

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 University of Connecticut and of its College 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 University of Connecticut and/or its College of Engineering, the rules of the University of Connecticut and/or the College of Engineering shall prevail, and 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 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. CBB-I, 4 – Connecticut Beta Chapter Bylaw I, Section 4.

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-VII 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 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 fee, dues, fines, and assessments. A student may become inactive under the provisions of B-VI, 6.05, or CBB-VIII, 3.

SECTION 3. The officers of this Chapter shall be President, Vice President, Recording Secretary, Corresponding Secretary, 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 four alumnus advisors, elected from among the faculty of the College of Engineering, one from each department of Mechanical, Chemical, Civil, and Electrical Engineering.

SECTION 4. The Advisory Board of the Chapter shall be composed of the President, Corresponding Secretary, and four alumnus members of the Association. The Chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

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 CBB-II, 3.

SECTION 8. The following extra duties shall be required of the officers:

- a. The President shall be an ex officio officer 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 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 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 I and shall encourage the Chapter members to participate in the District's activities.

BYLAW III Meetings

SECTION 1. The following regular meetings shall be scheduled and held once each year: Organization, Nomination of Officers, 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; Election of Candidates, Initiation of Electees, and at least 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 of the Chapter.

SECTION 4. The first meeting of each semester shall be held within three weeks of the start of the semester.

SECTION 5. 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 second meeting of the semester.

SECTION 6. Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

SECTION 7. Business meetings, other than the Election meeting, shall last no longer than two hours, 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 committees
- e. Unfinished business
- f. New business
- g. Adjournment

SECTION 8. Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President 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, orally or in writing, before the meeting, unless the excuse is illness.

SECTION 9. The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for the 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 10. A quorum for the consideration of routine business shall consist of one-half the active membership for 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, or for the approval or disapproval of a proposed amendment to the Constitution or Bylaws of the Association or Chapter, a quorum shall be three-fourths of the active membership. A quorum for an Advisory Board meeting shall be five members of the Board.

BYLAW 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: Membership, Program, Social Activities, Tutorial, and such other committees as the Chapter shall desire and establish. Appointments shall be made no later than the next Chapter meeting following each initiation of new members.

SECTION 2. 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 3. Each committee chair shall make a report on the progress of his or her group's activities at each Chapter 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 grades for the previous semester become available.

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

SECTION 3. Scholastically eligible students in the following undergraduate curricula offered by the University of Connecticut School of Engineering shall be considered for membership in the Chapter: Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Computer Science, Computer Science and Engineering, Electrical Engineering, Engineering Physics, Environmental Engineering, Mechanical Engineering, Metallurgical & Materials Engineering (new name will be "Materials Science and Engineering") and Management & Engineering for Manufacturing. Scholastically eligible students in the following University of Connecticut School of Engineering graduate curricula also shall be considered for membership in the Chapter: Biomedical Engineering, Chemical Engineering, Civil & Environmental Engineering, Computer Science and Engineering, Electrical & Computer Engineering, Environmental Engineering, Mechanical Engineering, Metallurgy & Materials Engineering (new name will be "Materials Science and Engineering") and Polymer Science. Any revision of the listing of curricula in the University of Connecticut School of Engineering Undergraduate or Graduate Catalogs will result in a corresponding revision of this listing.

SECTION 4. Transfer students shall be eligible for consideration at the third regular election after registration. Such students may be eligible at the second regular election after their registration, provided the consent of five-sevenths of the Advisory Board is obtained.

SECTION 5. The cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum shall be determined by the Advisory Board of the Chapter.

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.

SECTION 8. ~~Members shall be interviewed~~ Eligible candidates inviting them to a get-acquainted meeting.

- b. A get-acquainted meeting shall be held at which the Chapter members will meet the candidates. The candidates shall be introduced to the purposes and activities of Tau Beta Pi.
- c. The membership committee shall decide on an additional interview procedure for election of candidates. The membership committee shall make recommendations on each candidate to the Chapter at the election meeting.

SECTION 9. Voting Procedures

- a. Anyone eligible under C-VIII must be elected by an affirmative vote of at least three-fourths of the active Chapter membership eligible to vote thereon, who are present and voting, except as provided for in C-VIII, 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.
- b. At the election meeting, the Eligibility Code shall first be read.
- c. The names of eligible candidates will be submitted to the Chapter membership in groups by the membership committee along with the committee's favorable recommendation for each candidate in the group. The size of the groups shall be determined by the membership committee.
- 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 ("purged") and considered separately.
- e. A Chapter vote shall be taken on the remainder of the group.
- f. Each candidate removed from a group of candidates who did not receive a favorable recommendation from the membership committee 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 upon, there will 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. He or she may be considered again at the next election if he or she is then eligible.

SECTION 10. The President shall direct the membership committee to have sufficient letters of notification prepared in advance of the election meeting. These letters should be signed by the President, addressed to the electee, and mailed within twenty-four hours of the Election Meeting.

SECTION 11. 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 12. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10 (a).

SECTION 13. 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 an essay, as specified in B-VIII, 7.01. They shall also be required to read the Constitution and Bylaws of the Association and these Bylaws.

SECTION 14. The Chapter may assign additional duties of electees, subject to the provision of B-VII, 7.02.

SECTION 15. The President shall appoint electees to one of the standing committees as specified by CBB-IV, 1.

BYLAW VI – Election and Installation of Officers

SECTION 1. The President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, and an alumnus member of the Advisory Board shall be elected in the spring semester.

SECTION 2. Nominations for officers shall occur at the Nomination of Officers Meeting, which shall be held at least one week before the Election of Officers Meeting. The name shall be placed in nomination and shall be seconded by another active member.

SECTION 3. The Election of Officers shall be held at least six weeks prior to the end of the spring semester. Officers-elect shall be formally installed at the last meeting of the year, the Installation of Officers Meeting. The Chapter Officer Installation Procedure given 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 record between the past and newly elected Treasurer is contingent upon an audit as required by CBB-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. 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 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 the initiation fee and by such dues and pro-rata assessments as may be voted by the Chapter. A majority 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 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 \$32.00, the national Convention for \$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. 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 majority vote at the first regular meeting in the fall semester. The budget shall include a 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 expects 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 \$100.00 in the Chapter treasury. A sum of no more than \$50.00 may be kept in petty cash by the Treasurer.

SECTION 6. Expenditures in excess of \$20.00 shall be made by check, signed by the Treasurer, and countersigned by the President. Expenditures of less than \$20.00 may be made from petty cash by the Treasurer.

SECTION 7. The Chapter's fiscal year shall be May 1 to April 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 he or she is an alumnus member of the Advisory 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 benefit of, or be distributed 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 the 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. An active member will become inactive if he or she misses two consecutive Chapter meetings without written or oral notice unless the excuse is illness. An inactive member will be re-admitted to active status upon receipt of a written petition and its approval by the Advisory Board.

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 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. The Charter of this Chapter shall be prominently displayed at a location determined by the Dean 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 of the Advisory Board, except that the Ritual may not be inspected by non-members of the Association.

BYLAW X – Suspension of the Bylaws

SECTION 1. These Bylaws may be suspended only by 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 upon 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 XII – Dissolution

SECTION 1. In the event of 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 XIII – Enactment

SECTION 1. These Bylaws were adopted by vote of this Chapter and Advisory Board and became effective on November 18th, 2004.

They were last amended on _____


Carleton Coffin, President


Marcelle Wood, Advisory Board Chair

THE TAU BETA PI ASSOCIATION
INCORPORATED

FOUNDED 1885

NATIONAL ENGINEERING HONOR SOCIETY
MEMBER OF ASSOCIATION OF COLLEGE HONOR SOCIETIES

CONNECTICUT BETA CHAPTER

U-37

THE UNIVERSITY OF CONNECTICUT
STORRS, CONNECTICUT 06268

Chapter Bylaw 1985

‘All members must attend the chapter meetings each semester. If a member is unable to attend a meeting, it is required that this member contact one of the officers by e-mail, by phone or through the Tau Beta Pi mailbox (Room 303, Engineering II) with a valid excuse for not being able to attend the meeting. Failure to do so will result in grounds for becoming an inactivate member.’ We have decided to waive missing one meeting per semester without a valid excuse.

‘The conditions of reactivation are as follows: 1) a letter of intent expressing a desire to become an active member; 2) a three-fourths majority vote of acceptance by the chapter; 3) active participation in a project (unless the grounds of deactivation were found to be inappropriate).’