

**BY-LAWS
OF
TEXAS THETA CHAPTER
OF THE
TAU BETA PI ASSOCIATION**

ARTICLE I: SCOPE OF THE BY-LAWS

1. These By-laws shall govern the proceedings of this Chapter in all matters not expressly provided for in the Constitution and By-laws of the Tau Beta Pi Association, Inc.
2. This Chapter shall conform to such rules and regulations of the University of Texas at El Paso, and of its College of Engineering as may apply to honor societies.
3. In the event of conflict between the Constitution and By-laws of The Tau Beta Pi Association, Inc., and the rules and regulations of the University of Texas at El Paso and/or its College of Engineering, the rules of the University of Texas at El Paso and/or its College of Engineering shall prevail, and the circumstances of this conflict shall be reported to the Secretary/Treasurer of the Association.

ARTICLE II: GOVERNMENT AND OFFICERS

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 the C-VIII and in The Eligibility Code of the Association.
2. The Chapter shall have full control over its individual affairs, subject to the Constitution and By-laws of the Association, which control shall be exercised by the active membership of the Chapter and its Advisory Board.
3. An "active member" of this Chapter shall be defined as in C-VI, 1, and only active undergraduate and graduate-student member, as defined therein, shall have the privilege of voting on new members and on the amounts of the initiation fees, dues, fines, and assessments.
4. The officers of this Chapter shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, and Cataloger, 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 Historian; and four alumnus advisors, preferably elected from among the faculty of the College of Engineering.
5. The Advisory Board of the Chapter shall be composed of the President, Vice-President, Corresponding 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.
6. 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.
7. The duties of the officers shall be those usually performed by persons holding such offices, those prescribed by the Constitution and By-laws of the Association, and those prescribed in these By-laws or by Chapter action.
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 TOP-II, 3.8. The following extra duties shall be required of the officers:
 - a. The President shall be an ex-officio of all committees.

- b. The President shall 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 list shall be placed in the Recording Secretary's notebook and in the President's Book.
- c. The Recording Secretary shall see that each candidate accepting election receives copies of The Constitution and By-laws 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.
- d. The Corresponding Secretary shall 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.
- e. The Corresponding Secretary shall serve as Secretary of the Advisory Board.

ARTICLE III: MEETINGS

1. The following regular meetings shall be scheduled and held one each year: Organization, Election of Officers, and Installation of Officers.
2. 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.
3. "Robert's Rules of Order" shall be the parliamentary guide of the Chapter in all matters not covered in the Constitution and By-laws of the Association or in these By-laws.
4. The first meeting of each semester shall be held within two weeks of the start of the semester.
5. The officers shall present a complete calendar of the regular meetings of the Chapter for the semester to the active member for their approval no later than the second meeting of the semester.
6. Notices sent to the active members and alumnus advisors announcing meeting shall clearly state the time, place, and purpose of the meeting.
7. Business meetings, other than the Election Meeting, shall last no longer than two hours, unless extended by affirmative vote of three-fourths of the active members present. The order of business at these meetings shall be as follows:
 - a. Roll call
 - b. Minutes of the previous meeting
 - c. Reports of Officers
 - d. Reports of Committees
 - e. Unfinished Business
 - f. New Business
 - g. Adjournment
8. Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons which he or she judges to be good and sufficient. A member who must miss a regular, scheduled meeting shall make contact with the President, prior to the meeting, concerning his absence and reason thereof, unless the excuse is illness.
9. The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for the semester. The minutes of each Advisory Board meeting shall be read at the following regular meeting of the Chapter. Additional meetings of the Board may be called by any of its members or upon written request to the Chair of the Board signed by 20% of the active members of the Chapter.
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 By-laws, and for approval or disapproval of a proposed

amendment to the Constitution of the Association, quorum shall be three-fourths of the active membership; for the election of officers, quorum shall be two-thirds of the active membership. A quorum for an Advisory Board meeting shall be five members of the Board.

ARTICLE IV: COMMITTEES

1. Whenever committees are not filled by volunteers, and subject to the provisions of B-V, 5.02, the President shall appoint the chair 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.
2. As early as possible after committee appointments are made the President shall provide each committee chair with a list of his or her specific duties and responsibilities.
3. Each committee chair shall make a report on the progress of his or her committee's activities at each Chapter meeting.

ARTICLE V: ELECTION OF NEW MEMBERS

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.
2. All provisions of C-VIII and B-VI shall be strictly followed.
3. Scholastically eligible **undergraduate** students in the following curricula shall be considered for membership in the Chapter: Civil Engineering, Electrical and Computer Engineering, **Industrial and Manufacturing Engineering**, Mechanical Engineering and Metallurgical and Materials Engineering. Scholastically eligible day students in the following graduate curricula shall be considered for membership in the Chapter: Civil Engineering, Computer Engineering, Electrical Engineering, Environmental Engineering, Environmental Science and Engineering, Industrial Engineering, Mechanical Engineering, Manufacturing Engineering, and Materials Science and Engineering.
4. 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.
5. The cases of students whose scholastic eligibility is in doubt because of irregularities in standing shall be determined by the Advisory Board of the Chapter.
6. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.
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.
8. To be considered a junior, the student must have completed at least 60 credit hours, but less than 90 credit hours, and be enrolled in at least 9 credit hours of junior level engineering courses. Junior students enrolled in freshmen level required engineering, science or math courses will be asked to reapply at the next regular election if eligible. A senior will have completed at least 90 credit hours and be enrolled in at least 9 credit hours of senior level engineering courses. Students taking freshmen or sophomore level engineering, science or math courses will be asked to reapply at the next regular election if eligible. A graduate student must have completed at least 15 graduate credit hours to be considered, and must have earned a bachelor of science degree in an engineering field pursuant to the provisions of the Chapter By-law B-V, 3.
9. To be considered, juniors must be in the top 1/8 of their class and seniors must be in the top 1/5 of their class. Graduate students must be in the top 1/5 of their class and have completed at least 15 hours towards their degree and will be required to submit a Report of Eligibility form signed by their thesis advisor, the chief Tau Beta Pi

Advisor, the chapter President and the chapter Secretary certifying that they have completed at least 50 percent of the work to complete their degree. Graduate students must show proof of an engineering undergraduate degree pursuant to Chapter By-law B-V, 3 in the form of a formal transcript from his/her previous institution and be enrolled in the following curricula: Civil Engineering; Computer Engineering; Electrical Engineering; Electrical and Computer Engineering; Energy Science and Engineering; Environmental Engineering; Environmental Science and Engineering; Industrial Engineering; Manufacturing Engineering; Mechanical Engineering; Metallurgical and Materials Engineering; Materials Science and Engineering and Systems Engineering. GPA calculation will be based only on the engineering degree plan being followed.

10. Exemplary Character Evaluation

- a. Scholastically eligible candidates are invited to complete and return an application and an unofficial transcript for membership consideration. The applications shall contain a specific deadline date for return.
- b. A get-acquainted meeting shall be held at which the Chapter members will meet the candidates. The candidates shall be introduced to the purposes and activities of Tau Beta Pi.
- c. A member of the membership committee shall serve as candidate participation coordinator for each of the projects chosen for the candidates. All candidates shall be required to participate actively in all projects to receive further Chapter consideration.
- d. Projects that involve physical violence, offense to dignity or decency, and/or public exercise that make the candidates ridiculous in any way are strictly prohibited.
- e. At the Election Meeting, the membership committee shall make recommendations based on the candidates' participation in their assigned projects.

11. Voting Procedures

- a. At the Election Meeting, the Eligibility Code shall first be read.
 - b. The name of each candidate shall be presented in alphabetical order by class for discussion and shall be voted on before the following name is considered.
 - c. All voting shall follow the guidelines of C-VIII, 1. Quorum vote, on each candidate, is required, as described in B-V, 5.07.
 - d. After all names have been considered and voted on, there shall be a second individual ballot, to be taken in the same order, and manner, for each student who failed election on the first ballot.
 - e. No student who fails election on the second ballot shall be considered further unless twenty-five percent of the active members present so request.
 - f. No student who fails election on the third ballot shall be considered again at this election. He or she may be considered again at the next election if he or she is then eligible.
12. The President shall direct the membership committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters should be signed by the President, addressed to the electees, and mailed within twelve hours of the Election Meeting.
13. 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 voting.
14. At the first meeting of the electees, the President shall explain the requirements, objectives, and activities of the Association and of the Chapter. Those electees desiring to accept election shall make the president aware of their intention.

15. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10(a).
16. Each electee shall be required to read the Constitution and By-laws of the Association and these By-laws.
17. Only students registered at UTEP are eligible to be elected into Tau Beta Pi under provisions in the Chapter By-law B-V, 8-10.
18. No student shall be discriminated at any time based on race, color, national origin, sex, religion, age, disability, genetic information, veteran's status or sexual orientation.

ARTICLE VI: ELECTION AND INSTALLATION OF OFFICERS

1. The President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, Historian, and an alumnus member of the Advisory Board shall be elected at the last business meeting of each Spring semester.
2. Installation of officers shall take place one month before the semester commencement in May. The Chapter Officer Installation Procedure given in the President's Book shall be employed to install the new officers. Transfer of financial records between the past and newly elected Treasurer is contingent upon an audit as required by TOB-VII,8.
3. The newly elected officers shall assume their duties upon installation.
4. In order to be eligible to hold office, the President must have been active in the Chapter for at least one semester.
5. 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 the quorum shall be required for election. A vote by the members present will cause the nominee receiving the least number of ballots to be dropped from further consideration until one receives a majority vote.
6. There shall be no voting of proxies allowed.
7. If any officer 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 election.

ARTICLE VII: FINANCES

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 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 fees, dues or assessments.
2. The initiation fee for all initiates shall be \$70.00 payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of \$32.00, the national convention assessment of \$7.00, the cost of one initiation banquet ticket and the operation expenses of the Chapter.
3. The Chapter shall use the official bookkeeping system of the Association.
4. There shall be at all times a balance of at least \$2,000.00 in the Chapter treasury.
5. The Chapter officers will develop a budget for the year by the 2nd week of each semester. Expenditures shall be reimbursed after submitting a receipt for an approved expense, approved by the chief Tau Beta Pi Advisor and Treasurer.
6. The Chapter's fiscal year shall be May 1 to April 30.

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 Board) shall audit the Chapter's books. If necessary, the Treasurer and Treasurer-elected shall file the Internal Revenue Service's Form 990.
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.

ARTICLE VIII: DISCIPLINE

1. It is the intent of this disciplinary By-law to impress the membership within 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 necessary business in a matter not inconvenienced or encumbered by a lack of interest on the part of a few members.
2. Discipline shall be in accordance with C-IX, 4 and 5.
3. A uniform system of fines for habitual absence or tardiness may be established each year in which it is desired by the Chapter. A majority vote of the active membership shall be required to establish this system of fines for a period of one year.

ARTICLE IX: RECORDS AND EQUIPMENT

1. All permanent records of the Chapter shall be kept current and up-to-date.
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.
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.
4. The charter of this Chapter shall be prominently displayed at a location determined by the Dean of Engineering.
5. All records of this Chapter shall be open for inspection 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.

ARTICLE X: SUSPENSION OF THE BY-LAWS

1. These By-Laws 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.

ARTICLE XI: AMENDMENTS

1. Amendments to these By-laws may be proposed by any active members of the Chapter. A proposed amendment shall be submitted in writing to the President and signed by the members proposing it.
2. These By-laws may be suspended only 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).
3. The Corresponding Secretary shall send a copy of the By-laws as amended, to the Secretary-Treasurer of the Association within two weeks after an amendment is adopted.

ARTICLE XII: DISSOLUTION

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 do disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

ARTICLE XIII: ENACTMENT

1. These By-Laws were adopted by vote of this Chapter and its Advisory Board and became effective on December 2, 1985.

They were last amended on October 19, 2011.

Signed: _____
Paola Gandara
President, 2011-12

Signed: _____
Stella A. Quinones
Advisory Board Chair