

The Bylaws of the Washington Beta Chapter Of The Tau Beta Pi Association

Bylaw I

General

SECTION 1.01. **Scope of Bylaws.** These Bylaws shall govern the proceedings of the Washington Beta Chapter in all matters not expressly provided for in the Constitution and Bylaws of The Tau Beta Pi Association, Inc. In the event of conflict, the Constitution and Bylaws of The Tau Beta Pi Association, Inc. shall supersede the Washington Beta Chapter Bylaws.

SECTION 1.02. **Abbreviated References.** The Washington Beta Chapter Bylaws shall refer to the following organizations using the following abbreviated references:

- a) The Tau Beta Pi Association, Inc. shall hereinafter be referred to as the Association.
- b) Washington State University shall hereinafter be referred to as the University.
- c) The College of Engineering and Architecture of the University shall hereinafter be referred to as the College.
- d) The Washington Beta Chapter of the Association shall hereinafter be referred to as the Chapter.

SECTION 1.03 **Rules of the University.** The Chapter shall conform to such rules and regulations of the University and of the College as may apply to honor societies.

SECTION 1.04. **Conflict with the University.** In the event of conflict between the Constitution and Bylaws of the Association and the rules and regulations of the University and/or the College, the rules of the University and/or the College shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

SECTION 1.05 **References to the Constitution or Bylaws.** Abbreviated references herein to the Constitution and Bylaws of the Association and to the various Bylaws of this document shall be made in the for illustrated by the following examples:

- a) C-VI, 1 – Association Constitution Article VI, Section I
- b) B-V, 5.02 – Association Bylaw V, Section 5.02
- c) WBB-I, 1.05 – Washington Beta Bylaw I, Section 1.05

Bylaw II

Government and Officers

SECTION 2.01. **Eligible Members.** The Chapter shall be composed of members chosen from among eligible undergraduate and graduate students, alumni, faculty members, and eminent engineers on the bases of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VII and in the Eligibility Code of the Association. The Chapter shall not discriminate on the basis of race, creed, color, national or ethnic origin, sex, age, sexual orientation, religion, marital status, mental or physical disability or veteran status in the recruitment, admission or retention of members or officers.

SECTION 2.02. **Control of Chapter Affairs.** 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 the 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, 6.04

SECTION 2.03. The Officers. Subject to the provisions of C-VI, 6, the officers of the Chapter shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and a Cataloger, who shall be active members of the Chapter, and four alumnus advisors, preferably elected from among the faculty of the College.

SECTION 2.04. The Advisory Board. Subject to the provisions of C-IV, 7(a), the Advisory Board of the Chapter shall be composed of the President, the Vice-President, the 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 2.05. Advisory Board Member and Officer Terms of Service. 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 2.06. Officer 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. In addition to the duties stated in B-V, 5.03, the following duties shall also be required of the officers:

a) The President:

- 1) Shall be an ex-officio member of all committees.
- 2) Shall see that each officer and committee chair is provided with a 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.
- 3) Shall see that each candidate accepting election receives copies of the Constitution and Bylaws and Eligibility Code of the Association, “Information About Tau Beta Pi,” these Bylaws, and such other materials as the Chapter may deem desirable.
- 4) With assistance from the Vice-President, shall pay a courtesy call on the Dean of the College early in the fall semester 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.
- 5) Shall cooperate with the Director(s) of Tau Beta Pi District 14 and shall encourage the Chapter members to participate in the District’s activities.
- 6) With assistance from the Corresponding Secretary, shall establish contact with the officers of the Idaho Alpha and Washington Delta Chapters in the interest of cooperation between the Chapters and the discussion of mutual problems.
- 7) With assistance from the Corresponding Secretary, shall perform the duties of the Corresponding Secretary as listed in B-V, 5.03(d)(1-5) and B-V, 5.03(d)(7). Duties listed in B-V, 5.03(d)(6) and B-V, 5.03(d)(8-9) shall be performed by the Corresponding Secretary.
- 8) Shall have secondary control of the Chapter’s FS&A (Faculty, Student, and Alumni) account through Student Organization Services of Campus Involvement of the University.

b) The Vice-President:

- 1) Shall serve as one of the Chapter's two College of Engineering and Architecture Coordinating Council (CEACC) representatives and with assistance from the Recording Secretary shall develop CEACC proposals for the Chapter.
 - 2) Shall field reports from committees of the Chapter as stated in WBB-IV, 4.02.
 - 3) Shall maintain the initiation equipment as stated in WBB-IX, 9.02
 - 4) Shall assist the President as stated in WBB-II, 2.06(a)(4).
- c) **The Recording Secretary:**
- 1) Shall serve as one of the Chapter's two CEACC representatives and shall assist the vice president with the development of CEACC proposals for the Chapter as stated in WBB-II, 2.06(b)(1).
 - 2) Shall distribute officer meeting minutes to officers and advisors and shall distribute general meeting minutes to all members in a timely manner.
- d) **The Corresponding Secretary**
- 1) Shall serve as Secretary of the Advisory Board.
 - 2) Shall be the Chapter's chief communications liaison between the University, the College, and other companies or organizations. The Corresponding Secretary and the President shall be the chief communications liaisons between the Chapter and the Association.
 - 3) Shall assist the President as stated in WBB-II, 2.06(a)(6-7).
 - 4) Shall distribute amended Bylaws as stated in WBB-XI, 11.03.
- e) **The Treasurer:**
- 1) Shall have primary control of the Chapter's FS&A account through Student Organization Services of Campus Involvement of the University.
- f) **The Cataloger:**
- 1) Shall notify each active member and advisor of the time, place, and purpose of each Chapter meeting or activity at least one week prior to the scheduled time. At the Advisory Board's discretion, the Cataloger may notify alumnus members of the Chapter about the meeting or activity.

SECTION 2.07. **Convention Delegates.** The president shall be the Chapter's voting delegate to the Convention of the Association. The other officers shall be alternate delegates, in the order given in WBB-II, 2.03. If the Chapter is allotted additional non-voting delegates, the delegates may be chosen from either current or elected officers.

Bylaw III

Meetings

SECTION 3.01. **Annual Regular Meetings.** The following regular meetings shall be scheduled and held once each year: Organization, Election of Officers, Installation of Officers, and Amendment Review.

SECTION 3.02. **Biannual Regular Meetings.** The following regular meetings shall be scheduled and held once in the fall and once in the spring semesters: Election of Candidates, Initiation of Electees, and one general meeting of a social, literary, or technical nature.

SECTION 3.03. **Special Meetings.** Special meetings may be called at any time by the President, any alumnus member of the Advisory Board, or upon written request to the President signed by 20% of the active members of the Chapter.

SECTION 3.04. **Parliamentary Procedure.** “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 3.05. **Deadline for First Semester Meeting.** The first meeting of each semester shall be held within four weeks of the start of the semester.

SECTION 3.06. **Member Notification of Meetings.** Subject to the provisions of WBB-II 2.06(f)(1), the cataloger shall notify the members at least one week in advance of all meetings and activities of the Chapter.

SECTION 3.07. **Time Limit and Order of Business.** 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) Report of Officers
- b) Reports of Committees
- c) Unfinished Business
- d) New Business
- e) Adjournment

SECTION 3.08. **Meeting Attendance.** Attendance of active members shall be required at all regular, scheduled meetings of the Chapter.

SECTION 3.09. **Advisory Board Meetings.** 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 3.10. **Quorum.** 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 new 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 4.01. **Chapter Committees.** 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, Image, and such other committees as the Chapter shall desire and establish.

SECTION 4.02. **Regular Reports.** The committee chairs shall report regularly to the Vice-President on committee activities.

SECTION 4.03. **Meeting Reports.** Each committee chair shall report on the progress of his/her group’s activities at each Chapter meeting.

Bylaw V

Election of New Members

SECTION 5.01. **Date for Election Start.** Election of new members shall be held in the fall and spring semesters as soon as possible after grades for the previous semester become available.

SECTION 5.02. **Membership and Election of Member Provisions.** All provisions of C-VIII and B-VI shall be strictly followed.

SECTION 5.03. **Eligible Curricula for Day Students.** Scholastically eligible undergraduate and graduate day students in the following curricula of the College shall be considered for membership in the Chapter.

- a) Bioengineering
- b) Chemical Engineering
- c) Civil Engineering
- d) Computer Engineering
- e) Computer Science
- f) Construction Engineering
- g) Electrical Engineering
- h) Engineering Sciences
- i) Environmental Engineering
- j) Materials Science and Engineering
- k) Mechanical Engineering
- l) Software Engineering

SECTION 5.04. **Night Students.** Scholastically eligible undergraduate and graduate night students, pursuing equivalent curricula to those named in WBB-V, 5.03, may be considered for membership in the Chapter, subject to the provisions of C-VIII, 2(a). However, such students shall be considered separately from day students and no such student shall be considered more than twice as a junior or more than twice as a senior.

SECTION 5.05. **Transfer Students.** Subject to the provisions of C-VII, 2(m), undergraduate transfer students shall be eligible for election after one year at the University.

SECTION 5.06. **Irregular Student Standing or Curriculum.** 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 5.07. **Scholastic Requirements.** The scholastic requirement of the Chapter shall be equivalent to the scholastic requirements of C-VIII; however, the Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

SECTION 5.08. **Graduate Students, Alumni, and Eminent Engineers.** The membership committee shall periodically consult with the chairs of the various engineering departments to determine the names of graduate students, alumni, faculty members, and eminent engineers who may be eligible for membership under the provisions of C-VIII, 3-7.

SECTION 5.09. **Exemplary Character Evaluation.** The Chapter shall evaluate exemplary character by the following means:

- 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 can meet the candidates. The candidates shall be introduced to the purposes and activities of Tau Beta Pi.
- c) The chapter may elect by simple majority vote of the active membership to require candidates seeking initiation to participate in a project.
- d) Projects that involve physical violence, offense to the dignity or decency, and/or public exercises that make the candidate ridiculous in any way are strictly prohibited.

- e) The Chapter members shall be asked to make recommendations on the candidates they met during the get-acquainted meeting at the Chapter's election meeting.
- f) Letters shall be sent to candidates inviting them to complete and return a résumé/questionnaire for describing their activities and interests. The letters shall contain a specific deadline date for returning the résumés/questionnaire.

SECTION 5.10. Election Meeting Procedures. The Chapter shall run the Election meeting by the following 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 alphabetical order for discussion and shall be voted on before the following name is considered.
- 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 25% of the members present so request.
- e) No student who fails election on the third ballot shall be considered again at this election. He/she may be considered again at the next election of he/she is then eligible.

SECTION 5.11. Letters of Notification of Election. 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 24 hours of the Election Meeting.

SECTION 5.12. Election Results. All members shall keep the election results in absolute confidence so that no candidate shall learn of his/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 5.13. First Meeting of Electees. 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 5.14. Electee Refusal for Financial Reasons. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10(a).

SECTION 5.15. Electee Activities. Each electee may 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 by B-VII, 7.01. Each electee shall also be required to read the Constitution and Bylaws of the Association and these Bylaws.

SECTION 5.16. Additional Electee Duties. The Chapter may assign additional duties to electees, subject to the provision of B-VII, 7.02.

Bylaw VI

Election and Installation of Officers

SECTION 6.01. Date for Officer Election. The President, the Vice-President, the Recording Secretary, the Corresponding Secretary, the Treasurer, the Cataloger, and an alumnus member of the Advisory Board shall be elected in the fall semester. The chairs of each Chapter committee shall also be elected at this meeting.

SECTION 6.02. Officer Nominations. If determined necessary by the Chapter officers, nominations for office shall be made at the Nomination of Officers Meeting. Reports of nomination shall be made by mail to active members. Otherwise, nominations shall be made at the Election of Officers Meeting.

SECTION 6.03. **Election Procedure.** The election of officers shall be by hand vote. 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 votes to be dropped from further consideration until one receives a majority vote.

SECTION 6.04. **Officer Transition.** After the Election of Officers meeting, each officer-elect shall work closely with his/her 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 WBB-VII, 7.06.

SECTION 6.05. **Installation of Officers.** Near the end of spring semester, the Installation of Officers meeting shall be held to formally transfer Chapter duties to the elected officers.

SECTION 6.06. **Special Election.** 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 7.01. **Chapter Income.** 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 an assessment. 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 7.02. **Initiation Fee.** The initiation fee for all initiates shall be \$100.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the \$55.00 national initiation fee (detailed by *The Bylaws the Tau Beta Pi Association*) and the operating expenses of the chapter including but not limited to: the cost of one initiation banquet and the cost of a rough Bent casting.

SECTION 7.03. **Bookkeeping System.** The Chapter shall use the bookkeeping system of the University for Registered Student Organizations.

SECTION 7.04. **Petty Cash.** The Chapter shall keep no petty cash.

SECTION 7.05. **Fiscal Year.** The Chapter's fiscal year shall be May 1 to April 30.

SECTION 7.06. **Financial Audit.** Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if he/she is an alumnus 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-N.

SECTION 7.07. **Net Earnings.** No part of the net earnings of the Chapter will inure to the benefit of, or be distributed to, members or officers of the Chapter or to any other individual.

Bylaw VIII

Discipline

SECTION 8.01. **Purpose.** It is in the intent of this disciplinary Bylaw to impress the membership with the seriousness of purpose the Chapter and of the 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. **Disciplinary Actions.** Discipline shall be in accordance with C-XI, 5 and 5.

Bylaw IX
Subchapters

SECTION 9.01. **Establishment.** A subchapter may be established at any Washington State University campus that reports to the Dean of the Voiland College of Engineering and Architecture in Pullman and has eligible undergraduate engineering programs as per Const. Art 2, Sect 1 (a).

SECTION 9.02. **Membership.** A member of a subchapter is also a member of Washington Beta. Eligibility and Election of members of a subchapter shall be conducted by the active membership of that subchapter. In the event of lack of membership, the District Directors can appoint officers to elect members and oversee initiation.

SECTION 9.03. **Voting.** Subchapter members shall have voting privilege on amendments and approval of the Bylaws of Washington Beta, the National Constitution and Bylaws, and on the affairs of the subchapter. Subchapter members will not be considered for quorum for voting on the general affairs of Washington Beta.

SECTION 9.04. **Officers.** A subchapter shall elect its own officers to administer the subchapter's affairs except as stated in WBB 9, 9.02.

SECTION 9.05. **Advisory Board.** A subchapter shall elect advisors to their Subchapter Advisory Board, who will serve to oversee the affairs of the subchapter. These advisors are considered auxiliary advisors of Washington Beta and do not serve on the Advisory Board of Washington Beta.

SECTION 9.06. **Finances.** A subchapter shall be in charge of keeping its own financial accounts. Within 30 days following the end of the Fiscal Year of Washington Beta as stated in WBB 7, 7.05, the subchapter treasurer shall send the subchapter financial records to the treasurer of Washington Beta for the filing of the IRS 990-N. The subchapter shall not submit the IRS 990-N since they are not a fiscally independent organization.

SECTION 9.07. **Eligible Curricula Exclusions.** A subchapter may, at its discretion, choose to exclude any major eligible for exclusion listed in WBB-5, 5.03 as per Const. Art. 2 sect 1 (c). If a subchapter has majors that it wishes to include that are not listed in WBB-5, 5.03, they may submit a bylaw amendment to add that major. Excluded majors are listed here:

- a) None

SECTION 9.08. **Conflict with Washington Beta.** Should any conflicts between Washington Beta and a subchapter arise, the matter should be referred to the Advisory Board of Washington Beta, who may call upon the Subchapter Advisory Board for council.

SECTION 9.09. **Independent Chapter Establishment.** At any time that a subchapter meets the requirements to establish a stand-alone chapter, they may pursue such a course of action without prior approval of Washington Beta. The matter of the finances of the subchapter will need to be reviewed and handled in accordance with the policies of Washington State University.

Bylaw X
Records and Equipment

SECTION 10.01. **Permanent Records.** All permanent records of the Chapter shall be kept current and up-to-date.

SECTION 10.02. **Initiation 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 and key when not in use.

SECTION 10.03. **Turnover of Records.** All records and an inventory of all physical equipment owned by the Chapter shall be turned over to the new officers at the end of spring semester.

SECTION 10.04. **Chapter Charter.** The Charter of the Chapter shall be prominently displayed at a location determined by the Dean of the College.

SECTION 10.05. **Availability of Records.** All records of the 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 XI

Suspension of the Bylaws

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 XII

Amendments

SECTION 12.01. **Proposal of Amendments.** 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 12.02. **Amendment Review Meeting Procedure.** Subject to the provisions of WBB-III, 3.01, an Amendment Review meeting for the amendment of Chapter Bylaws and Ratification of the Constitution and/or Bylaws of the Association shall be held annually. This meeting shall be held after the Election of Officers meeting. At this meeting, any Convention amendments to the Constitution and/or Bylaws of the Association shall first be ratified, and then amendments to the Chapter Bylaws shall be proposed and amended as stated in WBB-XI, 11.03.

SECTION 12.03. **Bylaw Amendment Voting Procedure.** 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 12.04. **Distribution of Amended Bylaws.** Subject to the provisions of B-V, 5.03(d)(6), 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. Additionally, the Corresponding Secretary shall distribute or make available the amended Bylaws to all members and initiates of the Chapter.

Bylaw XIII

Dissolution

In the event of dissolution of the Chapter, the residual assets shall be distributed to the Association, 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 of such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

Bylaw XIV

Enactment

These Bylaws were adopted by vote of the Chapter and its Advisory Board and have become effective on March 10, 2004. They were last amended on October, 2023.