Bylaws of the Virginia Delta Chapter of The Tau Beta Pi Association

Bylaw I - General

Section 1. These Bylaws shall govern the proceedings of Virginia Delta 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 the rules and regulations of the Virginia Military Institute as may apply to honor societies.

Section 3. In the event of conflict between these Bylaws and the rules and regulations of V.M.I., the rules of V.M.I. shall prevail.

Section 4. Abbreviated references herein to the Bylaws of this document shall be made in the form of the following:

a. C-VI, 1 -- National Constitution Article VI, Section 1.

b. B-V, 5.02 -- National Bylaw V, Section 5.02.

c. VDB-I, 4 -- Virginia Delta Chapter Bylaw I, Section 4.

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-VIII and in the Eligibility Code of the Association.

Section 2. The Chapter shall have full control over 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 as an active undergraduate and as defined therein, 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, Treasurer, and a Cataloger who shall be active members of the chapter, and four advisors, preferably elected from among the faculty of the three engineering departments.

Section 4. The advisory board of the chapter shall be composed of the President, Vice President, Corresponding Secretary, and the four advisors. The chair of the advisory board shall be elected by its members at the first board meeting of the year.

Section 5. The four advisors on 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.

Section 6. The duties of the officers shall be those usually performed by people holding such offices and those prescribed in these Bylaws or by chapter action.
Section 7. The President shall be this Chapter's official representative. The other officers shall be alternates in the order given in VDB-II, 3.

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

a. The President shall be ex-officio member 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 that list shall be placed in the Recording Secretary's notebook.
c. The Recording Secretary shall see that each candidate accepting election receives a copy of these Bylaws and such other materials as this 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.
f. The President and Vice President shall pay a courtesy call on the Director of Engineering early in the Fall term to discuss ways in which the Chapter may be of service to the Institute. The substance of the discussion shall be reported to the Chapter at the next Chapter meeting.
g. The President shall cooperate with the Director of Tau Beta Pi District 4 and shall encourage the Chapter members to participate in District activities.

Bylaw III - MEETINGS

Section 1. The following regular meetings shall be scheduled and held once each year: Organization, Election of Officers, and Installation of Officers. Other regular meetings, to be scheduled and held once in the Fall and once in the Spring semesters are Discussion of Election Procedures, Election of Candidates, Initiation of Electees, and one general meeting of a social nature.

Section 2. Special meetings may be called at any time by the President or any Advisor or upon written request to the President signed by 20 percent of the active members of the Chapter.

Section 3. Robert's Rules of Order shall be the parliamentary guide of the Chapter in all matters not covered in these Bylaws.

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

Section 5. Notices sent to active members and advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 6. Business meetings, other than the Election Meeting, shall last no longer than two hours, 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. Roll call
   b. Minutes of the previous meeting
   c. Reports of Officers
   d. Reports of committees
   e. Unfinished business
   f. New business
   g. Adjournment

Section 7. Attendance of the active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by an officer or advisor for the reasons which he judges to be good and sufficient.

Section 8. 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 active members or upon written request to the Chair of the board signed by 20 percent of the active members of the Chapter.

Section 9. 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 Bylaws, and for the election of officers, the quorum shall be two thirds of the active membership. A quorum for an Advisory Board shall be five members of the Board.

Bylaw IV - Committees

Section 1. 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.

Section 2. As early as possible after committee appointments are made the President shall provide each committee chair with a list of his specific duties and responsibilities.

Section 3. Each committee chair shall make a report on the progress of his group’s activities at each Chapter meeting.

Bylaw V - Election of New Members

Section 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.
Section 2. All provisions of C-VIII and B-VI shall be strictly enforced.

Section 3. Scholastically eligible students in the following curricula shall be considered for membership in the society: Civil and Environmental Engineering, Electrical Engineering, Mechanical Engineering.

Section 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.

Section 5. 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 6. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

Section 7. The membership committee shall periodically consult with the chairs of the engineering departments to determine the names of alumni, faculty members, and others who may be eligible for membership under the provisions of C-VIII, 3-6.

Section 8. Exemplary Character Evaluation
   a. A list of scholastically eligible candidates shall be circulated to the advisors and other faculty members of Tau Beta Pi for recommendations.

   b. A pre-election meeting shall be held. At this meeting there shall be an informal discussion of the eligible candidates and any recommendations from the faculty.

   c. 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.

   d. An election meeting shall be held at least one week after the pre-election meeting.

Section 9. Voting Procedures
   a. At the Election Meeting, the Eligibility Code shall first be read.

   b. The election of senior candidates shall precede the election of junior candidates. Each name shall be presented in order of decreasing class rank for discussion and shall be voted on before the following name is considered. As required by B-VI, 6.03, an affirmative vote of three-fourths of the active members present and voting is required for election. The affirmative vote must also be at least one-half of the active membership eligible to vote.

   c. After all names have been considered and voted on, there shall be a second individual ballot, to be taken in the same order, for each student who failed election on the first ballot.

   d. No student who fails election on the second ballot shall be considered further unless one third of the members present so request.
e. No student who fails election on the third ballot shall be considered again at this election. He may be considered again at the next election if he is then eligible.

Section 10. 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 six hours of the Election meeting.

Section 11. All members shall keep the election results in absolute confidence so that no candidate shall learn of his 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.

Section 12. At the first meeting of electees, the President shall explain the requirements, objectives, and activities of the Chapter. Those electees desiring to accept election shall formally state their acceptance, in writing, in a letter addressed to the President.

Section 13. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10 (a).

Bylaw VI - Election and Installation of Officers

Section 1. The student officers and one new member of the Advisory Board shall be elected in the spring semester.

Section 2. Nominations for officers shall be made by a nominating committee appointed by the President. The committee shall nominate two candidates for each office and additional nominations may be made from the floor at the Election of Officers Meeting. Reports of the nominating committee shall be made at a scheduled Chapter meeting, or by mail to the active members, at least one week prior to the Election of Officers Meeting.

Section 3. The Election of Officers Meeting shall be held as specified by the Cadet Activities Regulations of the Virginia Military Institute. Officers-elect shall be formally installed at the last meeting of the year. During the period following the election until the installation, each Officer-elect shall work closely with his 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 as required by VDB-VII, 7.

Section 4. The election of officers shall be by a show of hands without the candidates for the office present. Two-thirds of the active membership shall constitute a quorum for the Election of Officers Meeting, and a majority of the quorum will 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 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 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. (See VDB-II, 2 and VDB-III, 9.) 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, dues or assessments.

Section 2. The initiation fee for all initiates shall be $35.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of $23.00, the national Convention assessment of $7.00, and the operating expenses of the local chapter.

Section 3. The Chapter shall use the bookkeeping system of the Tau Beta Pi Association.

Section 4. There shall be at all times a balance of at least $50.00 in the Chapter treasury. A sum of no more than $20.00 may be kept in petty cash by the Treasurer.

Section 5. Expenditures in excess of $5.00 shall be made by check, signed by the Treasurer. Expenditures of less than $5.00 may be made from petty cash by the Treasurer.

Section 6. The Chapter’s fiscal year shall be May 1 to April 30.

Section 7. Before the end of the fiscal year, at least one member of the Advisory Board shall audit the Chapter’s books. If necessary the Treasurer and Treasurer-elect shall file Internal Revenue Service’s Form 990.

Section 9. 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 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 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.

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 at the Installation of Officers Meeting.
Section 4. All records of this Chapter shall be open for inspection to any official of the Institute who has received approval from the Advisory Board.

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 a five-sevenths affirmative vote of the Advisory Board.

Bylaw 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.
Section 2. These Bylaws may be amended by a three-fourths 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.

Bylaw XII - Dissolution

Section 1. In the event of dissolution of the Chapter, the residual assets shall be distributed to the Director of Cadet Affairs. Any such assets not disposed of shall be distributed to a Federal, State, or Local Government for public purposes.
Bylaw XIII - Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on April 1991. 

They were last amended on November 24, 1991.

Signed

Todd A. Pegg

(President) 

(Advisory Board Chair)