



By-Laws of Tau Beta Pi
Kansas Alpha Chapter

By-Law I: Organization

Section 1. The Kansas Alpha Chapter of Tau Beta Pi, hereafter referred to as the 'Chapter,' shall be a registered chapter of the Tau Beta Pi Association Incorporated, hereafter referred to as the 'Association.'

Section 2. These By-Laws shall be a subset of the Constitution and By-Laws of the Association. In situations where the By-Laws of the Chapter and the Constitution and By-Laws of the Association conflict, the Association policies shall supercede those of the Chapter.

Section 3. The Chapter shall be a registered student organization with the University of Kansas Center for Campus Life. It shall follow all regulations set forth by the Center for Campus Life.

Section 4. If a question concerning parliamentary procedure arises, Robert's "Rules of Order Revised" shall govern in all points not specifically covered in the constitution and by-laws of this organization.

Section 5. These By-Laws may only be suspended with written consent of the Advisory Board.

By-Law II: Membership

Section 1. Members of the Chapter must have been initiated as members of the Association by a registered chapter. Members need not have been initiated by the Kansas Alpha Chapter to hold membership in this chapter.

- A) Those Association members who are currently enrolled in an undergraduate or graduate degree program in the School of Engineering at the University of Kansas will be considered Student Members of Kansas Alpha Chapter.
- B) Association members no longer enrolled in the School of Engineering at the University of Kansas will be considered Alumnus Members of Kansas Alpha Chapter.

Section 2. Student Members who have attended at least one of the previous two general chapter meetings, not to include the current meeting, shall be considered Active Members. These members shall be determined by the Recording Secretary using the minutes of the previous meetings.

Section 3. A simple majority of the Active Student Members shall constitute a quorum at general meetings. Quorum may be called by any Active Member present at the meeting. Quorum will be determined by the President, Recording Secretary, and Chief Advisor.

Section 4. Student Members who were elected as officers according to procedures of By-Law III shall attend officers' meetings and carry out the duties of their offices.

Section 5. Two-thirds of the officers shall constitute a quorum at officers' meetings.

Section 6. Only Active Members may vote on any matters brought to vote at general meetings. All Student Members may actively participate in the meetings, but shall not be allowed to vote or make motions.

A) A quorum must be present at any meeting at which a vote is taken committing the chapter to any proposal. Without a quorum, meetings may be held at which members are inducted, proposals are submitted to the Association, matters of interest to the organization are discussed, or programs are formulated, but there shall be no formal voting on such matters.

B) Voting may be completed by e-mail or telephone on matters of interest brought up at a meeting without quorum.

C) Voting by proxy at meetings is not allowed. Members expressing their wishes by proxy shall not be counted towards quorum.

Section 7. Voting for most general matters shall be conducted by a show of hands. If requested by an Active Member, roll call or secret ballot shall be used for voting.

By-Law III: Officers

Section 1. Each spring semester, the chapter officers shall schedule the election of officers for the next academic year. The following officers shall be elected: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, Engineering Student Council Representative, and Community Service and Social Officer. The election of officers shall be held at the March general meeting.

Section 2. The election of chapter officers shall be conducted in accordance with the most current edition Robert's "Rules of Order Revised."

Section 3. Election Procedure

A) Election of chapter officers shall be conducted in the order listed in Section 1.

B) Nominations will be taken from any Active Member at the meeting.

C) Once nominations for an office have been completed, the officers will be allowed to speak for one minute each.

D) Up to three questions may be asked to each of the officers from Active Members present at the meeting. The same questions shall be answered by each candidate.

E) The candidates shall then leave the room, and the Active Member shall then be allowed to discuss each candidate.

F) When the President determines that discussions have concluded, a vote shall be taken by secret ballot.

G) The affirmative votes of a majority of those Active Members present at the meeting shall

be required for a candidate to be elected.

H) If no majority is achieved in the first vote, the two candidates with the most votes shall be discussed by the members and voted upon again.

Section 4. Duties of Officers

A) It shall be the duty of the President to act as a responsible agent and leader of this chapter. The President shall preside at all meetings and appoint all committees, subject to the approval of the officers. The President shall cast the deciding vote in case of a tie for all votes except elections. The President shall see to it that the other officers of the chapters perform their duties in accordance with the By-Laws of the Chapter. The President shall plan all general and officer meetings and make all arrangements, including the preparation of an agenda. The President will attend the national and regional conventions as the voting delegate for Kansas Alpha. If the President is unable to fulfill this obligation, he or she shall designate a delegate to attend the meeting in his or her place.

B) The Vice-President shall represent any officer who is not able to attend an officers meeting. The Vice-President shall act as parliamentarian at all meetings. The vice president shall be a member of all committees. The Vice-President shall be responsible for heading the Lenzen Award committee, which awards the outstanding sophomore and junior engineering student awards. The Vice-President shall organize and run the fall and spring initiation ceremonies and banquets. This includes booking facilities and overseeing the ritual preparations. The Vice-President shall initiate and conduct a yearly review of these By-Laws.

C) The Recording Secretary shall keep the roll and minutes of the general meetings typed, up-to-date, and in a suitable storage medium. Chapter documents shall be archived in both print and electronic formats. The Recording Secretary shall prepare a list of active members prior to each general meeting in preparation for a vote and also book all facilities for general meetings.

D) The Corresponding Secretary shall carry on all correspondence as directed by the By-Laws, Constitution of the Association, or by any officer of the Chapter. The Corresponding Secretary is responsible for informing the President of all national report deadlines and for assuring said deadlines are met.

E) The Treasurer shall be in charge of all funds and bills of this society as directed by the Constitution and By-Laws of the Association. The Treasurer shall maintain a bank account in the name of the Chapter and assure the continuity of the account from year to year by completing a signature card from the bank at the end of each academic year. This signature card must contain the signatures of the Chief Advisor and the new President, Vice-President, and Treasurer for the upcoming academic year.

F) It shall be the duty of the Cataloger to keep an up-to-date record of all active and alumnus members, including full name, home address and the college address. The cataloger shall also keep a record of the officers of the Chapter, including the Advisory Board.

G) It shall be the duty of the Engineering Student Council Representative to attend all of the

Engineering Student Council meetings and report its proceedings to the Chapter. This representative shall represent the views of the officers of the Chapters at all meetings of the Engineering Student Council.

H) It shall be the duty of the Community Service and Social Officer to plan the service and social activities of the chapter. These activities shall include at least one community service activity each semester for new initiates and active members to participate in. These activities shall also include a monthly social for the chapter. The Community Service and Social Chair is in charge of recording community service completion for new initiates and assisting new initiates with their completion of signature sheets.

Section 5. Advisory Board

A) The Advisory Board shall consist of the President, Vice-President, Corresponding Secretary, and four alumnus advisors elected by the chapter. This Board shall serve as an advisory and judiciary committee to determine the advisability of any action taken or proposed by the Chapter.

B) Each of the four alumnus advisors shall be selected by the chapter and shall hold a four year term. Members may serve more than one term. The terms of the advisors shall be staggered so that only one term shall expire each year. The terms shall begin and end in May of each year, and new advisor selection for the following year shall be conducted by the officers-elect in April. Members of the advisory board shall be elected at the April Chapter general meeting for the following year's term.

C) All changes to the By-Laws of the Chapter shall be submitted to and approved by the Advisory Board before being sent to the Association for final approval. By a majority vote, the Advisory Council may forbid any such action or change.

D) A Chief Advisor shall be selected by the Chapter officers from the Advisory Board. The Chief Advisor shall work closely with the Chapter officers in operating and maintaining the Chapter. The chief advisor is responsible for maintaining the continuity of the Chapter from year to year.

By-Law IV: Committees

Section 1. The Chapter shall have standing committees on Membership, Initiation, and Program. Other ad hoc committees may be added for the term of one year by action of the officers.

Section 2. For each academic year, the President shall appoint a chairperson of each committee with approval of the chapter officers. This chairperson shall attend all officer meetings.

Section 3. The committee chairperson and the President shall appoint committee members.

Section 4. The President shall provide written lists of specific duties and responsibilities to the committee chairperson.

By-Law V: Order of Business

Section 1. The order of business at all general meetings shall be as follows:

Roll call or sign-in

Reports of Officers, committees, etc.

Unfinished business

New business

Guest Speaker

Adjournment

Section 2. Changes to the order of business shall be approved by the Chapter officers at the meeting immediately prior to the general meeting.

By-Law VI: Chapter Activities

Section 1. Officer meetings shall be held once per month prior to the general meeting and additionally when needed.

Section 2. General Meetings shall occur once per month.

Section 3. Community service should be offered to new initiates and active members once per semester as coordinated by the Community Service and Social chair.

Section 4. Social activities should occur once per month as determined by the Community Service and Social chair.

Section 5. Two initiation rituals will be held each year. These rituals shall occur in the middle of the fall and spring semesters.

Section 6. An engineering futures session will be held each semester as voted upon by the chapter as a whole.

By-Law VII: Eligibility

Section 1. Election of new members into the Chapter shall be done in accordance with the Constitution and By-Laws of the Association and these By-Laws. The formal initiation ritual shall be used for all initiation ceremonies.

Section 2. The eligibility of prospective members to the Chapter shall be determined from a class rank listing of all engineering students in eligible programs. This listing shall be an official semester copy received from the office of the Dean of the School of Engineering.

Section 3. Only students who are enrolled in one of the following programs shall be included on the aforementioned eligibility list and shall be considered for election into the Chapter: Aerospace Engineering, Architectural Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Computer Science, Electrical Engineering, Engineering Physics, Mechanical Engineering, Petroleum Engineering.

Section 4. Eligibility requirements

A) Senior Class.

i) Students who meet each of the following criteria shall be considered to be in the Senior Class:

1. Enrollment in one of the engineering programs listed in By-Law VI, Section 3
2. Minimum of (90) credit hours completed.
3. Minimum of (82) graded credit hours.
4. Minimum of (30) credit hours taken at the University of Kansas.
5. Minimum of (25) graded credit hours at the University of Kansas.
6. Completion of all sophomore level engineering courses required in specific major, to be determined by the published curriculum guide for each program.
7. Completion of at least two junior level required engineering courses, to be determined by the published curriculum guide for each program.

ii) The upper 1/5 of students meeting the above eligibility criteria shall be considered eligible for election into the Society.

B) Junior Class.

i) Students who meet each of the following criteria shall be considered to be in the Junior Class:

1. Do not meet all of the criteria to be considered as part of the Senior Class, as defined above.
2. Enrollment in one of the engineering programs listed in By-Law VI, Section 3.
3. Minimum of (60) credit hours completed.
4. Minimum of (55) graded credit hours completed.
5. Minimum of (30) credit hours taken at the University of Kansas.
6. Minimum of (25) graded credit hours at the University of Kansas.
7. Completion of sophomore level engineering courses, to be determined by

the published curriculum guide for each program.

ii) The upper 1/8 of students meeting the above eligibility criteria shall be considered eligible for election into the Society.

C) Graduate Students

i) Eligibility of graduate students shall be determined according to the criteria specified by the Constitution of the Association.

By-Laws VIII: Initiation Requirements

Section 1. Exceptions to any requirements listed here must be proposed to the Chapter officers prior to the date of the event for review and approval.

Section 2. All prospective initiates shall attend and actively participate in one of two informational meetings.

Section 3. All prospective initiates shall attend and actively participate in the initiation community service event specified by the Community Service and Social Officer.

Section 3. All prospective initiates shall complete a signature sheet including the signatures of two officers, two professors, a member of the Chapter Advisory Board, and two active Chapter members.

Section 4. All prospective initiates shall shine the big bent outside of Eaton Hall with an officer in order to maintain the image of the Chapter.

Section 5. All prospective initiates shall shine a small bent provided by the chapter and bring it to the initiation ritual. Progress on the small shinned bents will be checked a week prior to initiation to assure that all new initiates have begun the process. This requirement must be met after election by the Chapter but before initiation into the Chapter.

Section 6. All prospective initiates shall pay the initiation fee as set by the officers and Advisory Board.

Section 7. All prospective initiates not meeting initiation requirements shall not be allowed to participate in the initiation ceremony. If their eligibility is maintained until the next semester and all initiation requirements are then met, they may again be considered for election.

By-Law IX: Election Procedure

Section 1. At least two information sessions shall occur each semester to inform prospective initiates about Tau Beta Pi. A social shall then be held for new initiates to meet active members and officers.

Section 2. All prospective initiates are invited to attend general meetings during the initiation process. The prospective initiates may not be present, however, for the portion of the general meeting prior to the initiation ceremony, in which new initiates are considered for election.

Section 3. After all initiation requirements listed in By-Law VII are completed, the candidate will be considered for election. Each candidate must be considered on an individual basis. Each eligible candidate must be elected by a three-fourths majority of those Chapter members present at the meeting. A quorum must be present at the election meeting.

By-Law X: Amendments to the By-Laws

Section 1. Amendments to the By-Laws of the chapter may be proposed to the Chapter officers at any time during the academic year. These proposed amendments must be made in writing.

Section 2. The Vice-President shall initiate a yearly review of the By-Laws. The Vice-President shall assemble a group of Chapter members to conduct this review. A summary of amendments shall be presented to the Chapter officers.

Section 3. Proposed amendments to the By-Laws shall be considered by the Chapter officers. A vote shall be taken, and a two-thirds majority of officers must approve the amendment.

Section 4. After approval by the officers, the proposed amendment must be distributed to each member of the Chapter at least one week prior to the next Chapter meeting.

Section 5. The proposed amendment shall be presented at the next Chapter meeting for discussion. A vote shall be taken, and a two-thirds majority must be obtained for the approval of the amendment.

Section 6. Upon approval by the Chapter, the amendment shall be sent to the Advisory Board for approval. Once approved by the Advisory Board, the amendment will be included in a proposed set of new By-Laws and sent to the Executive Council of the Association for final approval.

Section 7. Upon receiving approval from the Executive Council, the amendment shall be included in the official copy of the By-Laws.

Revisions:

March 2004. Addition of By-Laws I and X. Reorganization and revision of existing By-Laws. Approved by Chapter on March 31, 2004. Approved by Advisory Board on March 31, 2004.