

**Alabama Alpha, Chapter Bylaws**  
**THE TAU BETA PI ASSOCIATION**

**(Revised November 2021)**

**Bylaws I - General**

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

**Section 2.** This Chapter shall conform to such rules and regulations of the School of Engineering and Auburn University 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 School of Engineering and Auburn University, such action shall be taken as deemed advisable by all parties concerned.

**Bylaw II - Government**

**Section 1.** The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, Engineering Council Representative, Alternate Engineering Council Representative, Publicity Chairman and Chair of Project Committees, who, with exception of the Treasurer, shall be active members and an Advisory Board, as specified in the Constitution VI, Sec. 7. The alumnus members of the Advisory Board shall preferably be from the faculty of the School of Engineering.

**Section 2.** Except for the alumnus members of the Advisory Board (see Constitution VI, Sec. 7), the officers of this Chapter shall hold office for two terms.

**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. The Chapter President may also delegate a member in good standing to represent the Chapter.

**Section 4.** The duties of the officers shall be as outlined in Bylaw 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 President shall be a member, ex-officio, of all committees.
- b. The president shall see that each officer and committee chairman is provided with a written list of all specific duties for which each is

responsible. These lists shall be discussed at the first meeting after each election. A copy of each list shall be placed in the Recording Secretary's notebook and preferably also in the Presidents book.

- c. The President shall notify the Advisory Board of the time set for election of new members at least two weeks in advance.
- d. The Vice President shall preside over meetings in the President's absence and shall oversee the membership selection committee.
- e. The Cataloger shall keep an accurate, up-to-date list of the names and addresses of all active members of the Chapter.
- f. The Corresponding Secretary shall be the keeper of all dies and stationary of the Chapter.
- g. The Engineering Council Representative shall represent the Chapter at Engineering Council functions.
- h. The Alternate Engineering Council Representative shall represent the Chapter in the absence of the Engineering Council Representative.

**Section 6.** The Treasurer of the Chapter is to be a faculty member from the School of Engineering and is to hold office for three years. He may be reelected. He may also be an Advisory Board member. A Treasurer's report shall be given once a term.

### **Bylaw III - Meetings**

**Section 1.** The first meeting of each term shall be held within two weeks after the start of that term.

**Section 2.** Special meetings may be called at any time by the President, by any two alumnus member of the Advisory Board, or upon written request of the President signed by five active members.

**Section 3.** The Publicity Chairman shall post notices of all meetings two days in advance.

**Section 4.** Business meetings of the Chapter shall last no longer than one and one-half hour, unless extended by a three-fourths vote of all present.

**Section 5.** At all business meetings, the order of business shall be as follows:

- |                                |                  |
|--------------------------------|------------------|
| a. Call to order               | e. Old Business  |
| b. Minutes of previous meeting | f. New Business  |
| c. Engineering Council report  | g. Announcements |
| d. Report of committees        | h. Adjournment   |

**Section 6.** A quorum shall be as set forth in Bylaw V, Sec. 5.07.

#### **Bylaw IV - Election of Officers**

**Section 1.** Officers shall be elected twice a year, at the next to the last regular meeting of the fall and spring terms. The Engineering Council Representative and Alternate shall be elected once a year during spring term elections.

**Section 2.** The new officers shall take office at the meeting following the election meeting.

**Section 3.** Nominations for officers shall be made from the floor.

**Section 4.** Two-thirds of the total active membership shall constitute a quorum for election of officers, and a majority of this quorum shall be required for election. If no nominee receives a majority of the first ballot, a second ballot shall be held between the two leading candidates.

**Section 5.** If any office shall become vacant between elections, a special election shall be held at the next meeting to fill the vacant office until the next regular election. There are two exceptions:

- a. The Vice President shall succeed the President.
- b. The Alternate Engineering Council Representative shall succeed the Engineering Council Representative.

#### **Bylaw V - Election of New Members for Undergraduate Students**

**Section 1.** The election of new members shall be held in the fall and winter terms as soon as possible after the grades for the past term become available.

**Section 2.** Regular students in good standing in the following curricula, and only these curricula, shall be eligible for membership in this Chapter: Aerospace Engineering, Agricultural Engineering, Biosystems Engineering, Chemical Engineering, Computer Engineering, Civil Engineering, Electrical Engineering, Forestry Engineering, Industrial Engineering, Mechanical Engineering, Materials Engineering, Software Engineering, Textile Engineering, Wireless Engineering.

**Section 3.** In deciding the time that certain students shall be eligible for membership, the academic year shall be divided as defined in the Auburn University Catalog.

**Section 4.** The qualifications for being considered a "senior" or a "junior" shall be as defined in the University Catalog.

**Section 5.** No senior who has not achieved a cumulative grade point of 3.00 out of 4.00, and no junior who has not achieved a 3.25 out of a 4.00 shall be elected unless by unanimous vote of members present at the election.

**Section 6.** The election proceedings and results shall be kept secret except for the official nomination letters sent to the electees.

**Section 7.** Any student must have completed 27 or more hours at Auburn University to be eligible for membership in this Chapter. In addition, juniors must have completed at least three hours of 3000 (or higher) level required technical courses and seniors must have completed at least 9 hours of 3000 (or higher) level required technical courses to be eligible for membership.

**Section 8.** The Vice President shall form a selection committee whose purpose shall be to determine the prospective members' eligibility and suitability. Committee guidelines are as follows:

- a. The committee shall compile from the information supplied by the Dean's office, a list of students who fulfill scholastic requirements for membership as outlined in Bylaw VI, Sec. 6.02. Present members and students who have less than 27 hours at Auburn University shall be removed from the list.
- b. The remaining students shall be given a form requesting that they list all 3000 (or higher) level required technical courses they have completed at Auburn University, as well as other pertinent information. This form should have a specific but reasonable deadline.
- c. After the deadline has passed, the committee shall screen the forms, performing checks for accuracy when appropriate, and determine those candidates that are eligible for further consideration.
- d. Candidates who have met all the preceding requirements for membership shall be interviewed by the selection committee to assess the candidates' exemplary character.
- e. The selection committee shall present its evaluations when the candidates' names are placed before the Chapter for election.
- f. The names of eligible candidates will be presented in groups of five. If no opposition is raised for the membership, the names are voted on as presented. If opposition is raised, the candidate's names in question shall be removed from the group and considered separately.

**Section 9.** Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status as outlined in the Auburn University Policy Regarding Prohibited Harassment of Students

## **Bylaw VI – Election of New Members for Graduate Students**

**Section 1.** The election process shall be as outlined in Article VIII Section 3 (C-VIII, SECTION 3) of the Tau Beta Pi Association, Inc. National Constitution.

**Section 2.** The following curricula be eligible for membership in this Chapter:

Aerospace Engineering, Agricultural Engineering, Biosystems Engineering, Chemical Engineering, Computer Engineering, Civil Engineering, Electrical Engineering, Forestry Engineering, Industrial Engineering, Mechanical Engineering, Materials Engineering, Software Engineering, Textile Engineering, Wireless Engineering.

## **Bylaw VII – Records**

**Section 1.** Records shall be kept up to date and in good order (see Bylaw V, Sec. 5.01 C). 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 VIII - 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. A three-fourths majority vote of the active membership shall be required to change any fees or dues or levy any 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. 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. An audit shall be made of the Treasurer's books previous to the election of new Treasurer or reelection of the same Treasurer.

**Section 3.** The initiation fee for all initiates shall be \$75. Each initiate shall be required to pay \$10 non-refundable amount, to be credited to the initiation fee, to ensure payment for the membership certificate and key. If in the event an initiate cannot pay the initiation fee, a loan (at no interest), repayable in installments or in a lump sum, shall be made. In such an event, the chapter may hold the membership certificate and key of the initiate until the loan has been fully repaid.

**Section 4.** If a quiz on the Constitution and Bylaws is given to each set of electees, the electee who scores highest on the quiz amongst his/her electee class may have his/her initiation fee waived. Ties for highest score shall be broken by a short essay question decided upon by the Advisory Board. No more than one electee per initiation term shall have his/her fees waived.

## **Bylaw IX - Discipline**

**Section 1.** Discipline shall be in accordance with Constitution IX, Sec. 5.

**Section 2.** Any active member of this Chapter who shall miss two consecutive meetings in one term without a legitimate reason or who fails to meet the project requirements without a legitimate reason shall automatically be placed on chapter probation until reinstated under one of the provisions that follow. "Project requirements" are participation in two projects (one of which may be specified by the Advisory Board) during the first active term after a member's initiation and participation in one project for every other active term. Initiation and Publicity activities shall be considered projects for this requirement. Being an active officer shall satisfy the project requirements for any given term. Any member placed on probation shall not be allowed to vote on Chapter business.

(1.) Legitimate absences:

- a. The legitimacy of any absence of any member shall be decided upon by a committee composed of the officers of the Chapter who shall decide by closed ballot the legitimacy of the absence in question after any case brought forth by the member concerned. A simple majority is required for voting.
- b. Decision of the committee in Section 2.1.a is subject to appeal by consideration of the Chapter. Three-fourths vote of the quorum present at the meeting will be required to reinstate a member into good standing.

(2.) Reinstatement:

- a. Any member placed on probation may be reinstated after the first election of officers following the beginning of the probation period by presenting a written request to a committee composed of the President, Vice President, Recording Secretary and two faculty advisors. The committee will review the request and determine whether the member shall be reinstated by a simple majority vote of the committee.
- b. Date of probation shall be the date of the second consecutive absence or the last class day of the term in which the project requirement is not met, whichever applies in the particular case. The probation, if the member is not reinstated, shall last until the last class day of the active term immediately following the date of probation. At the end of probation, the member is subject to expulsion from the Tau Beta Pi Association, Inc. See Constitution IX, Sec. 5.

(3.) Notification:

Notification of probation shall be given by registered US Mail.

(4.) Inactive Status:

- a. A member may present a written request to a committee composed of the President, Vice President, Recording Secretary, and the four

faculty advisors, to have his name placed on the inactive status. The committee will review each request and members with valid reasons will be granted inactive status. A simple majority vote by the committee will be required in order to grant inactive status.

- b. A member whose name is on the inactive status list will not be counted when determining the presence of a quorum during Chapter meetings.
- c. A member placed on inactive status will not be allowed to vote on Chapter business.
- d. A member will be removed from the inactive status upon receipt by the Recording Secretary of written notification of the member's desire to return to active status.
- e. Cooperative Education students shall be considered inactive during work tours and shall be reinstated upon their return to school; any such member who wishes to remain active during his or her work tour may do so by notifying the Cataloger.

### **Bylaws X - Amendment**

**Section 1.** These bylaws may be amended by a three-fourths vote of the total active membership of the Chapter, subject to the approval of the Advisory Board. Proposed amendments must be submitted in writing to the Chapter in a scheduled meeting at least one week before the voting.