

BYLAWS OF THE WYOMING 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. 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. WYB-I, 4  
Wyoming Alpha Chapter Bylaw 1, Section 4.

Bylaw II – Organization of Government

- Section 1. 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 undergraduate and graduate members, as defined therein, shall have the privilege of voting on all Chapter matters.
- Section 2. The officers of this Chapter shall be a President, Corresponding Secretary, Vice President of Banquet, Vice President of Projects, Treasurer, Recording Secretary, Historian, Webmaster, and two Joint Engineering Council representatives who shall be active members of the Chapter; and four alumnus advisors.
- Section 3. The Advisory Board of the Chapter shall be composed of the officers listed in WYB-II, 2.
- Section 4. The four alumnus advisors are elected for a four-year term and one advisor will be elected each spring semester. If an advisory position is vacated, a new advisor will be immediately elected to fill out the remainder of the term of the position that was vacated. The new advisor assumes the duties of the position. The four alumnus advisors will be responsible for advising in the following areas:
- a. The first year advisor advises on all Chapter Projects other than Initiation and the Engineering Honors Banquet.

- b. The second year advisor advises on all Initiation and Membership Election matters.
- c. The third year advisor advises on the Engineering Honors Banquet.
- d. The fourth year advisor advises on Chapter Continuity between new and old officers and is the Chairman of the Advisory Board. Of course, all advisors are encouraged to help in all areas.

Section 5. The President shall be this Chapter's delegate to the Convention of the Association. The other officers shall be alternate delegated, in the order given in WYB-II, 2.

Section 6. All officers must carry out the duties usually performed by persons holding such offices, those prescribed by the Constitution and National Bylaws, and those prescribed in the Bylaws. The President should hand out a list of specific responsibilities and deadlines to all officers subject to approval by a majority vote of the Advisory Board.

### Bylaw III – Meetings

Section 1. The Recording Secretary shall put up signs announcing all meeting one calendar week in advance of the meeting.

Section 2. Meetings may be called at any time by any member of the Advisory Board. Enough meetings will be held to satisfy V-VI, 9.

Section 3. The President may employ "Robert's Rules of Order" at any time he believes they are merited. They are recommended when considering or voting on amendments to the Constitution or these Bylaws.

Section 4. All business meeting must include the following:

- a. Reading the minutes of the previous meeting.
- b. A Treasurer's Report stating the balance in the Treasury at the previous meeting, the current balance, and an explanation of all transactions during the interim. This allows continuous verbal auditing of the Chapter.
- c. An opportunity for new business.

Section 5. Attendance of active members is required at all meetings. Absence is automatically excused by illness or by submitting a written excuse to the President or any alumnus advisor before the meeting.

Section 6. 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 fees 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 the Constitution of the Association; a quorum shall be three-fourths of the active membership. A quorum for an

Advisory Board meeting shall be five members of the board. If a member is absent, excused, he may instruct the President as to his voting preferences in advance of the meeting in writing.

#### Bylaw IV – Committees

- Section 1. All active Chapter members are required to serve on the Initiation Project Teams of their choice each Fall and Spring Semester. Also, each active Chapter member must serve on a Banquet Project Team of their choice.
- a. The President shall nominate the manager of the committee subject to the approval of the committee and the nominee.
  - b. The President and Corresponding Secretary are exempt from this section.
  - c. The President may grant dispensations from this section to any member provided it is recorded in the minutes.

#### 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 becomes available.

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

- Section 3. Scholastically eligible students in the following undergraduate and graduate curricula shall be considered for membership in the Chapter: Architectural Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Mechanical Engineering, Petroleum Engineering and Energy Systems Engineering. Additionally, at the graduate level the following curricula shall be considered: Environmental Engineering.
- a. Candidates that have a junior standing in their discipline must be in the top one-eighth of the junior class and have a cumulative grade point of 3.4 or greater.
    - a. Civil Engineering – students must have completed or be currently enrolled in at least three or more of the following courses: CE3100, CE3200, CE3300, CE3400, CE3500, CE3600, CE3900.
    - b. Architectural Engineering – students must have completed or be currently enrolled in ARE3600 and at least one of the following courses: ARE3200, SRE3400, CE3200, ARE3800, ARE3210.
    - c. Mechanical Engineering – students must have completed or be currently enrolled in ME3010 or ME3360.
    - d. Electrical Engineering – students must have completed or be currently enrolled in EE3310.
    - e. Computer Engineering – students must have completed or be currently enrolled in EE3310.
    - f. Chemical Engineering – students must have completed or be currently enrolled in CHE3000 and CHE3020/3025.

- g. Petroleum Engineering – students must have completed or be currently enrolled in two junior level courses in Petroleum Engineering (PETE 3XXX).
  - h. Energy Systems Engineering – students must have completed or be currently enrolled in ESE3010 or ESE3360.
- b. Candidates that have a senior standing in their discipline must be in the top one-fifth of the senior class and have a cumulative grade point of 3.4 or greater.
- a. Civil Engineering – students must have 90 hours of coursework toward the degree (combined UW and transfer coursework). Second Bachelors (SBA) candidates must have completed or be currently enrolled in CE4260.
  - b. Architectural Engineering – students must have completed or be currently enrolled in ARE4600.
  - c. Mechanical Engineering – students must have completed or be currently enrolled in ME3070 or ME4060.
  - d. Electrical Engineering – students must have completed or be currently enrolled in EE4820.
  - e. Computer Engineering – students must have completed or be currently enrolled in EE4820.
  - f. Chemical Engineering – students must have completed or be currently enrolled in CHE4070.
  - g. Petroleum Engineering – students must have completed or be currently enrolled in PETE4720.
  - h. Energy Systems Engineering – students must have completed or be currently enrolled in ESE3070 or ESE4060.
- c. Graduate students must have completed more than 18 hours of coursework and be in the top one-fifth of graduate students within the college. Furthermore, their graduate advisor must certify in writing that students have completed at least half of the required coursework including research.

Section 4. No eligible student who holds a grade point average below 3.40/4.00 will be considered for election, except as specified in B-VI, 6.02(e).

Section 5. Exemplary Character evaluation shall follow the following Traditional Procedure:

- a. A list of scholastically eligible candidates shall be obtained from the Initiation Alumnus Advisor.
- b. A letter shall be sent to all Engineering Department Heads asking them to nominate any worthy graduate students by submitting two faculty member letters of recommendation for each graduate nominated.
- c. A pre-election meeting shall be held. At this meeting, there shall be informal discussion of the candidates to insure exemplary character, that the student is not a transfer student, and that the student is taking at least junior level classes in his/her curriculum.



- d. The active members of the Chapter shall be asked to conduct interviews with all eligible candidates to help insure exemplary character as needed.
- e. An election meeting shall be held at least one week after the pre-election meeting.

Section 6. Voting procedures shall follow the Bloc Voting Procedure:

- 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 of no more than ten by the President.
- c. The Recording Secretary shall state the recommendation of the Pre-election meeting consensus for each candidate in the group.
- d. 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 and considered separately.
- e. A Chapter vote shall be taken on the remainder of the group.
- f. Each candidate removed from a group and candidates who did not receive a favorable recommendation from the Pre-election meeting 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.
- g. After all names have been considered and voted on, there shall be a second individual ballot for each candidate who failed election on the first ballot.
- h. No candidate who fails election on the second ballot shall be considered further unless 25% of the members present so request.
- i. No candidate who fails election on the third ballot shall be considered again at this election.

Section 7. Tau Beta Pi admits students without regard to their race, religion, color, sex, age, sexual orientation, or national or ethnic origin to all the rights, privileges, programs, and other activities generally or made available to members of the organization.

#### Bylaw VI – Election and Installation of Officers

Section 1. The President, Corresponding Secretary, Vice President of Banquet, Vice President of Projects, Treasurer, Recording Secretary, Historian, Webmaster, and two Joint Engineering Council representatives shall be elected each **February**.

Section 2. Nominations shall be made from the floor at the Officer Election Meeting. Self-nominations are in order.

Section 3. The election of officers is by hand vote and a majority vote of the active Chapter members is required to secure the office. 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 4. If any office becomes vacant between regular elections, a special election shall be held to fill the vacancy until the next regular election except as noted below:
- a. If the Presidency becomes vacant, the Corresponding Secretary shall become the new President.
  - b. If the Corresponding Secretary becomes vacant, the Vice President of Projects becomes the new Corresponding Secretary.
- Section 5. The Chapter Officer Installation Procedure shall be employed to install new officers at the meeting following the Election of Officers.

#### Bylaw VII – Finance

- 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.
- Section 2. The initiation fee for all initiates shall be determined by the Chapter at the Pre-election meeting. The initiation fee is payable in advance of initiation to the Chapter Treasurer. The Chapter receives whatever amount remains after subtracting the cost of the national initiation fee, the national Convention Assessment fee, and the cost of a rough Bent casting.
- Section 3. The newly elected Treasurer must audit the books of the last two years within one month of his/her election.
- Section 4. The Chapter shall use the official bookkeeping system of the Association.
- Section 5. In the event the Tau Beta Pi Wyoming Chapter is dissolved any remaining funds will be forwarded to Tau Beta Pi National Headquarters.

#### Bylaw VIII – Discipline

- Section 1. Discipline shall be in accordance with C-IX, 4 and 5.
- Section 2. Members may be relegated inactive by B-VI, 6.05 that was amended at the 1980 convention.
- Section 3. The Recording Secretary shall determine if a quorum exists whenever the Chapter is prepared to vote on a matter requiring a quorum. If a quorum does not exist, then all unexcused absent active members who were also absent unexcused at the previous meeting are automatically relegated to an inactive status.

#### Bylaws IX – Suspension of the Bylaw

Section 1. These Bylaws may be suspended only by a majority vote of the Advisory Board and must be noted in the minutes.

#### Bylaw X – Amendments

Section 1. Any three active members of the Chapter may propose amendments to these Bylaws. A proposed amendment must be submitted in writing to the President at any meeting and signed by the members proposing it.

Section 2. These Bylaws may be amended by a majority of the active members, (subject to WYB-III, 6) and a majority of the Advisory Board.

Section 3. The Corresponding Secretary shall send a copy of the amended Bylaws to the Secretary-Treasurer of the Association within two weeks of adoption.

#### Bylaw XI – Dissolution


Section 1. In the event of dissolution of the Chapter, the residual assets shall be distributed to the Tau Beta Pi Association, Inc.

#### Bylaw XII – Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on December 1, 2014.

They were last amended on September 17, 2012.

Signed  President

Signed  Lead Advisor