

2011

Massachusetts Delta Chapter of Tau Beta Pi
The Engineering Honor Society

ARTICLE I – GENERAL

1. These Bylaws have been established by the Massachusetts Delta Chapter of the Tau Beta Pi Association for the government of the Chapter. In the event of a conflict between these Bylaws and the Constitution and Bylaws of the Association, those of the Association shall take precedence.
2. These Bylaws shall take effect on April 1, 2011 and shall supercede all previous Bylaws of this chapter.

ARTICLE II – GOVERNMENT

1. The officers of the chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer, who shall be active student members as well as an optional permanent faculty Treasurer to be appointed by the Advisory Board, and Advisory Board, as specified in Article III, Section 7 of the National Constitution. They are hereby known as the “Executive Board”.
2. Except for members of the Advisory Board, the officers of this chapter shall hold office for one year.
3. The Advisory Board of this chapter shall be comprised of four non-student members (preferably alumnus members) who shall hold their position for four consecutive years. Additionally the Vice President and the Corresponding Secretary of the chapter shall be members of this board. The senior member of the Advisory Board shall act as its chairman. At the beginning of each year those on the Board shall be notified, and those not having a copy of the chapter Bylaws shall be presented with one.
4. 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.
5. The duties of the officers shall be outlined in B-5.03 of the National Bylaws, and in the Bylaws of the Chapter.
6. The following extra duties shall be required of the officers:
 - a. The President shall appoint all committees. The President and Vice President shall be member ex-officio of all committees.
 - b. The President with the optional Faculty Treasurer shall sign all written contracts and obligations.
 - c. The Recording Secretary shall see that each member is provided with an up-to-date copy of these Bylaws for personal keeping and take minutes at all meetings. The Recording Secretary is responsible for parsing this information into useful formats that can be used chapter wide, such as calendars and goal lists.
 - d. The Corresponding Secretary shall keep an accurate up-to-date list of the names and addresses of all active members of the Chapter, both electronically and on paper. The Corresponding Secretary shall post notices of all meetings within 5 days before the meeting. He shall notify candidates of elections. He shall inform alumni members of their election to the Advisory Board.
 - e. The Student Treasurer shall keep a petty amount of cash for mailing, meetings, and other expenses.

ARTICLE III – MEETINGS

1. A complete calendar of the regular functions and meetings of the Chapter for the term shall be presented by the President to the members as early as possible.
2. The following regular meetings and functions shall be held each fall and spring: Consideration and election of candidates, candidate induction ceremony, formal initiation and banquet; also, election and installation of officers shall be held in the spring.
3. The first regular meeting of the term shall be held within 2 weeks after the start of classes.
4. Special meetings may be called at any time by the President, by any member of the Advisory Board, or upon written request to the President signed by five active members.
5. A quorum shall be as set forth in B5.06. General business shall be decided by a majority of the members present and voting.

ARTICLE IV – ELECTION OF OFFICERS

1. New officers for Executive Board position shall be elected no later than February 14. All new officers shall begin to serve on February 14 for the period of one year.
2. The elections shall be held in the following order: President, Vice President, Student Treasurer, Recording Secretary, Corresponding Secretary, and finally Advisory Board Members if required.
3. Self-nominations will be held if there are no nominees for an office and nominations will be taken from the floor. Nomination for the Advisory Board will be taken from the floor.
4. The election of officers shall be either by show of hands or by secret ballot. If no nominee receives a majority on the first ballot, a second ballot will be held between the two leading candidates. At this election the new member of the Advisory Board shall also be elected.
5. The new officers shall take office at the Installation of Officers Meeting immediately following the election. If possible, the Advisory Board shall be present, to meet the new officers and to sign the Annual Chapter Survey.
6. If any office becomes vacant between the regular elections, a special election shall be held to fill any vacancies created thereby. The officer elected at that time shall serve until the next election.

ARTICLE V – COMMITTEES AND PROJECTS

Each semester the Executive Board should appoint the chairman and members of the following committees: Investigation, Candidates, Initiation, Banquet, and such other committees as the Chapter shall desire and establish.

ARTICLE VI – ELECTION OF MEMBERS

1. Responsibility:
 - a. The Vice-President shall be responsible for the conduction of the investigation.
 - b. The President shall preside at the election.
2. Preliminaries:
 - a. As early as possible the Vice-President and Recording Secretary shall obtain a list of the averages of those students in the upper 1/5 of the senior class and upper 1/8 of the junior class who have signed a records privacy waiver.
 - i. These percentages are to include undergraduate members active at that time.
 - ii. If the number of students in the upper 1/8 of the junior class upper 1/5 or 1/8 contains a fraction, the additional students shall be included.
 - iii. If one 1/5 of the senior class or upper 1/8 of the junior class falls within a group of students having the same point average, all students shall be included.
 - iv. Transfer students shall be handled according to the constitution of the Association.
 - v. Candidates may be considered from the following ABET EAC or CAC accredited programs: Chemical Engineering (BSCHE), Civil Engineering (BSCE), Computer Engineering (BSCPE), Computer Science Engineering (BSCS), Electrical Engineering (BSEE), Environmental Engineering (BSEVE), Mechanical Engineering (BSME), and Biomedical Engineering (BSBME). Additionally candidates from the Engineering Physics (BSEP) major are eligible for candidacy.
 - b. Student Activity Records and Faculty recommendation Forms will be distributed, filled out by the individual students, and returned to Executive Board as soon after the start of classes as possible. These faculty recommendation forms will indicate a rating (High Recommended, Recommended, Recommended with Reservation, Not Recommended), and require signed letter of recommendation no longer than one page in length.
 - c. The election of suitable graduate students enrolled in Master of Engineering (MEng) programs, eminent engineers, and alumni shall be encouraged by this chapter.
3. Procedures:
 - a. In both the fall and the spring semesters, the top 1/5 of the senior class and top 1/8 of the junior class shall be considered.

- b. One investigator from the committee should be assigned to each candidate and shall present the candidate to the Executive Board at the election.
 - c. Additional sources of information include:
 - i. Advisors
 - ii. Instructors
 - iii. Dean's Office
 - d. It is suggested that an informal meeting of the candidates and members be held to familiarize the candidates with Tau Beta Pi and the members with the candidates.
4. Elections of new members shall be held following the investigations at a scheduled meeting of the Executive Board. Any active member of the Chapter is allowed to attend and provide input. The Executive Board will vote on each candidate, with half of the vote sufficient for election.
 5. The president shall direct the Corresponding Secretary to have sufficient letters of notification of election prepared in advance of the election meeting. These letters shall be signed by the President, addressed, and mailed within twenty-four hours of the end of the election meeting. All members shall keep the election results in absolute confidence so that the elected student shall learn of the election only by means of the official letter or e-mail.

ARTICLE VII – PLEDGE ACTIVITIES

The duties of the candidates shall be decided by the members prior to each election meeting and shall comply with those duties required by the Association.

ARTICLE VIII – RECORDS AND FINANCES

1. Records shall be kept up to date in good order. The complete records shall be turned over to the new officers before they assume office. In addition, it shall be the duty of the President-elect in May to see that all committee reports and information is obtained from committee chairmen for use the following year.
2. The expenses of the Chapter shall be borne by the initiation fee, and by such dues and pro rate 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 amount of these dues and assessments.
3. The initiation fee for all initiates shall be \$80.00 payable in advance. This shall include all National fees, and the cost on one initiation banquet.
4. Within one month of the election of new officers at least one member of the Advisory Board (but not the Treasurer) should audit the Chapter's books.

ARTICLE IX – DISCIPLINE

1. The discipline of the Chapter shall be decided each year by vote of the members in those areas in which it may seem advisable, and requires signature authorization from two faculty advisors to the Chapter.

ARTICLE X – AMENDMENTS

These By-Laws may be amended by a three-fourths 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.