TAU BETA PI ASSOCIATION
VERMONT BETA CHAPTER
NORWICH UNIVERSITY

CHAPTER BYLAWS
Revised February 14, 1984

(With proposed revision adopted by student members March 20, 1985)

BYLAW I: MEMBERSHIP

SECTION 1.
   a. The active membership of the Chapter shall be in accord with C-VI, Sec. 1.
   b. Active membership of alumni members shall be permitted only upon approval of the Advisory Board after due consideration of the availability of the alumni for the purpose of quorum and voting.

SECTION 2.
   Alumni Members of the Advisory Board shall be four in number. Each shall serve a four year term in such a way that one of the advisors' terms shall expire at the end of each school year. Election of one advisor shall take place at the meeting at which the officers of the Chapter are elected. Election shall be by a majority vote of the active members.

BYLAW II: ELIGIBILITY

SECTION 1.
   Eligibility and election of members shall be in accord with the Constitution and Bylaws of the Association (C-VIII, Sec. 2). In addition seniors must have at least a 2.8 QPA, while juniors must have at least a 3.0 QPA (where a 4.0 QPA is an "A" or its equivalent if another system is used), or a five-sevenths vote of approval of the Advisory Board.

SECTION 2.
   To be eligible as an alumnus, the candidate must have graduated in the first fifth of his or her engineering class unless his or her eligibility is based on other qualifications as set forth in the Constitution and Bylaws of the Association.

SECTION 3.
   Only students enrolled in a baccalaureate program in any of the following curricula are eligible for election:
a. Civil Engineering  
b. Computer Science Engineering  
c. Electrical Engineering  
d. Mechanical Engineering

BYLAW III: ELECTION OF NEW MEMBERS

SECTION 1.  
Election of new members shall be held in the fall, as soon as possible after the grades for the previous semester become available.

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

SECTION 3.  
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 4.  
The cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum shall be decided by the Advisory Board of the Chapter.

SECTION 5.  
The chapter will use the specified scholastic requirements as specified in C-VIII and in VBB-II. The membership committee shall periodically consult with the heads of the various 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 6. Exemplary Character Evaluation

a. A list of scholastically eligible candidates shall be circulated to selected faculty members who are members of Tau Beta Pi. These faculty shall be asked to make recommendations on candidates they know and also suggest persons who may have been overlooked.

b. A pre-election meeting will be held. At this meeting there will be an informal discussion of the eligible candidates along with a discussion of the faculty recommendations obtained.

c. The active members of the Chapter will be asked to look up candidates who are not well known before the date of the election meeting.

d. In addition, a get-acquainted meeting may be held if it is deemed necessary.

e. An election meeting should be held within one week after the pre-election meeting.
SECTION 7.
   a. At the election meeting, the eligibility code shall be read first.
   b. The election of senior candidates shall precede the election of junior candidates. Each name will be presented in alphabetical order for discussion and will be voted on before the following name is considered.
   c. After all names have been considered and voted on, there will be a second individual ballot, to be taken in the same order, for each candidate who failed election on the first ballot.
   d. No candidate who fails election on the second ballot shall be considered again unless twenty-five percent of the members so request.
   e. A candidate who fails the election, may be considered again at a future election if he or she is eligible.

SECTION 8.
   a. Candidates will be notified of the election by a letter signed by the President and Secretary and delivered within forty-eight hours. No other communication of the election shall be made in any way by anyone.
   b. Each electee will attend an informational meeting concerning initiation. Pledge projects will be assigned at this time.

BYLAW IV: OFFICERS

SECTION 1.
   a. The Officers of the Chapter shall be President, Vice President, Treasurer, Secretary, and Cataloger and shall constitute the Executive Committee of the Chapter.
   b. The duties of the officers will be as set forth in B-III of the Association and in VBB-VII.

SECTION 2.
   a. Election of officers will take place in the spring semester of each year.
   b. Election will be by a majority vote of the active members.

SECTION 3.
   a. The newly elected officers will take office 30 days before the end of the spring semester.
   b. On the day the newly elected officers take office, there may be a formal "Chapter Officers Installation Ceremony" as set forth in the Chapter's "President’s Book".

SECTION 4.
   One faculty member of the Advisory Board will act as a special advisor to the Treasurer.
SECTION 5.
In the event that a vacancy occurs among the Chapter’s officers or advisors, that vacancy shall be filled by a special election held at the next meeting after the vacancy occurs. The person elected to fill the vacancy shall serve the remainder of the unexpired term.

BYLAW V: MEETING

SECTION 1.
In addition to the meetings set forth in VBB-III, Sec. 1, there will be at least two business meetings of the membership each semester and one meeting, which may be open, of a social, literary, or technical nature.

SECTION 2.
Not later than two weeks after the election of officers, there shall be an Executive Committee meeting at which the newly elected officers will be present. Items such as officers’ duties, maintenance of the Chapter’s records, and other items of a purely administrative nature can be discussed at this meeting.

SECTION 3.
A quorum shall be in accord with B-V, Sec. 5.06 of the Association.

SECTION 4.
ROBERT’S RULES OF ORDER REVISED shall be the parliamentary guide for the conduct of the meetings.

BYLAW VI: DISCIPLINE

SECTION 1.
Any member who neglects his or her duties as a member, as an officer or who acts in a manner which brings discredit upon TAU BETA PI and Norwich University and the Engineering Profession, may be recommended for suspension for a period not to exceed one year, or expulsion by five-sevenths vote of the Advisory Board and in accord with C-IX, Sec. 2 of the Association.

SECTION 2.
Any suspended member shall be encouraged to seek reinstatement and to merit the same by his or her conduct and manifestation of interest.

BYLAW VII: RECORDS AND DUTIES

SECTION 1.
Within one month before the end of the school year, the treasurer’s books shall be audited by a committee consisting of one Junior member and
one Senior member who are not officers, and both the new and old Treasurers and the faculty advisor to the treasurer.

SECTION 2.

The Treasurer shall keep accurate records and audit reports of all finances on appropriate forms provided by the Association.

SECTION 3.

a. The Secretary will maintain files of all correspondence received and sent, arranged chronologically and separated by year. He or she will also see that a copy is made of all outgoing mail and retain it in the files. Replies to letters will be fastened to the letters to which they reply and filed in accordance to the latest dated letter.

b. The Secretary shall keep all meeting minutes and shall file these in chronological order, separated by year.

SECTION 4.

a. The Cataloger shall maintain a file of all Chapter members, arranged in alphabetical order, which shall contain the following information: Name, Address, Phone Number, Class, Date of Initiation, and Catalog Number.

b. The Cataloger shall also maintain a file arranged in alphabetical order, of all candidates elected and who are pending initiation, which shall contain the following information: Name, Address, Phone Number, Class, and Date of Election. When such a candidate is initiated his or her file card shall be withdrawn from this file and an appropriate card placed in the membership file.

BYLAW VIII: FINANCES

SECTION 1.

The expenses of the Chapter shall be borne by initiation fees, by dues paid as described in VBB-VIII, and by such assessments as may be voted by a three-quarters affirmative vote of the active members and subject on appeal to the approval of the Advisory Board of the Chapter.

SECTION 2.

The initiation fee as described by the Executive Council of the Association shall be payable at or before initiation. The chapter dues shall be payable not later than the end of the semester in which the member is initiated. The chapter dues, as set at a regular business meeting, shall be added to the initiation fee.

SECTION 3.

Any member who for any reason fails to pay his or her Chapter dues as prescribed in VBB-VIII, Sec. 2, shall begin to pay interest on the remaining balance at the rate of 6% (six percent) per annum.
BYLAW IX: AMENDMENTS

SECTION 1.
These bylaws may be amended at any scheduled or special meeting, following a similar meeting at which the proposal for the amendment is presented, provided that not less than 1 (one) week shall elapse between such meetings and that due notice shall have been presented to the active members and advisors.

SECTION 2.
A three-quarters affirmative vote by the active members and approval by the majority of the Advisory Board are required for amendment.

BYLAW X: ENACTMENT AND SUSPENSION OF BYLAWS

SECTION 1.
These bylaws shall be binding when approved by a three-quarters affirmative vote of the active members of the Chapter and the approval of a majority of the Advisory Board.

SECTION 2.
These bylaws may be suspended at any scheduled or special meeting by a three-quarters affirmative vote of the active members and approval of a majority of the Advisory Board.

NOTE: B-VI, SEC. 3 means Bylaw VI, Section 3.
C-V, SEC. 2 means Constitution Article V, Section 2.
VBB-VI, SEC. 3 means Vermont Beta Bylaw VI, Section 3.