Bylaws of the Weber State Engineering Honor Society
(An honor society preliminary to a Tau Beta Pi chapter)
Enacted 12 April 2023
Amended 11 Feb 2026

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 Weber State University 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 Weber State University, the rules of Weber State 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 Tau Beta Pi Constitution have the form illustrated by the following example: C-VII,2 (Article VII, Section 2)

Bylaw II -- Government and Officers

Section 1. The Chapter shall be composed of members chosen from among eligible students and alumni on the bases of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-II and in The Eligibility Code of the Association.

Section 2. The officers of this Chapter shall be a President, Vice President, Recording Secretary, and Corresponding Secretary, 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 four alumnus advisors, preferably elected from among the engineering faculty at Weber State University. The offices of Recording Secretary and Corresponding Secretary may be held by the same individual.

Section 3. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumnus members of the Association. The Chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

Section 4. Alumnus members of the Advisory Board shall serve four-year terms, as specified in C-VII, 9. All other officers shall serve for one year or until their successors are duly elected and installed.

Section 5. The President shall be this Chapter's delegate to the Convention of the Association. The other officers shall be alternate delegates.

Section 6. The following extra duties shall be required of the officers:

a. The Recording Secretary shall 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 Bylaws, and such other materials as the Chapter may deem desirable.

b. The Corresponding Secretary shall serve as Secretary of the Advisory Board.

c. The President and Vice President shall pay a courtesy call on the Dean of the College of Engineering, Applied Science and Technology early in the fall term 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.

d. The President shall cooperate with the Director of Tau Beta Pi District 12 and shall encourage the Chapter members to participate in the District's activities.

Bylaw III -- Meetings

Section 1. The following regular meetings shall each be scheduled and held once in the Fall and once in the Spring semesters: the Election Meeting and the Initiation of Electees.

Section 2. A meeting to elect new officers shall be scheduled and held each spring semester after the Initiation of Electees and at least six weeks prior to spring commencement.

Section 3. Special meetings may be called at any time by the President or any alumnus member of the Advisory Board.

Section 4. Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 5. Attendance of Chapter officers shall be required at each Initiation of Electees. Electees must either pay the initiation fee or sign a promissory note prior to initiation.

Section 6. Aside from the Initiation of Electees, attendance of active members shall be required at all other 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 submit his or her reasons to the President, in writing, before the meeting, unless the excuse is illness.

Bylaw IV -- Committees

Section 1. The President shall appoint the chair and members of such committees as the Chapter shall desire and establish. If any member of a committee becomes inactive, the President shall appoint a replacement.

Section 2. At the time committee appointments are made, the President shall provide each committee chair with a list of his or her specific duties and responsibilities.

Section 3. A Quorum of one half the active members is required to establish or disband a committee.

Bylaw V -- Election of New Members

Section 1. The eligibility provisions of C-II shall be strictly followed. However, The Chapter may elect to specify standards higher than those stated in C-II.

Section 2. 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 3. 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 4. At or around the first day of the fall and spring semesters, the president shall consult with the Office of the Dean to obtain the names of undergraduate students, graduate students, college alumni, faculty members, and others who may be eligible for membership under the provisions of C-II. The president (or delegate) shall invite these candidates plus all active student members to an activity chosen or organized by the chapter officers. This activity must be held prior to the chapter's Election Meeting.

Section 5. Prior to the activity, the president shall group candidate names by cohort and distribute them to each active student member. In addition to the activity, student members will have until the chapter's Election Meeting (roughly 4 weeks into the semester) to become acquainted with candidates and to make character assessments.

Section 6. Election of new members shall be held in the Fall and Spring semesters at or around the fourth week of the semester.

Section 7. The election procedure may be modified by a three-fourths affirmative vote by the active membership.

Section 8. Voting Procedures.

a. At the Election Meeting, the Eligibility Code shall first be read.

b. The election of candidates shall proceed in the following order: graduate students, seniors, juniors, college alumni then faculty. Each name shall be presented for discussion and shall be voted on before the next name is considered.

c. After all names have been considered and voted on, Any candidate who failed election may be reconsidered on a motion and second by any two active members.

d. No candidate who fails election on the second ballot shall be considered again at that election. He or she may be considered again at the next election if he or she remains eligible.

Section 9. The president shall cause a letter of notification to be sent (by mail or email) to each of the electees within twenty-four hours of the Election Meeting. The notification must also specify the initiation fee and the procedure to defer the fee if the electee is unable to afford it at that time.

Section 10. 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 notification; likewise, no candidate shall be informed of the details of the vote, especially concerning the personal matters discussed at the time of voting.

Section 11. Electees may accept or decline election by mail or email.

Bylaw VI -- Election and Installation of Officers

Section 1. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and one alumnus member of the Advisory Board shall be elected each spring semester at least six weeks prior to commencement. The order of election shall be: president, vice president, recording secretary, corresponding secretary, treasurer and finally alumnus member. Each election shall be completed before the next begins.

Section 2. For each office except alumnus member, the current president shall nominate at least two individuals. Additional nominations may be made from the floor.

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, 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.

Section 4. Officers-elect shall be automatically installed upon the conclusion of spring commencement. During the period following the election until the installation, each officer-elect shall work closely with his or her officer

counterpart to learn the duties and responsibilities of the office. Transfer of financial records between the past and newly elected Treasurer is contingent upon an audit.

Section 5. 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 election.

Bylaw VII -- Finances

Section 1. The expenses of the Chapter shall be borne by the initiation fee and by such assessments as may be voted by the Chapter. The Chapter may also accept donations.

A majority vote of the active membership shall be required to change any fees 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 fee or assessments.

Section 2. Shortly after the meeting in which the officers are elected, 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 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 3. There shall be at all times a balance of at least $150.00 in the Chapter treasury. A sum of no more than $50.00 may be kept in petty cash by the Treasurer.

Section 4. The Chapter's fiscal year shall be April 1 to March 31.

Section 5. 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-elect shall file the Internal Revenue Service's Form 990.

Section 6. 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. A uniform system of fines for 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.

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, 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 prior to their installation.

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 non-members of the Association.

Bylaw X -- 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.

Bylaw XI -- Amendments

Section 1. Amendments to these Bylaws may be proposed by any three of (a) the active members of the Chapter and/or (b) the alumnus members on the Advisory Board. A proposed amendment shall be submitted in writing to the President and signed by the members proposing it.

Section 2. 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.

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.

Bylaw XII -- Dissolution

Section 1. In the event of dissolution of the Chapter, the residual monetary 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) (J) of the U.S. Internal Revenue Code of 195u. Any other assets shall become the property of the Weber State College of Engineering, Applied Science and Technology.

Curricula Eligible for Membership - Weber State University April, 2023

Undergraduate (Bachelors):

Biomedical Engineering
Computer Engineering
Electrical Engineering
Energy Engineering
Mechanical Engineering

Graduate (Masters):

Computer Engineering
Electrical Engineering