CHAPTER BYLAWS
THE TAU BETA PI ASSOCIATION
EPSILON OF PENNSYLVANIA
(Updated February 7, 2003)

Bylaw I – General

Section 1. These bylaws shall govern the proceedings of 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. The Chapter shall conform to such rules and regulations of Lafayette College as may apply to honor societies.

Bylaw II – Meetings

Section 1. The following regular meetings shall be scheduled and held once each year: organization meeting, election of officers, and planning meeting. The planning meeting shall be held soon after the election of officers.

Section 2. The following regular meetings shall be scheduled and held once in the fall and once in the spring: preliminary consideration of candidates, election of candidates, introduction of electees, and formal initiation. A banquet shall be held immediately following the formal initiation.

Section 3. Meetings shall be held at such times that a majority of the active members can be present.

Section 4. The first meeting of each term shall be held within two weeks of the start of that term.

Section 5. Henry M. Robert’s “Rules of Order” shall be the parliamentary guide of this chapter on all points not provided for in these bylaws.

Section 6. Business meetings of the Chapter shall last no longer than one hour and fifteen minutes, unless extended by a three-fourths vote of those present.

Section 7. Special meetings may be called by the President at any time on his own initiative, by the Advisory Board, or at the written request of two-thirds of the active members.

Bylaw III – Government

Section 1. The regular officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Cataloguer, who shall be active members, and an Advisory Board.

Section 2. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Cataloguer shall hold office for one year. They shall be elected in the spring.

Section 3. The Advisory Board shall consist of the President, Vice President, Corresponding Secretary, and four alumnus members. These four alumnus members shall hold office for four years,
non-synchronously. They shall preferably be from the engineering department faculty and a new member shall be elected each year at the spring election.

Section 4. The Chapter President shall be the delegate to the Annual National Convention. The Chapter officers shall be alternates in the order listed in Section 1 above.

Section 5. The President shall be a member, ex-officio, of all committees, and shall see that each officer and each committee chairman is provided with a written list of all specific duties for which he is responsible. These lists shall be discussed at the first meeting in the fall. A copy of each list shall be placed in the President’s Book and in the Recording Secretary’s notebook.

Bylaw IV – Election of Officers

Section 1. Any current active member may nominate himself or another active member for any officer position, as long as the individual shall be on campus for the following fall term and is able to perform all duties.

Section 2. The order of election shall be President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, and Cataloguer. No one can be elected to serve in more than one office.

Section 3. The election of officers shall be by secret ballot. Two-thirds of the total active undergraduate membership shall constitute a quorum for the election of officers, and a simple majority of the total undergraduate membership shall be required for election. If no nominee receives a majority on the first ballot, a second ballot shall be held between the two leading candidates.

Section 4. If any office becomes vacant between the regular elections, a special election shall be held at the next meeting to fill any and all vacancies. The officer(s) elected at that time shall serve only the unexpired portion of the term of office.

Bylaw V – Records

Section 1. Records shall be kept up to date and in good order. The complete active records shall be turned over to the new officers when they assume office, together with a list of duties of each office. Records shall be retired each year and filed in lockers provided in the Acopian Engineering Center.

Section 2. All records shall be open for inspection to any active member of the Chapter.

Bylaw VI – Finances

Section 1. The initiation fee for each member shall be sixty dollars, payable at the time of initiation.

Section 2. A special assessment to cover the pro-rated cost of a meal may be made to those other than undergraduate members who desire to attend the biannual banquet.

Section 3. Assessments for any specific purpose may be voted by a three-fourths majority of the active undergraduate members.
Section 4. The Treasurer shall manage money of this Chapter. Expenditures shall be handled according to the Lafayette College accounting procedures.

Section 5. The Chapter shall use the official bookkeeping system of the Association.

Section 6. Within one month of the election of new officers at least two alumnus members of the Advisory Board (but not the Treasurer) shall audit the Chapter's books.

Bylaw VII – Committees

Section 1. The President shall appoint the Chairman and members of the following committees: Membership, Informal and Formal Initiation, Social Activities Programs, and such other committees as the Chapter shall desire and establish. Appointments shall be made at the first meeting after the election of officers, and again at the first meeting after the fall initiation of new members.

Section 2. It shall be the duty of each committee to carry out the instructions of the Chapter and to report its progress at each meeting.

Bylaw VIII – Membership

Section 1. The active membership of this Chapter shall consist of all undergraduate members and such alumnus members as have expressed their desire to assume the responsibilities of active membership.

Section 2. In recognition of their long and faithful service, the following individuals shall be granted a life membership in this Chapter and shall be exempt from all dues and assessments:

Professor Emeritus Paul B. Eaton, Mechanical Engineering
Professor Emeritus William S. Lohr, Civil Engineering

Other worthy individuals may be added to this section by amendment, as the Chapter desires.

Bylaw IX – Election of Members

Section 1. Undergraduate members shall be drawn from the regular full and part-time enrollment of any of the following departments: Civil and Environmental Engineering, Mechanical Engineering, Electrical and Computer Engineering, Chemical Engineering, or Bachelor of Arts in Engineering.

Section 2. In deciding the time that certain students shall be eligible for membership, the academic year shall be divided into two equal parts, as defined by the College Catalog. A total of eight terms shall be required for graduation.

Section 3. Only active undergraduate members are eligible to vote on new members.

Section 4. The top fifth of the senior class who have completed term six shall be eligible.

Section 5. The top eighth of students who have completed the requirements of Lafayette College for junior standing in their curricula shall be eligible.
Section 6. It shall be the responsibility of the President to request from the Registrar a list of all eligible students, as defined above, within one week of the start of classes each semester.

Section 7. The officers shall deliver a copy of the eligibility list to each engineering faculty member and make appropriate attempts to secure the return of as many evaluations as possible. The list shall be circulated at least two weeks prior to the election meeting. The officers shall also mail an eligibility list to each member at least one week prior to the election meeting.

Section 8. At the election meeting, each candidate shall be discussed briefly, including faculty comments, in order to determine which candidates are unknown to the Chapter. Discussion shall be by class, seniors first, and by alphabetical order. It shall be the responsibility of the members to research the character of all unknown characters through conversations with faculty, students, and administrators, or through other appropriate means. At no time, however, shall Tau Beta Pi be mentioned, except with faculty members, so as to maintain the confidentiality of the election process.

Section 9. A three-fourths quorum is required at the election meeting. Each candidate shall be discussed individually, in the manner described in Section 8 above. Each candidate shall be voted upon immediately following the discussion concerning him or her. A three-fourths affirmative vote is required for election.

Section 10. All members shall keep the election results in absolute confidence so that no elected student shall learn of his election except by means of the official letter. No student shall be informed as to the details of the vote, especially concerning the personal matters discussed at the time of voting.

Section 11. Each electee shall be required to notify the Corresponding Secretary, in writing, of his acceptance.

Section 12. Each electee who declines shall be followed up with in an appropriate manner.

Section 13. Election of suitable alumnus members shall be encouraged by this Chapter.

Bylaw X – Amendments

Section 1. An amendment to the Bylaws of this Chapter may originate with any active member or with the Advisory Board. Amendments must be proposed at a meeting of the Chapter and voted on at a later meeting. A three-fourths vote of the total active membership is necessary for the amendment to become effective, subject to the approval of the Advisory Board.