

# Constitution

Enacted January 18, 1986

## Article 1

### Name and Purpose

Section 1. Name The name of this organization shall be Tau Beta Pi, Florida Atlantic Chapter.

Section 2. Purpose The purpose of this organization shall be:

(a) To honor those students and alumni of Florida Atlantic University, College of Engineering Departments of Civil Engineering, Mechanical Engineering, Biomedical Engineering (Master's Program) and Ocean Engineering who Have distinguished themselves and the College of Engineering by their scholastic achievement and exemplary character.

(b) To promote a liberal culture in the education of engineering students.

## Article II

### Government

Section 1. Officers The officers of Tau Beta Epsilon shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and Cataloger, who shall be active members of Tau Beta Pi, and four alumni as advisors. All officers shall be elected as described in the Bylaws.

Section 2. Advisory Board \_\_\_\_\_:

(a) An Advisory Board shall consist of the President, the Vice President, the Corresponding Secretary, and four alumni as members. The four alumni shall be members of Tau Beta Pi, at least one of which shall be a member of the faculty.

(b) The Advisory Board shall provide guidance to determine the advisability of any action taken or proposed by the membership, and the constitutionality of any ruling of any of all

of the student officers, which questions may be referred to it by a vote of the membership or brought before it by a person of the minority of the membership.

### Article III

#### Membership

- Section 1. Active Membership The active membership of this organization shall consist of all duly elected and initiated students who are in regular attendance at Florida Atlantic University's College of Engineering and at Florida Epsilon mandatory meetings. If a member cannot attend a mandatory meeting, they must notify a member of the Advisory Board prior to the meeting date and the excuse is subject to approval by the Advisory Board. Also, they must participate in at least one of tau Beta Epsilon's projects per semester.
- Section 2. Inactive Membership The inactive membership of this organization shall consist of all duly elected and initiated students who are in regular attendance at Florida Atlantic University's College of Engineering and who have been suspended from the organization in accordance with Bylaw VI. Any inactive member may request to have his or her membership reactivated by submitting such a request in writing to the Chairman of the Membership Committee via the Florida Epsilon post box in the Department of Ocean Engineering not less than twenty-four hours prior to a scheduled business meeting. If the request is granted, it is effective immediately.
- Section 3. Alumni Membership Alumni membership shall consist of those members who were elected and initiated and who subsequently have graduated.
- Section 4. Eligibility Engineering students who meet the following qualifications shall be considered for membership:
- (a) Scholarship
- i. The eligible undergraduate engineering students shall be enrolled in any of the College of Engineering Programs-Civil Engineering, Computer Engineering, Electrical Engineering, Mechanical Engineering, Biomedical Engineering, Geomatics or Ocean Engineering; all of which are accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET). The students of the master's program of the Biomedical Engineering program also have eligibility. The complete course requirements as well as the course descriptions for

undergraduates can be found on the following link: <http://www.fau.edu/ug-cat/welcome.htm>. The complete course requirements for graduates can be found on the following link: <http://www.fau.edu/gr-cat/catalog.htm>.

- ii. All juniors who rank in the upper one-eighth of their class and all seniors who rank in the upper one-fifth of their class, with a minimum grade point average of 3.0. A senior shall be any student who has less than thirty hours of course work remaining to complete an engineering degree.
- iii. Juniors are classified as those students having 60 credit hours left of coursework. Seniors are classified as those students having 30 hours left of coursework.
- iv. The Advisory board may waive the minimum grade point average for candidacy with the approval of the membership.
- v. A transfer student from a junior college or another university shall not be eligible unless they have completed twelve hours of course work in the College of Engineering, or if the Advisory Board suggests that after their second election they are still eligible, the student will be considered for election.
- vi. Any second degree student who has one or more baccalaureate degree in any field other than that of engineering shall not be eligible until his or her senior year.
- vii. All candidates for an engineering graduate degree in the eligible departments who have been in residence for one semester and who have completed a significant portion of their degree requirements. Proof of the worthiness of a candidate shall include:
  1. Evidence of the candidate's scholastic ability, consisting of certification of his or her standing in the top fifth of his or her graduating class
  2. A list of degrees held by the candidate, the institutions which granted the degrees, and the years in which the degrees were granted; and
  3. A statement from the Advisory Board that it believes the candidate to be worthy of membership and approves his election.
- viii. Any Florida Atlantic University Faculty Scholar who has completed or have taken the CLEP exam, in accordance with the University's admission policy, a combined total of sixty hours of work at Florida Atlantic University as engineering major shall be eligible.

ix. Any alumnus of a recognized engineering college who graduated more than ten years ago and who has achieved distinction for his or her eminent attainments in engineering.

(b) Character The character of the candidate shall be measured against the criteria of the Eligibility Code of Florida Epsilon, see Bylaw IV.

#### Section 5. Election of Members

(a) There shall be two elections and initiations of new members: one in the Fall and one in the Spring semesters of each year. Such elections are to be held as soon as practicable after information determining the scholastic eligibility and character of the candidates is available. It shall be the responsibility of the faculty advisors to deliver to the Membership Committee, a list of those students who are academically eligible. It shall be the responsibility of the Membership Committee to poll the membership for adequate information to determine whether the candidates satisfy the criteria for membership.

(b) Election shall be by secret ballot and shall require a three-fourths majority of the ballots cast. An election, to be valid, must be attended by one-half of the active membership.

### Article IV

#### Meetings

Section 1. At least one business meeting and two mandatory meetings of a social, literary, or technical character shall be held each semester.

Section 2. The President of the Advisory Board may call special business meetings, as necessary.

Section 3. All active and inactive members shall be informed in writing of the time and the place of business meetings not less than seven days in advance. The proposed agenda of the meeting shall be included.

Section 4. Robert's Rules of Order shall be the parliamentary guide for the conduct for all meetings.

Section 5. A quorum for the consideration of routine business shall consist of one-half of the active membership.

Section 6. A quorum for the election of new members, for passing of any assessment other than the chapter dues and initiation fee on the members or for the approval or disapproval of any amendment to the Constitution or Bylaws shall be three-fourths of the active membership.

- Section 7. No member shall be permitted to vote by proxy.
- Section 8. The first item of business at all business meetings shall be consideration of requests to have memberships reactivated. Request shall be granted by majority vote of those present. The active membership may or may not grant a request depending upon the reason for the request and upon the member's past level of participation in the organization. After consideration of requests, the Chairman of the Membership Committee shall determine and announce the quorum status of the seeking.

## Article V

### Finance

- Section 1. The chapter dues shall be set by the members of Florida Epsilon. All members of Florida Epsilon may be assessed other fees as required for the proper functioning of the organization provided such assessments are authorized by the Advisory Board and passed by a majority vote of the quorum.
- Section 2. The fiscal year shall begin June 1. At the end of each fiscal year, the treasurer shall render to the Executive Officer Board and Chief Advisor an account of the section's finances.
- Section 3. Funds are to be entrusted to the treasurer for safe keeping, subject to a semi-annual audit by the Advisory Board.
- Section 4. The initiation fee of Florida Epsilon shall become that of the national organization, plus any local assessments.

## Article VI

### Amendments

- Section 1. Amendments to this Constitution and Bylaws may be submitted by any active member in good standing at any regularly scheduled business meeting or in writing at any time to the President. Notices of proposed amendments shall be sent to all active members and the Advisory Board prior to the next business meeting when the amendment shall be voted on.
- Section 2. An ~~Am~~ amendments shall be passed by three-fourths majority vote of the quorum.

## Bylaws

### Bylaw I

B  
y

#### Election and Duty of Officers

##### Election of Officers Section 1: Election of Officers Se

- (a) Any active member in good standing shall be eligible for any office.
- (b) There shall be an election of officers after the initiation of new members in the Spring semester. An office shall be held until the following election.
- (c) The Vice President shall become President if that office is vacated for any reason. All other vacancies shall be filled by appointment of the Advisory Board, subject to the approval of three-fourths of the quorum at the next business meeting.
- (d) Any officer can be recalled by a three-fourths vote of the quorum, provided that the officer shall have an opportunity to respond to any charges of impropriety prior to such a vote.
- (e) Designated alumni members of the Advisory Board hold office for four year terms and each such term shall be staggered such that one term ends every year.

##### Section 2. Duties of Officers

- (a) The duties of the President shall be to act as responsible agent and leader of the organization.  
  
He/She shall have full powers to call meetings and to preside over all meetings. He/She shall appoint all committees and committee chairmen, subject to the approval of a majority vote of the quorum.
- (b) The Vice President shall be the Chairman of the Program Committee and shall have as his or her special duty the advancement of the technical and professional education of the membership. He/She shall act in the capacity of any officer who is not present at a meeting.

- (c) It shall be the duty of the Recording Secretary to keep a record of the minutes of all meetings.
- (d) The Corresponding secretary shall keep a list of all current members and their addresses. He/She shall maintain a file of all correspondence of Florida Epsilon and carry on such correspondence as directed by the President.
- (e) The duty of the Cataloger shall be to maintain a current record of all members, including full name, home address, college address, and phone number. He/She shall also maintain a list of past and present officers, including the Advisory Board.
- (f) The Treasurer shall collect all fees and pay all bills of Florida Epsilon. He/She shall maintain a checking account in the name of the organization and all bills shall be paid by check with the Treasurer signing and the President co-signing. He/She shall also maintain a petty cash fund not to exceed ten dollars. At the first and last meetings of each school year he shall present a financial report to the organization.

## Bylaw II

### Committees

- Section 1. The President shall be an ex-officio member of all committees.
- Section 2. There shall be standing committees on membership, initiation, program, and social activities. Other committees may be appointed, as the membership deems necessary.

## Bylaw III

### Exemplary Character Evaluation

- Section 1. It shall be a duty of the faculty advisors to deliver a list of eligible candidates to the Membership Committee with their recommended approval or disapproval of the nomination in regard to character evaluation based upon the Florida Epsilon

eligibility code, faculty approval, and after the members have met the candidates, the members approval.

Section 2. At the time of the election meeting the Chairman of the Membership Committee will submit to the membership the list of eligible candidates for their approval or disapproval.

## Bylaw IV

### Evaluation of Candidates

#### Section 1. Election Procedure

- (a) The Chairman of the Membership Committee will submit the names of the eligible candidates to the membership.
- (b) If any active member has a question about any of the candidates, that candidate's name shall be removed from the list and considered separately.
- (c) A vote shall be take on the remainder of the list.
- (d) Each candidate removed from the list will be requested to give the members of Florida Epsilon a letter of recommendation from two engineering faculty. After each member has received a copy of the two letters, the candidate will be presented for discussion and voted on a second ballot.
- (e) After all names have been considered and voted on, there shall be a second individual ballot for each candidate who failed election on the first ballot.
- (f) No candidate shall be considered for a third ballot unless one-fourth of the members present so request.
- (g) No candidate who fails elections 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.
- (h) The chapter members have the ultimate authority in regard to matters of character evaluation.

Section 2. Notice of election shall be by letter signed by the President and Corresponding Secretary and posted within forty-eight hours of the election. This letter shall

specify the date, time, and location of the initiation banquet; it shall request written acceptance or rejection of the election; and it shall inform the candidate of financial and labor duties to Florida Epsilon should he/she accept election. A date shall be specified for the receipt of the acceptances. If the candidate refuses election for financial reasons he/she shall so state in his or her response.

Section 3. 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 the voting.

Section 4. The Advisory Board shall contact each electee who refuses initiation for financial reasons. The Advisory Board is authorized to defer the initiation fee.

## Bylaw V

### Initiation

Section 1. Any initiation duties of newly elected members shall be limited to tasks in the ongoing program of the organization. Such duties shall not consume an inordinate amount of their time. Physical violence, offense to dignity or decency, and public exercises that may embarrass the electee shall not be permitted.

Section 2.

Section 2. As part of the initiation, each electee shall receive a certificate of membership, a copy of the Constitution of Florida Epsilon, and a current name, address, and telephone list.

Section 3. An initiation fee shall be assessed of each new member and must be paid prior to initiation. Such fee may be deferred upon recommendation of the Advisory Board and approval of the majority of the quorum. The initiation fee shall be forty-five dollars plus the cost of the initiation dinner.

## Bylaw VI

### Discipline

Section 1. If any undergraduate fails to maintain a high level of scholastic achievement, they may be suspended by recommendation of the Advisory Board and approval of a three-fourths quorum vote.

Section 2. Any member may be suspended for just cause upon the recommendation of a majority of the Advisory Board and a three-fourths majority vote of the quorum, provided that the member shall have an opportunity to respond to any charges prior to the vote of the membership. Just case shall not include race, religion, sex, political affiliation, sexual preference, or conviction of a misdemeanor.



