

# **BYLAWS OF THE MISSISSIPPI ALPHA CHAPTER OF THE TAU BETA PI ASSOCIATION**

## **Bylaw I – General**

Section 1. These Bylaws shall govern the proceedings of this Chapter in all matters not expressly provided for in the Constitution and Bylaws of the Tau Beta Pi Association, Inc.

Section 2. This Chapter shall conform to such rules and regulations of Mississippi State University and the Bagley College of Engineering as may apply to honor societies.

Section 3. In the event of a conflict between the Constitution and the Bylaws of the Tau Beta Pi Association, Inc., and the rules and regulations of Mississippi State University and/or the Bagley College of Engineering, the University and College of Engineering shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

Section 4. Abbreviated references herein to the Constitution and Bylaws of the Association and the various Bylaws of this document shall be made in the form illustrated by the following examples:

- a. C-VI, 1 – National Constitution, Article VI, Section 1
- b. B-V, 5.02 – National Bylaw V, Section 5.02
- c. MAB-I, 4 – Mississippi Alpha Chapter Bylaw I, Section 4

## **Bylaw II – Government and Officers**

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

Section 2. The Chapter shall have full control of its individual affairs, subject to the Constitution and Bylaws of the Association, which control shall be exercised by the active membership of the Chapter and its Advisory Board. An active member of this Chapter shall be defined as in C-VI, 1, in addition to any restrictions placed by the Chapter, and only active undergraduate and graduate student members, as defined therein, shall have the privilege of voting on new members and on the amounts of the initiation fee, dues, fines, and assessments, as well as other privileges as decided by the Chapter.

Section 3. The officers of this Chapter shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, and Cataloger, who shall be active members of the Chapter; a Treasurer, who shall be a member of the faculty of the Bagley College of Engineering; and at least four alumnus advisors, preferably elected from among the faculty of the College of Engineering.

Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice-President, Corresponding Secretary, and four alumnus members of the Association. The Chairman of the Advisory Board shall be elected by its members at the first Board meeting of the year.

Section 5. Alumnus members of the Advisory Board shall serve four-year terms, as specified in C-VI, 7. The faculty Treasurer shall serve three-year terms. All other officers shall serve one-year terms or until their successors are duly elected and installed.

Section 6. 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.

Section 7. The President shall be this Chapter's delegate to the Convention of the Association. The other officers shall be alternate delegates, in the order given in MAB-II, 3.

Section 8. The following extra duties shall be required of the officers:

- a. The President shall be an ex-officio member of each committee.
- b. The President shall see that each officer is provided with a written list of the 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.
- c. The Recording Secretary or another officer shall see that each candidate accepting election receives copies of The Constitution and Bylaws and Eligibility Code of The Tau Beta Pi Association, Information About Tau Beta Pi, these Bylaws, and other such material as the Chapter may deem desirable.
- d. The Corresponding Secretary shall notify each active member and advisor of the time, place, and purpose of each meeting at least one week in advance of the meeting.
- e. The Corresponding Secretary shall serve as Secretary of the Advisory Board.
- f. The President and Vice-President shall pay a courtesy call on the Dean or Associate Dean of the Bagley College of Engineering early in each semester to discuss ways in which the Chapter may be of service to the College. The substance of such discussions shall be reported to the Chapter at the regularly scheduled meetings.

## **Bylaws III – Meetings**

Section 1. The following regular meetings shall be scheduled and held once each year: Organization, Election of Officers, and Installation of Officers.

Section 2. The following regular meetings shall be scheduled and held once in the fall and once in the spring semesters: Election of Candidates, Initiation of Electees, and one general meeting of a social, literary, or technical nature.

Section 3. 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 by 20% of the active members of the chapter.

Section 4. 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 nor in these Bylaws, and shall be strictly enforced.

Section 5. The first meeting of each semester shall be held within four weeks of the start of the semester.

Section 6. The officers shall maintain a complete calendar of the regular meetings of the Chapter for the semester available to the active members.

Section 7. Notices sent to the active members and alumnus advisors announcing meeting shall clearly state the time, place, and purpose of the meetings. Furthermore, a notice shall be posted on the Bent in front of McCain Engineering building three school days prior to the scheduled meetings.

Section 8. Business meetings, other than the Elective meeting, shall last no longer than two hours, unless extended by an affirmation vote of three-fourths of the active members present. The order of business at these meetings shall be as follows:

- a. Roll Call
- b. Minutes of the previous meeting
- c. Reports of officers
- d. Reports of committees
- e. Unfinished business
- f. New business
- g. Adjournment

Section 9. A system of enforcing meeting attendance shall be enacted by the Chapter. This system will be announced to members at the first regular business meeting of the semester. Failure to fulfill the attendance requirement specified by the Chapter shall cause a member to be subject to the provisions of C-IX, 5, and necessary action shall be taken at the first business meeting of the following semester.

Section 10. 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 made available to the members of the Chapter. Additional meetings of the Board may be called by any of its members or upon written request to the Chairman of the Board signed by 20% of the active members of the Chapter or as provided for in MAB-III, 9.

Section 11. A quorum for the consideration of routine business shall be a majority of the active membership of the Chapter. For the election of new members, for changing the initiation fee or

Chapter dues, for passing an assessment on the members of the Chapter, for amending the Chapter Bylaws, and for approval or disapproval of a proposed amendment to the Constitution of the Association, a quorum shall be three-fourths of the active membership. A quorum for an Advisory Board meeting shall be five members of the Board. Student members absent while studying under the Cooperative Education Program shall not be considered in deciding a quorum unless specifically requested by the student in question. In such a case, applicability shall be determined by the Advisory Board.

## **Bylaw IV – Committees**

Section 1. Subject to the provisions of B-V, 5.02, the President shall establish the following committees: Fundraising, Professional Development, Recruitment, Service, Social Activities, and such other committees as the Chapter shall desire. Establishment shall occur at the next Chapter meeting following each initiation of new members.

Section 2. As early as possible after committee appointments are made, the President shall provide each committee chairman with a list of his specific duties and responsibilities.

## **Bylaw V – Election and Initiation of New Members**

Section 1. Election of new members shall be held in the fall and spring semesters as soon as possible after grades for the previous term become available.

Section 2. All the provisions of C-VIII and B-VI shall be strictly followed.

Section 3. Scholastically eligible students in the following curricula shall be considered for membership in this Chapter: Aerospace Engineering, Biological Engineering, Chemical Engineering, Civil Engineering, Computational Engineering, Computer Engineering, Computer Science, Electrical Engineering, Industrial Engineering, Mechanical Engineering, and Software Engineering.

Section 4. Undergraduates shall be chosen as follows:

- 1) A list of the top one-fifth of the Senior class (students with 90 or more credit hours) and the top one-eighth of the Junior class (students with 60 to 89 credit hours), excluding co-ops and transfer students (students with fewer than 30 hours at Mississippi State University), shall be obtained from a university official authorized to create the appropriate rankings.
- 2) All students from (1) who are not yet members shall be invited to a social meeting where members and candidates can meet each other.
- 3) At the election meeting the following shall occur:
  - a) The list of eligible students shall be provided to the members. Any member of a group may single out any candidate for individual consideration and

may recommend approval or rejection of the individual based upon his personal knowledge of the candidate's character.

- b) All candidates who have not been singled out are then considered as a block. If any member objects to the election of a candidate, that candidate's name is removed from the block and the candidate is considered individually. All members present vote individually by secret ballot. B-VI, 6.02(a)3 shall apply.
- c) Those candidates singled out by (a) or (b) are considered one at a time, with the floor opened for discussion of each candidate before the candidate is voted on. B-VI, 6.02(a) shall apply.

Section 5. Graduate students shall be chosen as follows:

- 1) A list of the top one-fifth of the graduate students with at least 15 hours at Mississippi State University shall be obtained from a university official authorized to create the appropriate rankings.
- 2) Election procedure shall be the same as for undergraduates, but shall be conducted separately. They will be elected, pending a letter described in (3).
- 3) Each elected student shall be notified of his/her eligibility and asked to attain a letter from his/her faculty advisor, which certifies that the student is doing the work of a member of the Association and has completed at least 50% of his degree program requirements.

Section 6. Eminent Engineers and Alumni shall be chosen as follows:

- 1) Nominations shall be solicited from the Advisory Board, engineering faculty, the Dean's Office, and/or the Alumni Association.
- 2) Resumes supplied by nominating parties shall be reviewed by a committee of six students and the Chapter President. Recommendations shall be made to the Advisory Board by the screening committee.
- 3) The Advisory Board shall then review the resumes and make recommendations to the membership concerning the nominees.
- 4) The recommendations of the screening committee and Advisory Board are presented at the election meeting. Any member who desires may also examine the candidate's resume. The candidates are discussed and voted on individually as for in B-VI, 6.02(a)2.

Section 7. General election requirements are:

- 1) The Eligibility Code shall be read at the beginning of the election meeting.
- 2) B-VI, 6.02(b) shall apply.

Section 8. The cases of students of whom scholastic eligibility is in doubt because of irregularities in standing or curriculum shall be determined by the Advisory Board of the Chapter.

Section 9. The Chapter may elect to specify scholastic requirements higher than those stated in C-VII.

Section 10. All members shall keep the election results in absolute confidence so that no candidate shall learn of his 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 11. At the first meeting of the electees, the President or other officer shall explain the requirements, objectives, and activities of the Association and of the Chapter. Those electees desiring to accept election shall state their acceptance by attendance of the first meeting or in written notice addressed to the President or other officer.

Section 12. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10(a).

Section 13. Each electee shall be required to take part in an activity recommended or approved by the Chapter officers to foster a spirit of liberal culture, as specified in B-VII, 7.01. They shall also be required to read the Constitution and Bylaws of the Association and these Bylaws.

Section 14. The Chapter may assign additional duties to electees, subject to the provisions of B-VII, 7.02.

## **Bylaw VI – Election and Installation of Officers**

Section 1. The President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Cataloger, and special officers, if any, shall be elected in the spring semester. If needed, the Treasurer and any Advisory Board members shall be elected as well.

Section 2. Nominations may be made from the floor at the Election of Officers meeting, or by written notice to the President.

Section 3. The Election of Officers shall be made by secret ballot. Two-thirds of the active membership shall constitute a quorum for the Election of Officers meeting, 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 taken between the two leading candidates.

Section 4. If any office becomes vacant between regular elections, a special election shall be held at the next meeting to fill the vacancy. The officer elected shall serve until the next election.

Section 5. The Chapter Installation Procedure given in the President's Book shall be employed to install the new officers.

## **Bylaw VII – Finances**

Section 1. The expenses of the Chapter shall be borne by the initiation fee and any assessments made by a majority vote of the active membership, as well as any funds raised by chapter activities.

Section 2. Shortly after election, the new officers shall be encouraged to prepare an operation budget for the next year.

Section 3. At the end of the fiscal year (May 1 to April 30), an alumnus member of the Advisory Board shall audit the books. The Treasurer shall then file the required information return with the District Director of Internal Revenue.

## **Bylaw VIII – Discipline**

Section 1. It is the intent of this disciplinary Bylaw to impress the membership with the seriousness of purpose of this Chapter and of the Association, and to enable the officers and dedicated members of this Chapter to accomplish its necessary business in a manner not inconvenienced or encumbered by a possible lack of interest upon the part of a few members.

Section 2. Discipline shall be in accordance with C-IX, 4 and 5.

Section 3. A uniform system of fines may be established for habitual absence or tardiness.

Section 4. Academic regalia signifying Tau Beta Pi membership shall not be worn by any Chapter member who meets one or more of the following conditions:

- 1) is under suspension (see C-IX, 5)
- 2) is in arrears, due to outstanding dues, fines, or other obligations, to the Chapter or the Association
- 3) has failed to meet the requirements necessary to remain an active member for any semester in which the member is enrolled as a full-time student, except for special circumstances determined at the discretion of the officers.

## **Bylaw IX – Records and Equipment**

Section 1. All permanent records of the Chapter shall be kept accurate and up to date.

Section 2. The initiation equipment shall be maintained in good order and in a secure manner by the President, and the Ritual and its related materials shall be kept up to date and under lock and key when not in use.

Section 3. All records and 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. The Charter of this Chapter shall be framed under glass and prominently displayed at a location determined by the Dean of Engineering.

Section 5. All records of this Chapter shall be open for inspection to any member of the Association and to any official of the University who has received approval from the Advisory Board, except that the Ritual may not be inspected by non-members of the Association.

## **Bylaw X – Suspension of Bylaws**

Section 1. 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, as provided in C-VI, 5.

## **Bylaw XI – Amendments**

Section 1. 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, as provided in C-VI, 7(b). (See MAB-III, 11)

Section 2. 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.

## **Bylaw XII – Enactment**

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on \_\_\_\_\_. They were last amended on \_\_\_\_\_.

SIGNED:

\_\_\_\_\_ President

\_\_\_\_\_ Advisory Board Chairman