

**BYLAWS of the TEXAS ETA CHAPTER
of
the TAU BETA PI ASSOCIATION, INC.**

BYLAW I – GENERAL

- SECTION 1 Hereafter, the Tau Beta Pi Association, Inc., shall be referred to as the Association, the University of Texas at Arlington shall be referred to as UTA, and the Texas Eta Chapter shall be referred to as the Chapter.
- SECTION 2 These Bylaws shall govern the proceedings of this Chapter in all matters not expressly provided for in the Constitution and Bylaws of the Association.
- SECTION 3 This Chapter shall conform to all the rules and regulations of UTA governing clubs and organizations.
- SECTION 4 In the event of conflict between the Constitution and Bylaws of the Association and regulations of UTA, the rules of UTA shall prevail, and the Secretary-Treasurer of the Association shall be notified by the Chapter Corresponding Secretary of the circumstances of the conflict.
- SECTION 5 Abbreviated references herein to the Constitution and Bylaws of the Association and to various Bylaws of this document shall be made in the form illustrated by the following examples.
- a. C-VI, 1 – refers to National Constitution Article VI, Section 1.
 - b. B-V, 5.02 – refers to National Bylaws V, Section 5.02
 - c. THB-I, 4 – refers to Texas Eta Chapter Bylaws I, Section 4

BYLAW 2 – 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 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 defined in C-VI, 1, and only active undergraduate and graduate and graduate-student members, as defined therein, shall have the privilege of voting on new members and on the amounts of the initiation fees, dues, fines, and assessments.
- SECTION 3 The officers of this Chapter shall be: President, Vice President, Corresponding Secretary, Recording Secretary, Cataloger, and Joint Council of Engineering Organizations Representative, who shall be active members of the Chapter; a Treasurer who may be an active member of the Chapter or a member of the faculty; and the four alumnus advisors, preferably elected from among the faculty of the College of Engineering.

- a. If a faculty member is elected Treasurer there shall be a position of Assistant Treasurer created to be filled by an elected undergraduate student member.
- b. The President shall be allowed to appoint a maximum of two Executive Assistants. These Assistants shall be newly initiated first semester juniors.

SECTION 4 The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and the four alumnus Advisors of the Chapter. The Chair 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 chapter shall operate on a fiscal year that begins on the first of August and ends on the last day of July.

SECTION 7 The duties of the officers shall be those usually performed by persons holding such offices, those prescribed in these Bylaws, other Chapter Documents, or by Chapter action.

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 THB-II, 3.

SECTION 9 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 chair is provided with a written list of duties for which each is responsible. A copy of each list shall be placed in each of the officers and advisors official Chapter binders.
- c. The Vice President shall be the official addressee for all correspondence from the National office and shall also be responsible for the agenda of all general Chapter meetings.
- d. The Recording Secretary shall see that each candidate accepting election receives copies of the Constitution, Bylaws, and Eligibility Code of the Association, *Information About Tau Beta Pi*, these Bylaws, and other such materials as the Chapter may deem desirable. This officer shall publish and distribute, to the membership and advisors, minutes of all meetings (other than Advisory Board meetings) within one week of the meeting.
- e. The Corresponding Secretary shall notify each active member and advisor of the time, place, and purpose of each scheduled meeting at least one week in advance of the meeting.
- f. The Corresponding Secretary shall serve as Secretary of the Advisory Board.
- g. The President and Vice President shall pay a courtesy call on the Dean of the College of Engineering early in the fall semester to discuss ways in which the Chapter may be of service to the College. The substance of such discussions shall be reported to the Chapter at the next meeting.
- h. All officers are required to write an annual report to be included in the official Chapter binders and passed on to their successor.

BYLAW III – MEETINGS

- SECTION 1 Regular meetings shall be scheduled and held each year for the following purposes: Organization, Election of Officers, and Installation of Officers.
- SECTION 2 Regular meetings shall be scheduled and held in the fall and in the spring semesters for the following purposes: Preliminary Consideration of Candidates, Election of Candidates, Initiation of Electees, and one general meeting of a 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 the officers and/or Advisory Board shall be held within two weeks of the start of each semester.
- SECTION 6 The officers shall present a complete calendar of the regular meetings of the chapter for the semester to the active members no later than the first general meeting of the semester.
- SECTION 7 Notices sent to the active members and alumnus advisors announcing regular meetings shall clearly state the time, place, and purpose of the meeting.
- SECTION 8 Business meetings, other than the Election Meeting, shall last no longer than two hours, unless extended by an affirmative vote of three-fourths of the active members present.
- SECTION 9 Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons which he judges to be good and sufficient. A member who must miss a regular, scheduled meeting shall submit his reasons to the President before the meeting, unless the excuse is an illness.
- SECTION 10 The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for the semester. At the discretion of the Advisory Board, the minutes of each Advisory Board meeting may be read at the following regular meeting of the Chapter. Additional meetings of the Board may be called by any of its members upon written request to the Chair of the Board signed by 20% of the active members of the chapter.
- SECTION 11 A quorum for the consideration of routine business and for the election of officers 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 assessing an assessment of 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 three-fourths of the active membership. A quorum for an Advisory Board meeting shall be five members of the Board.

BYLAW IV – COMMITTEES

SECTION 1 Subject to the provisions of B-V, 5.02, the President shall appoint the chairs and members of the following committees: Pledge Selection, Initiation, Publicity, 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 chair with a list of that committee's duties, responsibilities, members, and previous annual reports.

BYLAW 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 provisions of C-VIII and B-VI shall be strictly followed.

SECTION 3 Scholastically eligible day students in the regular curricula offered in the College of Engineering at UTA, as listed below, shall be considered for membership in the Chapter.

- a. Aerospace Engineering
- b. Architectural Engineering
- c. Biomedical Engineering
- d. Civil Engineering
- e. Computer Engineering
- f. Computer Science
- g. Electrical Engineering
- h. Engineering Management (graduate only)
- i. Industrial Engineering
- j. Material Science and Engineering (graduate only)
- k. Mechanical Engineering
- l. Software Engineering
- m. Systems Engineering (graduate only)

SECTION 4 Scholastically eligible night students pursuing equivalent curricula to those named in THB-V, 3, may be considered for membership in the Chapter, subject to the provisions of C-VIII, 2(a).

SECTION 5 Scholastically eligible transfer students shall be eligible for consideration under THB-V, 3 or 4, if they have completed 24 semester hours at UTA.

SECTION 6 Scholastic eligibility shall be defined as follows.

- a. A senior who is in the upper fifth of his class in the College of Engineering is scholastically eligible.

- b. A junior who is in the upper eighth of his class in the College of Engineering is scholastically eligible.
- c. A graduate student who is in the upper fifth of this class in the College of Engineering and has completed at least 50% of his work towards his graduate degree is scholastically eligible.
- d. The Chapter may elect to raise these standards should the necessity rise, but it may not lower them.
- e. A minimum GPA of 3.2 is required to be eligible for membership in Tau Beta Pi.

- SECTION 7 The classification of students for eligibility purposes shall be as follows
- a. A junior is an engineering student who is enrolled in and/or has completed at least 9 hours of junior-level engineering courses at UTA, as defined in the current UTA Undergraduate Catalog.
 - b. A senior is an engineering student who is enrolled in and/or has completed at least 9 hours of senior-level engineering courses at UTA, as defined in the current UTA Undergraduate Catalog. Hours of engineering completed at other universities can be approved only by the Advisory Board.
- SECTION 8 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 9 The Pledge Selection Committee shall periodically consult with the chairs of the various engineering departments to determine the names of alumni, faculty members, and others who may be eligible for membership under the provisions of C-VIII, 3-6.
- SECTION 10 At the first meeting of eligible candidates, the President shall explain the requirements, objectives, and activities of the Association and the Chapter. If the President is unavailable, another member of the Advisory Board may stand in for the President.
- SECTION 11 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 members in the Chapter. The Eligibility Code shall be read by the President at the election meeting.
- SECTION 12 The President shall direct the Pledge Selection committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. Notification of election shall be sent to all electees within 48 hours of their election.
- 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 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 14 Each electee who refuses invitation for financial reasons shall be interviewed by the Advisory Board as required by C-VIII, 9(a).
- SECTION 15 The Chapter may assign additional duties to the electees, subject to the provisions of B-VII, 7.02.

BYLAW VI – ELECTION AND INSTALLATION OF OFFICERS

- SECTION 1 Each officer shall be elected to a one-year term, unless the candidate expects to graduate and leave UTA in less than a year; in this case, the officer must serve at least one long semester (fall or spring). Chapter Advisors shall be elected to staggered four-year terms.
- SECTION 2 Nominations for officers shall be made by a nominating committee appointed by the President. The committee shall nominate one candidate for each office. Additional nominations may be made from the floor at the Election of Officers Meeting. All candidates for each office who are not elected and then eligible for nomination from the floor to any other office provided the nomination is accepted by the candidate.
- SECTION 3 The election of officers shall be by open ballot. A majority 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. Absentee ballots may be used to complete the quorum if the quorum is not present. If no nominee receives a 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 for that specific office.
- 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 assessment. (See THB-II, 2, and THB-III, 11.) Within one week, the Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning changes in amounts of the initiation fee, dues, or assessments.
- SECTION 2 The initiation fee shall be determined by the Advisory Board. The specific amount to be charged shall be determined during the first Chapter meeting of the semester. (See THB-VII, 3.) 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 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 Advisors for approval by a majority vote before 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 an

Advisor, except that the Treasurer shall be authorized to advance to the Convention delegate a sum sufficient to cover expenses expected to be incurred in attending the 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(e)2.)

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 \$20.00 may be kept in petty cash.

SECTION 6 Expenditures in excess of \$10.00 shall be made by check, signed by the Treasurer or President. Expenditures of less than \$10.00 may be paid from petty cash.

SECTION 7 Immediately following the end of the Chapter's fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if this office is held by a faculty member of the Board) shall audit the books. Following the audit, the Treasurer, with the aid of the Treasurer-elect, shall file the required information return with Tau Beta Pi headquarters.

BYLAW VIII – 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 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 the 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 UTA who has received approval from the Advisory Board, except that the Ritual may not be inspected by non-members of the association.

BYLAW IX – 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 X – AMENDMENTS

SECTION 1 These Bylaws may be amended by a majority vote of the active membership in the Chapter, subject to the approval of the Advisory Board, as provided in C-VI, 7(b).

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 XI – ENACTMENT

SECTION 1 These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on January 13, 2022

Cristian Garcia
President

[Signature]
Chief Advisor