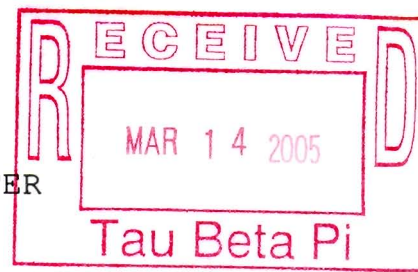


BYLAWS OF THE VIRGINIA BETA CHAPTER
OF
THE TAU BETA PI ASSOCIATION



Bylaw I - General

Section 1. These Bylaws shall govern the proceedings of the 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 Virginia Polytechnic Institute and State University (hereafter VPI&SU) and of the College of Engineering 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 VPI&SU and/or College of Engineering, the rules of VPI&SU shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

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.

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 student members shall have the privilege of voting on new members and on the amounts of the initiation fee, dues, fines and assessments.

Section 3. The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, Cataloger, and a Treasurer, who may be an active member of the Chapter or a member of the faculty; and four alumnus advisors of which at least two are elected from among the faculty of the College of Engineering.

Section 4. 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.

Section 5. Alumnus members of the Advisory Board shall serve four-year terms. All other officers shall serve for one year or until their successors are duly elected and installed.

Section 6. The duties of the officers shall be those usually performed by persons holding such offices, those prescribed by the Constitution and Bylaws of the Association, and those prescribed in these Bylaws or by Chapter Action.

Section 7. 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 B-II,3.

Section 8. The following extra duties shall be required of the officers:

- a. The Vice President shall be an ex officio member of all committees as well as chairman of the Committee Advisory Council.
- b. The President shall see that each officer and committee chairman 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 Corresponding 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 material as the Chapter deems necessary.
- d. The Publicity Chair shall notify each active member and advisor of the time, place, and purpose of each meeting at least one week in advance of the meeting. The Corresponding Secretary shall chair the Elections Committee.
- e. The Corresponding Secretary shall serve as Secretary of the Advisory Board.
- f. The Cataloger shall maintain all records regarding member participation and active/inactive member lists.

Section 1. The following regular meetings shall be scheduled and held once a year: Organization, Election of Officers, and Installation of Officers.

Section 2. The following regular meetings shall be scheduled and held once in the fall and once in the spring semester: Election of Candidates and Initiation of Electees.

Section 3. Special meetings may be called at any time by the President or upon written request to the President signed by 20% of the active members of the Chapter.

Section 4. The first meeting of each semester shall be held within two weeks of the start of the semester.

Section 5. The officers shall present a tentative Chapter calendar of events for approval at the first meeting of each semester.

Section 6. Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and the purpose of the meeting.

Section 7. Business meetings, other than the Election Meeting and the Election of Officers, shall last no longer than one hour, unless extended by an affirmative vote of three-fourths of the active members present. The order of business at these meetings shall be as follows:

- a. Attendance
- b. Reports of officers
- c. Reports of committees
- d. Unfinished business
- e. New business
- f. Adjournment

This order can be suspended by an affirmative vote of the active members present.

Section 8. A quorum for the consideration of routine business shall be a majority of the active membership of the Chapter. A quorum shall be three-fourths of the active membership for the following:

- a. The election of new members of the Chapter.
- b. The changing of the initiation fee or Chapter dues.
- c. Passing an assessment on the members of the Chapter.
- d. Amending the Chapter Bylaws.
- e. Approval or disapproval of a proposed amendment to the Constitution of the Association.

For the election of officers, the quorum shall be two-thirds of the active membership of the Chapter. A quorum for an Advisory Board meeting shall be five members of the Board.

Bylaw IV - Active Status

Section 1. Members are expected to actively participate in society functions. Members shall maintain active status by attending Chapter meetings and participating in at least one service project per semester. Inactive member shall be denied all privileges and recognition entitled to active members of the Chapter until that member reactivates their membership.

Section 2. Attendance - It is a member's responsibility to punctually attend all chapter meetings, to attend the initiation ceremony, and to faithfully participate in a Chapter committee. It shall be the responsibility of the member to remain informed of meeting times and locations.

The only allowed absences shall be regular evening classes, test, examinations, work, or illness.

Each member shall be allowed two absences during a semester. After two consecutive absences without notice to the cataloger, a member will be considered inactive, unless the excuse is illness.

Section 3. Service Project - All members are required to participate in a Chapter service project at least once per semester. Service projects are determined by the Service Chair in conjunction with the Advisory Board. The Service Chair must approve any alternate project or exemption. Failure to complete a service project during a semester will result in the member becoming inactive.

Section 4. Reactivation - Any inactive member may be reclassified to active status by petitioning the officers and performing an approved service activity for the Chapter. (See National Bylaw VI, 6.05(b).)

Bylaw V - Committees

Section 1. The committees of the Chapter shall be Membership, Initiation and Election of New Members, Program, and Social Activities.

Section 2. There shall also be the following operating committees, in addition to any other deemed necessary:

- a. Fundraising/Publicity
- b. Engineering Open House
- c. Academic Affairs
- d. Special Events
- e. Student Government Association Representative
- f. Student Engineer's Council Representative

Committee chair positions shall be filled by nominations from the body, followed by a secret ballot. A majority of two-thirds of the active membership is required for election.

Section 3. As early as possible after committee chair elections, each committee chairman shall be provided with a list of his or her specific duties and responsibilities.

Section 4. The Committee Advisory Council shall consist of the committee chairmen as well as the Chapter Vice President, who shall chair the council. This group shall meet at least once each semester in order to coordinate the activities of each committee.

Bylaw VI - Election of New Members

Section 1. Elections of new members shall be held in the fall and spring semesters as soon as possible after grades become available.

Section 2. Eligible Undergraduate and Graduate Curricula

- a. Undergraduate students in good standing in one of the following curricula shall be eligible for election: Aerospace Engineering, Biological Systems Engineering, Chemical Engineering, Civil & Environmental Engineering, Electrical & Computer Engineering, Engineering Science & Mechanics, Industrial & Systems Engineering, Material Science & Engineering, Mechanical Engineering, Mining & Minerals Engineering, and Ocean Engineering.
- b. Graduate students in one of the following curricula shall be eligible for election: Aerospace Engineering, Biological Systems Engineering, Chemical Engineering, Civil Engineering, Electrical & Computer Engineering, Engineering Science & Mechanics, Environmental Engineering, Environmental Sciences &

Engineering, Industrial & Systems Engineering, Material Science & Engineering, Mechanical Engineering, Mining & Minerals Engineering, Ocean Engineering, and Systems Engineering.

Section 3. Eligibility Requirements

- a. The minimum acceptable quality credit average for seniors shall be a 3.4000 out of a possible 4.0000.
- b. The minimum acceptable quality credit average for juniors shall be a 3.6000 out of a possible 4.0000.
- c. Seniors shall be in the upper one-fifth of their class.
- d. Juniors shall be in the upper one-eighth of their class.
- e. A junior shall be defined as a student who has completed 60 credit hours. A senior shall be defined as a student who has completed 90 credit hours.
- f. Students transferring to VPI&SU from other colleges and universities must have completed one year (two semesters) of coursework at VPI&SU to be eligible for membership.
- g. Graduate students shall be nominated by their chief advisor and shall have completed 50% or more of their degree requirements, to include both research and advanced academic courses, as determined by their chief academic advisor.

Section 4. In order for the Chapter to effectively evaluate a prospective member's qualifications, the following items shall be required of each candidate to insure that only those worthy of the honor of Tau Beta Pi are elected:

- a. A complete resume.
- b. Two essays explaining the candidate's motivations and expectations concerning membership in the Chapter. The actual topics will vary from one semester to another, and will be specified by the Committee for the Initiation and Election of New Members (hereafter the Elections Committee). The length of each shall be approximately one typewritten page.
- c. The written answers to questions and a listing of other pertinent information, as requested by the Elections Committee.
- d. One or more short personal interviews in which one or more members of the Chapter shall ask such questions as are deemed appropriate to further clarify the qualifications of the candidate.
- e. Satisfactory participation in a Chapter project to be selected by the Elections Committee. This requirement is to be completed during the candidate process for election for membership.
- f. Satisfactory participation in the polishing of the large bent monument.

g. The candidate shall polish a small flat bent casting. The candidate will be required to wear the polished bent around their neck fastened with ribbon and hook (provided by the Elections Committee) for a period of three days designated by the Elections Committee.

Section 5. The election procedure shall be as follows:

a. Grades shall be obtained in the form of a computer printout from the Registrar upon request of a dean of the College of Engineering.

b. Students meeting the eligibility requirements as outlined in Chapter Bylaw VI,3 will be sent letters informing them of their opportunity to receive consideration for membership.

c. At least one meeting will be held by the Elections Committee to acquaint the eligible students with the requirements for membership and to explain the purpose of the organization and other ideas deemed appropriate.

d. Those eligible students who are interested in membership shall submit the essays and other requested information as described in Chapter Bylaw VI,4 by a deadline agreed upon by the Elections Committee.

e. The Elections Committee shall arrange to conduct personal interviews of the interested eligible students in accordance with Chapter Bylaw VI,4.

f. After all interviews have been completed, the Elections Committee shall prepare recommendations, based on the written material submitted and the interviews, to be presented at a general meeting of the members of the Chapter.

g. An Election of Candidates shall be held for the purpose of electing worthy candidates. Elections of candidates shall be conducted in accordance with C-VIII and B-VI. The voting procedures shall be as follows:

(1) The Eligibility code shall first be read.

(2) The names of the eligible candidates will be submitted to the Chapter membership in groups by the membership committee with the committee's favorable recommendation for each candidate in the group. The size of the groups shall be determined by the membership committee.

(3) If any active member has a question about any of the candidates in a group, that candidate's name shall be removed from the group ("purged") and considered separately.

(4) A Chapter vote shall be taken on the remainder of the group.

(5) Each candidate removed from a group and candidates who did not receive a favorable recommendation from the membership committee shall be considered separately after all groups have been voted on. Each name shall be presented for discussion and voted on before the following name is considered.

(6) After all names have been considered and voted on, there shall be a second individual ballot for each candidate who fails election on the first ballot.

(7) No candidate who fails election on the second ballot shall be considered further unless 25% of the members present so request.

(8) No candidate 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.

h. Candidates shall be notified either in writing or by telephone after the Election of Candidates but before the initiation.

i. The initiation will be conducted in accordance with B-VIII and the most current edition of the initiation ritual.

j. All items not specifically mentioned in these Chapter Bylaws concerning election and initiation of new members shall be carried out by the Elections Committee with the consent of the officers of the Chapter in accordance with the guidelines established in the Constitution and Bylaws of the Association.

Bylaw VII - Election and Installation of Officers

Section 1. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, and Alumnus member of the Advisory Board shall be elected in the spring semester no later than April 1. Committee chair positions shall also be filled at this time.

Section 2. Nominations for each officer shall be made by the body. Additional nominations shall be made at a scheduled Chapter meeting, or by mail to the active members, or at the Election of Officers Meeting.

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 Meeting, and a majority of this quorum shall be required for election. If no nominee receives a majority on the first ballot, a second ballot shall be taken between all candidates except the one receiving the fewest

number of votes. Additional ballots shall be taken to obtain one nominee who receives a majority of the votes. The order of election of officers shall be as listed in Chapter Bylaw II,3.

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.

Section 5. Old and new officers shall work together in the time between officer election and installation to insure a smooth transition.

Section 6. The Chapter Officer Installation Procedure given in the President's Book shall be employed to install the new officers.

Bylaw VIII - 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 two-thirds 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 concerning changes in amounts of the initiation fee, dues, or assessments.

Section 2. The initiation fee shall not exceed \$70.00. The specific amount to be charged shall be set during the first Chapter meeting in the fall semester of each year. The initiation fee shall include the national initiation fee, the national Convention assessment, and the cost of the initiation banquet. It shall be paid in advance of the initiation.

Section 3. Within the first two weeks of the fall semester, each committee chairman shall submit an estimate of his or her committee's expenses to the Treasurer. The Treasurer will then formulate the budget and present it to the officers for approval. The budget shall include a recommended amount for the initiation fee to be charge 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 4. There shall be at all times a balance of at least \$250.00 in the Chapter treasury. A sum of no more than \$20.00 may be kept in petty cash.

Section 5. Expenditures in excess of \$15.00 shall be made by check. Expenditures of less than \$15.00 may be paid from petty cash.

Section 6. The Chapter's fiscal year shall be May 1 to April 30. Immediately following the end of the Chapter's fiscal year, the Treasurer shall audit the books. Following the audit, the Treasurer, with the aid of the Treasurer-elect, shall file the required information with the District Director of Internal Revenue.

Bylaw IX - 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 in a secure manner by the President, and the Ritual and its related materials shall be kept under lock and key.

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. All records of this Chapter shall be open for inspection to any member of the Association, and to any official of VPI&SU 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, as provided in C-VI,5.

Bylaw XI - Amendments

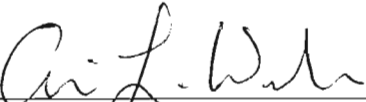
Section 1. These Bylaws may be amended by a three-fourths affirmative vote of the active membership of the Chapter, subject to the approval of the Advisory Board, as provided in C-VI,7b.

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 XII - Enactment

Section 1. These Bylaws were adopted by a vote of this Chapter and its Advisory Board and became effective in February 2005.

Signed



Erin L. Wilson
President

Signed



Dr. Christopher D. Hall
Chief Advisor

03/02/2005

Date