



TAU BETA PI

THE ENGINEERING HONOR SOCIETY

Texas Alpha

BYLAWS

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 The University of Texas at Austin and the Cockrell School of Engineering as may apply to honor societies.

Section 3. This organization is a recognized student organization at The University of Texas at Austin and shall comply with all campus policies as set forth in the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities.

Section 4. State law and Sec. 14-103(3) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities define hazing as any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution.

Section 5. In the event of a conflict between the Constitution and Bylaws of The Tau Beta Pi Association, Inc., and the rules and regulations of The University of Texas at Austin and/or the Cockrell School of Engineering, the rules of The University of Texas at Austin and/or the Cockrell School of Engineering shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

Section 6. Abbreviated references herein to the Constitution and By-laws 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) TA-I, 4—Texas Alpha 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-VIII and in The Eligibility Code of the Association.

Section 2. The Chapter shall have full control over its individual affairs, subject to the Constitution and Bylaws of the Association, which shall be exercised by the active membership of the Chapter and its Advisory Board.

Section 3. An active member of this chapter shall be defined in C-VI, 1, 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. A student may become inactive only under the provisions of B-VI, 6.06.

Section 4. The officers of this Chapter shall be a President, a Vice-President Internal, a Vice-President External, a Vice-President Operations, a Treasurer, a Director of Professional Development, a Recording Secretary, a Corresponding Secretary, a Candidate Secretary, two Service Coordinators, two Social Coordinators, a Fundraising Coordinator, a Special Events Coordinator, and a Historian, all of whom shall be active members of this Chapter.

Section 5. The officers of this Chapter shall serve on semester terms. All active members shall be eligible to run for office, with the following provisions:

- (a) Only prior officers of the chapter shall be eligible to be nominated for the President of the following semester.
- (b) Only prior officers of the chapter shall be eligible to be nominated for the Vice-President Internal for the following semester.

Section 6. The Advisory Board of the Chapter shall be composed of the President, Vice-President Internal, Corresponding Secretary, and four Advisors who are alumnus members of the Association. The President shall serve as the Chair of the Advisory Board.

Section 7. Alumnus members of the Advisory Board shall serve four-year terms, as specified in C-VI, 7.

Section 8. 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 TA-II, 10.

Section 9. The duties of the officers shall be those usually performed by the persons holding such offices, those prescribed by the Constitution and Bylaws of the Association, those prescribed in these Bylaws, or those prescribed by Chapter action.

Section 10. The following extra duties shall be required of the officers:

- (a) The President shall:

- i. be an ex officio member of all committees.
- ii. see that each officer and committee chair is provided with a written list of specific duties for which each is responsible. A copy of each of these lists shall be placed in the Recording Secretary's notebook and in the President's Book.
- iii. cooperate with the Director of Tau Beta Pi District 10 and shall encourage the Chapter members to participate in the District's activities.
- iv. be responsible for performing all chapter duties not explicitly assigned to another officer in TA-II, 10.

(b) The President and Vice-President Internal shall pay a courtesy call to the Dean of Engineering early in the fall term to discuss ways in which the Chapter may be of service to the college. The substance of such discussion shall be reported to the Chapter at the next meeting.

(c) The Vice-President Internal shall:

- i. 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 By-laws, and such other materials as the Chapter may deem desirable.
- ii. preside over all candidate meetings.
- iii. maintain all required contact with each of the eligible candidates, including weekly communication via email and any other important updates.
- iv. be the final point of appeal for any specific issues or cases of individual candidates, especially pertaining to meeting the initiation requirements.
- v. complete all documentation after each candidate meeting to be compiled in the chapter report, submitted annually to the National Convention.
- vi. notify each active member and Advisor of the time, place, and purpose of each Chapter meeting at least one week in advance of the meeting.
- vii. oversee the Social Coordinators, Service Coordinators, and Recording Secretary.

(d) The Vice-President External shall:

- i. act as the corporate liaison for the Chapter.
- ii. secure funding for all events that may require corporate sponsorship.

iii. oversee the Corresponding Secretary, SEC, and the Director of Professional Development.

(e) The Vice-President of Operations shall:

- i. Oversee the Fundraising Coordinator, Treasurer, and Historian.
- ii. Manage officer duties for meetings (set-up, etc.), info sessions, and events.
 - a. order food for the candidate and active meetings.
- iii. Take responsibility for operational duties.
- iv. Organize the banquet at the end of each semester.

(f) The Treasurer shall:

- i. oversee all financial transactions of the chapter.
- ii. maintain financial records of the chapter and keep them current.
- iii. assist the fundraising coordinator in organizing all non-corporate fundraising activities.

(g) Director of Professional Development

- i. organize at least one Engineering Futures session per semester.
- ii. organize any other potentially useful professional development sessions.
- iii. assist the Vice President-External in any areas deemed necessary.

(g) The Fundraising Coordinator

- i. keep the office stocked with all required supplies.
- ii. organize and run Burger Burns.
- iii. organize any other necessary fundraising events.

(h) The Recording Secretary shall

- i. take the minutes at all active and officer meetings and shall post these minutes within two days.
- ii. be responsible for planning faculty firesides for the Chapter each semester.
- iii. ensure that an active member of the Chapter attends each faculty fireside.

iv. report attendance at faculty firesides to the Candidate and Corresponding Secretaries.

(i) The Corresponding Secretary shall:

i. compile and submit the annual Chapter report to the Association. At the end of the fall term, the Corresponding Secretary shall prepare a semi-annual report (in final draft form) for inclusion in the following spring's Annual Chapter Report.

ii. submit the eligibility and initiation reports to the Association.

(j) The Candidate Secretary shall:

i. assist the President at the beginning of the semester with obtaining a list of eligible candidates and sending them electronic

ii. maintain records of the candidates' completion of requirements for initiation.

iii. present the information given in the candidate meetings to those candidates unable to attend.

iv. keep track of attendance at all candidate and active meetings and provide lists of attendees to the Vice President Internal.

(k) The Historian shall:

i. act as the historian of the Chapter which would involve taking pictures at events and maintaining our web presence.

(l) The Service Coordinators shall:

i. be responsible for planning the community service events for the Chapter each semester.

ii. ensure that an active member of the Chapter attends each service event.

iii. report attendance at service events to the Candidate and Corresponding Secretaries.

(m) The Social Coordinators shall:

i. be responsible for planning the social events for the Chapter each semester.

ii. ensure that an active member of the Chapter attends each social event.

iii. report attendance at social events to the Candidate and Corresponding Secretaries.

(n) The Special Events Coordinator shall:

i. be the point of contact between special events coordinators or committee chairs and university representatives. These events include:

- a. Alumni Tailgate
- b. Camping Trip (in the spring)
- c. Lasertag Tournament (in the fall)
- d. E-Week
- e. Boat Party (in the spring)
- f. Any other events coordinated with other student organizations or through the Student Engineering Council

ii. act as the official society-authorized representative when filling out forms, paperwork, or documentation for any events on campus.

iv. serve as the representatives to the Student Engineering Council (SEC). The Special Events Coordinator shall keep the President of the chapter apprised of any upcoming events planned by other organizations in which the chapter wishes to participate.

(o) All officers shall hold regularly scheduled office hours in an amount to be determined by the President at the beginning of each semester. Officers are expected to be in the office during this time.

(p) In the event that the President determines that additional officers are required to handle the demands of the chapter in any particular semester, he or she may propose new positions in addition to those described in TA-II 4 above. These positions will become active upon a three-fourths affirmative vote of the current officers, with abstentions counting against. These positions will be filled in the following manner:

i. The President will notify the active members of the positions and the duties of each and invite nominations from the chapter officers and active members.

ii. At the weekly officer meeting at least one week after the communication described in TA-II 10(n)(i) above, the President shall provide the officers with a list of nominees for each position to be put to a vote.

iii. In the event of multiple (more than two) nominees for a position, a runoff vote will take place with the nominee receiving the least number of votes eliminated in each round.

iv. A majority of officers' votes is necessary to confirm any nominee to a position, with abstentions counting with the majority vote.

v. In all votes, the President will have the privilege of first debate but will not vote except to break a tie.

Bylaw III – Meetings

Section 1. The following shall be addressed at regular meetings held in the Fall and Spring semester: Organization, Consideration of Candidates, Election of Candidates, Initiation of Electees, one general meeting of a social, literary, or technical nature, and the Election of Officers.

Section 2. Special meetings may be called at any time by the President, any alumnus members, or the Advisory Board, or upon written request to the President signed by 20% of the active members of the Chapter.

Section 3. The Organization meeting of each semester shall be held within three weeks of the start of the semester.

Section 4. The calendar for regular meetings of the Chapter for the semester shall be set at the Organization meeting.

Section 5. Active members shall be required to attend at least three regular, scheduled meetings of the Chapter, including either the Organization or Election of Candidates meeting, unless excused by an officer for reasons which are judged to be good and sufficient. A member who must miss a regular, scheduled meeting shall submit his or her reason to an officer before the meeting unless the excuse is an illness.

Section 6. The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss the Chapter activities for the semester. Additional meetings may be called at any time by the Chair of the Advisory Board, the President, or upon written request to the Chair of the Board signed by 20% of the active members of the Chapter.

Section 7. A quorum for any Chapter meeting shall be defined by B-V, 5.07. For the election of officers, a quorum shall be two-thirds of the active membership.

Bylaw IV – Committees

Section 1. The President of the Chapter shall form any and all committees at the beginning of each semester and shall make the names and descriptions of the committees known at the first active meeting.

Section 2. Any active member shall be eligible to serve on any given committee.

Section 3. The President of the Chapter shall solicit each committee's membership for volunteers for committee chairmanship. From the list of volunteers for committee chair, the President shall appoint a chair to each committee. Each committee chair shall report the progress of his or her committee to the President at regular intervals.

Bylaw V – Election of New Members

Section 1. In accordance with Sec. 6-202(a)(2) and Sec. 6-302 of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization restricts membership to students, faculty members, and staff members of the University.

Section 2. In accordance with Sec. 6-202(a)(3) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization may not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's statement of faith; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.

Section 3. 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 4. All provisions of C-VIII and B-VI shall be strictly followed.

Section 5. Scholastically eligible students in the following engineering curricula shall be considered for membership in the Chapter: Aerospace/Engineering Mechanics, Architectural, Chemical, Civil, Electrical, Engineering Science, Mechanical, Petroleum, Biomedical Engineering, and other graduate-level Engineering disciplines of Aerospace, Engineering Mechanics, Biomedical, Chemical, Civil, Architectural, Environmental and Water Resources, Construction, Geotech Engineering, Transportation, Electrical and Computer, Mechanical, Operations Research, Manufacturing Systems, Materials Science, Petroleum, Energy and Mineral Resources, Executive Engineering Management Program Option III, and Executive Software Engineering Program Option III.

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. The membership committee shall periodically consult with the chairs 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 8. Exemplary Character Evaluation:

- (a) Letters shall be sent to scholastically eligible candidates inviting them to attend an information session, describing their activities, interests, and courses taken, and to participate in candidate activities. The letter shall contain specific information on the time and location of the information session.

- (b) On the specified date, an information meeting shall be held to inform prospective candidates of the history and character of the Association, and of the candidate requirements and activities planned for the semester.
- (c) After the information meeting, those candidates who have completed 60 semester hours toward their engineering degrees as specified in the catalog of the Cockrell School of Engineering shall each be interviewed by an officer of the Chapter. The interviewers shall then select as the members of the candidate class the candidates who expressed in the interviews an honest desire to become active members of Tau Beta Pi.
- (d) The candidate activities shall include at least two candidate class meetings; a quiz over the Constitution and Bylaws of The Tau Beta Pi Association; polishing the bent; faculty firesides; service projects benefiting the Chapter, the University, or the community; and other such requirements as the Chapter may establish.
- (e) Each candidate shall be required to participate actively in all the candidate activities to receive further Chapter consideration.
- (f) Projects that involve physical violence, offense to dignity or decency, and/or public exercises that make the candidate ridiculous in any way are strictly prohibited.
- (g) At the Election of Candidates Meeting, the membership committee shall make recommendations based on the candidates' participation in their assigned activities. Candidates who are expected to complete all candidate requirements may be elected with the stipulation that they complete any outstanding requirements before initiation.

Section 9. Voting Procedures:

- (a) At the Election Meeting, the eligibility code shall first be read.
- (b) The names of the 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 the 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. A majority of those actives present is needed to elect a candidate.
- (e) Each candidate removed from a group and candidates who did not receive favorable recommendations 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 the election on the first ballot.

(h) No candidate who fails on the second ballot shall be considered unless 25% of the members present so request.

(i) No candidate who fails the election on the third ballot will be considered again at this election. They may be considered again at the next election if they are then eligible.

(i) Quorum for the election of the new members is stated in TA-III, 7.

Section 10. Electees shall be informed of negative election results by the Vice-President Internal in confidence.

Section 11. 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 notice; likewise, no candidate shall be informed of the details of the vote, especially concerning the personal matter discussed at the time of the voting.

Section 12. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board as required by C-VIII, 10 (a).

Section 13. Members may be removed from the organization after election in accordance with C-I, 5.

Bylaw VI – Election and Installation of Officers

Section 1. Officers shall be elected each semester.

Section 2. An alumnus member of the Advisory Board shall be elected in the Spring semester.

Section 3. Nominations for officers may be in the form of a written notification presented to the President at least one week prior to the elections, or they may be made from the floor at the Election of Officers meeting. The election procedure shall take place one office at a time, beginning with President and proceeding in descending order as in TA-II, 10. The order of nominees, for both speeches and ballot order, shall be in the order of submission of the applications and then floor nominations. Discussion of the nominees' qualifications may be made following the closing of the nominee speeches provided the nominees are not in the room during the discussion.

Section 4. The Election of Officers meeting shall be held immediately following the initiation ceremony at the end of each semester. The new officers shall meet with the old officers

at least once prior to the end of the semester to learn their duties and responsibilities. The President shall be responsible for providing his or her successor with a compilation of reports on the Chapter activities of the semester, the traditions and administrative details of the Chapter operations, and the responsibilities of each officer.

Section 5. The election of officers shall be by headcount with the nominees out of the room. Two-thirds of the active members shall constitute a quorum for the Election of Officers meeting, and a majority of the quorum shall be required for election. A vote by the members present will cause the nominee receiving the least number of votes to be dropped from further consideration until one receives a majority vote.

Section 6. If any office becomes vacant between regular elections, a special election shall be held at the next Chapter meeting to fill the vacancy. The officer elected shall serve until the next regular elections. Abstentions are allowed at any time during the regular election process described in this section.

Section 7. In the event of a tie between number (n) candidates, the election shall be decided by the majority vote of the $n + 1$ officers who are the most senior *and* are not running for the office under contention. Here, the highest level of officer seniority is defined as beginning with the President and proceeding in descending order as in TA-II, 10.

Section 8. An officer shall be removed if any three active members request a vote on the matter and a majority of the active membership of the Chapter votes for removal. The vote shall be held at the first Chapter meeting following the request for the vote. The officer shall have the right to be heard by the Chapter before the vote. The results of the vote may be appealed to the Advisory Board, which shall affirm or reject the results. Any removed officer shall remain a member of the Chapter. Any vacancies resulting from this section shall be filled per TA-VI, 6.

Bylaw VII – Finances

Section 1. The expenses of the Chapter shall be borne by the initiation fee, corporate sponsorships, 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 to levy any assessment. Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of any changes in amounts of the Chapter's initiation fee, dues, or assessments.

Section 2. The initiation fee for all initiates shall be decided by the Advisory Board prior to each semester. This fee is payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee, the national Convention assessment, the cost of one initiation banquet, and the operating expenses of the local Chapter.

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. The budget shall be submitted to the Chapter for approval by a majority vote at the

first regular meeting of 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 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.

Section 5. There shall be at all times a balance of at least \$50.00 in the Chapter treasury. A sum of no more than \$100.00 may be kept in petty cash by the Treasurer.

Section 6. The Chapter's fiscal year shall be from May 1 to April 30.

Section 7. Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if he or she is an alumnus member of the Advisory Board) shall audit the Chapter's books. If necessary, the Treasurer and Treasurer-Elect shall file the Internal Revenue Service's form 990.

Section 8. No part of the net earnings of the Chapter will inure to the benefit of or be distributable to, members or officers of the Chapter or to any other individual.

Bylaw VIII – Discipline

Section 1. It is the intent of this disciplinary Bylaw to impress the membership with the seriousness of the purpose of this Chapter and of the Tau Beta Pi Association and to enable the officers and dedicated members of this Chapter to accomplish necessary business in a manner not inconvenienced or encumbered by a lack of interest on the part of a few members.

Section 2. Discipline shall be in accordance with C-IX, 4 & 5.

Section 3. The Advisory Board must establish guidelines defining active members at its first meeting of each semester. These requirements shall be announced at the first meeting of the semester and those members who do not comply with these guidelines will automatically become inactive members.

Section 4. Requirements for active members shall include at a minimum: attendance at all actives meetings and any other requirements as specified at the first actives meeting of the semester.

Section 5. An inactive member may be granted active status by submitting a written petition to the Advisory Board, and attending an interview with the Advisory Board, provided the Advisory Board votes to grant him or her active member status privileges.

Bylaw IX – Records and Equipment

Section 1. All permanent records of the Chapter shall be kept current and up-to-date.

Section 2. The initiation equipment shall be maintained in good order and in a secure manner by the Vice-President Internal, and the Ritual and its related materials shall be kept up-to-date and under lock and key when not in use.

Section 3. The Charter of this Chapter shall be prominently displayed.

Section 4. 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 nonmembers of the Association.

Bylaw X – University Advisor

Section 1. In accordance with Sec. 6-101(14) and Sec. 6-101(15) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization may have a University Advisor who is at least twenty-one years of age, is not enrolled as a student at the University, and serves as either a part-time or full-time employee of the University or a representative of a national organization that is associated with the registered student organization.

Bylaw XI – 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 C-VI, 5.

Bylaw XII – 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. Copies of proposed amendments shall be made available to members at least one week prior to the meeting at which the proposed amendments are to be considered.

Section 3. These Bylaws may be amended by a two-thirds affirmative vote of the active membership of the Chapter, subject to the approval of the Advisory Board, as provided in C-VI, 7 (b).

Section 4. 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.

Section 5. All amendments or changes to these Bylaws must be reflected in an updated constitution that must be submitted to Student Activities in the Office of the Dean of Students at 2609 University Ave., Suite 2.112 within 14 days of its approval.

Bylaw XIII – 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 educational 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 disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

Bylaw XIV – Enactment

Section 1. These Bylaws were adopted by a vote of this Chapter and its Advisory Board and became effective on March 3, 1982. They were **last amended on April 20, 2023**.

Signed **Luke Estes**
(President of the Chapter)
Signed **Luke Estes**
(Advisory Board Chair)