

BYLAWS OF THE TENNESSEE EPSILON CHAPTER
The Tau Beta Pi Association

Bylaw I - General

Section 1. The Bylaws shall govern the proceedings of this Chapter on 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 The University of Memphis 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 The University of Memphis, the rules of the University 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, 5.02 - - National Bylaw V, Section 5.02.
- c. TEB-1,4 - - Tennessee Epsilon 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 on the basis of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VII 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-VI, 1, 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 officers of this chapter shall be a Worthy President, Vice President, Secretary, and Treasurer, who shall be active members of the Chapter, and four alumnus advisors, preferably elected 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, and 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 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 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, in the given TEB-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 Secretary shall notify each active member and advisor of the time, place and agenda for each meeting at least seven days in advance of the meeting.
- c. The Secretary shall serve as the Secretary of the Advisory Board.

Bylaws III - Meetings

Section 1. The following regular meetings shall be scheduled and held once each 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: Preliminary Consideration of Candidates, Election of Candidates, Initiation of Electees, and one general meeting of 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 20% of the active members of the Chapter.

Section 4. 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 5. The first meeting of each semester shall be held within two weeks of the start of the semester.

Section 6. The officers shall present a complete calendar of the regular meetings of the Chapter for the semester to the active members for their approval at the first meeting of the semester.

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 the meetings shall be as follows:

- a. Roll call
- b. Reports of committees
- c. Unfinished business
- d. New Business
- e. Adjournment

Section 8. If any active member misses two meetings during a semester, without valid excuses, that member's name will be presented by the President to the Advisory Board with the recommendation that this member be declared inactive if the absences are deemed unexcused by the Advisory Board.

Section 9. The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for the semester. 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, 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 composed of 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 five members of the Board. (Note that B-V, 5.06 allows chapters with cooperative-student and/or evening-student members to lower quorum requirements, with the approval of the Executive Council. It is preferable to write such specially approved quorum requirements into Chapter bylaws).

Section 11.

- a. The Secretary shall be supplied with a list of business items for the complete agenda. The deadline for the complete agenda shall be 7 days prior to the meeting.
- b. Additions to the agenda may be made after all business on the published agenda has been completed at the meeting. Urgent items of business may be attended to at the beginning of the meeting. Any additions are to be approved by an affirmative vote of a majority of the active members present.

Section IV - Committees

Section 1. Subject to the provisions of B-V, 5.02, the President shall appoint the chairmen and members of the following committees: Membership, Initiation, Program, Social Activities and such other committees as the Chapter shall desire and establish. Appointments shall be made at the next Chapter meeting following each initiation of new members.

Section 2. As early as possible after committee appointments are made the president shall provide each committee chairman with a list of his specific duties and responsibilities.

Section 3. The membership committee shall keep records of quorum and voting requirements. The committee shall be responsible for receiving petitions from members for readmission to active status and for presenting these petitions to the President for presentation to the Advisory Board.

Bylaws 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 term become available.

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

Section 3. Scholastically eligible day students in the following curricula shall be considered for memberships in this chapter: Civil Engineering, Mechanical Engineering, Electrical Engineering, Computer Engineering, and Biomedical Engineering.

Section 4. Night Students, pursuing equivalent curricula to those named TEB-V, 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 twice as a 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 Chapter and 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.

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

Section 7. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

Section 8. The Membership Committee shall periodically consult with the chairman of the various engineering departments to determine the names of graduate students, alumni, faculty members, and others who may be eligible for membership under the provisions of C-VIII, 3-6.

Section 9. 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. The election of members shall be by secret ballot and by a majority of the active membership of the Chapter. (See TE B-II, 2 and TEB-III, 10.) The Eligibility Code shall be read by the President at the election meeting.

Section 10. Each semester before invitation letters are sent, a preliminary screening vote is taken to determine which candidates should be considered for election.

Section 11. Invitation letters are sent out to all screened candidates. The letter congratulates the candidate on his or her academic performance, invites the candidate to the get-acquainted meeting, and gives a general overview of the purpose and activities of Tau Beta Pi. It is also a good idea to enclose the introductory pamphlet for additional information. The letter shall include an R.S.V.P and all candidates that have not responded two days before the meeting shall be contacted personally. The letter should state that an unexcused absence at this meeting will eliminate further consideration of the candidate.

Section 12. Hold a get-acquainted meeting. This meeting is primarily social, with an interruption to give out information about Tau Beta Pi and show a slide presentation. The candidates are encouraged to socialize with the chapter members. They should meet and talk to as many members as possible. The members should be instructed to find out as much as possible about the candidates and to answer any questions the candidates may have about the Association. Refreshments are to be served at the meeting.

Section 13. Evaluation of candidates. The members are asked to evaluate either in written form or by group discussion the candidates they met at the meeting.

Section 14. The President shall direct the Recruitment 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 to the electees, and mailed or hand-delivered within 48 hours of the end of the Election Meeting.

Section 15. 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 the voting.

Section 16. 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 and submit catalog cards and dues by the determined deadline.

Section 17. Each elected who refuses initiation for financial reasons shall be interviewed by the Advisory Board as required by C-VIII, 10 (a).

Section 18. Each elected may 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 Bylaw of the Association and these Bylaws.

Section 19. The chapter may assign additional duties to electees, subject to the provisions 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 or fall semester.

Section 2. Members interested in running for officership shall make their intent known to the Chapter Secretary one week before the Election of Officers Meeting. The Chapter Secretary will notify all members of the nominees one week before the Election of Officers Meeting.

Section 3. 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 this quorum shall be required for election. If no nominee receives majority on the first ballot, a second ballot shall be taken between the two leading candidates.

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 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 born 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 TE B-II, 2 and TE B-III, 10.) Within one week the Secretary shall inform the Secretary-Treasurer of the Association concerning changes in amounts of the initiation fees, dues, or assessments.

Section 2. The initiation fee shall not exceed \$60.00. The specific amount to be charged shall be set during the first Chapter meeting in the fall semester of each year. (See TE B-VII, 3.) The

initiation fee shall include the national initiation fee, the national Convention assessment, and the cost of chapter dues. It shall be paid in advance of the initiation.

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. 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 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 (except as provided in B-V, -5.03 (2) 2.)

Section 5. There shall be at 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.

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 (but not the Treasurer if he or she is a faculty member of the Board) shall audit the book. Following the audit, the Treasurer, with the aid of the Treasurer-elect, shall file the required information return with the District Director of Internal Revenue.

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 a good order and in a serious manner by the 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 inventory of 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 the Chapter shall be framed under glass and prominently displayed at a location determined by the Chapter.

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 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-VI, 7 (b). (See TE B-III, 10.)

Section 2. The Corresponding 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.

Bylaw XII - Enactment

Section 1. These Bylaws were adapted by vote of this Chapter and its Advisory Board and became effective on: April 1, 1977.

They were last amended on February 1, 2016.