

**CHAPTER BYLAWS**  
**TAU BETA PI**  
**Texas Mu Chapter**

**I. General**

- **Section 1.** The official name of this student organization is Tau Beta Pi. The chapter name for the organization for reporting purposes to the national organization of Tau Beta Pi is Texas Mu.
- **Section 2.** It is the purpose of the Society to mark in a fitting manner those who have conferred honor upon their alma mater by distinguished scholarship and exemplary character as students, or by their attainments as alumni. Distinguished scholarship, while the primary requisite for admission, must not be considered the sole criterion.
- **Section 3.** These Bylaws shall govern the proceedings of this Chapter in all matters not specified in the Constitution and Bylaws, and in the Convention Acts of the Tau Beta Pi Association.
- **Section 4.** This Chapter agrees to abide by all University of Texas at San Antonio regulations, policies and local, state, and federal laws. This Chapter will also abide by all rules that the College of Engineering may apply to honor societies. Including, but not limited to: University of Texas at San Antonio's RSO and shall not deny membership to any student on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, or veteran status. Membership is subject to the requirements mentioned in part V.
- **Section 5.** In the event of a conflict between the Constitution and Bylaws of the Tau Beta Pi Association and the rules and regulations of the College of Engineering or the University of Texas at San Antonio, action shall be taken as deemed necessary and appropriate.

**II. Election of Officers and Duties**

- **Section 1.** Elections will take place every spring semester for the positions of President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, pursuant to Article VII, Section 10 of the Constitution and Bylaws, with the addition of the offices of Special Event Coordinator, and Public Relations. To be eligible for election, the candidates must be "active members" and shall be students pursuing undergraduate or graduate engineering curriculums at the University of Texas at San Antonio. In addition, there will be four or more alumni

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advisors. At least one alumnus member of the Advisory Board shall be from the faculty of the College of Engineering at the University of Texas at San Antonio.

**Section 2.** Elections will be held by secret ballot if more than one person applies for the position.

- **Section 3.** The Tau Beta Pi Installation Procedure shall be used at the installation meeting, as described in the President's Book.
- **Section 4.** To be eligible for election, the candidates must be "active members" and shall be students pursuing undergraduate engineering curriculums at the University of Texas at San Antonio. Candidates must maintain a grade point average of 3.0 in all engineering coursework in order to remain eligible for officer positions.
- **Section 5.** 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 initiation fee, dues, fines, and assessments.
- **Section 6.** The following section outlines the duties of the officers:
  1. It shall be the duty of the President, as the responsible agent and leader of the Chapter, to see that the other officers of the Chapter perform their duties in accordance with the Constitution and Bylaws of the Association and the Bylaws of the Chapter.
  2. The Vice President of the Chapter shall have as a special duty the advancement of the technical and professional education of the active members.
  3. It shall be the duty of the Recording Secretary to keep the roll and record books of the Chapter as obtained from the Secretary of the Association, the minutes of the meetings of the Chapter completely written up-to-date and to keep in a suitable holder all the issues of THE BENT for the last year, and also in a similar holder all issues of THE BULLETIN for the last year for the use of the members of the Chapter.
  4. It shall be the duty of the Corresponding Secretary of each chapter to:
    - a) Send promptly in October each year to the Secretary-Treasurer of the association lists of the names and post-office addresses of the officers of the Chapter, and to report promptly all changes in this information which may occur during the year.
    - b) Send to the Secretary-Treasurer of the Association the Report of Eligibility as specified in Bylaw VI, Sec. 6.05 (a).

- c) Send to the Secretary-Treasurer of the Association the Report of Election and card forms entitled Tau Beta Pi Catalog Card as specified in Bylaw VI, Sec. 6.05 (b).
  - d) Send to the Secretary-Treasurer of the Association the Report of Final Action as specified in Bylaws VI, Sec. 6.05 (c), and VII, Sec. 7.07.
  - e) Send to the Secretary-Treasurer of the Association, immediately upon receipt of the proper form or after their election, a duplicate of the credentials for the delegate and alternate to the ensuing Convention. See Bylaw VIII, Sec. 9.01 (f).
  - f) Furnish to the Secretary-Treasurer of the Association a copy of the Chapter's Bylaws, amend to date, with the written approval of the Advisory Board within two weeks of their adoption and amendment. See Bylaw VIII, Sec. 8.01 (g).
  - g) Report to the Secretary-Treasurer of the Association such items of news and of interest as to honors received, offices to which members of the Chapter have been elected, and the like, and also any cases of discipline which might affect the standing of one or more members on the rolls of the Association.
  - h) Carry on such other correspondence of the Chapter as the President may direct.
  - i) Report to the Secretary-Treasurer of the Association any and all actions taken by the Advisory Board of the Chapter.
5. It shall be the duty of the Treasurer to maintain the book keeping for money in and out of the chapter, approve spending using chapter funds, to file taxes, and to collect and maintain all money from the members.
  6. It shall be the duty of the Special Events Coordinator to organize all events, and if necessary, to recruit and organize members into committees for the purposes of running events.
  7. It shall be the duty of the Public Relations to maintain social media, websites, and email to keep member informed of Texas Mu activities, handle press releases, and public relations for the chapter, and if necessary, to recruit and organize members into committees for the purposes of public outreach.

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- **Section 7.** Extra duties shall be required of the officers:
  1. The President shall notify the Advisory Board of the time set for election of new members at least one week in advance.
  2. The Corresponding Secretary will keep an accurate, updated list of the names and addresses of all active members. The Corresponding Secretary will send out notices of all meetings at least one week ahead of the scheduled date.

### III. Meetings

- **Section 1.** Regular meetings shall be scheduled, and each held once each year: informational meeting for candidates, election of officers, and appointment of officers. Active members are required to attend all but the installation meeting.
- **Section 2.** Two formal initiations shall be held each year, one during the fall semester and one during the spring semester.  
**Section 3.** Meeting times will be chosen according to availability of active members.
- **Section 4.** Special meetings may be called at any time by members of the advisory board or active members.
- **Section 5.** Business and finance decisions will be made by majority decision by vote from a quorum. A quorum is defined as  $\frac{3}{4}$  participation from active members.

### IV. Election of New Members

- **Section 1.** The Election of new members shall be held once a month in the Fall and spring semester.
- **Section 2.** Students in good standing in the following degree plans shall be eligible for membership in this Chapter: Biomedical Engineering, Civil Engineering, Electrical Engineering, Computer Engineering, Mechanical Engineering, and Chemical Engineering.
- **Section 3.** To be eligible as a Junior a student must have completed at least 60 credit hours but fewer than 89 credit hours. To be eligible as a Senior, a student must have completed at least 90 credit hours.
- **Section 4.** In each election, the top one-eighth of Juniors and the top one-fifth of Seniors shall be eligible as determined by overall GPA.
- **Section 5.** The officers of the chapter shall consult with the various engineering department heads to determine eligibility status each semester.
- **Section 6.** This Chapters' procedure for evaluation of the exemplary character of candidates shall be as follows:

1. Letters shall be sent to scholastically eligible candidates inviting them to an introductory meeting.
  2. An introductory meeting shall be held at which time the Chapter officers shall explain the purpose of Tau Beta Pi, and will answer any questions from the candidates.
  3. Chapter members conduct individual investigations on those candidates who are not well known. There are several methods of learning about unknown candidates. The candidate could be interviewed, or faculty members can be consulted.
  4. Some requirements may be modified for certain candidates. The President and Officers shall determine these changes on a case-by-case basis.
  5. While the requirements listed above are a minimum for the chapter's candidates, the chapter may choose to make the requirements more stringent or introduce other requirements, such as interview panels, personal statements, etc. provided such changes are made in writing and approved by a majority of the active members of the chapter.
- **Section 7.** Election of new members shall be done as specified below:
    1. Submission may be done in-person, on paper, over the internet, etc. as determined by the chapter officers.
    2. The active members and officers will then review the candidates and determine if the individual candidates have met the requirements stated above.
    3. Each candidate who has met the requirements will then be voted upon, in a method deemed appropriate by the chapter.
  - **Section 8.** An electee may be notified of his or her election either orally, in writing, or over email, and may state his or her acceptance in either way.
  - **Section 9.** Each electee shall be required to participate in the initiation ceremony before gaining official membership. Each electee shall be required to read the Constitution and Bylaws of the Association, and these Bylaws.

## V. Member Status

- **Section 1.** A member in good standing shall be known as an active member from the time of initiation until conferral of the Bachelor's Degree, at which time, he or she will be known as a graduate student member or an alumnus member. Graduate student and Alumnus members shall be known as active members only if they so desire.

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- **Section 2.** A member may be declared inactive if he or she fails to appear at any of the mandatory meetings specified in Article III, without informing one of the officers prior to the meeting, An inactive member shall be declared active upon a written petition by the Advisory Board.
- **Section 3.** The Corresponding Secretary shall keep a separate record of all inactive members, and the National Offices shall be informed of the status of such members.
- **Section 4.** All active members shall receive the following benefits:
  1. Reimbursement from costs related to The Order of the Ring Ceremony at the University of Texas at San Antonio, with proper proof of payment such as a receipt.
  2. Reimbursement from costs related to purchasing tickets to the College of Engineering Banquet, with proper proof of receipt.
  3. All Chapter Presidents shall receive a Tau Beta Pi cord and stole paid for by the Chapter.

## VI. Reports

**Section 1.** Records shall be kept up-to-date and in good order. The complete records shall be turned over to the new officers before they assume office. All duties of each officer shall be documented and included with these records.

- **Section 2.** All records shall be open for inspection to any member of Tau Beta Pi in good standing.

## VII. Finances

- **Section 1.** The expenses of the Chapter shall be borne by the initiation fee and by such dues as may be voted by the Chapter. A two-thirds majority vote of the total active membership, in good standing, shall be required to change any fees. Within one week, the Corresponding Secretary shall inform the Treasurer concerning the changes in the amounts of these dues.
- **Section 2.** The initiation fee for all initiates shall be payable in advance of the initiation. This shall include National fees, and the cost of the Tau Beta Pi banquet as well as any operating expenses.
- **Section 3.** At the beginning of each semester, the Treasurer shall draw up a budget subject to approval of the Advisory Board.
- **Section 4.** Disbursement of Organization Assets: In the event that the organization becomes defunct, the engineering faculty advisor of the organization takes control of the checkbook, account, and any other assets. Until the organization can reinstate itself with the assistance of the faculty advisor, the advisor will remain in control of the assets.

## 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.** An active member will become inactive if he or she misses two consecutive Chapter meetings without written notice, unless the excuse is illness. An inactive member will be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board. An inactive member loses privilege of purchasing Tau Beta Pi cords and stoles for graduation.

## 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. 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 first Chapter meeting of the Summer/Fall semester.
- **Section 4.** The Charter of this Chapter shall be prominently displayed 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 nonmembers of the Association.

## X. Suspension and Bylaws

- **Section 1.** These Bylaws may be suspended only by a  $\frac{3}{4}$  affirmative vote of the active membership of the Chapter and by a  $\frac{4}{7}$  affirmative vote of the Advisory Board.

## 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.

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- **Section 2.** These Bylaws may be amended by a  $\frac{3}{4}$  affirmative vote of the active membership of the Chapter, subject to approval of the Advisory Board, as provided in C-VI, 7(b).
- **Section 3.** 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.

## **XII. Dissolutions**

- **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 such assets not so disposed shall be distributed to a Federal, State, or Local Government for public purposes.

## **XIII. Enactments**

- **Section 1.** These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on 21st August 2006.



Created on: August 21, 2006  
Revised on: October 11, 2006  
Revised last on: March 28, 2018