

Bylaws of the California Delta Chapter Of The Tau Beta Pi Association

Bylaw I – General

Section 1. These Bylaws shall govern the proceeding 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 University of Southern California and the Viterbi 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 of the University of Southern California and the Viterbi School of Engineering, the rules of the University of Southern California and the Viterbi School of Engineering shall prevail. The Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

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. CDB-I, 4 – California Delta Chapter Bylaw I, Section 4.

Section 5. Regarding this Chapter’s Affiliation to the University of Southern California:

- a. This organization is a recognized student organization at the University of Southern California (USC), but is not part of the University itself.
- b. In all correspondence and business transactions, it may refer itself as an organization at USC, but not a part of USC itself.
- c. This Chapter of Tau Beta Pi accepts full financial and production responsibility for all activities it sponsors.
- d. This Chapter of Tau Beta Pi agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of Tau Beta Pi differ, the policies and regulations of USC will take precedence.
- e. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel.

Bylaw II – Government and Officers

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

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 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 fees, dues, fines, and assessments. A student may become inactive only under the provisions of B-VI, 6.05.

Section 3. The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, Director of Programming, Webmaster, and Cataloger, who shall be active members of the Chapter; a Treasurer who may be an active member of the Chapter or a member of the faculty; and up to four alumnus advisors.

Section 4. The Advisory Board of the Chapter shall be composed of the officers of the Chapter, and up to four alumnus members of the Association. The Chair of the Advisory Board shall be the Chapter Advisor.

Section 5. 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 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 CDB-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 is responsible. A copy of each list shall be placed in the Recording Secretary's notebook and in the President's Book.
- c. The President shall see that this chapter is registered with the Office of Campus Activities, University of Southern California, as well as the Viterbi Admission and Student Affairs Office, University of Southern California.
- d. 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.
- e. The Corresponding Secretary and the President 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.
- f. The Corresponding Secretary shall serve as secretary of the advisory board.
- g. The President and Vice-President shall pay a courtesy call on the Dean of the Viterbi School of Engineering early in the fall term to discuss ways in which the Chapter may be of service to the School. The substance of such discussions shall be reported to the Chapter at the next meeting.
- h. The President shall cooperate with the Director of Tau Beta Pi District 16 and shall encourage the Chapter members to participate in the District's activities.
- i. The President and Corresponding Secretary shall establish contact early in the year with the officers of each chapter in the Southern California region and the Southern California Alumnus Chapter in the interest of cooperation between the chapters and the discussion of mutual problems.

- j. The Cataloger will be responsible for maintaining all catalog cards in a manageable and orderly system. The Cataloger will also maintain a record of events throughout the year.
- k. The Director of Programming will serve as a primary programming liaison with the University of Southern California and the community.
- l. The Webmaster will maintain and update the chapter website.

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 Fall and once in the Spring semester: Discussion of Election Procedures, Election of Candidates, Initiation of Electees, and one general meeting of a social, literary, or technical nature.

Section 3. 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.

Section 4. Roberts 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 semester shall be held within two weeks of the start of the semester.

Section 6. The officers shall present a complete calendar of the regular meetings of the Chapter for the semester to the active members for their approval no later than the fourth week of the semester.

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 meeting, 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 call.
- b. Minutes of the previous meeting.
- c. Reports of the officers.
- d. Reports of the committees.
- e. Unfinished business.
- f. New business.
- g. Adjournment.

Sections 9. Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons deemed to be good and sufficient. A member who must miss a regular, scheduled meeting shall 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 semester to discuss Chapter activities for that 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 11. 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 fee or Chapter dues, for passing an assessment on the members of the Chapter, for amending the Chapter Bylaws, and for approval of a proposed amendment to the Constitution of the Association; a quorum shall be three-fourths of the active membership; for the election of 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.

Section 12. An active member will become inactive if he or she fails to earn five Activity Points during a single academic year. An inactive member can become active if he or she earns five Activity Points the following academic year. If the member is inducted in the Fall semester, he or she will need to earn at least three activity points during the following spring semester. Activity Points are awarded as follows:

- a. Community Service, Chapter, or technical engineering events – 2 points
- b. Social events – 1 point

Bylaw IV – Committees

Section 1. Subject to provisions of B-V, 5.02, the President shall appoint the chair and members of the following committees: Membership, Initiation, Program, Social Activities, and such other committees as the Chapter shall desire and establish. Appointments shall be made within the first six weeks of each semester.

Section 2. As early as possible after committee appointments are made, the President shall provide each committee chair with a list of specific duties and responsibilities.

Section 3. Each committee chair shall make a report on the progress of committee activities at each Board meeting.

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 the 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 undergraduate students enrolled in Aerospace Engineering, Astronautical Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Environmental Engineering, Industrial and Systems Engineering, and Mechanical Engineering shall be considered for membership in the Chapter.

Scholastically eligible graduate students enrolled in Aerospace Engineering, Astronautical Engineering, Biomedical Engineering, Chemical Engineering, Petroleum Engineering, Civil Engineering, Computer-Aided Engineering, Environmental Engineering, Computer Engineering, Electrical Engineering, Engineering Management, Industrial & Systems Engineering, Manufacturing Engineering, Operations Research Engineering, Systems Architecture & Engineering, Materials Engineering, Materials Science, and Master of Science in Industrial and Systems Engineering/Master of Business Administration shall be considered for membership in the Chapter.

Section 4. Junior students shall be considered to be those who have between 65-96 units. Senior students shall be considered to be those who have greater than 96 units.

Section 5. The Advisory Board of the Chapter shall determine the cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum.

Section 6. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

Section 7. 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 others who may be eligible for membership under the provisions of C-VIII, 3-6. Graduate students may also submit a request to the advisory board to be considered for eligibility.

Section 8. Exemplary Character Evaluation.

- a. An information session will be held for all eligible candidates to introduce them to Tau Beta Pi. All eligible candidates will be invited to attend the election caucus. Candidates who are unable to attend the caucus may schedule a personal interview with a member of the advisory board in lieu of attending the caucus.
- b. Candidates must bring a resume to either the caucus or the interview.
- c. At the caucus, members and candidates will break off into major-related groups, and the current members will get to know all potential candidates. They will also examine the candidates' resumes.
- d. If the candidate goes through the interview process, the interviewer will take notes on the contents of the interview to relate back to the general body.
- e. An election meeting shall be held following the caucus and interviews.

Section 10. Voting Procedures.

- a. At the Election Meeting, the Eligibility Code shall first be read.
- b. The election of the senior candidates shall precede the election of the junior candidates.
- 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. The student may be considered again at the next election if he or she is then eligible.
- f. Anyone eligible under Constitution Article VIII must be elected by an affirmative vote of at least 3/4 of the active chapter membership eligible to vote thereon, who are present and voting affirmatively or negatively, except as provided for in Constitution Article VIII, Sec. 4(a) (4) and 5(a) (4). In each case the total affirmative vote must be a majority of the active chapter membership eligible to vote thereon. In computing these ratios, any fraction 1/2 or greater shall be counted as a whole number.

Section 11. The President shall direct the membership committee to inform the newly elected candidates promptly after election.

Section 12. All members shall keep the election results in absolute confidence so that no candidate shall learn of his or 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 13. At the first meeting of the electees, the President shall explain the requirements, objectives, and activities of the Association and of the Chapter.

Section 14. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10 (a).

Section 15. Each electee shall 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 in B-VII, 7.01. They shall be required to read the Constitution and Bylaws of the Association and these Bylaws.

Section 16. The Chapter may assign additional duties to electees, subject to the provision of B-VII, 7.02.

Section 17. Membership decisions will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.

Bylaw VI – Election and Installation of Officers

Section 1. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, Webmaster, Director of Programming and an up to four alumni members of the Advisory Board shall be elected in the Spring semester.

Section 2. Self-Nominations for officers shall be submitted to the Advisory Board in writing. The Advisory Board shall nominate at least one candidate for each office. Additional nominations may be made from the floor at the Election of Officers Meeting. Reports of the Advisory Board 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 three weeks prior to the end of the spring term. Officers-elect shall be formally installed at the last meeting of the year. The Chapter Officer Installation Procedure in the President's Book shall be employed to install the new officers. During the period following the election until the 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 CDB--VII, 8.

Section 4. The election of officers shall be by secret ballot. 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. If unable to attend the meeting, a member may vote by absentee email to the chapter email account. A vote by the members present will cause the nominee receiving the least number of ballots to be dropped from further consideration until one candidate 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.

Bylaw VII – Finances

Section 1. The expenses of the Chapter shall be borne by 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. Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of any changes in the amounts of the Chapter's initiation fee, dues, or assessments.

Section 2. The initiation fee for all initiates shall be \$70.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of \$32, the national Convention assessment of \$5.00, the cost of one initiation banquet, the cost of a rough Bent casting, and the operating expenses of the local Chapter.

Section 3. The advisory board will be responsible for preparing a budget and approving all Chapter-related expenses. The Treasurer shall be authorized to advance to the Convention delegate a sum sufficient to cover the expected expenses of 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. The Treasurer may keep a sum of no more than \$20.00 in petty cash.

Section 6. Expenditures shall be made by check, signed by the Treasurer and countersigned by the President, except that expenditures can be made utilizing the personal finances of advisory board members in the case that a check is not acceptable. The Chapter or the University of Southern California shall promptly reimburse approved personal expenditures.

Section 7. The Chapter's fiscal year shall be July 1 to June 30.

Section 8. Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if the Treasurer 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.

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

Bylaw VIII – Discipline

Section 1. It is the intent of this disciplinary Bylaw to impress the membership with seriousness of 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 the Chapter desires it. A majority vote of the active membership shall be required to establish this system of fines for a period of one year.

Bylaw IX – 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 material 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. The Charter of this Chapter shall be prominently displayed at a location determined by the Dean of the Viterbi School of Engineering.

Section 5. All records of this 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 non-members of the Association may not inspect the Ritual.

Bylaw X – 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-sevenths affirmative vote of the Advisory Board, as provided in C-VI, 5.

Bylaw XI – 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 Secretary-Treasurer of the Association within two weeks after an amendment is adopted.

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 XII – 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 US Internal Revenue Code of 1954. Any such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

Bylaw XIII – Enactment

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

Signatures:



(President)



(Chair of Advisory Board)