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 Milwaukee School of Engineering 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 Milwaukee School of Engineering, the rules of the Milwaukee School of Engineering shall prevail, and the conflict shall be documented by the Recording Secretary of Wisconsin Delta.

Section 4. 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. WI-D, V-Wisconsin Delta Bylaw, Section V
Bylaw II – Government and Officers

Section 1. The chapter shall be composed of members chosen from among eligible students and alumni on the basis of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VIII, The Eligibility Code of the Association and WI-D, V.

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 defined as 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 provision of B-VI, 6.05 or WI-D, VIII, 4.

Section 3. The officers of this chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, Cataloger, and Treasurer, who shall be active members of the chapter; and four alumnus advisors, all members of Tau Beta Pi, preferably elected from among the engineering faculty.

Section 4. The Advisory Board of the chapter shall be composed of the President, Vice President, Corresponding Secretary, an alumnus member, and four faculty advisors. The Chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

Section 5. Faculty 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 WI-D, 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 position is responsible. A copy of each list shall be placed in the Recordings 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 the 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 8 and shall encourage the chapter to participate in the District's activities where possible.
Bylaw III - Meetings

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 named Quarters: Discussions of Eligibility and Election Procedures (Spring), Election of Candidates (Fall and Winter), Initiation of Electees (Winter and Spring), and a general business meeting (Fall).

Section 3. Special meetings may be called at any time by the President and alumnus members 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 quarter shall be held within two weeks of the start of the quarter.

Section 6. The officers shall present a complete calendar of the regular meetings of the chapter for the quarter to the active members for their approval no later than the second meeting of the quarter.

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

Section 8. Business meetings, other than the Election Meetings shall last no longer than one hour, 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 sheet
b. Minutes of the previous meeting
c. Reports of the 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 or designated person 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 quarter to discuss chapter activities of the quarter. 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 chapter business shall be construed as follows:

Majority of active membership for:
- The consideration of routine business

Three-fourths active membership for:
- Election of new members
- Changing of the initiation fee or chapter dues
- Passing an assessment on members of chapter
- Amending chapter Bylaws
- Approval or disapproval of a proposed amendment to the Constitution of the Association

Two-thirds of active membership for:
- Election of officers

Majority of Advisory Board for:
- Advisory Board meetings
Bylaws IV - Committees

Section 1. Subject to the provisions of B-V, 5.02, the President shall appoint the chair and members of the following committees; Constitution, Initiation, Engineering Futures, Public Service, Social Events, and such other 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. Basic committee functions shall be:

Constitution:
- Review and revise Constitution on a yearly basis
- Ensure that Constitution format is consistent with requirements set forth by the Milwaukee School of Engineering.
- Aid organization to ensure its practices coincide with Bylaws

Initiation:
- Aid Vice President in duties associated with Initiation proceedings.

Engineering Futures:
- Contact Engineering Futures facilitator
- Reserve venue for Engineering Futures session
- Provide food/refreshments at session
- Advertise session to both members and non-members and ensure minimum attendance requirements are met.

Public Service:
- Organize public service events

Social Events:
- Organize social events for the organization

Section 3. 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 4. Each committee chair shall make a report on the progress of his or her group's activities at each chapter meeting.

**Bylaws V - Election of New Members**

Section 1. The organization shall induct new members twice each year. During the Fall and Winter quarters of each year, an officer of the organization shall request for the college registrar a ranked list of all juniors and seniors in the Biomedical Engineering, Software Engineering, Electrical Engineering, Mechanical Engineering, Computer Engineering, Industrial Engineering, and Architectural Engineering programs or any multiple degree program meeting the previously stated engineering program requirements, but not including engineering technology majors. Per B-VI, 6.02.e, this chapter shall consider the top one-fifth of the seniors and top one-eighth of the juniors as candidates for membership. Transfer students shall not be eligible until the third regular election after their registration; or at the second regular election after their registration, provided the consent of five-sevenths of the Advisory Board is obtained.

Section 2. Graduate students in the Engineering, Environmental Engineering, and Structural Engineering programs shall be admitted to the organization under the guidelines of C-VIII, 3.

Section 3. The President of the Chapter shall send each candidate an invitation to an informational meeting and a membership questionnaire and resume form to be completed by interested candidates. The letter must also contain the President's home phone number and an invitation for the candidate to contact the President in case of conflicts or problems by phone or through the office of Student Life.

Section 4. The informational meeting shall be used to present the aims and objectives of Tau Beta Pi and to arouse interest in the candidates. Candidates who return the questionnaire and resume form at this meeting or by some other means in accordance with an explicit deadline shall be invited for an interview. Candidates not attending the information meeting shall be sent a reminder once again asking of their interest.
Section 5. All interested candidates shall be interviewed by a panel which shall consist of at least two active members (it is desirable that at least one member be an officer) and at least one faculty advisor. Each candidate shall be asked the same questions from a standard approved list to determine interest, leadership skills, and desire to serve others. More than one interview may be used as necessary.

Section 6. Voting Procedure

a. Within one week of interviews, an election meeting shall be held. A quorum of at least three-fourths of the active members must be present. The credentials and interview results of each candidate shall be discussed before the candidates are voted upon. The candidates shall be considered on the grounds of leadership, service, and the desire to advance the causes of the organization.

b. After the candidates have been discussed, active members shall have the opportunity to remove one or more candidates from the group of potential inductees, so that they can be voted upon individually.

c. A vote shall then be taken on the remaining group. A three-fourths affirmative vote of the active members present is required for election, provided the affirmative vote is a majority of the total active membership.

d. A first, and if necessary, a second ballot shall be taken on the individuals excluded from the group vote. A third ballot on those failing the second ballot shall be taken only if one-fourth of the voting members present so request.

Section 7. The President shall notify the candidates in writing of their status within one week of the election meeting. Inductees shall be notified that their induction into the Association is dependent upon their participation in the chapter's service projects. The letter shall also invite the inductee to an induction banquet to be held not less than two weeks from the date of the letter.

Section 8. The induction banquet shall consist of a meal, a guest speaker, and the induction ceremony. The initiation ceremony will consist of the official Tau Beta Pi Association ritual.
Bylaw VI – Service Requirements

Section 1. All members shall earn at least four service credits per academic year.
Section 2. All members must be active on a committee for at least one quarter in each academic year.

Bylaw VII – Election and Installation of Officers

Section 1. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, website designer (and special officers, if any), and an alumnus member of the Advisory Board shall be elected in the Spring quarter.
Section 2. Nominations for officers shall be made by two nominating committees appointed by the President. Each committee shall nominate one candidate for each office. Additional nominations may be made from the floor at the Election of Officers Meeting. Reports of the nominating committees shall be made at a scheduled chapter meeting, or by mail to the active members, at least one week prior to the Election of Officers Meeting.
Section 3. The Election of Officers Meeting shall be held at least six weeks prior to the end of the Spring term. Officers-elect shall be formally installed at the first meeting following the Election of Officers Meeting. The Chapter Officer Installation Procedure given in the President’s Book shall be employed to install new officers. During the period following the election until installation, each Officer-elect shall work closely with his or 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 WI-D, VIII, 8.
Section 4. The election of officers shall be made by secret ballot if necessary. 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 nominees 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.

Section 6. All newly elected officers shall attend the Spring Conference.

Bylaw VIII – 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 W I-D, II, 2 and W I-D, III, 11). Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association, of any changes in amount of the chapter’s initiation fee, dues, or assessments.

Section 2. The initiation fee for all initiates shall be $60.00, payable in advance of initiation, to the chapter Treasurer. This amount covers the Association fee and chapter membership fees for as long as the student is an undergraduate member.

Section 3. Shortly after the Election of Officers Meeting, a committee composed of the President, President-elect, Treasurer, and Treasurer-elect shall prepare an operating budget for the next year. The budget shall be submitted to the chapter for approval by a majority vote at the first regular meeting in the fall quarter. The budget shall include the recommended amount for the initiation fee to be charged during the year. Any additional expenses not provided for by the adopted budget must be approved by the chapter, except that the treasurer shall be authorized to advance to the Convention delegate a sum sufficient to cover expenses he or she can expect to incur in attending the annual Convention of the Association.

Section 4. The chapter shall use the official bookkeeping system of the Association.
Section 5. There shall be at all times a balance of at least $50.00 in the chapter treasury. A sum no more than $20.00 may be kept in petty cash by the Treasurer.

Section 6. Expenditures in excess of $5.00 shall be made by check, signed by the Treasurer. Expenditures of less than $5.00 may be made from petty cash by the Treasurer.

Section 7. The chapter’s fiscal year shall be March 1 to February 28.

Section 8. Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but in no case a current or former Treasurer) shall audit the chapter’s books. If necessary, the Treasurer and Treasurer-elect shall file the Internal Revenue Service’s Form 990.

Section 9. No part of the net earnings of the chapter will inure to the benefit of, or be distributed to, members or officers of the chapters or to any other individual.

Bylaw IX - Discipline

Section 1. It is the intent of this disciplinary Bylaw to impress the membership with the seriousness of the 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. A uniform system of fines for habitual absence or tardiness may be established each year in which it is desired by the chapter. A majority vote of the active membership shall be required to establish this system of fines effective for the remainder of the academic year.

Section 4. An active member will become inactive if he or she misses two consecutive chapter meetings without written notice, unless the excuse is illness, or if the member does not fulfill his or her service requirements by the end of the academic year.
An inactive member will be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board.

**Bylaw X - 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.** 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**

**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-seventh affirmative vote of the Advisory Board, as provided in C-IV, 5.
Bylaw XII - 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 XIII - Dissolution

Section 1. In the event of the 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 of such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.
Bylaw XIV - Enactment

Section 1. These bylaws were adopted by a vote of this chapter and became effective on February 16, 2004.

Signed [Signature] Andrew P. Nielsen
(President)