

**THE TAU BETA PI ASSOCIATION  
IOWA BETA CHAPTER  
BYLAWS**

MAY 3 2004

**Bylaw I - General**

- SECTION 1** These bylaws shall supersede all previous bylaws of this chapter.
- SECTION 2** This chapter shall conform to such rules and regulations of the College of Engineering and this University as may apply to all similar honor societies.
- SECTION 3** In the event of a conflict between the Constitution and Bylaws of The Tau Beta Pi Association, and the rules and regulations of the College of Engineering and this University such action shall be taken as deemed advisable by all parties concerned.
- SECTION 4** The Constitution and Bylaws and Eligibility Code for The Tau Beta Pi Association, Inc. will be the reference for all bylaws not amended. Also, those bylaws which are not amended and do not appear in the National Bylaws shall be understood to be exclusive for the Iowa Beta Chapter of Tau Beta Pi and shall be considered addenda to the National Bylaws.
- SECTION 5** In no aspect of its programs shall there be any difference in the treatment of persons because of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference, or any other classification which would deprive the person of consideration as an individual except academic standing and exemplary character. The organization will guarantee that equal opportunity and equal access to membership, programming, facilities, and benefits shall be open to all persons.

**Bylaw II - Government**

- SECTION 1** The officers of this chapter shall be *president, vice president, recording secretary, corresponding secretary, treasurer and cataloguer*, who shall be active members; and an Advisory Board, as specified in C-VI of the National Constitution. The alumni members of the *advisory*

*board* shall be from the faculty of the College of Engineering or from eminent engineers elected to Tau Beta Pi, or members of Tau Beta Pi in industry who show desire to be involved with chapter activities.

## SECTION 2

All officers will be elected as soon as possible after the beginning of the spring academic term. These officers will begin duty in August of the following school year. The positions of president, vice president, corresponding secretary, and treasurer will be year-long positions. The positions of cataloguer and recording secretary will be semester-long positions, with the election for spring term officers to be held at the last fall meeting. These officers will assume duties during the spring semester. All elections will follow the election bylaws as stated in the National Bylaws. Any officer may be re-elected to consecutive terms in the same office or in a different office.

## SECTION 3

The chapter president shall be the delegate to the National Convention. The chapter officers shall be alternates in the order listed in Section 1 above.

## SECTION 4

The duties of the officers shall be as outlined in B-V of the National Bylaws, and in the Bylaws of this chapter.

## SECTION 5

The following extra duties shall be required of the officers:

- A. The 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 all specific duties for which each is responsible. These lists shall be discussed at the first fall meeting. A copy of each list shall be placed in the recording secretary's and president's notebook.
- C. The recording secretary shall keep an accurate current list of the names and addresses of all active members.
- D. The vice president shall see that each new member is provided with a current copy of these bylaws for their permanent possession.
- E. The vice president shall be Chair of the Electee Selection Committee.
- F. The cataloguer shall be responsible for all chapter publicity.
- G. If an officer is unable to fulfill their responsibilities as determined by the Executive Council or achieves inactive status, a vote is to be taken at

the next chapter meeting to determine if the individual is to be replaced. The officer in question shall be notified prior to the chapter meeting and offered the choice of resignation or presentation of his case to the entire chapter.

### ***Bylaw III - Meetings***

#### **SECTION 1**

The following regular meetings shall be scheduled and held once each semester: election of candidates, electee meeting, formal initiation, and banquet.

#### **SECTION 2**

Meetings shall be held at the call of the president.

#### **SECTION 3**

An active member will become inactive if he misses two consecutive chapter meetings, as scheduled on the tentative complete calendar (see 111.4), without written notice, unless the excuse is illness. An inactive member will be returned to active status after attending one chapter meeting. While inactive, a member is not allowed to vote. Members shall be considered inactive if not on a committee or holding office.

#### **SECTION 4**

A tentative complete calendar of the regular functions of the chapter for the term shall be presented to the members no later than the second meeting of the regular term. A meeting can be considered as scheduled on the complete calendar if it is the substitute for a meeting as scheduled on the tentative complete calendar and the date on the substitute has been announced by the president at least three weeks in advance. The tentative complete calendar will be planned each spring for the following school year by the current president and the president elect.

#### **SECTION 5**

Special meetings may be called by the president, by any member of the advisory board or upon request to the president signed by five active members.

#### **SECTION 6**

All active members and the advisory board shall be notified of all meetings at least one week in advance by the tentative complete calendar distributed by the president or cataloguer each term and also by subsequent (poster) notification by the cataloguer.

**SECTION 7** Robert's Rules of Order shall be the parliamentary guide of this chapter on all points not provided for in these bylaws or the Constitution and Bylaws of The Tau Beta Pi Association.

**SECTION 8** Business meetings of the chapter shall last no longer than one hour and fifteen minutes, unless extended by the 3/4ths vote of all those present.

**SECTION 9** At all meetings except the open meetings, the order of business 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

**SECTION 10** A quorum shall be set forth in B-V,6.

**Bylaw IV - Election of Officers**

**SECTION 1** Officers shall be elected at the first meeting after the spring formal initiation and shall serve for one year.

**SECTION 2** The new officers shall take office after a special transition meeting where they will receive all records as specified in B-V,5.01, a & b.

**SECTION 3** Nominations for officers shall be made from the floor at the time of election.

**SECTION 4** 2/3rds of the total active membership shall constitute a quorum for election of officers, and a majority of this quorum shall be required for election. If no nominee receives a majority on the first ballot, a second ballot shall be held between the two leading candidates.

**SECTION 1-4** (Amendment) Upon availability of the 1985 Constitution and Bylaws and Eligibility Code of The Tau Beta Pi Association, Inc., that part which specifies procedures and rules for the election of officers will be adopted as is, except for any amendments specified in *Bylaw II* of the Iowa Beta Chapter Bylaws.

SECTION 5

A new member of the advisory board shall be elected at each election of the spring semester and serve a four year term. This new member should express an Interest in the activities of Tau Beta Pi (Iowa Beta) and should express a desire to attend the scheduled meetings, barring class conflicts.

SECTION 6

If any office shall become vacant between regular elections, a special election shall be held at the next meeting to fill any and all vacancies created thereby. The officers elected at that shall serve until the next regular election.

**Bylaw V - Committees**

SECTION 1

Subject to the provisions in B-V,2, the president shall appoint the chairs of the following committees: Elections, Formal Initiation, Banquet, and such other committees as the chapter shall desire to establish.

SECTION 2

As early as possible after the committee appointments the president shall provide each committee chair with a list of specific duties (see II-5,(b) of these bylaws).

SECTION 3

The appointed committees shall have the following duties:

- A. Membership Committee shall determine the eligible candidates and present them to the president prior to the meeting for the election of candidates. In addition, the committee has the freedom to interpret any section of **Bylaw VI** as it deems necessary to ensure the quality of Iowa Beta initiates.
- B. The Community Project Committee shall select the electee project.
- C. The Formal Initiation Committee shall plan and organize formal initiation.
- D. The Banquet Committee shall plan and execute the bi-annual Honors Banquet.
- E. The Social Committee shall plan all social events of the chapter as requested by the president.

## ***Bylaw VI - Election of New members***

### **SECTION 1**

The election of new members shall be held in the fall and spring semesters as soon as possible after the grades for the past term become available.

### **SECTION 2**

All provisions of C-VIII and B-VII shall be strictly followed.

### **SECTION 3**

Graduate and Undergraduate students in good standing in the following departments, and only these departments, shall be eligible for membership in this chapter: Biomedical Engineering, Chemical and Materials Engineering, Civil and Environmental Engineering, Electrical and Computer Engineering, Industrial and Management Engineering, and Mechanical Engineering.

### **SECTION 4**

In deciding the time that certain students shall be eligible for membership, the academic year shall be divided into two equal terms, as defined in the University catalog. Only those students that are listed as either "junior, senior, or graduate student" according to overall engineering hours in the office of the Dean of Engineering shall be eligible for consideration.

### **SECTION 5**

Upon receipt of the list of eligible students from the Office of the Dean, these students shall be notified in writing of their eligibility and asked to complete and return a standard resume form. Also an interview of each candidate may be required. This is at the direction of the membership committee.

### **SECTION 6**

All completed resumes shall be discussed at a special meeting designated for election of new members. Elections shall be by secret ballot and in accordance with the Constitution. Each active member shall be given the application of one candidate. The active shall meet the candidate and have an informal discussion. The active will meet the references of the candidate to learn about the candidate's character.

### **SECTION 7**

Only active graduate and undergraduate members are eligible to vote on new members.

### **SECTION 8**

Immediately after the election meeting, the election committee chair will officially notify the candidates of their election in writing. All

members shall keep the elections results in absolute confidence so that no elected student shall learn of his/her election except by means of the official letter; likewise he/she shall not be informed of the details of the vote, especially concerning personal matters discussed at the time of the voting.

SECTION 9 Each electee shall be required to notify the initiation committee, in writing of their acceptance.

SECTION 10 Election of suitable alumni members shall be promoted by this chapter.

#### **Bylaw VII - Records**

SECTION 1 Records shall be kept current and in good order (see B-V, I). The complete records shall be turned over to the new officers before they assume office.

SECTION 2 All records shall be open for inspection by any member of Tau Beta Pi in good standing.

#### **Bylaw VIII - Finances**

SECTION 1 The expenses of the chapter shall be borne by the initiate fee and by such dues as pro rata assessments as may be voted by the chapter. A majority vote of the total active membership shall be required to change any fees or dues or levy any assessment. Within one week the corresponding secretary shall inform the Secretary-Treasurer of the Association concerning the changes in the amounts of these dues and assessments.

SECTION 2 All expenditures shall be made by voucher through the chapter's University account, and shall be signed by the treasurer or a designated representative of the chapter. Receipts must be written for all money received and must be retained on file for at least two years.

SECTION 3 The initiation fee for all initiates shall be determined by the chapter. This shall include all National fees, and the cost of one initiation banquet.

SECTION 4 In the event of a dissolution:

- A. All state money and mandatory student fees revert back to the granting organization.
- B. Group fees should be divided as stated in the constitution and carried out by the dissolving group's members and officers.
- C. If the group has dissolved and group fees have not been divided as stated in the constitution by 5 years from last account, activity monies in group's 00 account will revert to an account specified for this purpose within UISG. These funds will then be available for distribution through SABAC guidelines in compliance with University of Iowa policy.

**Bylaw IX - Special Projects**

**SECTION 1**

The special project of this chapter shall be undertaken at the pleasure of the membership and based on the needs of the College, University, and/or Community.

**Bylaw X - Amendments**

**SECTION 1**

These bylaws may be amended by a 3/4ths vote of the total active membership of the chapter. Proposed amendments must be submitted to the chapter in a scheduled meeting at least one week before voting. Absentee ballots may be used if necessary.

**SECTION 2**

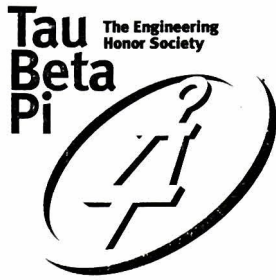
These bylaws must be reviewed at the beginning of every even year by committee (February, 2002, February 2004,...)

These bylaws are as reviewed in February, 2002.

Respectfully,

Joseph E. Friedrich





**James D. Froula, P.E.**

Executive Director, Secretary-Treasurer

**Roger E. Hawks**

Assistant Secretary-Treasurer

**Patricia B. McDaniel**

Director of Communications & Development

May 3, 2004

## Eligible Curricula Approved

President, IA B Chapter

The eligible curricula listed in the amended bylaws submitted by your chapter in compliance with Constitution Article VIII Sections 2(f) and 3(b) have been approved by the Executive Council. You may consider students enrolled in those programs for membership in Tau Beta Pi.

Please remember that any future amendments which add to the list of eligible curricula must be ratified by your chapter and Advisory Board and approved by the Executive Council before becoming effective. Amendments which exclude curricula are not subject to Executive Council approval.

Thank you for attending to this important issue in a timely manner.

Roger E. Hawks

For the Executive Council

: IA B Chapter file  
James D. Froula, Secretary-Treasurer  
Chief Advisor  
D11 Directors

**The Tau Beta Pi Association, Inc., Founded 1885**

Member of Association of College Honor Societies

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