CHAPTER BYLAWS

OF THE

Pennsylvania MU Chapter of the
Tau Beta Pi Honor Society

Penn State Erie, The Behrend College
5101 Jordan Road, REDC 242
Erie, PA 16563-1701
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of the
PENNSYLVANIA MU CHAPTER OF THE
TAU BETA PI HONOR SOCIETY

BYLAW I. General

Section 1. 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.

Section 2. This Chapter shall conform to such rules and regulations of the School of Engineering and Behrend College as may apply to honor societies.

Section 3. In the event of a conflict between the Constitution and Bylaws of the Tau Beta Pi Association and the rules and regulations of the School of Engineering or Behrend College, such action shall be taken as deemed advisable by all parties concerned.

BYLAW II. Government

Section 1. The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding 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.

Section 2. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumnus members of the Association. The Chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

Section 3. 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.

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

Section 5. The duties of the officers shall be outlined in B-III of the National Bylaws, and in the Bylaws of this Chapter.

Section 6. The following extra duties shall be required of the officers:

a. The Chapter President shall be a member, ex-officio, of all committees.

b. The Chapter President shall see that each officer and committee chair is presented with a written list of the specific duties for which each is responsible. These lists shall be discussed at the first meeting of the semester.
c. The Chapter President shall notify the Advisory Board of the time set for the election of new members at least one month in advance.

d. The Corresponding Secretary shall keep an accurate, up-to-date list of the names and addresses of all active members of the chapter. He/she shall send out notices of all meetings at least six days in advance. He/she shall be the keeper of all dies and stationary of the chapter.

e. The Cataloger shall be responsible for coordinating media pertaining to the Chapter and, as needed, will photograph Chapter events.

**BYLAW III. Meetings**

Section 1. The following regular meetings shall be schedules and held once in the 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 meeting 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.

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

Section 4. Quorum. One-half of the active members shall constitute a quorum, except for those matters where the Constitution requires three-fourths (3/4th) of the membership to be present.

Section 5. A complete calendar of the regular functions of the Chapter for the semester shall be presented to the members no later than the second meeting of the semester.

Section 6. Special meetings may be called at any time by the President on his or her own initiative, or on written request of five active members. In either case, notification of the meeting must be received by all active members at least forty-eight hours before said meeting.

Section 7. Robert’s Rules of Order, Revised, shall be the parliamentary guide of the Society on all points not provided for in these Bylaws and the Constitution and Bylaws of the Tau Beta Pi Association.

Section 8. As a penalty for unexcused absences from meetings of the Tau Beta Pi Society, members may be fined or suspended according to the following:

a. Fines

Fines of unexcused absences shall be paid to the Chapter by delinquent members according to the following schedule:

1. The fine for an unexcused absence from any Chapter business meeting which is announced through the mail (email included) shall be $1.00.
2. The fine for an unexcused absence from an election of new members meeting shall be $5.00.

b. Collection of Fines

Fines will be payable to the Chapter Treasurer within thirty (30) days of assessment.

c. Inactive

After the member has unexcused absences from three consecutive meetings, or fails to comply with the payment of fines as scheduled above, his/her suspension may be recommended by the President to the Chapter and the Advisory Board. Suspension shall be defined according to Art. XIV-4 of the National Constitution.

d. Definition of unexcused absences

Unexcused absences shall be defined by the majority vote of a three-person board comprising the President, Recording Secretary, and one other active member. The board shall discuss its interpretation of excused absences at the first business meeting of each term.

**BYLAW IV. Election of Officers**

**Section 1.** The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, and an alumnus member of the Advisory Board shall be elected in the winter semester.

**Section 2.** Nomination for officers shall be made by a nominating committee of three Juniors and two Seniors appointed by the President. This committee shall nominate one candidate for each office. Additional nominations for each office from the floor will be requested before election of any officer.

**Section 3.** The Election of Officers Meeting shall be held at least six weeks prior to the end of the spring semester. Officers-elect shall be formally installed at the last meeting of the spring semester. 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.

**Section 4.** The election of officers shall be by secret ballot. A majority of the voting members shall be required for election. If no majority is received on the first ballot, a second ballot shall be held between the two leading candidates. At this election, a new member of the Advisory Board shall also be chosen.
Section 5. If any office shall become vacant between the regular elections, a special election shall be held at the next meeting to fill any and all vacancies created thereby. The officers elected at that time shall serve until the next regular election. Until such election, the President shall be succeeded by the Vice-President.

BYLAW V. Committees

Section 1. Subject to the provisions in B-III-2, the President shall appoint the chair and members of the following committees: Public Relations, Activities, Initiation, Student-Faculty, and other such committees as the Chapter shall desire and establish. Appointments shall be made at the first meeting after the election of officers, and the first meeting after the initiation of new members.

Section 2. Following are the duties of various committees:

Public Relations:
Create and distribute advertising for chapter events.
Maintain a list of current officers in other campus organizations.
Solicit resumes and compose resume book for national convention.

Activities:
Maintain a list of community service organizations.
Contact Organizations to arrange volunteer events for Tau Bates.
Keep in touch with candidates about their standing and upcoming events.
Plan social events for candidates.

Initiation:
Plan and execute the candidate social.
Plan the initiation ceremony and banquet.
Responsible for inviting faculty and national officials to these events.

Student-Faculty:
Set-up general meetings for members and the public related to engineering development.
Maintain a list of faculty volunteers for review sessions.
Setup review sessions prior to the Fundamentals of Engineering Exam each semester.
Advertise and sell review materials for the FE exam.

BYLAW VI. Election of New Members

Section 1. Only currently registered students and employed faculty and staff shall be eligible for active membership status in student clubs/organizations.

Section 2. The election of new members shall be held in the Fall and Spring semesters as soon as possible after the grades for the past semester has become available.
Section 3. Scholastically eligible undergraduate students enrolled in Mechanical Engineering, Electrical Engineering, Software Engineering, Computer Engineering, or Industrial Engineering shall be considered for membership in the Chapter, provided they have completed at least 30 credits at Behrend.

Section 4. The Membership Committee shall determine which students are eligible by the following method:

a. The Committee shall examine the official records of the School of Engineering, and, where necessary, the official records of the University to obtain exact figures for the total registration in the following two categories: 1) Fifth and Sixth semester Juniors; 2) Seventh semester and higher Seniors. These shall be regarded as class groups, regardless of departmental specialization.

b. The top one-eighth of the students in category 1 and the top one-fifth of the students in category 2 are eligible for election.

c. Transfer students shall be eligible at the third regular election after their registration. They may be considered at the second regular election with a 5/7ths vote of the Advisory Board.

d. The Committee shall list all these eligible people according to their all-University average and then selecting from the top a sufficient number to fill the quota. The final list will be sorted alphabetically to avoid revealing class rank.

e. Present members of the Association shall be included in these lists and quotas.

f. Copies of this list will be issued to all active members at a meeting for general discussion at least one week before election.

Section 5. 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 here shall be an informal discussion of the eligible candidates along with a discussion of the faculty recommendations.

c. The active members of the Chapter shall be asked to look up candidates who are not well-known before the data of the election meeting.

d. An election meeting shall be held at least one week after the pre-election meeting.

Section 6. Only active members are eligible to vote on new members.
Section 7. Those eligible shall require affirmative vote of three-fourths of the active undergraduate members present and voting. After all the names have been voted on, a second ballot shall be taken of each person who failed to be elected on the first ballot. A third and final ballot may be taken if twenty-five (25) percent of the members present so request.

Section 8. The President shall direct the Membership Committee to have sufficient letters of notification of election prepared in advance of the election meeting. These letters shall be signed by the President, addressed and mailed within one week of the election meeting. All members shall keep the election results in absolute confidence so that no elected student shall learn of his/her election except by means of the official letter; likewise, he/she shall not be informed of the details of the vote, especially concerning the personal matters discussed at the time of the voting.

Section 9. Each electee shall be required to notify the President, in writing, of his/her acceptance.

Section 10. Election of suitable alumnus members shall be encouraged by this Chapter.

BYLAW VII. Records

Section 1. Records shall be kept up to date and in good order (see B-III-1-C). The complete records shall be turned over to the new officers before they assume office.

Section 2. All records shall be open for inspection to any member of Tau Beta Pi in good standing.

BYLAW VIII. Finances

Section 1. The expenses of the Chapter shall be borne by the initiation fee, and by such dues and pro rate assessments as may be voted by the Chapter. A majority vote of the total active membership shall be required to change any fees or dues or levy any assessment. Within one week, the Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning the changes in the amounts of these dues and assessments.

Section 2. Expenditures other than those for less than $20.00 (which may be made from petty cash) shall be made by check, signed by the Treasurer, and countersigned by the President. Petty cash vouchers must be retained on file for at least three years. Receipts must be written for all money received and must be retained on file for at least three years.

Section 3. This Chapter shall use the official bookkeeping system of the Association (except as provided in B-III-8).

Section 4. The Chapter’s fiscal year shall be July 1 to June 30.
Section 5. The initiation fee for all initiates shall be $890.00. This shall include all National fees, and the cost of one initiation banquet meal, social expenditures, and a bent. This fee can be changed by a majority vote of the Advisory Board.

Section 6. All initiation fees shall be paid before the time of initiation. In special cases, however, this provision may be waived for a candidate who has signed a note to the Society covering the initiation fees and any other indebtedness to the Association.

Section 7. There shall be at all times, a balance of at least $100 in the Treasury. A sum of no more than $50 may be kept in petty cash.

Section 8. Within one month of the election of new officers, the Advisory Board shall audit the Chapter’s books.

BYLAW IX. Amendments

Section 1. These Bylaws may be amended by a three-fourths (3/4) vote of the active members of the Chapter and approval of the Advisory Board.

Section 2. Proposed amendments must be presented in writing, at least one meeting before being subject to vote.

BYLAW X. 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 XI. Statement of Nondiscrimination

Section 1. The Penn State Erie, Tau Beta Pi Pennsylvania Mu Chapter at no time shall discriminate against a person because of that person’s race, religion, sex, sexual orientation, color, national origin, ethnic background, age, differential ability, or veteran’s status, as in agreement with University Policy.
BYLAW XII. Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on November 28, 2012.

They were last amended on October 10, 2016.

Signatures

[Signatures]

(President) [Signature] (Chair of Advisory Board) [Signature]