THE BY-LAWS
OF
UTAH ALPHA CHAPTER OF TAU BETA PI
(Revised 2004*)

By-Law I–New Membership

Section 1. Not more than the upper one-eighth of the junior class shall be elected. No junior shall be elected his/her average grade is 3.5 and above and/or he/she is in the top one-eighth of the junior class.

Section 2. Not more than the upper one-fifth of the senior class shall be elected. No senior shall be elected unless his/her average grade is at least 3.35 and above and/or he/she is in the top one-fifth of the senior class.

Section 3. A candidate must be able to graduate within six quarters. He/she must be shown to fall within this limit.

Section 4. All Candidates nominated shall be made familiar with the objectives, privileges, and responsibilities of membership.
   a. The letter of nomination shall include a summary of the above information.
   b. At the first meeting of the nominees (smoker), all information pertinent to the Chapter’s organization shall be disseminated.

Section 5. Any nominee who declines membership shall be exempt from subsequent consideration unless he submits to the Recording Secretary a petition requesting consideration signed by five active member.

Section 6. All Provisions of C-VIII and B-VIII shall be strictly observed and no part of this Chapter By-Law shall be construed to conflict with these provision.

Section 7. To be eligible for nomination the candidate must be actively pursuing a degree in one of the following majors: Bioengineering, Chemical and Fuels Engineering, Civil and Environmental, School of Computing, Electrical and Computer Engineering, Materials Science and Engineering, Mechanical Engineering, Metallurgical Engineering, Mining Engineering, and Geological Engineering.

By-Law II– Responsibilities of Electees

Section 1. Each electee shall be responsible to an active member.

Section 2. A electee’s project shall not be considered complete until approved by his advisory active.

* Ratified by the 2003-2004 Utah Active Chapter of Tau Beta Pi, April 2004
Section 3. The project shall be as follows:
   a. Polish the standard Bent.
   b. Secure a signed list of faculty members.
   c. Contact the assigned alumni member and submit the information obtained.
   d. Serve on at least one Tau Beta Pi committee a year.
   e. Constructive activity around the Engineering College.

Section 4. No person shall be initiated unless he/she has diligently sought to fulfill all the above activities.

By-Law III—Initiation

Section 1. There shall be at least one practice proceeding each initiation.

Section 2. There shall be two initiations annually as required by the Tau Beta Pi Constitution.

Section 3. Initiation arrangements shall be the responsibility of the Initiation Committee.

By-Law IV—Officers

Section 1. The officers of this chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Cataloguer, who shall be active members, and a Treasurer. There shall be an advisory board (in accordance with Constitution Article VII) which shall be from the faculty of the College of Engineering.

Section 2. The above-named officers (except the advisory board, see Constitution Article VII-3) shall hold office for one year, commencing one month before graduation.

Section 3. The Chapter President should be the delegate to the national convention with alternates being the other Chapter officers in the order named under Section 1.

Section 4. The Chapter Treasurer shall be a member of the faculty.

Section 5. The duties of the officers shall be as outlined in B-III of the National By-Laws and the By-Laws of this chapter.

Section 6. The following are extra duties required of the officers:
   a. All officers and committees are directly responsible to the President.
   b. The President shall provide information to each officer and committee chairman regarding his/her duties.
   c. The Corresponding Secretary shall keep an accurate up-to-date list of the names and addresses (both college and home addresses) and phone numbers, if any of all active members.
Section 6. (cont’d)
d. The corresponding Secretary shall, at the end of his/her term of office, turn over to the alumni president a list of all graduating actives with their home addresses.
e. The Recording Secretary shall see that each new member is provided with an up-to-date copy of these By-Laws for his/her permanent keeping.
f. The Cataloguer shall maintain an up to date file of computer cards and be responsible for obtaining these from each new active.

Section 7. The election of officers (President, Vice President, Recording Secretary, Corresponding Secretary and Cataloguer) shall take place before April 1, and preferably at the Winter Quarter Initiation Banquet.

Section 8. A necessary qualification for all officers is that they remain in school during their term of office.
(See Section 2 of this by-law)

Section 9. There shall be in attendance at the election a majority of the total membership. The election shall be by secret ballot, and a majority of those in attendance is required for election. If no nominee receives a majority on the first ballot, a second ballot shall be held between the two leading candidates.

Section 10. One advisory board member shall be elected at this election to replace the retiring board member.

Section 11. If any office shall become vacant between the regular elections a special election shall be held at the next meeting to fill the vacancy. The officers elected at this time shall serve until the next regular election.

By-Law V—Committees

Section 1. Subject to the provisions of B-III-2 (of the National By-Laws) the President shall appoint the chairman and members of the following committees: Membership, Social Activities, Initiation, Publicity, Scholarship Selection, Special Projects, Engineering Week, and others deemed necessary.

Section 2. The President shall provide each committee chairman with information regarding his duties.

Section 3. a. The Membership Committee shall send a letter signed by the Dean, to each department asking for a list of eligible Juniors and Seniors along with their current address and phone number in accordance with the National Constitution Article VII and By-Law VII.
b. The Social Activities Committee shall arrange all dinners, banquets, parties etc. held by the Chapter, and more specifically it will be in charge of the smoker for electees and the initiation banquet details.
Section 3. (cont'd)
c. The Initiation Committee shall take charge of administering the initiation ceremony.
d. The publicity Committee shall be in charge of posting and contacting each member regarding upcoming meetings and events along with arranging for newspaper write-ups and other forms of publicity dealing with the activities of the Chapter. The purpose of this committee is to acquaint other with Tau Beta Pi and what it is.
e. The Scholarship Selection and Awards Committee shall obtain a list of qualified candidates and recommend their choice of recipient. This committee shall also be responsible for contacting companies and members for donations and contributions to the scholarship fund.
f. The Special Projects Committee shall be in charge of the organization, coordination, and completion of all chapter projects attempted during the year.
g. The Engineering Week Committee shall be in charge of deciding upon the chapters sponsored activity during the week and arranging for the needed materials, equipment, scheduling etc.

By-Law VI– Investment and Loan Fund

Section 1. All the fees collected from those elected to membership, in excess of the national initiation fee and the local chapter initiation costs, shall be placed in this Investment and Loan Fund. This fund shall serve as an initiate loan fund. Loans may be made to students elected to membership of the Utah Alpha who are financially unable to meet membership fees. This fund shall serve as a reserve fund for the finances of the chapter. These loans shall bear interest at the rate of five percent annually.

Section 2. This fund shall be administered by a committee to be called the Loan and Investment Fund Committee of the Utah Alpha. This said committee shall consist of three members of the faculty and two members of the active chapter.
a. The faculty members shall be appointed by the advisory board.
b. The two members of the active chapter shall be the President and the Corresponding Secretary.
The chairman of this committee shall be a faculty member, and shall be elected by this committee. All decisions regarding all loans and investments shall be made by this committee. This committee shall make an annual report to the active chapter regarding any investments, loans, or other disposition or additions to this fund. All checks drawn on this fund must be signed by the Chairman of the committee and the President of the active chapter.
By-Law—Finance

Section 1. All payments made by the Treasurer shall be made by check. Under no circumstances shall any payment be made in currency.

Section 2. The financial books of the society consisting of the ledger, cost book and other supplementary books shall be audited each year before June 1 and/or at any other time at which the officers of the society deem it advisable.