

Bylaws of the South Dakota State University

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 South Dakota State University and of the College 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 SDSU and/or the College of Engineering, the rules of the University and/or the College of Engineering shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

Bylaw II – Government and Officers

Section 1: The Chapter shall be composed of members chosen from among eligible students and alumni on the basis of distinguished scholarship or professional attainment and exemplary character, as enunciated in the National Constitution, Article VIII and in the Eligibility Code of the Association.

Section 2: The chapter shall have full control of 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 the National Constitution, Article VI, sec. 1.

Section 3: The officers of this chapter shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Cataloguer, who shall be active members of the chapter. The chapter may elect a faculty member to act as Treasurer during times when school is not in session. There shall also be four alumnus advisors preferably selected from among the faculty of the College of Engineering.

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

Section 5: Alumnus members of the Advisory Board shall serve four-year terms, as specified in the National Constitution, Article VI, sec. 7. All other officers shall serve for one year or until their successors are duly elected and installed.

Section 6: The duties of the officers 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.

Section 8: The follow 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 chairman is provided with a written list of specific duties for which each is responsible.
- c. The Vice-President shall be responsible for the arrangements for the fall initiation banquet.
- d. The Corresponding Secretary shall be the secretary of the Advisory Board.
- e. The Recording Secretary shall notify each active member and advisor of the time, place, and purpose of each meeting either individually or through public notification. This notification shall be made at least one week prior to the meeting.
- f. The cataloguer shall keep an up-to-date list of all active members for use by the chapter.
- g. The Recording Secretary shall see that each candidate accepting election receives copies of The Constitution and Bylaws and Eligibility Code of the Tau Beta Pi Association, Information about Tau Beta Pi, these Bylaws, and such other materials as the Chapter may deem desirable.
- h. The President and Vice-President shall pay a courtesy call on the Dean of Engineering early in the fall semester to discuss activities for the coming year.
- i. The President shall cooperate with the Director of District 11 and encourage the Chapter's participation in District Activities.

BYLAW III – Meetings

Section 1: The following regular meetings shall be scheduled and held once each year: Organization, election of officers, installation of officers, and a fall initiation banquet. The spring initiation banquet shall be the Distinguished Engineer's Banquet.

Section 2: The following regular meetings shall be held once each semester: preliminary consideration of candidates, election of candidates, and initiation of electees.

Section 3: Special meetings may be called at anytime by the President, any alumnus member of the Advisory Board, or upon written request to the President signed by 20% of the 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 nor in these Bylaws.

Section 5: The officers shall present a complete calendar of the regular meeting of the chapter for the semester no later than the second meeting of the semester.

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

Section 7: Business Meetings, other than the Election Meeting, shall last no longer than one hour, unless extended by an affirmative vote of three-fourths of the active members present. The order of business at these meetings shall be as follows:

- a) Roll Call
- b) Minutes of the previous meeting
- c) Reports of officers
- d) Reports of committees
- e) Unfinished business
- f) New business
- g) Adjournment

Section 8: Attendance of active members shall be required at all regularly 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 meeting should inform the President prior to the scheduled meeting.

Section 9: The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss chapter activities for the semesters. The minutes of each Advisory Board meeting shall be read at the following regular meeting by the chapter. Additional meetings of the Board may be called by any of its members or upon written request to the chairman of the Board signed by 20% of the active members of the chapter.

Section 10: 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, the changing of the initiation fee, or the amending of Chapter Bylaws, a three-fourths majority of active members must be present. A three fourths majority must also be present for approval or disapproval of a proposed amendment to the Constitution of the Association. For the election of officers, two-thirds of the active members must be present. A quorum for an Advisory Board meeting shall be five members to the board.

BYLAW IV – COMMITTEES

Section 1: Subject to the provisions of National Bylaw V, sec. 5.02, the President shall appoint the chairmen and members of any such committees as the chapter deems necessary or desirable.

Section 2: Each committee chair shall report the progress and/or activities of the committee at each chapter meeting.

BYLAW V – Election of New Members

Section 1: Election of new members shall be held each semester as soon as possible after grades for the previous term become available.

Section 2: All the provisions of the National Constitution Article VIII and National Bylaw VI shall be strictly followed.

Section 3: Scholastically eligible students in the following curricula shall be considered for membership in this chapter: Agricultural Engineering, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Engineering Physics, Mechanical Engineering, and Software Engineering.

Section 4: Students who have completed at least 64 credit hours of classes as well as meeting the class requirement for their declared major shall be considered juniors and thus eligible for membership in this chapter. The class requirements for each major are: Agricultural Engineering, must have completed or be enrolled in ABE 314; Civil Engineering, must have completed or be enrolled in EM 331, CEE 311, or CE 340; Computer Science and Engineering, completed CSC 346; Electrical Engineering, completed EE 221; Engineering Physics, completed or enrolled in Phys 316, Phys 331, Phys 451, or Phys 471; Mechanical Engineering, completed or enrolled in EM 331; and Software Engineering, completed SE 320. If a student hasn't met the requirements listed, they can appeal to the Advisory Board and with five-sevenths support they can be declared eligible for membership.

Section 5: Graduate students must meet the following criteria for membership in this chapter: A grade point average of 3.75 or better in 20 or more graduate credits, and a favorable consideration by the Advisory Board. (The Advisory Board should consider the student's undergraduate record, character, residency, date of last degree, and refusal of previous membership).

Section 6: 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 five-sevenths of the Advisory Board is obtained.

Section 7: The cases of students whose scholastic average or curricula is in question shall be determined by the Chapter Advisory Board.

Section 8: The chapter may elect to specify scholastic requirements higher than those stated in the Nation Constitution Article VIII.

Section 9: The membership committee shall periodically consult with the heads of the various engineering departments to determine the names of graduate students, alumni, faculty members and others who may be eligible under the provisions of the National Constitution Article VIII, sections 3-6.

Section 10: 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 before the date of the election meeting.
- d. In addition to or in conjunction with the pre-election meeting, the Chapter may elect to have a get-acquainted meeting with the eligible candidates. IF held in conjunction with the pre-election meeting, the get-acquainted meeting shall be held first and the candidates dismissed before any discussion of them takes place.
- e. An election shall be held at least one week after the pre-election meeting.

Section 11:

- a. At the Election Meeting, the Eligibility Code shall first be read.
- b. 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 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 the election. He or she may be considered again at the next election if he or she is then eligible.

Section 12: 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 13: All members shall keep the election results in absolute confidence so that no candidate shall learn of his election except by means of an 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 14: 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 15: Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by national Constitution Article VIII, Sec. 10(a).

Section 16: The chapter may ask each electee to take part in some recommended or approved activity to foster a spirit of liberal culture.

BYLAW VI – ELECTION AND INSTALLATION OF OFFICERS

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

Section 2: Chapter officers shall nominate one member for each office. Additional nominations may be made from the floor at the time of election

Section 3: The election of officers shall be by secret ballot. Two thirds of the active membership shall constitute a quorum for the election. If no nominee receives a majority on the first ballot, a second ballot shall be taken between the two leading candidates.

Section 4: If an office becomes vacant between regular elections, a special election shall be held at the next meeting to fill the vacancy. The officer elected shall serve until the next regular election.

Section 5: The Chapter Officer Installation Procedure given in the President's Book shall be employed to install the new officers.

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. Within one week, the corresponding secretary shall inform the Secretary-Treasurer of the Association, concerning changes in amount of the initiation fee, dues, or assessments.

Section 2: The initiation fee shall not exceed \$50. The specific amount will be determined each year by the chapter. The initiation fee shall include the national initiation fee, the national convention assessment, and the cost of one initiation banquet. It shall be paid in advance.

Section 3: Shortly after the election of officers meeting, a committee composed of the President, President-Elect, Treasurer, and Treasurer-elect shall prepare an operation budget for the next year. This 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 expected to incur in attending the Annual Convention of the Association.

Section 4: The chapter shall use the official bookkeeping system of the Association (except as provided in National Bylaw V sec. 5.03 (e) 2).

Section 5: There shall be at all times a balance of at least \$50.00 in the Chapter treasury.

Section 6: Expenditures in excess of \$5.00 shall be made by check, signed by the Treasurer and countersigned by the President. Expenditures of less than \$5.00 may be paid from petty cash by the Treasurer.

Section 7: The chapter's fiscal year shall be May 1 to April 30.

Section 8: Immediately following the end of the chapter's fiscal year, at least one alumnus member of the Advisory Board shall audit the books. If necessary, the Treasurer-elect shall file the Internal Revenue Service's Form 990.

BYLAW VIII – DISCIPLINE

Section 1: It is the intent of the 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 its necessary business in a manner not inconvenienced or encumbered by a possible lack of interest upon the part of a few members.

Section 2: Discipline shall be in accordance with the National Constitution Article IX, secs. 4 and 5.

Section 3: A uniform system of fines for habitual absences or tardiness may be established each year in which it is desired by the chapter.

BYLAW IX – RECORDS AND EQUIPMENT

Section 1: All permanent records of the chapter shall be kept accurate 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 key, 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 framed under glass and prominently displayed at a location determined by the Dean 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 University 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 the National Constitution Article VI, sec. 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 $\frac{3}{4}$ affirmative vote of the active membership of the chapter, subject to the approval of the Advisory Board, as provided by the National Constitution Article VI, sec. 7 (b).

Section 3: The Corresponding Secretary shall send a copy of the Bylaws, as amended, to the Sec.-Treas. Of the Association within two weeks after an amendment is adopted.

BYLAW XII – DISSOLUTION

Section 1: 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 education and scientific purposes and exempt from federal income tax under Section 501 (c) (3) of the U.S Internal Revenue Code of 1954. Any of such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

BYLAW XIII - ENACTMENT