

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

Bylaw I—General

SECTION 1.01.

These Bylaws shall govern the proceedings of the Virginia Epsilon Chapter of Tau Beta Pi, Engineering Honor Society, in all matters with guidance provided in the Chapter's Constitution. These Bylaws are patterned after the regulations in the Constitution and Bylaws of the Tau Beta Pi Association, Inc.

SECTION 1.02. Rules and Regulations of Virginia Commonwealth University

The chapter shall conform to such rules and regulations of Virginia Commonwealth University and the School of Engineering as may apply to honor societies.

Section 1.03. Conflicts

In the event of conflict between the Constitution and Bylaws of Tau Beta Pi, and the rules and regulations of Virginia Commonwealth University, the University's rules shall prevail.

SECTION 1.04. Quorum

A quorum is necessary for the accomplishment for all business. A quorum shall consist of members in attendance at a general body meeting or through written absentee vote, approved by and vote received by the President, received at least 24 hours prior to the physical general body vote. The definitions of quorums are as follows:

- (a) More than one-half of the active membership roll of the chapter is necessary for the following business: nomination and election of officers, adjustment of the initiation fee or chapter dues, and other routine matters, such as the use of funds.
- (b) More than three-fourths of the active membership roll of the Chapter is necessary for the following business: election of new members, the revocation of election before a candidate is initiated, the passing of an assessment on the members of the chapter, and the approval of a proposed amendment to the Constitution or Bylaws.

SECTION 1.05. Abbreviations

Abbreviated references herein to the Constitution and Bylaws of the Association and to the various Bylaws of this document shall be made in the form illustrated by the following examples:

- (a) C-VI, 1 - National Constitution Article VI, Section 1.
- (b) B-V, 5.02 - National Bylaw V, Section 5.02.
- (c) VA E-II, 2.02 – Virginia Epsilon Chapter Bylaw II, Section 2.02.

Bylaw II—Government and Officers

SECTION 2.01. Composition

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 2.02. Control of Affairs

The Chapter shall have full control over its individual affairs, subject to the Constitution and Bylaws of the Association, and control shall be exercised by the active membership of the Chapter and its Advisory Board. An "active" member of this Chapter shall be as defined as one who cannot be defined as "inactive,"

as defined in VA E-VIII, 8.02, and only active undergraduate and graduate-student members, as defined therein, shall have the privilege of voting on any chapter business.

SECTION 2.03. Officers

The officers of this Chapter shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer, all of whom must be active members of the Chapter, as indicated in C-VI, 6.

SECTION 2.04. Advisory Board

The Advisory Board of this Chapter shall be President, Vice President, Corresponding Secretary, Treasurer, and four alumnus advisors. The chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

SECTION 2.05. Terms

Alumnus members of the Advisory Board shall serve four-year terms, as specified in NC-VI, 7. All other officers shall serve for one year or until successors are duly elected and installed.

SECTION 2.06. Duties

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 2.07. Delegates to Convention

The President shall be this Chapter's voting delegate to the Convention of the Association. The other officers shall be alternate delegates, in the order given in Section 2.03 above. In the event that none of the officers are able to attend the Convention of the Association, an active member of the chapter shall be the Chapter's voting delegate. This active member will be chosen and approved by majority vote of the Advisory Board.

SECTION 2.08. Additional Duties of Officers

The following extra duties shall be required of the officers:

- (a) The President shall:
 1. Serve as an ex-officio member of all committees.
 2. See that each officer and committee chair is provided with a written list of specific duties for which each is responsible.
 3. Serve as a liaison with the Director(s) of this Tau Beta Pi District.
 4. Receive the list of eligible candidates by GPA from the faculty advisor and work with Vice President to determine the academically qualified candidates
- (b) The Vice President shall:
 1. Serve as acting president should the President be unable to serve
 2. See that each officer and committee chair is performing the specified duties provided by the President (VA E-II, 2.08(a))
 3. Work with the President to determine the academically qualified candidates from a list of eligible candidates by GPA provided by faculty advisor
- (c) The Recording Secretary shall:
 1. See to it that each new member receives copies of The Constitution and Bylaws and the Eligibility Code of the Tau Beta Pi Association, Inc. Information About Tau Beta Pi, these Bylaws, and such other materials as the Chapter may deem desirable.
 2. Take and maintain the minutes of the meetings of current and previous years.
 3. Maintain a record of report clearly enunciating all students who were considered eligible during the new member selection process, students who accepted invitation, and those who were ultimately initiated.
 4. Maintain a current catalog of its active and alumnus members which shall include the full name, permanent address, telephone number(s), temporary address (if applicable) and

- electronic address (if applicable) of each member and the names of the officers and Advisory Board of the Chapter.
- (d) The Corresponding Secretary shall:
 - 1. Notify each active member and Advisor of the time, place, and purpose of each general Chapter meeting at least one week in advance of the meeting.
 - 2. Attempt to schedule the initiation ceremony mutually so that the candidates and most active members may attend.
 - 3. Be in charge of all routine correspondence with Headquarters.
 - (e) The Treasurer shall:
 - 1. Maintain accurate records of the monetary funds of the society using the bookkeeping system of the Association
 - (f) The primary duty of the alumnus advisors is to provide for continuity of chapter operations. The alumnus advisors shall see that the Chapter:
 - 1. Selects candidates who meet the eligibility requirements of Constitution Article VIII.
 - 2. Balances its financial accounts and pays all bills by the end of the academic year.
 - 3. Effects an orderly transition of the Chapter's officers in accordance with VA E-VI, 6.05, the bylaws of the Chapter, and the academic regulations of the host institution.

Bylaw III—Meetings

SECTION 3.01. Regular Meetings

Prior to the first day of the semester, the Advisory Board shall attempt to schedule at least five meetings during the semester that, after reviewing the active members' schedules, would be agreeable to most members. This list of 'general' meetings for the upcoming semester shall be distributed among the active members. All members are required to attend all meetings unless the President grants prior excusal to the member.

SECTION 3.02. Topic of Meetings

The first meeting of a semester must occur within the first two weeks. Other meetings' special topics shall be potential new members as well as new ideas for the Chapter's community service, professional development, election administration, new legislation, and social events; and in the spring, the budget, nominations of officers, election of officers, and installation of new officers.

SECTION 3.03. Meeting Structure

General meetings shall last no more 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: attendance taken, previous minutes read, officers' reports, committee chair reports, old business, new business, special business, adjournment. Any item requiring a vote shall be done so democratically, with quorums for particular decisions addressed above in VA E-I, 1.04.

SECTION 3.04. Advisory Board Meetings

Advisory Board Meetings may be held before or after any of the general meetings, or at any other time deemed to be mutually agreeable among players in the meeting.

Bylaw IV—Committees

SECTION 4.01. Standing Committees

The Chapter shall have standing committees on Membership, Initiation, Program, and Social Activities, and such other committees as the Chapter shall desire and establish (B-V, 5.02).

SECTION 4.02. Presidential Responsibility

The President of the Chapter may appoint the chairs of each of the following committees: Membership, Initiation, Program, Social Activities, and all other committees established by the Chapter. This shall take place in the fall following the election of new officers in the spring. This may take place at any other time

should the Chair become inactive, or by the decision of the Advisory Council to remove an ineffective chair. The President may decide upon the minimum size of each of the committees and may appoint any members such that each committee is functional.

SECTION 4.03. Members' Responsibilities

Soon after initiation, all members will be required to commit to at least one of the existing committees, not interfering with B-IV, 4.01. As early as possible after members become committed, the President shall provide each committee chair with a list of his or her specific duties and responsibilities. The chair shall then inform their committee members as to the specifics of their particular positions.

SECTION 4.04. Reports

Committee chairs shall make a report on the progress of his or her group's activities at each chapter meeting.

Bylaw V—Election of New Members

SECTION 5.01. Compilation of Data into Lists

- (a) Definitions for the purpose of Bylaw V
 1. A senior as defined by VCU is one who has a minimum of 85 credit hours earned.
 2. A junior as defined by VCU is one who has between 54 and 84 credit hours earned.
 3. A transfer student shall be eligible for the third regular election after his or her registration and referred to as a junior or senior provided they have completed 24 credit hours at VCU and meet all other requirements of a junior or senior.
 4. When referring to a particular class such as the junior or senior class, only those in the eligible disciplines of Mechanical & Nuclear, Chemical & Life Science, Biomedical, Electrical, or Computer Engineering shall be considered in the determination of percentiles and class size.
- (b) No "sensitive" data concerning a specific student such as GPA, class rank, or grades shall be delivered to another student, including the President of the Chapter. Accordingly, the responsibility for compiling a list of eligible students shall fall upon the Office of the Dean, who has the authority and privilege to create such a list.
- (c) All lists compiled will be sorted alphabetically by last name and will include first name, last name, middle initial or name, class according to credits, major, and school email address.

SECTION 5.02. Preliminary Determination of Potential Candidates

The top eighth of the Junior class and the top fifth of the Senior class by GPA shall be considered potential candidates for initiation. Students with GPAs below 3.50 shall not be considered eligible for initiation. Those who are eligible for initiation shall be known as academically qualified.

SECTION 5.03. Determination of Potential Candidates

A list of potential candidates for initiation will be provided to the President of the Chapter. It is the responsibility of the President and Vice President to determine the academically qualified juniors and seniors through the interview process.

SECTION 5.04. Process for Evaluation of Candidates

- (a) **Interviewing of Candidates.** Each candidate shall be interviewed by members of the Membership Committee along with President and/or Vice President of the Chapter according to a standard, previously determined set of questions designed to determine the eligibility of each candidate. The purpose of these questions is make sure that the candidates are academically qualified, and to determine the character of the candidate. These questions shall include, but are not limited to, questions to determine if the candidate have been attending school full-time, if the candidate are transfer students (B-V, 5.01), and questions to determine the integrity of the candidate. There shall be included in this list questions as to how many semesters the candidate has attended VCU and how many where he or she is enrolled in the School of Engineering, how credit hours the candidate has completed and how many of which are transferred, AP, or dual-

enrollment, whether the candidate has been found guilty of any honor violation at VCU or at their previous higher education institution, and whether the candidate has given or received any unauthorized aid on **any** assignment while in college including, but not limited to, tests, quizzes, exams, papers, and homework assignments.

- (b) **Additional Requirement for Candidates.** Potential candidates are also required to attend events held by the Chapter. Through this process, they will be able to get to know members of the organization and explore the different committees. The number of events each potential candidate is required to attend is to be determined by the Chapter on a year-to-year basis.

SECTION 5.05. Final Determination of Candidates for Initiation

Following evaluation process laid in VA E-V, 5.04, members of Membership Committee and any interested officer of the chapter shall meet privately to discuss the interviews. During this time, the aforementioned members shall compare and share notes collected from the interviews and shall discuss whether to invite each candidate to the initiation ceremony. This list of those recommended for invitation shall be determined by a majority vote of all those present. Candidates shall not be recommended should they answer during the interviews that they have given or received **any** unauthorized aid on any assignment during their time spent in college.

SECTION 5.06. Vote of Election

After receiving the recommendations of the Membership Committee, the general body will vote on whether to invite the candidates for election into the society. This vote shall be by secret ballot, and only the President of the Chapter may tally this vote. Those potential candidates who do not receive three-fourths affirmative votes shall be voted on again, and if a quarter want to, a third vote may be taken. After this last vote, those potential candidates that did not receive three-fourths affirmative votes in any of the votes shall not be considered eligible for initiation. Those who do receive three-fourths affirmative votes shall be considered electees and shall be invited at the earliest available date to a social for all electees. Members of the Membership Committee and all interested active members shall attend this social. Invitations to the social shall be received by electees through their school email accounts and by hand-delivered mail.

SECTION 5.07. Duties of Electees

Before the initiation ceremony, each electee for initiation must read the Chapter Bylaws and Constitution, consent to pay their dues, including initiation dues, and perform any other task decided upon by the Chapter.

SECTION 5.08. Financial Refusal of Election

It is not in the interest, nor is it the intention, of the society that an electee refuses election for financial reasons. Should an electee refuse on these grounds, they must be advised of the student loan program to cover the national initiation fee and the willingness of the chapter to waive the rest of the fee until the candidate can pay the society.

SECTION 5.09. Initiation

After the electees have accepted admittance, it shall be the job of the Corresponding Secretary to notify the electees of the date, time, and location of the initiation, remind them of the membership dues, dress code, and other policies that must be followed at initiation, including cell phone and camera usage. Alumni members, Tau Beta Pi faculty members, and District Directors may be invited. This initiation will be a secret initiation and only members of Tau Beta Pi or members of the Association will be allowed to attend.

Bylaw VI—Election and Installation of Officers

SECTION 6.01. Officers Term

Election of the Chapter's officers (President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Cataloger) shall be held within the first eight weeks of the spring academic semester. Elected officers shall be installed at the next meeting after the spring initiation, and elected officers shall serve a one-year term.

SECTION 6.02. Nominations

The nominations of officers shall take place at a general body meeting. All active members are eligible to become officers. All active members are eligible to nominate any active member, including oneself.

SECTION 6.03. Elections

The elections shall be by secret ballot, meaning that no member can tell how any other member voted. As B-I, 1.03 outlines, 50% of active membership must be in attendance, and the winner of the largest number of votes shall secure the seat. This election meeting may or may not be the same meeting as the nomination meeting.

SECTION 6.04. Special Elections

Special elections shall be held when an officer is unable to complete his or her term. An officer is deemed unable to finish his or her term if:

- (a) He or she graduates prior to the end of the term. The special election shall take place no later than one month prior to the graduation.
- (b) Special circumstances prevent an officer from completing his or her term. The special election shall be held as soon as the circumstance becomes known.

SECTION 6.05. Transfer of Power

It shall be the duty of the retiring officers to assist the officers-elect in understanding the duties and responsibilities of each of their respective offices prior to the officers-elect's installation. The retiring officers shall turn over all the records to their successors. It shall be the first duty of all officers-elect to familiarize themselves with the records associated with their positions and to see that they are in good order and current. If not, they will try to get the cooperation of their predecessors before the retired leave the university permanently.

- (a) The records shall include the following for the current and previous years:
 1. Roll and record books, the minutes of the meetings.
 2. The Treasurer's accounts.
 3. Other files of the Corresponding and Recording Secretaries.
 4. Any holders containing a complete file of the copies of newsletters for the Chapter.
 5. The card or other catalogs of the active and inactive members and of the alumnus members of the Chapter.
 6. A correct and itemized list of the paraphernalia and other properties of the Chapter pertaining to the initiation ceremonies with note as to their place of storage.
- (b) During this meeting, the old and new officers will review the budget of the previous year and make recommendations for the following year's budget. These recommendations will be brought up at the meeting in the fall.

Bylaw VII—Finances

SECTION 7.01. Chapter Finances

The expenses of the Chapter shall be borne by the initiation fees, by dues that are to be paid every quarter, term, or semester, and by any assessments as the Chapter may decide.

- (a) The Chapter shall decide on the amount of its initiation fee (including the stated amount of the initiation fee payable to the Virginia Epsilon Chapter of Tau Beta Pi) and on its dues per quarter, term, or semester. These fees will finance the purchase of official cords used in initiation and commencement, initiation ritual paraphernalia, meeting refreshments, seminar costs, travel expenses, other fees, levies, and costs that may be incurred by the Chapter.
- (b) Assessments may be voted at any regular meeting of the Chapter by an affirmative majority vote of all of those eligible to vote thereon (VA-E I, 1.04(a)). Such assessments are subject, on appeal, to the approval of the Advisory Board of the Chapter.

SECTION 7.02. Outside Funds

Any outside funds, be it from the Academic Campus Student Government Association Appropriations Committee, the Office of the Dean of the School of Engineering, an alumnus, the national chapter, or any other source, shall be documented by the Treasurer and included in the statement of the finances of the Chapter.

SECTION 7.03. The Budget

At the beginning of each semester, the officers, committee chairs, and advisors will meet to review the finances of the previous semester and discuss the budget for the upcoming one. One-half of the active membership shall be necessary to approve the final budget.

- (a) This budget shall include all of the expenses (as provided by the Treasurer records) of the initiation ceremonies, dinners, luncheons, picnics, dances and other social activities, back debts, prizes and awards, auditor and bank charges, loans to electees, member assessments, rents, supplies, telegrams, long-distance telephone calls, stationery, postage, etc., as well as any outside funds.
- (b) At this meeting, the request form for the Academic Campus Student Government Association Appropriations Committee shall be prepared.
- (c) If the revenues of the Chapter shall happen to exceed 10,000 dollars during the fiscal year (August 1 to July 31), the Chapter shall fill out the IRS form 990 as dictated by current regulations.

SECTION 7.04. Records

The Chapter shall at all times use the official bookkeeping system as defined by the chapter.

SECTION 7.05. Routine Circumstances

At no time shall there be a balance of less than 50 dollars in the Chapter Treasury. The Treasurer shall at no time have in his possession more than 20 dollars in petty cash of Chapter Funds. All expenses greater than 15 dollars shall be paid by check.

SECTION 7.06. Non-Profit Organization

No part of the net earnings of the Chapter shall go to the benefit of any member or officer of the Chapter, nor shall it go to any other individual such as faculty, as described by the definition of a non-profit organization.

Bylaw VIII—Discipline

SECTION 8.01. Purpose

It is the intent of this disciplinary Bylaw to impress the membership with the seriousness of purpose of the Chapter and of The Tau Beta Pi Association, and to enable the officers and dedicated members of the 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 8.02. Inactive Status

If a member is deemed 'inactive', it shall prohibit that member from taking part in any vote and also prohibit that member from holding office. Active members will become inactive if:

- (a) The member withdraws from college or because of illness or accidental disability lasting over two months. On returning to college, the member shall immediately become active.
- (b) The affirmative vote of more than three quarters (VA E-I, 1.03(b)) of the active membership, subject to the approval of the Advisory Board. Such a member will be re-admitted to active status upon receipt of a written petition and its approval by the membership and Advisory Board.
- (c) The member does not remain in good standing with payments to the Chapter as outlined in Section B-VII, 7.01.
- (d) The member does not meet the GPA requirements set by the membership of the Chapter.
- (e) The member does not adhere to the attendance policy for meetings or events established by the members.

SECTION 8.03. Fines

A uniform system of fines may be established for habitual absence or tardiness each year if it is desired by the Chapter.

Bylaw IX—Records and Equipment

SECTION 9.01. Records

All permanent records of the Chapter shall be kept current and up-to-date. The Cataloguer is responsible for keeping records of all current as well as past members of the Chapter.

SECTION 9.02. Ritual Equipment

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 when not in use.

SECTION 9.03. Turnover

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 9.04. Inspections

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 non-members of the Association may not inspect the Ritual.

Bylaw X—Suspension of Bylaws

SECTION 10.01. Allowance

These Bylaws may be suspended only by a three-fourths affirmative vote of the active membership of the Chapter and approval of the Advisory Board, as provided in C-VI, 5.

Bylaw XI—Amendments

SECTION 11.01. Allowance

Amendments to these Bylaws may be proposed by any member the Chapter. An amendment to these Bylaws proposed at a meeting may be adopted at the same meeting or any meeting following its formal presentation to the members by at least a three-fourths affirmative vote of the quorum.

SECTION 11.02. Record

Amendments to the Bylaws shall be recorded and reported by the Secretary of the Chapter to each Collegiate and Alumnus member, shall be printed in the official publications of the Chapter, and shall become the law of the Tau Beta Pi Virginia Epsilon Chapter.

Bylaw XII—Dissolution

SECTION 12.01. Outline

In the event of dissolution, the residual assets of the Tau Beta Pi Virginia Epsilon Chapter will be turned over to one or more organizations within the School of Engineering. These organizations, however, must be organized and operated exclusively for educational and scientific purposes and exempt from federal income tax under Section 501(c)(3) of the US Internal Revenue Code of 1954.

Bylaw XIII—Enactment

SECTION 13.01. Occurrence

These Bylaws were adopted by vote of this chapter and its Advisory Board and became effective on September 21, 2016. They were last amended on September 11, 2016.

Signatures

(President)

(Chair of Advisory Board)