CHAPTER BYLAWS
TAU BETA PI ASSOCIATION
PENNSYLVANIA THETA CHAPTER

BYLAW I - GENERAL

SECTION 1 - The name of this organization shall be "Pennsylvania Theta Chapter of the Tau Beta Pi Association."

SECTION 2 - These bylaws shall govern the proceedings of this chapter in all matters not specifically provided in the Constitution and Bylaws, and in the Convention Acts of the Tau Beta Pi Association.

SECTION 3 - The purpose and aims of this chapter shall be to provide such services as will tend to further the educational and professional development of the members and to promote the best interests of the college of engineering at Villanova University.

BYLAW II - GOVERNMENT

SECTION 1 - The 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 as specified in C-VI-6.

SECTION 2 - Except for the members of the Advisory Board (see C-VI-7), the officers of this chapter shall hold office for one year.

SECTION 3 - 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 4 - The duties of the officers shall be as outlined in B-V-5.03 of the National Bylaws and in the bylaws of this chapter.

SECTION 5 - Additional duties required of the President shall be to:
   a) Represent the chapter in its dealings with the administration of the University and the College of Engineering.
   b) Appoint committee chairpersons and explain their duties to them.
   c) Conduct the meetings of the chapter.
   d) Decide which meetings (other than those involving elections) shall be formal and which informal.
   e) Call a meeting of the chapter in the early part of the first semester at which the nature of the chapter's special project for the year shall be discussed and determined.

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1 The reference C- VI-6 refers to the National Association Constitution, article VI, section 6. A B in the place of C would refer to the National Bylaws.
SECTON 6 - Additional duties required of the Corresponding Secretary shall be to:
  a) Maintain necessary correspondence with alumni who are found by the
     Membership Committee to be eligible for election to membership in the
     chapter.
  b) To report to the Secretary-Treasurer of the Association in writing at
     least once a semester concerning the chapter's activities in general and
     its special project in particular.

SECTON 7 - Additional duties of the Treasurer shall be to:
  a) Calculate the amount of money needed to meet the operating expenses
     of the chapter and propose a fixed amount for the initiation fee for the
     consideration of the active membership.
  b) Calculate and propose for the consideration of the active membership
     the per capita amount of any levy necessary to meet any extraordinary
     expenses.
  c) Issue signed receipts for any money received from any member or
     initiate.

SECTON 8 - Additional duties required of the Recording Secretary shall be to:
  a) See that each new member is provided with an up to date copy of these
     bylaws for permanent retention.
  b) Post a notice on the engineering bulletin board located in the
     engineering building concerning the date, time, and place of any
     meeting.
  c) Advise the active members by written notice of the occasion of any
     formal meeting.

SECTON 9 - a) The makeup of the Advisory Board, the term of office of its members,
     and its purpose shall be as stipulated in C-VI-7a,b.
     b) Nominations of candidates for election to the Advisory Board shall be
     made by the officers of the chapter.

BYLAW III - MEETINGS

SECTON 1 - Meetings shall be of two types, formal and informal.
SECTON 2 - The following shall be considered formal meetings:
  a) Election of new members
  b) Election of officers
  c) Initiation of new members
  d) Those meetings at which the business discussed warrants the attendance
     of the entire active membership as determined by the President.

SECTON 3 - All other meetings and social activities will be considered informal
meetings.

SECTON 4 - The presence of all active members or prior notification of their inability
to be present is mandatory for formal meetings under penalty of disciplinary action as set forth in B- VITI.

SECTION 5 - The presence of all members is to be encouraged at all informal meetings.
SECTION 6 - Notice shall be posted and sent to each active member at least three school days in advance of a formal meeting.
SECTION 7 - Notice shall be posted at least two school days in advance of an informal meeting.
SECTION 8 - Robert's Rules of Order shall be the parliamentary guide of this chapter on all points not provided for in these bylaws and the Constitution and Bylaws of the Tau Beta Pi Association.
SECTION 9 - A quorum shall be as set forth in B-V-5.07.
SECTION 10 - The Advisory Board shall meet at least once a semester.

BYLAW IV - ELECTION OF OFFICERS

SECTION 1 - Officers shall be elected in the spring, at least one month after the election of new members, but no later the April 15th, and shall serve for one year.
SECTION 2 - The installation of new officers shall take place as soon after their election as possible. Until their installation they shall work in close conjunction with, but subordinate to the retiring officers.
SECTION 3 - Nominations for officers shall be made from the floor at a meeting (either formal or informal) at least one week prior to the elections. A maximum of four nominations for each office will be observed. All nominees must inform the President of their acceptance within forty-eight hours of their nomination in order to be placed on the ballot.
SECTION 4 - The election of officers shall be by secret ballot during a formal meeting. Two-thirds of the active membership shall constitute a quorum for election of officers, and a majority of this quorum 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 5 - The new member of the Advisory Board shall also be elected at this time. Election shall be by majority vote of the active membership.
SECTION 6 - If any office shall become vacant between elections, a special election shall be held within three weeks of the occurrence of the vacancy.

BYLAW V - ELECTION OF NEW MEMBERS

SECTION 1 - The election of members shall be held in the fall and spring terms as soon as possible after the grades of the previous semester become available.
SECTION 2 - All provisions of C- VIII and B- VI and VII shall be strictly followed.
SECTION 3 - Undergraduate students in good standing in Chemical, Civil & Environmental, Computer, Electrical, and Mechanical engineering shall be eligible for membership.

SECTION 4 - a) A junior shall be defined as a student who is within three or four semesters of graduation.
   b) A senior shall be defined as a student who is within one or two semesters of graduation.
   c) These definitions shall apply to all students including those on five year programs and those in the evening division.

SECTION 5 - Only active members are eligible to vote on new members.

SECTION 6 - In the fall election the top fifth of the senior class shall be eligible for election. In addition, the top eighth of the junior class will be eligible for election.

SECTION 7 - In the spring election the top fifth of the senior class and the top eighth of the junior class shall be eligible. In addition, those evening college students who are juniors with a cumulative point average above the minimum cumulative point average of the day student juniors and the evening students who are seniors with a cumulative point average above the minimum cumulative point average of the day student seniors that semester will be scholastically eligible for membership. The minimum cumulative point average for graduate students who will also be eligible this semester shall be the judgment of the student officers and the Advisory Board Chair. Evening and graduate students must be under the Chemical, Civil & Environmental, Computer, Electrical or Mechanical departments. Eminent engineer candidates shall also be considered after consultation with the chairs of the various engineering departments.

SECTION 8 - Exemplary character evaluation procedure.
   a) Letters shall be sent to scholastically eligible candidates informing them of their eligibility.
   b) The Chapter members shall be asked to make recommendations on the candidates at the Chapter's election meeting.

SECTION 9 - Voting Procedures
   a) At the Election Meeting, the Eligibility Code shall first be read.
   b) The names of eligible candidates will be submitted to the Chapter membership in groups by the membership committee along with the committee's favorable recommendation for each candidate in the group. The size of the groups shall be determined by the membership committee.
   c) If any active member has a question about any of the candidates in a group, that candidate's name shall be removed from the group ("purged") and considered separately.
   d) A Chapter vote shall be taken on the remainder of the group.
   e) Each candidate removed from a group and candidates who did not receive a favorable recommendation from the membership committee shall be considered separately after all groups have been voted on.
Each name shall be presented for discussion and voted on before the following name is considered.
f) After all names have been considered and voted on, there shall be a second individual ballot for each candidate who failed election on the first ballot.
g) No candidate who fails election on the second ballot shall be considered further unless 25% of the members present so request.
h) No candidate who fails election on the third ballot shall be considered again at this election. That candidate may be considered again at the next election if eligible.

SECTION 10 - The membership committee shall send written notices signed by the President to all newly elected members within forty-eight hours of their election. The membership committee shall notify by letter all those eligible candidates who were not elected within one week of the elections. All members shall keep the election, its results, and all matters discussed at the time of voting in strict confidence. Candidates shall be advised of their election only by official notice.

SECTION 11 - Electees shall each be required to notify the President in writing of their acceptances.

SECTION 12 - Each electee who refuses for reasons of financial inability shall be interviewed by the Advisory Board, as required by C- VIII-I O.

SECTION 13 - Election of suitable alumnus members shall be encouraged by this chapter.

BYLAW VII - FINANCES

SECTION 1 - The expenses of the chapter shall be borne by the initiation fee and by such fees and levies as may be voted by three-quarters of the active membership. A three-quarter vote of the active membership shall be required to change any fees or dues or levy any assessment.

SECTION 2 - A petty cash fund not to exceed fifteen dollars shall be maintained out of chapter funds for payment of routine chapter expenses. This fund shall be handled by the Treasurer.

BYLAW VII - DISCIPLINE

SECTION 1 - Discipline shall be in accordance with B-VIII.

SECTION 2 - A fine of $1.00 for absence from a formal meeting without preciously informing an officer of the intended absence shall be established for active members.

SECTION 3 - Any student being fined may appeal the fine to a committee composed of the President, Vice-President, and Treasurer. If in the opinion of any
two of these the absence is excusable, the fine will be dismissed.

SECTION 4 - The Treasurer shall notify the recipient of any fine in writing. The recipient shall have three school weeks from the date of notification to pay the fine. The fine then increases $.50 for each three week period during which it is unpaid.

SECTION 5 - Members with outstanding fines are barred from voting in any election held while the fine is outstanding.

SECTION 6 - The President shall read these regulations to all new members at the first meeting which they are invited to attend.

SECTION 7 - A three-quarters majority of the active membership shall be required to enact any new fines.

BYLAW IX - AMENDMENTS

SECTION 1 - These bylaws may be amended by a three-quarters vote of the active membership of the chapter, subject to the approval of the Advisory Board. Proposed amendments must be submitted to the chapter at a scheduled meeting at least one week before voting. Absentee ballots may be used if necessary.