

CHAPTER BYLAWS
THE TAU BETA PI ASSOCIATION
ALPHA OF TENNESSEE

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BYLAW I - GENERAL

SECTION I. 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 College of Engineering and the University of Tennessee as may apply to honor societies.

SECTION 3. In the event of a conflict between the Constitution and the Bylaws of the Tau Beta Pi Association and the rules and regulations of the University and/or the College of Engineering, the rules of the University and/or the College of Engineering shall prevail, and the Chapter Advisory Board as well as the national Executive Director 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, I - National Constitution Article VI, Section I
- b. B-II, 2.01(b) - National Bylaw II, Section 2.01, Subsection (b)
- c. TAB-I, 4 - Tennessee Alpha Chapter Bylaw I, Section 4

BYLAW II - GOVERNMENTAL 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 C-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 C-VII, 1 and TAB-III, 9, and only active undergraduate and graduate 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.

SECTION 3. The elected officers of the Chapter shall be a President, Vice President/Initiation Chair, Corresponding/Recording Secretary, Service Chair, Social Chair, Communications Chair, Image and Marketing Chair, Engineer's Day Chair, Engineer's Day Co-Chair, Industry Chair, and Treasurer as defined in TAB-II, 8. In the event that the Chapter hosts a District Conference or National Convention, a Convention Chair position will be elected at least three semesters prior to coordinate and oversee these events. There will be an Advisory Board as specified in C-VII, 11. The alumni members of the Advisory Board shall preferably be from the Faculty of the College of Engineering and shall be members of Tau Beta Pi. SECTION 4. The elected and appointed officers of the Chapter shall hold office for one year or until their successors are duly elected.

SECTION 5. The duties of the officers shall be those prescribed by the Constitution and Bylaws of the Association, and those prescribed in these Bylaws or by Chapter action.

SECTION 6. 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 TAB-II, 3.

SECTION 7. 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 chairman is provided with a written list of all specific duties for which each is responsible. A copy of each list shall be placed in the President's book.
- c. The President shall notify the Advisory Board of all newly elected and appointed officers within two weeks after the election.
- d. The President shall notify the Advisory Board of the time set for election of new members at least one week in advance.
- e. The President shall notify the active members and advisors of the time, place, and purpose of each meeting at least one week in advance of the meeting

- f. The Initiation Chair shall see that each candidate accepting election receives copies of The Constitution and Bylaws, Eligibility Code of The Tau Beta Association Information About Tau Beta Pi, these Bylaws, and such other material as the Chapter may deem desirable.
- g. The Initiation Chair shall be responsible for coordinating all activities associated with the evaluation, election, invitation, and initiation of new members. The Initiation Chair will therefore serve as Chairman of the Membership and Initiation Committees.
- h. The President and Vice President shall pay a courtesy call on the Dean of the College of Engineering early in the fall quarter to discuss ways in which the Chapter may be of service to the College.
- i. The Corresponding Secretary shall serve as Secretary of the Advisory Board, and shall keep an accurate, up-to-date list of the names and addresses of all active members of the Chapter. He/she shall be the keeper of all stationery of the Chapter. See also TAB-VIII,

SECTION 8. The Treasurer shall be a faculty member from the College of Engineering and shall hold office for three years. He may be reelected. He may also be an Advisory Board member.

SECTION 9. Any officer who is negligent in his assigned duties may be relieved of his position by a five-sevenths vote of the Advisory Board. A petition stating the nature of the problem and the duties neglected that is signed by at least ten active members must be presented to the Board excluding the accused officer if he or she is a member of the Board.

BYLAW III - MEETINGS

SECTION 1. At least three regular meetings shall be scheduled and held each semester. At least two semester meetings shall be devoted to: Preliminary consideration of candidates, Election of candidates, and Formal initiation and banquet.

SECTION 2. Meetings shall be held at such times that a majority of the active membership can be present.

SECTION 3. The first meeting of each semester shall be held within three weeks after the start of that semester.

SECTION 4. A tentative schedule 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 5. The President may call special meetings. He/she shall call a special meeting within two weeks after the receipt of a written request signed by five active members or by any four Advisory Board members.

SECTION 6. Notices of all meetings shall be sent via email from the President at least four days prior to the meeting. A calendar of all Tau Beta Pi events and activities for the quarter shall be posted on the Chapter's website.

SECTION 7. Robert's 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 8. Business meetings, other than the Election Meeting, shall last no longer than two hours, unless extended by an affirmative vote of the active members present.

SECTION 9. Attendance of active members shall be required at all regular, scheduled meetings of the Chapter. A member shall be declared inactive upon request or if he/she fails to attend at least two meetings per semester.

SECTION 10. At all meetings except the open meetings the order of business shall be as follows:

- a. Attendance Count
- b. Minutes of the previous meeting
- c. Reports of Officers
- d. Reports of Committees
- e. Unfinished Business
- f. New Business
- g. Adjournment

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, for approval or disapproval of a proposed amendment to the Constitution of the Association, and for the election of officers, a quorum shall be three-fourths of the active membership. The total active membership at any given time shall consist of all those student members in school excluding those on co-operative work period and those classified as inactive according to TAB-III, 9. A quorum for the Advisory Board meeting shall be five members of the Board.

BYLAW IV - ELECTION AND INSTALLATION OF OFFICERS

SECTION I. All officers and committee chairs shall be elected in the spring semester, no later than May 15.

SECTION 2. All nominations for officers shall be made from the floor by active members at the election meeting or by an online nomination ballot, provided by the Chapter.

SECTION 3. The election of officers shall be by a majority of the active membership. The President shall not vote except in the case of a tie.

SECTION 4. If any 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 new officers shall be installed at the close of the election meeting or at a special installation meeting. A joint meeting of the outgoing and incoming officers shall be held to assure a smooth transition.

BYLAW V - COMMITTEES AND SPECIAL PROJECTS

SECTION 1. The President shall establish the following committees: Initiation, Program, Social Activities, Fundraising, and such other committees as the Chapter shall desire and establish. These committees shall function until the last meeting of the spring semester, at which time the committees will be reconstituted.

SECTION 2. An achievement award of the permanent plaque shall be made each year to the outstanding sophomore, junior, and senior in the College of Engineering. This award shall be presented at the spring Honors Banquet. The selection shall be made on the basis of academic standing and extracurricular activities with some consideration given to the number of credit hours carried each quarter. All engineering students in each of the above classes shall be eligible for consideration. A committee appointed by the President shall present the qualifications of the top candidates to the Chapter.

BYLAW VI - ELECTION OF NEW MEMBERS

SECTION 1. The election of new members shall be held in the fall and spring semesters as soon as possible after the grades for the preceding semester become available.

SECTION 2. All the provisions of C-VIII shall be strictly followed.

SECTION 3. Scholastically eligible day students in the following curricula, and only these curricula, shall be considered for membership as an undergraduate or graduate in this Chapter: aerospace engineering, biosystems engineering, biomedical engineering, chemical engineering, civil engineering, computer engineering, electrical engineering, industrial engineering, materials science engineering, mechanical engineering, nuclear engineering, engineering science, engineering physics, and computer science.

SECTION 4. Night students pursuing equivalent curricula to those named in TAB-VI, 3, may be considered for membership in this Chapter, subject to the provisions of C-VIII, 2(a). However, such

students shall be considered separately from day students, and no such student shall be considered more than once as a first term junior, or more than twice as a senior. (Note the inclusion of provision for consideration of night students requires approval of the Advisory Board of the Executive Council. See C-VIII, 2(a).)

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 five-sevenths of the Advisory Board is obtained. Transfer students from other campuses of the University of Tennessee shall be eligible at the second regular election after their registration.

SECTION 6. The cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum shall be determined by the Advisory Board of the Chapter.

SECTION 7. A student's eligibility for election shall be based on the credit hour unit defined in the University catalogue.

a. A "senior" is one who has completed a minimum of 90 hours.

b. A "junior" is one who has completed a minimum of 60 hours and who has completed or is currently enrolled in at least one junior level engineering class.

SECTION 9. Seniors who are in the top fifth of their class shall be eligible for election. No senior shall be elected who shall not have achieved a minimum 3.000 out of 4.000 cumulative index.

SECTION 10. A senior may be elected in his/her last semester only if he has been previously overlooked. He shall have fulfilled the same requirements as those elected in the fall after completion of 135 hours.

SECTION 11. Juniors who are in the top eighth of their class shall be eligible for election. No junior shall be elected who shall not have achieved a minimum 3.200 out of 4.000 cumulative index.

SECTION 12. New members of the Chapter shall be elected from among the scholastically eligible candidates on the basis of character, as enunciated in The Eligibility Code of the Association. Exemplary character shall be evaluated as follows:

(a) Letters shall be sent to scholastically eligible candidates inviting them to complete and return a resume/questionnaire form describing their activities and interests. The letters shall contain a specific deadline date for returning the resumes and for signing up for a personal interview.

(b) The membership committee shall select and appoint interview committees consisting of two to five active Chapter members with at least one interviewer being an elected officer or an appointed officer. Interview guidelines shall be kept up to date and distributed to all interviewers before the interviews begin.

(c) The interview committee shall review all resumes and conduct personal interviews with all interested candidates. Based on this information, the interviewers shall make recommendations

concerning the candidates they interview. If the interview committee determines that a candidate needs further discussion during the voting procedure the committee may specifically note reasons for their decision and attach these to the resume form. Otherwise, the committee may simply make a favorable recommendation concerning the candidate.

(d) The membership committee shall review the recommendations of the interview committee and prepare the necessary paperwork for the election meeting.

SECTION 13. Election of new members shall be carried out as follows:

- (a) At the time of election, 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 may 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 and considered separately.
- (d) A Chapter vote shall be taken on the rest of the group. The election of new members shall be by secret ballot and by a majority of the active membership of the Chapter.
- (e) Each candidate removed from a group and candidates recommended for further discussion by the interview committees shall be considered individually after all groups have been voted on. Each name shall be presented for discussion after the membership has heard the candidates resume and the comments made by the interview committee. Each name will be 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 twenty-five percent of the members present so request.
- (h) No candidate who fails election on the third ballot shall be considered again at this election. He may be considered again at the next election if he is then eligible.

SECTION 14. All members shall keep the election results in absolute confidence so that no candidate shall learn of this 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 15. At the first meeting of electees, the President or other appropriate officer shall explain the requirements, objectives, and activities of the Association and Chapter.

SECTION 16. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-III, 7.

SECTION 18. Each electee shall be required to read the Constitution and Bylaws of the Association and Bylaws of the Chapter. Each electee will participate in a pledge project before he or she may be initiated.

SECTION 19. This Chapter shall encourage election of suitable graduate students. Members of the Chapter, Advisory Board, Alumni Chapter, or any Tau Beta Pi member may nominate candidates for election. Letters may be sent out at the beginning of an election quarter to the Tau Beta Pi faculty members for the purpose of notifying them of the initiation ceremony date and the deadline for the nomination of graduate students. A graduate student may be formally nominated according to C-III, 3(b).

SECTION 20. This Chapter shall encourage election of suitable alumni members and eminent engineers. Members of the Chapter, the Advisory Board, and Alumni Chapter, or any Tau Beta Pi member may nominate candidates for election. All candidates must meet requirements as provided by C-III, 4, 5, 6. See reference: Smoky Mountain Alumni Chapter Bylaws.

SECTION 21. If the Chapter so desires, students actively participating in the Co-operative Engineering Program who are working in the field during the semester in which the election is held can be accepted by the Chapter and given a delay initiation in the following semester. Permission to hold a delayed initiation must be obtained from the National Office. An electee, if he wishes, can decline the delayed initiation and be initiated in the next regularly scheduled initiation.

SECTION 22. All candidates for membership shall be considered regardless of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, military status, veteran status, or membership in other organizations.

BYLAW VII - RECORDS AND EQUIPMENT

SECTION I. All permanent records of the Chapter shall be kept accurate and up-to-date.

SECTION 2. All records and an inventory of all physical equipment owned by the Chapter shall be turned over to the new officers of the Installation of Officers Meeting.

SECTION 3. 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 VIII - FINANCE

SECTION I. 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 three-fourths affirmative vote of the total active membership and the approval of the Advisory Board shall be required to change any fees or dues or levy any assessment in accordance with TAB-II, 2, and TAB-III, 11. Within one week the Corresponding Secretary shall inform the Executive Director of the Association concerning any changes in the amounts of Chapter initiation fees, dues, or assessments.

SECTION 2. Expenditures shall be made by check, signed by the treasurer. Receipts must be written for all money received, except banquet money, and copies must be retained on file for at least three years.

SECTION 3. This Chapter shall use the official bookkeeping system of the Association.

SECTION 4. The initiation fee for all initiates shall be payable in advance. The fee shall include all national fees, chapter expenditures, and the cost of their initiation banquet.

SECTION 5. Credit may be extended to an electee unable to pay his fee at the discretion of the President and the Treasurer.

SECTION 6. The President may appoint a committee composed of at least one faculty member of the Advisory Board to audit the Chapter's books and report at the annual election of officers meeting.

SECTION 7. Any funds over and above needed operating funds as determined by the Treasurer shall be invested in an insured savings fund or certificate. The remainder of interest earned shall be applied to the present amount or applied to the operating expenses of the Chapter. These funds shall be under the control of the Advisory Board.

BYLAW IX - 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 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 C-XII.

SECTION 3. In accordance with TAB-III, 9, a letter of notice will be sent to any member missing two meetings in one semester without an official excuse. This will be brought to the attention of the

members of this Chapter at the time the letter is sent. Should a member who has been declared inactive wish to change his status back to active member, he may do so by submitting a written letter of petition to the Advisory Board. Upon receipt of this letter, the Advisory Board may request the member participate in some designated service project during a probationary period. After this time, the member may have his status reverted back to active member upon approval of the Advisory Board.

SECTION 4. An inactive member is not eligible for an elected Chapter office. Further, any time a listing of Tau Beta Pi members is requested designation shall be made between active and inactive members. At the time of their notification of their change to inactive status, the member shall be made fully aware of the above stipulations.

SECTION 5. The Treasurer shall be responsible for notices to members who are in arrears in paying delayed dues.

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 - AMENDMENTS

SECTION I. The Bylaws may be amended by a three-fourths affirmative vote of the required quorum of the active membership of the Chapter, subject to the approval of the Advisory Board, as provided in C-VII, 11 (b). Proposed amendments must be submitted to the Chapter in a scheduled meeting at least one week before voting.