

TEXAS EPSILON CHAPTER BYLAWS

The Tau Beta Pi Association

Updated: October 27, 2004

BYLAW ONE

GENERAL

Section 1. These bylaws shall govern the proceedings of this Chapter in all matters not specifically provided for in the Constitution and Bylaws, and in the Convention Acts of the Tau Beta Pi Association.

Section 2. This Chapter shall conform to such rules and regulations of the Cullen College of Engineering and the University of Houston as may apply to honor societies.

Section 3. In the event of a conflict between the Constitution and Bylaws of the Tau Beta Pi Association, and the rules and regulations of the Cullen College of Engineering and the University of Houston, such action shall be taken as deemed advisable by all parties concerned.

BYLAW TWO

GOVERNMENT

Section 1. The officers of this Chapter shall be a President, Vice President, Treasurer, Corresponding Secretary, Recording Secretary, and a Cataloger, who shall be active members and an Advisory Board, as specified in C-III of the national Constitution. The alumnus members of the Advisory Board shall preferably be from the faculty of the Cullen College of Engineering.

Section 2. Except for the members of the Advisory Board (see C-VII,3), the officers of this Chapter shall hold office for one year.

Section 3. The Chapter President shall be the delegate to the national Convention. The Chapter officers shall be alternates in the order listed in Section 1 above. If none of the other officers are available to attend the Convention, a delegate may be selected from the active membership at the discretion of the President.

Section 4. The duties of the officers shall be as outlined in B-III of the national bylaws, and in the bylaws of this Chapter.

Section 5. The following extra duties shall be required of the officers:

- a. The Chapter Cataloger shall keep an accurate, up-to- date list of the names and addresses of all members of the Chapter. This list shall be split into active members, inactive members, and alumni members. He shall keep an up-to-date file of the members catalog cards. He shall also be responsible for providing mailing labels for the members when needed.
- b. The Corresponding Secretary shall be responsible for all Chapter correspondence. This shall include the filing of reports with the National office as well as the routine Chapter correspondence necessary in the operation of the Chapter. He shall be responsible for notifying members of planned meetings and activities.
- c. The Recording Secretary shall if necessary, assist the Corresponding Secretary in his duties.
- d. The Vice President shall be responsible for the activities involved with the selection of new members for the Chapter. This shall include obtaining a list of eligible students and overseeing the recruitment process. As such, the Vice President shall be the chairman of the Membership Committee which shall assist him in these duties.
- e. The President shall be responsible for seeing that each officer and committee performs their duties conscientiously. He shall supply each officer with a written list of duties for which that officer will be responsible. These duties should be reviewed early at the beginning of the school year to make sure that each officer understands what will be required.

Section 6. Any officer may be removed from office if necessary for the good of the Chapter. Such removal shall be by majority vote of all student officers of the Chapter, with the approval of the Advisory Board. It shall be the duty of every member to see to it that each elected officer of the Chapter performs his duties conscientiously for the benefit of the entire Chapter.

Section 7. An office vacant for any reason may be temporarily filled by appointment by the President, until the next regular meeting at which time a special election to fill the office will be held.

BYLAW THREE

MEETINGS

Section 1. The following regular meetings shall be scheduled once in the fall and once in the spring: election of candidates and the formal initiation and banquet.

Section 2. In addition, a meeting for the election of officers shall be held each semester to replace resigning or graduating officers.

Section 3. Meetings shall be held at such times that a majority of the active membership can be present.

Section 4. A complete calendar of the regular functions of the Chapter shall be presented to the members no later than the sixth week of the regular term.

Section 5. Special meetings may be called at any time by the President, by any member of the Advisory Board, or upon written request to the President signed by five active members.

Section 6. Robert's Rules of Order shall be the parliamentary guide of the Chapter on all points not provided for in these bylaws, and in the Constitution and Bylaws of the Tau Beta Pi Association. However, general meetings will be held in an informal setting.

Section 7. A quorum shall be as set forth in national Bylaw B-V,6.

BYLAW FOUR

ELECTION OF OFFICERS

Section 1. Officers shall be elected in the fall and spring before the closing of the school semester for the next semester.

Section 2. The new officers will be installed at the last meeting of the semester and shall preside over that meeting. Until the time of the installation, the new officers will assist the outgoing officers in order to become familiar with the operation of the Chapter.

Section 3. Nominations for officers shall be made by any current member. The pledge of each candidate to serve faithfully if elected must accompany each nomination.

Section 4. The election of officers shall be by secret ballot. Two-thirds of the total active membership shall constitute a quorum for election of officers, and a majority of those present and voting shall be required for election. If no nominee receives a majority on the first ballot, a second ballot shall be held between the two leading. If quorum is not satisfied, the vote will be continued through email balloting.

BYLAW FIVE

ELECTION OF 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 in the following curricula shall be considered for membership in the Chapter: Chemical Engineering, Civil Engineering,

Environmental Engineering, Electrical Engineering, Computer Engineering, Industrial Engineering, Mechanical Engineering, and Petroleum Engineering.

Section 4. For the purposes of election, a junior is defined as an undergraduate with at least 60 hours, and a senior is defined as an undergraduate with at least 90 hours. No student shall be considered who has less than 30 resident hours.

Section 5. In addition to the requirements of C-VIII, to be scholastically eligible for election, a student shall have obtained a minimum grade point average of 3.25 for juniors and 3.00 for seniors.

Section 6. The membership committee shall be responsible for obtaining a list of all scholastically eligible candidates and notifying them of the selection process.

Section 7. The membership committee shall once per semester consult with the chairpersons of the various engineering departments to determine the names of graduate students, alumni, faculty members, and others who may be eligible for membership under the provisions of C-VI,3-6.

Section 8. Graduate students must have completed fifty percent of their degree plan as determined by their faculty advisor and have obtained a minimum grade point average of 3.50.

Section 9. Exemplary Character Evaluation:

- a. Letters shall be sent to scholastically eligible candidates inviting them to complete and return a resume/application form describing their activities and interests. The letters shall contain a specific deadline for returning the resumes.
- b. After the specified deadline date the membership committee shall review all resumes and formulate a recommendation on each candidate. These recommendations shall consider the outside activities of each student and their scholastic ability.
- c. At the election meeting the membership committee shall report their findings about each candidate and shall have on hand each candidate's resume for the chapter membership's reference.

Section 10. Election

- a. At the time of election, the Eligibility Code shall first be read.
- b. The names of eligible candidates will be submitted to the Chapter in groups by the membership committee along with the committee's favorable recommendation for each candidate in the group. The size of the groups will be determined by the membership committee.

- c. If any active member has a question about any of the candidates in a group, that candidate name shall be removed from the group and considered separately. Such removal need not indicate disapproval of a candidate, but only a desire for more information about that candidate.

Section 11. All members shall keep the election results in absolute confidence so that no candidate shall learn of his 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. The Corresponding Secretary shall have addressed envelopes for each candidate ready at the election.

Section 12. At the first meeting of electees, the President shall explain the requirements, objectives, and activities of the Association and of the Chapter. The Cataloger shall have each electee fill out two catalog cards for the Chapter and Association records. Those electees desiring to accept election shall formally state their acceptance, in writing, in a letter addressed to the President.

Section 13. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII,1O(a).

Section 14. Each electee shall be required to take part in an activity approved by the Chapter Officers. They shall also be required to read the Constitution and Bylaws of the Association and these bylaws. Electees who fail to participate may be reviewed and de-elected by the membership committee prior to the initiation.

Section 15. Should an electee be unable to attend any of the listed projects, an equivalent personal project may be substituted with approval from the election board. Should no suitable project be found, the student may complete an essay prompt created by the election board regarding Engineering Ethics. This paper must be of sufficient elaboration to substitute for the activity given approval from the election board.

Section 16. For the purposes of quorums, a member shall be considered active if he attends at least one meeting per semester and participates in one chapter project per semester. Members who are not active are not eligible for scholarships, fellowships, or laureate awards from the Chapter.

Section 17. The Chapter may assign additional duties to electees, subject to the provisions of B—VII,7.02.

BYLAW SEVEN

RECORDS

Section 1. Records shall be kept up to date and in good order (see B-III,1). The complete records shall be turned over to the new officers before they assume office.

Section 2. All records shall be open for inspection to any member of Tau Beta Pi in good standing.

BYLAW EIGHT

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 total active membership shall be required to change any fees or dues or levy any assessment. Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning the changes in the amounts of these dues and assessments.

Section 2. Expenditures other than those for less than \$5.00 (which may be made from petty cash) shall be made by check, signed by the Treasurer and countersigned by the President. Petty cash vouchers must be retained on file for at least three years. Receipts must be written for all money received and must be retained on file for at least three years.

Section 3. The initiation fee for all initiates shall be \$100.00, payable in advance. This shall include all National fees, and the cost of one initiation banquet.

Section 4. There shall be at all times a balance of at least \$50.00 in the Treasury. A sum of no more than \$20.00 may be kept in petty cash.

Section 5. Shortly after the spring election of officers, a committee composed of incoming and outgoing President and Treasurers shall prepare an operating budget for the coming year. This budget shall be submitted to the Chapter for approval by a majority vote at the first regular meeting in the fall. Any additional expenses not provided for by the budget must be approved by the Chapter with these exceptions: the Treasurer shall be authorized to advance a reasonable sum to the Convention delegate and to settle assessments by the Tau Beta Pi Association.

Section 6. Within one month of the election of new officers at least one member of the Advisory Board (but not the Treasurer if he is a faculty member on the Advisory Board) shall audit the Chapter's books.

BYLAW NINE

DISCIPLINE

Section 1. Discipline shall be in accordance with C-XIV.

Section 2. A uniform system of fines for habitual absence or tardiness may be established each year in which it is so desired. A majority vote of the total active membership shall be required to establish this system of fines for the period of one year.

BYLAW TEN

AMENDMENTS

Section 1. These bylaws may be amended by a three- fourths vote of the total active membership of the Charter, subject to the approval of the Advisory Board (C-vii,4). Proposed amendments must be submitted to the Chapter in a scheduled meeting at least one week before the voting. Absentee ballots may be used if necessary.

BYLAW ELEVEN

DATE OF EFFECT

Section 1. These Bylaws shall become effective immediately during the 2004-2005 school year.