Bylaws of the Vermont Alpha Chapter
Of
The Tau Beta Pi Association

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 the University of Vermont and of its College of Engineering and Mathematics 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 the University of Vermont and/or its College of Engineering and Mathematics, the rules of the University of Vermont and/or the College of Engineering and Mathematics 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, 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 as defined in C-VI,1, and only active undergraduate and graduate-student members, as defined therein, shall have the privilege of voting on new members and on the amounts of the initiation fee, dues, fines, and assessments. A student may become inactive only under the provisions of B-VI, Section 6.

Section 3: The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Membership Chairman, who shall be active members of the Chapter; a Treasurer, who may be an active member of the Chapter or a member of the faculty; and four alumnus advisors, preferably elected from among the faculty of the College of Engineering and Mathematics.

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 Chair 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, 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 TOB-II, 3.

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

a. The President shall be an 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 each list shall be placed in the Recording Secretary's notebook and in the President's Book.

c. 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, Information about Tau Beta Pi, these Bylaws, and such other materials as the 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 Dean of Engineering early in the fall term to discuss ways in which the Chapter may be of service to the College. The substance of such discussions shall be reported to the Chapter at the next meeting.

g. The President shall cooperate with the Director of Tau Beta Pi District 1 and shall encourage the Chapter members to participate in the District's activities.
Bylaw III--Meetings

Section 1: The following regular meeting 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: Discussion of Election Procedures, Election of Candidates, Initiation of Electees.

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

Section 4: "Robert's Rules of Order" shall be the parliamentary guide of the Chapter in all matters not covered in the Constitution and Bylaws of the Association or in these Bylaws.

Section 5: The first meeting of each semester shall be held within two weeks of the start of the semester.

Section 6: The officers shall present a complete calendar of the regular meeting(s) of the Chapter for the semester to the active members for their approval no later than the second meeting of the semester.

Section 7: Notices sent to the active members and alumni advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 8: 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 9: Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons which he or she judges to be good and sufficient. A member who must miss a regular, scheduled meeting shall submit his or her reasons to the President, in writing, before the meeting, unless the excuse is illness.

Section 10: 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 members or upon written request to the Chair of the Board signed by 20% of the active members of the Chapter.

Section 11: 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 approval or disapproval of a proposed amendment to the Constitution of the Association; a quorum shall be three-fourths of the active membership; for the election of officers, the quorum shall be two-
thirds of the active membership. A quorum for an Advisory Board meeting 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 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 or her specific duties and responsibilities.

Section 3: Each committee chair 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 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 followed.

Section 3: Scholastically eligible students pursuing a Bachelor of Science in the following curricula shall be considered for membership in the Chapter: Civil Engineering, Environmental Engineering Electrical Engineering, Mechanical Engineering, and Engineering Management. 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: Graduate students in the engineering programs at the University of Vermont are eligible after residence of at least one semester as stipulated in C-VIII Section 3. They must have completed at least 50% of the degree requirements as determined by the student’s primary academic advisor. Furthermore, they must present proof of the worthiness of a candidate including certification of standing in the top fifth of the graduate class, or alternatively a statement by a faculty member attesting that the candidate is doing graduate work of a quality expected of a member of the Association. They should also furnish a list of degrees held, the institutions granting the degree and the date of such degree. Lastly, the Advisory Board of the Chapter must provide a statement that it believes that the graduate student candidate is worthy of membership in the Association and that it approves the student's election. Students must be enrolled in the Master's and/or Doctoral programs in Biomedical Engineering, Civil Engineering, Electrical Engineering, and Mechanical Engineering.

Section 6: Also eligible for election into the Association, are Eminent Engineers of a recognized engineering college who graduate more than ten years ago and who has achieved distinction for eminent attainments in engineering, subject to the provisions of C-VIII 7 (1-d). A candidate for election as an Eminent Engineer must be a person of character, ability, and integrity, must have a continuous record of intellectual activity and attainment in engineering, must be a person such that and undergraduate might be expected to become and should add credit and honor to the Association. Teaching of professional engineering subjects shall be considered as professional engineering practice, as well as the supervision of professional engineering work for administrators with engineering training and experience. Complete proof of the worthiness of the candidate,
scholastic eligibility, professional engineering record, the desirability of bestowing membership, and the approval of the Advisory Board of the Chapter must be presented in writing through the office of the Secretary-Treasurer of the Association to the Executive Board for its approval. The Eminent Engineer’s election is not complete until approval by the Executive Council.

Section 7: 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: Character Evaluation

a. Letters shall be sent to scholastically eligible candidates inviting them to a get-acquainted meeting.

b. A get-acquainted meeting shall be held at which the Chapter members will meet the candidates. All candidates are required to attend unless prior notice for a valid excuse is given. The candidates shall be introduced to the purposes and activities of Tau Beta Pi.

c. Projects designed to show a candidate’s willingness to participate in chapter affairs will be assigned at the get-acquainted meeting.

d. A member of the membership committee shall serve as candidate participation coordinator for each of the projects available for candidate participation.
e. Each of the candidates shall be required to participate actively in a project to receive further Chapter consideration.

f. Projects that involve physical violence, offense to dignity or decency, and/or public exercises that make the candidate ridiculous in any way are strictly prohibited.

g. At the election meeting the membership committee shall make recommendations based on the candidates' participation in their assigned projects.

Section 8: Voting Procedures

a. At the Election Meeting, the Eligibility Code shall first be read.

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

c. 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.

d. A Chapter vote shall be taken on the remainder of the group.

e. 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. It will be the responsibility of the President to insure discussion only pertains to qualifying requirements.
f. The membership committee will notify all candidates promptly of the outcome of the election.

Section 9: All members shall keep the election results in absolute confidence so that no candidate shall learn of his or her 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 10: 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, in writing, in a letter addressed to the President.

Section 11: Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10 (a).

Section 12: The Chapter may assign duties to electees, subject to the provision of B-VII, 7.02.

Bylaw VI—Election and Installation of Officers

Section 1: The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Membership Chairman shall be elected at the last meeting of the fall semester.

Section 2: Nominations for officers may be made by a nominating committee appointed by the President. The committee shall nominate one candidate for each office. Additional nominations may be made from the floor at the Election of Officers Meeting.
Section 3: The Election of Officers Meeting shall be held at least two weeks prior to the end of the fall term. Officers-elect shall be formally installed at the first meeting of the year. The Chapter Officer Installation Procedure given in the President's Book shall be employed to install the new officers.

Section 4: 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 the quorum shall 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 by 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 T03-II,2 and T0B-III, II.) 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 set by the Advisory Committee, payable in advance of initiation, to the Chapter Treasurer. This amount
covers the national Convention assessment, the cost of one initiation banquet, the operating expenses of the local Chapter, and a national initiation fee.

Section 3: The Chapter shall use the official bookkeeping system of the Association.

Section 4: Immediately following the end of the fiscal year, at least one alumni member of the Advisory Board (but not the Treasurer if he or she is an alumni member of the Board) shall audit the Chapter's books. If necessary, the Treasurer and Treasurer-elect shall file the Internal Revenue Service's Form 990.

Section 5: 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 purpose of this Chapter and of the Tau Beta Pi Association, 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: Discipline shall be in accordance with C-IX, 4 & 5.

Section 3: An active member will become inactive subject to the provisions of B-VI Section 6 (1-c), due to withdrawal from college and/or because of illness or accidental disability, subject to a vote of five-sevenths of the Advisory Board. Additionally, an active member will become inactive if he or she misses two consecutive chapter meetings without written notice, unless the excuse is illness. Furthermore, an inactive member will
be re-admitted to active status upon receipt of a written petition and its approval by the Advisory Board. (See National Bylaw VI, 6.05 (b).)

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: The Charter of this Chapter shall be 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 member of the Association and to any official of the University 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: 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 the 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 Tau Beta Pi Association, Inc., a corporation organized and operated exclusively for educational and scientific purposes and exempt from federal income tax under Section 501(c)(3) of the U.S. Internal Revenue Code of 1954. Any such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

Bylaw XII---Enactment

Section 1: These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on 3-30-2005

Heather Boepple, President

Jean-Guy Beliveau, Advisory Board Chair
Amendment to Bylaws
Tau Beta Pi
Vermont Alpha Chapter

This document serves as an amendment to the bylaws of the Tau Beta Pi chapter of Vermont Alpha. The following section shall be amended: Bylaw V — Election of New Members, Section 3

The amendment changes the following:
1. Adds a new curriculum: Biomedical Engineering.

The amendment was voted for unanimously in approval of its adoption by the active chapter members on 08 February 2018.

The passage as of 21 February 2018 reads:
Scholastically eligible students pursuing a Bachelor of Science in the following curricula shall be considered for membership in the Chapter: Civil Engineering, Environmental Engineering Electrical Engineering, Mechanical Engineering, and Engineering Management.

The new passage shall read:
Scholastically eligible students pursuing a Bachelor of Science in the following curricula shall be considered for membership in the Chapter: Civil Engineering, Biomedical Engineering, Environmental Engineering, Electrical Engineering, Mechanical Engineering, and Engineering Management.

Jack Swett, President

Bonnie McMorrow, Vice-President

Mads Almassalkhi, Advisory Board Chair