

Tau Beta Pi

VA Γ Chapter
Chapter Bylaws

Old Dominion University
Last Amended February 23, 2021

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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 Old Dominion University and of the Frank Batten College of Engineering and Technology 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 rules and regulations of Old Dominion University and the Frank Batten College of Engineering and Technology shall prevail, and the President of the Association shall be notified of the circumstances of the conflict.

Section 4. Abbreviated reference 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, 502 National Bylaw V, Section 5.02.
- c. VGB-1, 4 Virginia Gamma Chapter Bylaw I, Section 4.

BYLAW II - GOVERNMENT AND OFFICERS

Section 1. The Chapter shall be composed of members chosen from among eligible undergraduate and graduate students and alumni who have distinguished themselves with outstanding scholarship and character. High academic achievement as an undergraduate, graduate, or eminent professional achievement, is the first eligibility requirement for election of Tau Beta Pi. Students on the upper eighth of their junior class or in the upper fifth of their senior class are eligible for consideration for membership in our chapter. Graduate students in an approved engineering curriculum will be considered eligible if the student has been in residence for one semester or two quarters and has completed at least 50% of the degree requirements, including coursework and research, as determined by the student's primary academic advisor. To be considered an approved engineering curriculum, the curriculum in question must be administered by the Frank Batten College of Engineering and Technology at Old Dominion University, and be approved by a favorable three-fourths majority, subject to a five-sevenths advisory board majority. The only graduate engineering curriculum that adhere to this association's high standards at Old Dominion University are graduate curricula in Biomedical Engineering, Electrical Engineering, Computer Engineering, Mechanical Engineering, Civil Engineering, Engineering Management, Modeling and Simulation, Aerospace Engineering, Environmental Engineering, and Systems Engineering.

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. Only an "Active Member" 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 the Chapter shall be a President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, and Cataloger, who shall be active members of the Chapter.

Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four faculty alumnus members of the Association. It is preferred to have a faculty member representing each engineering department.

Section 5. Alumnus members of 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 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 VGB II, 3.

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

1. The President shall be kept updated with the progress of all the committees.
2. The President shall see that each officer and committee chairman is well informed of specific duties of that committee.
3. 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.**
4. The Corresponding Secretary shall serve as Secretary of the Advisory Board.
5. The President shall pay a courtesy call on the Dean of School of Engineering early in the fall semester to discuss ways in which the Chapter may be of service to the School. The outcome shall be reported to the chapter at the next meeting.

BYLAW III - MEETING

Section 1. The following regular meetings shall be scheduled and held once each 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 semesters: Preliminary Consideration of Candidates, Election of Candidates, Initiation of Electees, and at least one general meeting of a social, or technical nature.

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 or three weeks of the start of the semester.

Section 5. The officers shall present a complete schedule of all meetings of the Chapter for the semester to the active members for their approval during the first meeting of the semester.

Section 6. Business meetings, other than the Election Meetings, shall last no longer than two hours, unless extended by an affirmative vote of three-fourths of the active members presents.

Section 7. The Corresponding Secretary shall take role at the beginning of each meeting. Attendance is mandatory for all of the new candidates.

BYLAWS IV - COMMITTEES

Section 1. Subject to the provisions of B- V, 5.02, the President shall appoint the chairpersons and members of the following committees: Membership, Initiation, Programs, Social activities, and such other committees as the Chapter shall desire and establish. Appointments shall be made at the next Chapter meetings following each initiation of new members.

Section 2. As early as possible after committees appointments are made, the President shall provide each committee chairman with a list of his specific duties and responsibilities. The President should also be kept well informed of the committees' progress.

BYLAW V - 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 for the previous terms become available. Students within the upper eighth of their junior class or in the upper fifth of their senior class, as determined by the Office of the Registrar based on earned credits, are eligible for consideration for membership in our chapter. A sixty credit hour minimum and junior standing is required in

an engineering major to be considered for membership. The cumulative GPA of students is used in determining their class rank.

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

Section 3. Scholastically eligible day students in the following curricula shall be considered for membership in this chapter: Modeling and Simulation Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering.

Section 4. Night students may be considered for membership in this Chapter, subject to the provision of CVIII, 2(a). However, such students must fulfill all their membership requirements.

Section 5. Transfer students may also be considered for membership provided they were in a good academic standing from the previous institution, and they have attended Old Dominion for at least one semester.

Section 6. All Candidates must have accumulated at least 60 credits and they must have minimum of junior standing.

Section 7. Students who are seeking a second degree from Old Dominion must also be considered provided their QP A from their second degree is in a good standing. If their first degree was not in the Engineering Field, then there shall be no need to consider their membership based on their grades from the previous degree.

Section 8. The Membership Committee shall consult with the advisors of the various engineering departments to determine the names of graduate students, faculty members, and others who may be eligible for membership under the provision of C- VIII, 3-6.

Section 9. The election of Members shall be by secret ballot or by show of hands, and by a majority of the active membership of the Chapter.

Section 10. The President shall sign the letters of notification of election and should be sent out at the end 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 letters. 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 Association and of the Chapter. Those electees desiring to accept election shall formally state their acceptance to the President.

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

Section 14. Each electee shall be required to take part in an activity recommended or approved by the Chapter officers to foster a spirit of liberal culture. This activity may take the form of a project and or the writing of an essay, as specified in B- VIII, 7.01. They shall also be required to read the Constitution and Bylaws of the Association and these Bylaws.

BYLAW VI - ELECTION AND INSTALLATION OF OFFICERS

Section 1. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Cataloger shall be elected in the spring semester.

Section 2. Nomination for officers shall be made from the floor at the Election of Officers Meeting.

Section 3. The Election of Officers shall be by secret ballot or by show of hands. Two Thirds of the active membership shall constitute a quorum for the Election of Officers Meeting. If no nominee receives a majority on the first ballot, a second ballot shall be taken between the two leading candidates.

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. All outgoing Officers shall explain all the duties of office to the new officers within the second week of the Election. It is part of the outgoing officer's duty to turn in all the material and also explain everything to the new officers.

BYLAW VII - FINANCES

Section 1. The expenses of the Chapter shall be borne by the initiation fee and by such dues and pro rate assessments as may be voted the Chapter. A majority vote of the active membership shall be required to change any fees or dues or to levy any assessment.

Section 2. 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. Shortly after the Election of Officers Meeting a committee composed of the President, President-elect, Treasurer, and Treasurer-elect, shall prepare an operation budget for the next year. This budget shall be submitted to the Chapter for approval by a majority vote. The budget shall include a recommended amount for the initiation fee to be charged during the year.

Section 4. The Chapter shall use the official bookkeeping system of the Association except as provided in BV, 5.03(e) 2.

Section 5. There shall be at all times a balance of at least \$50.00 in the Chapter treasury. A sum of no more than \$30.00 may be kept in petty cash.

Section 6. Expenditures in excess of \$30.00 shall be made by check, signed by the Treasurer or by the President. A valid receipt must be acquired.

Section 7. The Chapter's fiscal year shall be May 1 to April 30.

BYLAW VIII - DISCIPLINE

Section 1. It is the intent of the disciplinary Bylaw to impress the membership with the seriousness of purpose of this Chapter and of the Tau Beta Pi Association, and to enable the officers and dedicated members of this Chapter to accomplish its necessary business in a manner not inconvenienced or encumbered by a possible lack of interest upon the part of a few members.

Section 2. Discipline shall be in accordance with C-IX, 4 & 5.

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 and in a secure manner by the 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 as soon as possible after the Installation of Officers Meeting.

Section 4. The Charter of this Chapter shall be framed under glass and prominently displayed at a location

determined by the Dean of Engineering.

Section 5. All records of this Chapter shall be open for inspection to any active member of the Association, and to any Official of the University who has received approval from the Student Activity, 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, as provided in C- VI, 5.

BYLAW XI - AMENDMENTS

Section 1. These Bylaws may be amended by a three-fourth affirmative vote of the active membership of the Chapter, as provided in C-VI, 7(b).