All records shall be turned over to the new officers before they assume office.

Section 8.02.

All records shall be open for inspection to any member of this chapter in good standing.

Section 8.03.

Records should be kept in electronic form whenever possible.

Section 8.04.

Records shall at least include everything listed in Bylaw V, Sec. 5.01 (c) of the Association.

Bylaw IX – Finances

Section 9.01.

This chapter shall use the accounting system required for Lehigh University student clubs.

Section 9.02.

The budget of estimated expenses of the chapter for the next academic year shall be prepared in the spring by the officers of the chapter and submitted, in time, to the Student Senate as required for Lehigh University student clubs.

Section 9.03.

The initiation fee for all initiates shall be \$70.00, payable before initiation. This shall include all national fees.

Section 9.04.

The expenses of the chapter shall be borne by the initiation fee, and by such dues and prorated assessments as may be voted by the chapter as outlined in Bylaw V, Sec. 5.04. (b) of the Association.

Bylaw X – Amendments

Section 10.01.

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.

Section 10.02.

These Bylaws shall be reviewed annually for their compliance with the Constitution and the Bylaws of the Association. Special consideration shall be given to Bylaw VI in that process.