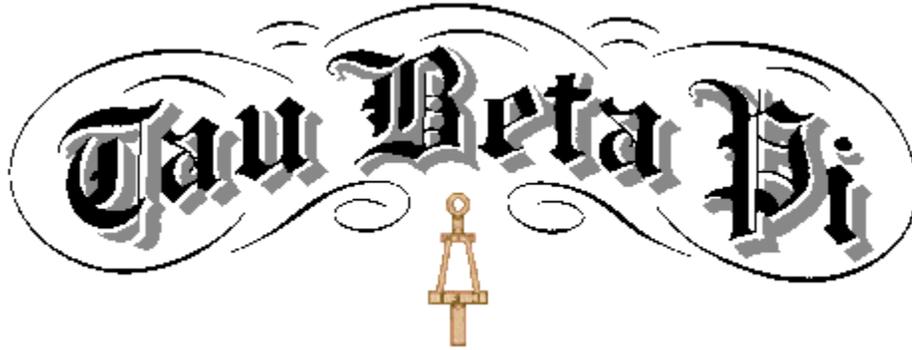


Florida Iota Chapter



Bylaws

Embry-Riddle Aeronautical University

Daytona Beach Campus
1 Aerospace Blvd
Daytona Beach, FL 32114

Est. November 11, 2010

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Bylaws
Florida Iota Chapter of Tau Beta Pi

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Article I: General

Section 1: **Statement of Purpose**

These Bylaws shall govern the proceedings, operation, and organization of this Chapter in all matters not expressly provided for in the Constitution and Eligibility Code of the Tau Beta Pi Association, Inc.

Section 2: **Rights of Members**

- A. All members shall be entitled to, without exception, the rights and privileges guaranteed to them by the documents listed in FI-I-3-A.
- B. All members shall be subject to the laws, rules, and regulations provided by the documents listed in FI-I-3-A.
- C. Eligibility for membership and appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, sex, gender identity, marital status, citizenship, sexual orientation, or disability.
- D. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, sex, gender identity, marital status, citizenship, sexual orientation, or disability.
- E. Members shall have the right in assembly to freedom of expression, discussion and inquiry related to the Chapter following the provisions of the Constitution, Bylaws, and Eligibility Code of the Tau Beta Pi Association, Inc. as well as the provisions within the Chapter Bylaws.
- F. The Chapter shall establish and maintain a democratic membership in which each member shall have an equal right to participate within the provisions of referendum and initiative. Members shall have the right, through their officers and officer appointed designees, to participate in the making of Chapter policies, via recommendations, and the right to petition for changes in regulations.
- G. In accordance with Embry-Riddle Aeronautical University policy and the Family Education Rights and Privacy Act (Section 513 of Public Law 93-380. Education Amendments of 1974) subsequent amendments, students shall have the right of access to their official records as described in the act. This includes the right of protection against any disclosure of information by the Chapter concerning a student's views, beliefs, or political associations. The right to privacy with regard to a student's records shall be upheld, except by the student's own expressed permission, or under valid court order.

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Academic records may be referred to by appropriate University Personnel

Section 3: **Organizational Documents & Succession of Rights**

- A. The Chapter shall abide by the following documents, in order of precedence from highest to lowest:
 - 1. The Constitution of the United States of America
 - 2. The Constitution of the State of Florida
 - 3. The policies of Embry-Riddle Aeronautical University, Daytona Beach campus
 - 4. The Constitution, Bylaws, and Eligibility Code of The Tau Beta Pi Association, Inc.
 - 5. The Bylaws of the Florida Iota Chapter of Tau Beta Pi
- B. In the event of a conflict between any of the rights, privileges, laws, rules, and regulations established within the documents listed in Subsection A, those of the higher precedence shall supersede and overrule.
- C. Should a conflict arise between the Tau Beta Pi Association, Inc. and Embry-Riddle Aeronautical University, the Secretary-Treasurer of the Association shall be notified of the conflict and the circumstances surrounding said conflict.

Section 4: **Embry-Riddle Stipulations**

- A. The Florida Iota Chapter of Tau Beta Pi shall be a Registered Student Organization (RSO) at Embry-Riddle Aeronautical University (ERAU), Daytona Beach and adhere to all campus policies as set forth by ERAU administration, Student Government Association (SGA), Student Organizational Assistance and Resources (S.O.A.R.), and Student Engagement and Student Union (SESU).
- B. All e-board officers shall be added as officers of the Chapter RSO on Campus Groups into their corresponding positions.
- C. The Chapter shall appoint a full time faculty or staff member employed by Embry-Riddle Aeronautical University, Daytona Beach to serve as the university advisor to this RSO as required by the University. Auxiliary staff, part time staff, and student assistants are not eligible to serve as advisors. The advisor shall fulfill the

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responsibilities specified in the Advisor Agreement Form. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 5: **References**

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-1-2 National Constitution Article VI, Section 1, Subsection 2
- B. B-V-5.02 National Bylaw V, Section 5.02
- C. FI-I-4-A Florida Iota Chapter Bylaws Article I, Section 4, Subsection A

All references to the “Chapter” in this document refer to the Florida Iota Chapter of Tau Beta Pi.

All references in this document to “HQ”, “Headquarters”, “the National Association”, “the Association”, or “National” refer to The Tau Beta Pi Association, Inc.

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Article II: Government and Officers

Section 1: **Chapter Composition**

The Chapter shall be composed of members chosen from among eligible students and alumni on the basis of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VII-1.

Section 2: **Chapter Autonomy**

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, the Chapter Executive Board (e-board), and its Advisory Board.

Section 3: **Chapter Officers**

The officers of this Chapter shall be a President, Internal Vice President, External Vice President, Secretary (taking on the responsibilities of Corresponding Secretary and Recording Secretary), Bylaws and Order Officer, and Public Relations Officer, all of whom shall be active members of the Chapter; a Treasurer, who shall be an active member of the Chapter or a member from the ERAU faculty; and four Association alumni, preferably faculty, advisors. All non-faculty officers shall comprise the Executive Board of the Chapter, from here on referred to as the “e-board.” “Member” and “Alumni” are defined according to C-I-1.

Section 4: **E-Board Responsibilities**

The e-board shall execute all operations and affairs of the Chapter not expressly or explicitly given jurisdiction of to the Advisory Board in these Bylaws or the Constitution of the Association. The e-board shall be responsible for the planning and running of all Chapter events and functions.

Section 5: **Advisory Board Neglect of Duty**

If the Advisory Board neglects its duties, the e-board shall temporarily fulfill the responsibilities of the Advisory Board, unless such actions are in violation of these Bylaws or the Constitution of the Association. The e-board shall pursue measures to make the Advisory Board resume their duties. If the Advisory Board does not promptly resume their duties, the e-board shall pursue impeachment of the neglectful Advisory Board members.

Section 6: **Advisory Board Officers**

As per C-VII-11-a, the Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumni

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members of the Association. The Chair of the Advisory Board shall be elected by its members at the first Advisory Board Meeting of the academic year.

Section 7: **Officer Terms**

Officer terms shall be in accordance with C-VII-9-a. Alumnus members of the Advisory Board shall serve four year terms. All other officers shall serve for one year or until their successors are duly elected and installed.

Section 8: **Officer Duties**

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. At minimum, the duties presented here:

- A. The President shall oversee all officer positions, communicate with the Engineering Department, and communicate with Headquarters when necessary. The President shall work with the Internal Vice President regarding the Election and Initiation process. The President shall be an ex-officio member of all committees. The President shall see that each officer and chair position 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. The President shall cooperate with the designated Director of the corresponding Tau Beta Pi District and shall encourage the Chapter members to participate in the District's Activities.
- B. The Internal Vice President shall organize and oversee the Election and Initiation process.
- C. The External Vice President shall organize and oversee the external activities of the chapter, including but not limited to socials and volunteering.
- D. The Secretary shall perform the duties of both the Corresponding and the Recording Secretary. The Secretary shall keep track of active and inactive members of the chapter, communicate between officers and the chapter, and ensure all reports are submitted to National Headquarters in a timely manner. 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, Inc., information about Tau Beta Pi, these Bylaws, and such other materials as the Chapter may deem desirable. The Corresponding Secretary shall notify each active member and Advisor of the time, place, and purpose of each Chapter meeting at least one

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week in advance of the meeting. The Corresponding Secretary shall serve as Secretary of the Advisory Board.

- E. The Treasurer shall ensure the chapter finances are up to date, keep track of any monetary movements, ensure the acquisition of membership dues, and ensure the timely payment of national dues.
- F. The Bylaws and Order officer shall maintain the bylaws up to date and ensure the chapter functions according to them, be in charge of determining quorum and appropriate voting procedures, be in charge of submitting the Ratification Ballot or similar documents required by National Headquarters.
- G. The Public Relations officer shall manage and operate the Chapter's social media accounts, be responsible for the creation of Chapter marketing, and help promote all Chapter events.

Section 9: **Convention Delegate**

The President shall be this Chapter's delegate to the Convention of the Association. In accordance with C-VII-9-b, if the president is unable to attend the Convention, they shall appoint a volunteer from the Chapter's e-board to serve as the delegate. In that case, if no officer on the Chapter's e-board is able to attend, the e-board shall appoint a volunteer from the Chapter's active membership to serve as the delegate.

Section 10: **Additional Shared Officer Duties**

- A. The President and Internal Vice President shall send a courtesy email to the Dean of the College of Engineering and the Department Chair of each represented degree program early in the fall term, inviting them to discuss ways in which the Chapter may be of service to the respective College and Departments. The substance of such discussion shall be reported to the Chapter at the next meeting.

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Article III: Meetings

Section 1: **Required Yearly Meetings**

The following regular meetings shall be scheduled and held, at minimum, once each year:

- A. Organization
- B. Election of Officers
- C. Installation of Officers

Section 2: **Required Semesterly Meetings**

The following regular meetings shall be scheduled and held once in the Fall and once in the Spring semesters or as deemed necessary by the Chapter:

- A. Discussion of Election Procedures
- B. Election of Candidates
- C. Initiation of Electees
- D. General meeting of social, literary, or technical nature.

Section 3: **Special Meetings**

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: **Parliamentary Procedure**

Robert's 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: **Timing of First Meeting of Semester**

The first meeting of each semester shall be held within two weeks of the start of the semester.

Section 6: **Semester Schedule**

The officers shall present a complete calendar of the regular meeting of the

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Chapter for the semester to the active members for their approval no later than the second meeting of the semester.

Section 7: **Meeting Reminders**

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

Section 8: **General Meeting Order of Business**

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. In an order determined by the Chapter's e-board, the following topics shall be addressed at all business meetings: Attendance, Reports of Officers, Reports of Committees, Unfinished Business, and New Business. Every meeting shall end with an Adjournment.

Section 9: **Meeting Attendance Requirement**

Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons which they judge to be good and sufficient. A member who must miss a regular, scheduled meeting shall submit their reasons to the President before the meeting unless extenuating circumstances prevent.

Section 10: **Advisory Board Meeting**

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 11: **Quorum**

Quorum shall be as specified in C-VII-6.

- A. For the election of officers, two-thirds of the active membership of the Chapter shall constitute quorum
- D. For an Advisory Board meeting, five members of the Board shall constitute quorum.

Section 12: **Active and Inactive Member Status**

An "active member" of this Chapter shall be as defined in C-VII-1, and only

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active members, as defined therein, shall have the privilege of voting. Inactive members shall not be eligible to hold Officer or Chair positions.

New initiates shall automatically have active member status. However, new initiates shall not be counted toward the total number of active members when calculating quorum until the beginning of the first Chapter meeting of the semester immediately following their initiation.

An active member shall become inactive if they meet the criteria enumerated in C-VII-2. In accordance with C-VII-2-c they shall also become inactive if:

- A. They miss two Chapter meetings in a semester without approved written notice, unless extenuating circumstances prevent prior notice.
- B. They do not participate in at least two events in a semester, one of which must be related to the new member initiation process.
- C. They miss the new member initiation ceremony without approved written notice, unless extenuating circumstances prevent prior notice.

Approved reasons for absence from Chapter meetings and/or the initiation ceremony are up to the discretion of the Executive Board.

The e-board shall have the right to modify these requirements and set up a program to encourage participation (For example it is acceptable for a board to have a policy to allow three consecutive absences if that member participates in three events). The board may not significantly increase or decrease the participation requirements. A majority vote of attending active members is required for the board to implement such a change in active member status policy.

A member shall become inactive immediately upon violating the policies set forth in this Section. In accordance with C-VII-2-d, an inactive member shall be readmitted to active status upon receipt of a written or emailed petition and its approval by the e-board.

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Article IV: Committees

Section 1: **Purpose of Committees**

Committees shall be established to carry out focused initiatives and functions of the Chapter and promote member participation.

Section 2: **Committee Governance**

Committees shall be presided over by a Chair. Committee Chairs may run, and organize the leadership of their Committees however they see fit, as long as they are in accordance with the Chapter Bylaws.

Section 3: **Permanent Committees**

The following permanent committees shall be established and maintained:

A. Initiation

The Chapter Internal Vice President shall be the Chair of the Initiation Committee.

B. Events

The Chapter External Vice President shall be the Chair of the Events Committee.

C. Fundraising

The Chapter Treasurer shall be the Chair of the Fundraising Committee.

Section 4: **Supplementary Committees**

The e-board shall have the right to establish and disband additional committees. The e-board shall appoint a Chair for each such committee. These committee Chairs shall have the right to refuse and resign their positions. The e-board may also choose another democratic method of choosing a committee Chair instead of appointment.

Section 5: **Assignment of Committee Duties**

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

Section 6: **Reporting of Committee Activities**

Each chair position shall make a report on the progress of their group's activities at each Chapter meeting.

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Article V: Election of New Members

Section 1: **Timing of New Member Elections**

Election of new members shall be held each semester as soon as possible after grades for the previous term become available.

Section 2: **Eligible Degree Programs**

As per C-II-1, scholastically eligible students in the following ABET-accredited curricula shall be considered for membership in the Chapter:

- A. Aerospace Engineering (BS, MS, PhD)
Prefix: "AE"
- B. Civil Engineering (BS, MS)
Prefix: "CIV"
- C. Computer Engineering (BS)
Prefix: "CEC"
- D. Engineering Physics (BS, MS, PhD)
Prefix: "EP"
- E. Software Engineering (BS, MS)
Prefix: "SE"
- F. Mechanical Engineering (BS, MS, PhD)
Prefix: "ME"
- G. Electrical Engineering (BS)
Prefix: "EE"
- H. Cybersecurity Engineering (MS)
Prefix: See current ERAU Course Catalog for applicable courses
- I. Electrical & Computer Engineering (MS)
Prefix: See current ERAU Course Catalog for applicable courses
- J. Electrical Engineering & Computer Science (PhD)
Prefix: N/A
- H. Other Engineering Disciplines (BS, MS, PhD)
Prefix: N/A

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Section 3: **Membership Standards**

All provisions of C-II shall be strictly followed with the following additional definitions and restrictions:

- A. Engineering junior standing is defined as meeting ERAU's requirements for junior standing.
- B. Engineering senior standing is defined as meeting ERAU's requirements for senior standing.
- C. Pursuant with C-II-2-f, no student shall be eligible for membership of the Chapter unless they are credited with at least 12 completed credit hours of engineering courses 200-level or above at ERAU. Engineering courses are defined as those with the prefixes enumerated in FI-V-2 as well as Engineering Science (prefix: "ES").

Section 4: **Difficulties in Determining Student Eligibility**

In accordance with C-II-2-i, the Advisory Board of the Chapter, in consultation with the Internal Vice President, shall clarify and determine the eligibility status of students in cases where the student's scholastic eligibility is in doubt because of irregularities in standing or curriculum.

Section 5: **Exemplary Character Evaluation**

The Chapter shall conduct interviews, evaluate resumes, and consider testimony on the character of eligible candidates to evaluate the exemplary character of said candidates, in accordance with C-III-1-a.

- A. Letters or emails shall be sent to scholastically eligible candidates inviting them to apply and attend an informational event/meeting.
- B. An informational 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. Each individual candidate shall be interviewed after the informational meeting and prior to voting. No more than one candidate shall be interviewed in the same interview. These interviews serve as the "candidate activities" prescribed by C-III-2-a.
- D. The interviewers, known as the interview panel, shall be made up of two to four active members, confirmed by the e-board.

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- E. The interview panel for each candidate shall report to the Chapter their recommendation for each candidate at the election meeting to be held within one week of the final interview.
- F. At the Election Meeting, the Chapter members shall be asked to make recommendations on the candidates they met during the informational meeting.
- G. Chapter members shall have the right to offer testimony in support of or against the exemplary character of candidates. As members of Tau Beta Pi are expected to be people of integrity, they shall be honest in their testimony. The Advisory Board may pursue disciplinary action against any member proven to have knowingly provided dishonest testimony.
- H. In accordance with C-III-2-a and C-III-5-a, any candidate who does not complete an interview shall not be considered for election.

Section 6: **Voting Procedures**

- A. During the Election Meeting, before the first candidate is presented, the Internal Vice President or presiding officer shall read aloud or present the Eligibility Code to the assembled members.
- B. The Internal Vice President shall, one-at-a-time, in an order determined by the e-board, present the names of candidates to general membership at the election of new members meeting.
- C. As each name is presented, their resume shall be provided to the general membership in attendance, the candidate's respective interview panel shall offer their feedback and recommendations on the candidate, and an opportunity shall be given for members to offer their testimony on the candidate's character.
- D. After the preceding procedures, FI-V-6-C, are carried out, for each candidate, an opportunity shall be provided for members to vote on the candidate. The time to vote shall end no earlier than the presentation of the next candidate's name, and no later than the end of the election meeting.
- E. Candidates shall be elected according to the provisions of C-III-3-3. Members shall have the option to vote yes (in the affirmative), no (in the negative), or abstain (vote will count toward quorum but not toward the election of the candidate).

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- F. No candidate who fails election shall be considered again at this Election Meeting. They may be considered again at the next election if they are then eligible.
- G. To define provisions discussed in C-II-4-4, a member's vote in the negative shall serve as the member's acknowledgement that in their judgment, there are proper reasons to reject the candidate being voted on.

Section 7: **Election Notification**

The President shall direct the Internal Vice President to have sufficient letters or emails of notification of election prepared in advance of the Election Meeting. These letters or emails should be signed by the Internal Vice President, addressed to the electees, and sent within six hours of the Election Meeting.

Section 8: **Election Privacy**

All members shall keep the election results in absolute confidence so that no candidate shall learn of their election except by means of official letter or email; likewise, no candidate shall be informed of the details of the vote, especially concerning the personal matters discussed at the time of voting.

Section 9: **Acceptance of Election**

At the first meeting of electees, the President shall explain the requirements, objectives, and activities of the Association and of the Chapter. Those electees desiring to accept election shall formally state their acceptance, in writing, in a letter or email addressed to the Internal Vice-President or President.

Section 10: **Required Reading**

Electees shall be required to read the Constitution and Bylaws of the Association and these Bylaws.

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Article VI: Election and Installation of Officers

Section 1: **Frequency of Officer Elections**

The President, Vice President, Secretary, Treasurer, Bylaws and Order Officer, Public Relations Officer, and one Association alumnus Advisor shall be elected in the Spring semester. Upon election, the President shall have been an officer for at least a semester or successfully held a chair position for two semesters unless unavailable.

Section 2: **Officer Nominations**

Nominations for officers shall open at least one week before the Election of Officers Meeting. Nominations may also be made from the floor at the elections of Officers Meeting. If no nominations are presented, an active member can nominate themselves. Members may accept nominations for multiple positions.

Section 3: **Officer Election and Transition Timing**

The Election of Officers Meeting 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. During the period following the election until the installation, each Officer-elect shall work closely with their 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 FI-VII-8.

Section 4: **Order of Elections**

Elections shall occur in the order of succession, specified in FI-VI-10.

Section 5: **Limit on Held Offices**

No member shall hold more than one position at a time, unless specific exceptions are made in other sections of these Bylaws.

Section 6: **Officer Election Procedures**

- A. The election of officers shall be by secret ballot.
- B. Two-thirds of the active membership shall constitute a quorum for the Election of Officers Meeting.
- C. Prior to voting, each candidate shall be given an opportunity to give a speech to the assembled membership.

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- D. Active members in attendance shall vote for their preferred candidate or abstain. A majority of non-abstain votes shall be required for election. Abstain votes shall count toward quorum but not toward election of the officer.
- E. The voting window shall close at the end of the Election of Officers Meeting.
- F. Remote voting for members not in attendance is prohibited, unless their absence is excused by the e-board. In cases of excused absences, the e-board shall provide the absent active member with a method of voting.
- G. Candidates shall have the right to reject or concede election at any point.

Section 7: **Procedure for Candidate Winning Multiple Positions**

If a candidate wins multiple positions, they shall choose only one position to accept. The unaccepted positions shall then follow special election procedures, as specified in FI-VI-9. In these special elections, the candidates who did not win the original elections shall automatically be nominated to their respective positions. In the event only one candidate is left for the unaccepted positions, they shall automatically win the position.

Section 8: **Runoff Procedure for No Majority Winner**

In the event no candidate receives a majority of non-abstain votes, the candidate with the fewest votes shall be removed from the ballot and a runoff election with the remaining candidates shall be held. Runoff elections shall occur immediately after initial voting unless the general membership in attendance agrees to postpone the runoff until the next general meeting.

Section 9: **Vacancies and Special Elections**

If any office other than the Presidency or Vice-Presidency becomes vacant between regular elections, a special election shall be held at the next Chapter meeting to fill the vacancy. Members shall be notified of the vacancy and nominations shall be opened for the position immediately after the vacancy occurs. The officer elected shall serve until the next regular election. If no one is elected during a special election, the e-board shall appoint an active member to temporarily fulfill the duties of the vacant position until an officer is elected to the position. This temporary officer may be an officer holding another position at the same time. A special election shall occur at each successive general meeting until the vacant position is filled.

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Section 10: **Presidential Vacancies**

If the office of the Chapter President or the Vice President becomes vacant, then a succession shall take place. This succession shall occur in the following order: President, External Vice-President, Internal Vice President, Secretary, Treasurer, Bylaws and Order, and Public Relations. Vacancies caused by succession shall be addressed according to the provisions of FI-VI-9.

Section 11: **Tiebreaking Procedure**

In the event of a tie in *any* officer election with *only* two candidates, the winner shall be determined by majority vote of the e-board. If the e-board vote is tied, the President shall choose the winner.

Section 12: **Impeachment Procedures**

In accordance with C-VII-9-a, any officer of the Chapter may be impeached and removed from office at any point of the semester, according to the following procedures:

- A. To impeach an officer, five different active members shall be required to submit to the e-board, in writing or by email, a formal complaint against the officer, explaining their specific grievances.
- B. Upon receiving the required number of complaints, the e-board shall hold an impeachment vote. Only active members in attendance shall vote. A two-thirds majority of votes in the affirmative shall be required to convict the officer.
- C. Upon conviction, the convicted officer shall be immediately removed from office and the office shall be considered vacant.

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Article VII: Finances

Section 1: **Setting of Fees**

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 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 Chapter’s initiation fee, dues or assessments.

Section 2: **Initiation Fee**

The initiation fee for all initiates shall be \$100.00, payable in advance of initiation, to the Chapter Treasurer. This amount covers the national initiation fee of \$32.00, the National Convention assessment, the cost of a rough Bent casting, and, pursuant to C-III-6-b, the operating expenses of the local Chapter.

Section 3: **Budget Preparation**

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 a 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 they expect to incur in attending the annual Convention of the Association.

Section 4: **Bookkeeping**

The Chapter shall use the official bookkeeping system of the Association except as provided in B-V, 5.03 (e) (2).

Section 5: **Money Limits**

There shall be at all times a balance of at least \$50.00 in the Chapter treasury. A sum of no more than \$20.00 may be kept in petty cash by the Treasurer.

Section 6: **Expenditure Procedures**

Expenditures in excess of \$5.00 shall be made by check, signed by the Treasurer and countersigned by the President. Expenditures of less than \$5.00 may be made from petty cash by the Treasurer. Officers of the Chapter

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may make purchases up to \$50.00 without the approval of the Chapter only if the purchase is agreed upon via two of the Officers, one of which must be the President or Vice President.

Section 7: **Fiscal Year**

The Chapter's fiscal year shall be May 1 to April 30.

Section 8: **Audit**

Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board (but not the Treasurer if they are 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: **Prohibition of Diversion of Funds to Members**

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.

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Article VIII: Discipline

Section 1: **Rationale for Discipline**

It is the intent of this disciplinary Bylaw to impress upon the membership the seriousness of purpose of this Chapter and the Tau Beta Pi Association, Inc., 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: **Authorization of Fines**

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

Section 3: **Discipline for Members who Fail to Utilize Chapter Purchases**

The e-board may withhold graduation regalia from any member who fails, without appropriate excuse agreed upon with the e-board, to collect or utilize goods or services purchased for them or on their behalf by the Chapter.

Section 4: **Disciplinary Appeals**

Members shall have the right to petition or challenge any disciplinary action to the e-board. The e-board shall promptly report all petitions or challenges to the Advisory Board.

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Article IX: Records and Equipment

Section 1: **Up-to-date Records**

All records of the Chapter shall be kept current and up-to-date.

Section 2: **Initiation Equipment Upkeep**

The initiation equipment shall be maintained in good order and in a secure manner by the e-board, and the Ritual and its related materials shall be kept up-to-date and under lock and key when not in use.

Section 3: **Inventory Records Transfer**

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: **Chapter Charter Display**

The Charter of this Chapter shall be prominently displayed at a location determined by the Advisory Board.

Section 5: **Access to Chapter Records**

All records of this Chapter shall be open for inspection to any member of the Association and to any official of ERAU who has received approval from the Advisory Board, except that the Ritual may not be inspected by non-members of the Association.

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Article X: Suspension of the Bylaws

Section 1: **Bylaws Suspension Voting Threshold**

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.

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Article XI: Amendments

Section 1: **Proposition of Amendments**

Amendments to these Bylaws may be proposed by any three active members of the Chapter. A proposed amendment shall be submitted in writing or email to the President and signed by the members proposing it.

Section 2: **Amendment Approval Voting Threshold**

These Bylaws may be amended by a three-fourths affirmative vote of the active membership of the Chapter, subject to the approval of the Advisory Board.

Section 3: **Reporting of Amendments**

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.

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Article XII: Dissolution

Section 1: **Distribution of Assets Upon Chapter Dissolution**

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.

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Article XIII: Enactment

Section 1: These Bylaws were adopted by this Chapter and became effective:

November 11, 2010
(Date)

(Founder)

(Advisory Board Chair)

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Article XIV: Catalog of Amendments

Section 1: **Statement of Amendment**

These Bylaws have been amended within the provisions of this document and the governing rules and regulations of the Association. A catalog of amendments with the amendment title and date is to be kept in this section along with the authorizing signature of the Chapter President and Advisory Board Chair.

Section 2: **Amendment I**

This amendment makes a sweep of changes to the Chapter Bylaws:

- A. General formatting changes, reorganization of clauses, and clarifications
- B. Clarification of the rights of members and the succession of rights from different legal sources
- C. Complying with the rules and regulations for RSOs at ERAU
- D. Prohibition of inactive members from holding Officer or Chair positions
- E. E-board responsibilities during Advisory Board's neglect of duties
- F. E-board appointment of alternate delegate to National Convention
- G. Flexible order of business at general meetings
- H. Inactive membership criteria is always enforced
- I. Repealing the Temporary COVID Amendment
- J. Redefining the role, rules, and regulations of Chapter committees
- K. Affirming change in Chapter membership criteria; enumerating the relevant course prefixes
- L. Allowing members to offer testimony in regard to candidates' exemplary character evaluation
- M. Allowing officer electees to choose which position they take if they win multiple positions
- N. Sooner runoff elections

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- O. Special election procedures
- P. Tiebreaker procedures for officer elections
- Q. Allowing impeachment and removal from office of officers
- R. Establishing the minimum number of complaints to file impeachment
- S. Establishing the percentage of affirmative votes to convict for impeachment votes
- T. Authorizing the e-board to withhold graduation regalia to discipline financial infractions
- U. Authorizing members to appeal disciplinary actions

Amendment Title:

Bylaws Overhaul Amendment

Amendment Date:

9/11/2024

Chapter President's Signature:



Advisory Board Chair's Signature: