

BYLAWS OF THE PENNSYLVANIA KAPPA 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 Swarthmore College and of its Department 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 and regulations of Swarthmore College and/or its Department of Engineering, the rules of Swarthmore College and/or the Department of Engineering 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-VI, 1 -National Constitution Article VI~ Section 1.
- b. B-V, 3.02 - National Bylaw V, Section 5.02.
- c. PKB-I: 4 -Pennsylvania Kappa 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 in 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 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. 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 Secretary, 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 elected from among the faculty of the Department of Engineering.

Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice President, Secretary, and four alumnus members of the Association. The Chair of the Advisory Board shall be elected by its member at the first Board meeting of the year.

Section 5. Alumnus 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 offices 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 PKB-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. A copy of each list shall be placed in the Secretary's notebook and in the President's Book.
- c. The Secretary shall see that each candidate accepting election receives copies of The Constitution and Bylaws and Eligibility Cede of The Tau Beta Pi Association, Information about Tau Beta Pi, these Bylaws, and such other materials as the Chapter may deem desirable.
- d. The Secretary 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 Secretary shall serve as Secretary of the Advisory Board.
- f. The Advisory Board shall meet early in the fall term to discuss ways in which the Chapter may be of service to the College. The substance of such discussions shall be promptly reported to the Chapter.
- g. The President shall cooperate with the Director of Tau Beta Pi District 3 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 a 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: 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 the President, any alumnus member of the Advisory Board or upon written request to the President signed by at least two active members of the Chapter.

Section 4. "Roberts' 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 semester shall be held within four weeks of the start of the semester.

Section 6. Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time place and purpose of the meeting.

Section 7. Business meetings other than the Election Meeting; shall last no longer than two hours, unless extended by an affirmative vote of those present, The order of business at these meetings shall be as follows:

- a. Minutes of the previous meeting
- b. Reports of officers
- c. Reports of committees
- d. Unfinished business
- e. New business

f. Adjournment

Section 8. 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. A member who must miss a regularly scheduled meeting shall submit his or her reasons to the President before the meeting unless the excuse is illness.

Section 9. An active member will become inactive if he or she misses two consecutive chapter meetings without written notice, unless the excuse is illness. An inactive member will be re-admitted to active status upon receipt of a written petition and its approval by the Advisory Board. (See national B-VI, 6.05 (b)).

Section 10. The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities. The minutes of each Advisory Board meeting shall be read at the following regular meeting of the Chapter. Additional meetings of the Board may be called by any of its members.

Section 11. 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 three members of the Board including one faculty advisor.

Bylaw IV - Committees

Section 1. Subject to the provisions of B-V: 5.02J the President shall appoint the chair and members of such committees as the Chapter may establish.

Section 2. 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 8. 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 1. Election of new members shall be held in the fall and spring semesters as soon as possible after grades for the previous become available.

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

Section 3. For the purposes of election of new members, Students qualify as juniors when they have earned 14 credits recognized by Swarthmore College. Students qualify as seniors when they have earned 22 credits recognized by Swarthmore College.

Section 4. Scholastically eligible day students in Engineering shall be considered for membership in the Chapter.

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 three-fifths 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 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 Evaluation:

- a. A list of scholastically eligible candidates shall be circulated to selected faculty members of Tau Beta Pi. The faculty shall be asked to make recommendations on candidates they know and also to suggest persons who may have been overlooked.
- b. 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.
- c. The active members of the Chapter shall be asked to look up candidates who are not well-known to them before the date of the election meeting.
- d. An election meeting shall be held at least one week after the pre-election meeting.

Section 9. Voting Procedures:

- a. At the Election Meeting, the Eligibility Code shall first be read. The election of senior candidates shall precede the election of Junior candidates. Each name shall be presented in alphabetical order for discussion and shall be voted on by secret ballot 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 again at the next election if he or she is then eligible.

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 should be signed by the President, addressed to the electees and mailed within six hours of the Election Meeting.

Section 11. 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 12. At the first meeting of electees the President shall explain the requirements, objectives and activities of the Association and of the Chapter. Those electees desiring to accept election shall formally state their acceptance, in writing, in a letter addressed to the President.

Section 13. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board as required by C-VIII, 10(a).

Section 14. 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 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, Secretary Treasurer. and an alumnus member of the Advisory Board shall be elected in the spring semester.

Section 2. Nominations for officers shall be made from the floor at the Election of Officers Meeting.

Section 3. The Election of Officers Meeting shall be held at least four weeks prior to the end of the spring term. 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 as required by PKB VII, 8.

Section 4. 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 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 5. 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 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. (See PKB-II, 2 and PBK-III, 11.) Within one week the Secretary shall inform the Secretary-Treasurer of the Association of any changes in amounts of the Chapter's initiation fee, dues or assessments.

Section 2. The initiation fee for all initiates shall be \$35.00 payable in advance of initiation to the Chapter Treasurer. The amount will be equal to the sum of the national initiation fee, The national Convention assessment, the cost of one initiation banquet, the cost of a rough Bent casting and the operating expenses of the local Chapter.

Section 3. 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 semester. 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 4. The Chapter shall use the official bookkeeping system of the Association.

Section 5. 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 6. Expenditures in excess of \$5.00 shall be made by check.

Section 7. The Chapter's fiscal year shall be Jan 1 to Dec 30.

Section 8. 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 Chapter's books. If necessary, the Treasurer and Treasurer-elect shall file the Internal Revenue Services's Form 990.

Section 9. No part of the net earnings of the Chapter will inure to the benefit of, or be distributable to, members or officers Or 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 the 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 and 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 materials shall be kept up-to-date and under lock and 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 prominently displayed at a location determined by the Chairman of the Department of Engineering.

Section 5. All records of this Chapter shall be open for inspection to any member of the Association and to any official of the College 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 subject to the approval of the Advisory Board as provided in C-V, 7 (b).

Section 3. The 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.

Section 4. In the event of 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 501c(3) of the U.S. Internal Revenue Code of 1954. Any of such assets not disposed of shall be distributed to a Federal, State or Local Government for public purposes.

Bylaws XIII - Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on 29 April 2011.

Signed _____
President

Signed _____
Advisory Board Chair