

The Constitution of Tau Beta Pi, Engineering Honor Society

PREAMBLE

Tau Beta Pi Association was founded at Lehigh University in 1885 by Edward Higginson Williams, Jr., to mark in a fitting manner those who have conferred honor upon their Alma Mater by distinguished scholarship and exemplary character as students in engineering and to foster a spirit of liberal culture in engineering colleges.

ARTICLE I– NAME

Section 1: The name of this organization shall be Tau Beta Pi, Engineering Honor Society, hereafter referred to as Tau Beta Pi.

Section 2: The officers of Tau Beta Pi shall make up the Executive Board of Tau Beta Pi, hereafter referred to as the “Board.”

ARTICLE II– PURPOSE

Section 1: Tau Beta Pi's vision is to recognize, celebrate, and champion excellence in engineering.

Section 2: The purpose of the Board shall be to organize and facilitate professional development activities for members.

ARTICLE III– MEMBERSHIP

Section 1: The general body of this organization must be comprised mostly of UNH students. The specific requirements of membership are as follows:

- a. Scholastically eligible undergraduate students in the following curricula: Bioengineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Environmental Engineering, Ocean Engineering, and Mechanical Engineering. Scholastic eligibility is defined as juniors in the top one-eighth (1/8) and seniors in the top one-fifth (1/5) of their class. Eligible juniors are defined as undergraduates taking at least two junior level courses and expected to graduate within 2 academic years.
- b. Transfer students shall be eligible for consideration at the third regular election after registration, provided the consent of five-sevenths (5/7) of the Advisory Board is obtained.
- c. Graduate students from the same curricula as stated above shall be considered for membership in this chapter, provided that the provisions of Article VIII, Section 3 of the National Constitution are met.

Section 2: The specific process for becoming a member of Tau Beta Pi is as follows:

- a. Letters shall be sent to scholastically eligible candidates inviting them to an orientation meeting.
- b. Each candidate shall have a formal interview with members of the membership committee in which the candidate is evaluated on their ethics and character.

Section 3: The election of new member of Tau Beta Pi is as follows:

- a. At the time of election, the Eligibility Code shall first be read.

- b. The names of the eligible candidates with a favorable recommendation from the membership committee will be submitted to the chapter membership in groups.
 - c. If any active member has a question about any of the candidates in a group, that candidate's name shall be removed and considered separately.
 - d. A chapter vote will be taken on the remainder of the group.
 - e. Each candidate removed from a group and candidates who did not receive a favorable recommendation from the membership committee shall be considered separately after all groups have been voted on. Each name shall be presented for discussion and voted on before the following name is considered. Two-thirds (2/3) majority needed.
 - f. All members shall keep the election results in absolute confidence so that no elected student shall learn of his or her election except by means of the official letter; likewise the candidate shall not be informed of the details of the vote, especially concerning the personal matters discussed at the time of voting.
- Section 4: The privileges and responsibilities of membership are to attend and participate in meetings, vote on matters pertaining to both chapter and national issues, participate in committee(s), and lifelong membership of Tau Beta Pi.
- Section 5: Any member may be removed from his/her position by a two-thirds (2/3) vote of the Executive Board due to failing to fulfill their responsibilities. Any member removed from the organization may appeal to the general membership. If his/her appeal is approved by two-thirds (2/3) vote of the membership, said member shall be considered reinstated.
- Section 6: Membership rules of Tau Beta Pi shall not be contrary to the University of New Hampshire nondiscrimination policy as outlined in the *Students' Rights, Rules, and Responsibilities*.
- Section 7: Community members may facilitate professional development activities for members as well as participate in community outreach.

ARTICLE IV– OFFICERS

- Section 1: Tau Beta Pi shall have a President, Vice President, Secretary, Treasurer, Corresponding Secretary, and Advisor. These officers shall comprise the Executive Board and must be listed as officers on the organization's Wildcat Link page.
- Section 2: All officers must be active members of Tau Beta Pi.
- Section 3: All officers must be in good standing with the university.
- Section 4: The term of office shall be for one year or until the election of their successor.
- Section 5: Election of officers shall be held annually during the spring semester for the following year, within three weeks of the initiation of new members.
- Section 6: The election of officers shall be by secret ballot. Three-fourths (3/4) of the total active membership shall constitute a quorum for the election of officers, and a majority of this quorum shall be required for election. If no nominee receives a majority of the first ballot, a second ballot shall be held between the two leading candidates.

- Section 7: At least one month notice shall be given to members before the election meeting.
- Section 8: Nominations for officers shall be made from the floor at the start of the election meeting. The pledge of each candidate to serve faithfully if elected must be given orally prior to voting.
- Section 9: Any officer may be removed from his/her position by a two-thirds (2/3) vote of the Executive Board. Cause for removal includes the following: failure to perform job adequately, violation of organizational rules, etc. Any officer removed from office may appeal to the general membership. If his/her appeal is approved by two-thirds (2/3) vote of the membership, said officer shall be considered reinstated.
- Section 10: Any vacancy which may occur in an office shall be filled by appointment by the president pending ratification at the next group business meeting.

ARTICLE V– DUTIES OF OFFICERS

Section 1: President

- a. The president shall be the chief executive officer.
- b. The president shall appoint all committee chairpersons.
- c. The president, with approval of the Executive Board, directs the budget.
- d. Vacancies in offices will be filled by appointment of the president with approval of the general membership.
- e. When not enough members can be physically present when a quorum is needed and sufficient attempts were made to assemble a physical quorum, the president may, with at least 3/4 of the executive board member's approval, allow members to vote on decisions electronically after full disclosure of the information regarding the vote.

Section 2: Vice President

- a. The vice president shall be the parliamentarian for the organization.
- b. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
- c. The vice president will keep and have current copies of the Constitution and bylaws and will also be charged with ensuring that the copies of these documents on the Tau Beta Pi's Wildcat Link page are also current.
- d. The vice president will be responsible for scheduling programs.

Section 3: Secretary

- a. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the executive board.
- b. The secretary will provide a copy of the minutes for each officer and keep an archive of all meeting minutes.
- c. The secretary shall maintain a complete and accurate account of attendance and membership status.

Section 4: Treasurer

- a. The treasurer shall keep a current record of all financial transactions.
- b. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.

- c. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
- d. The treasurer will perform other duties as directed by the president.

Section 5: Advisor

- a. The advisor shall assist the group in their execution of roles and responsibilities.
- b. The advisor shall provide feedback to the organization regarding its operation and functioning.
- c. The advisor shall serve as a resource.
- d. The advisor should provide advice upon request, and also should share knowledge, expertise, and experience with the group.
- e. The advisor will be a nonvoting member of the organization.
- f. Advisors will be subject to the same election and removal procedures as officers.

ARTICLE VI– COMMITTEES

Section 1: The Standing committees of this organization shall be:

- a. Tutorial
- b. Fundraising
- c. Initiation
- d. Membership
- e. Publicity and Bylaws

Section 2: The duties of each of these standing committees shall be carried out the activities of the chapter, subject to the provisions of National Bylaw 5.02.

Section 3: The President shall appoint the chairman and members of such committees as are necessary to carry out the activities of the chapter. As early as possible after committee appointments, the President shall provide each committee with a list of his specific duties and responsibilities.

Section 4: Additional committees may be formed and dissolved by the organization by a two-thirds (2/3) vote brought to the attention of members by the Board.

ARTICLE VII– MEETINGS

Section 1: Parliamentary procedure

- a. Robert's Rules of Order shall be the parliamentary guide of this chapter on all points not provided for in these Bylaws, and the Constitution and Bylaws and Eligibility Code of the Tau Beta Pi Association.
- b. The rules may be suspended by three-fourths (3/4) vote of the present membership.

Section 2: Meetings

- a. The following regular meetings shall be scheduled and held once each year: at least two organization meetings per semester, a meeting for the election of officers in the spring semester, and a meeting for the selection of new members each semester. Meetings shall be held in accordance with Article VI, Section 9 of the National Constitution.
- b. Meetings shall be held at such times that a majority of the active membership can be present.

- c. The first meeting of each semester shall be held within three weeks of the start of the semester.
- d. A complete calendar of the regular functions of the chapter shall be presented to members no later than the second meeting of the semester.
- e. Business meetings of the chapter shall last no longer than one hour, unless extended by a three-fourths (3/4) vote of all those present.
- f. All active members and the Advisory Board shall be notified of all meetings one week in advance.
- g. Special or emergency meetings may be called with less than 48 hours of notice by the Executive Board.
- h. At all meetings the order of business shall be as follows:
 - i. Roll call
 - ii. Minutes of the previous meeting
 - iii. Reports of the officers
 - iv. Reports of the committees
 - v. Unfinished business
 - vi. New business
 - vii. Adjournment

Section 3: Voting

- a. A quorum will be two-thirds (2/3) of membership.
- b. Active members shall have a vote at meetings.
- c. No proxy voting is allowed.

ARTICLE VIII– BYLAWS

Section 1: Bylaws of the organization shall be established and altered by the bylaw committee which will be voted on with two-thirds (2/3) acceptance by members.

Section 2: Bylaws of the Board shall be established and altered by the bylaw committee which will be voted on with two-thirds (2/3) acceptance by members.

Section 3: Bylaws of the organization and of the Board will be attached to this document if they exist.

ARTICLE IX– AMENDMENTS TO THE CONSTITUTION

Section 1: Any member of Tau Beta Pi, including the Board, may propose amendments to the Constitution.

Section 2: Amendments shall be proposed by bringing it to the attention of the bylaw committee who will then make the changes if approved by the chapter.

Section 3: The amendments will be voted on by active members, requiring a two-thirds (2/3) majority approval.

Section 4: It is the responsibility of the President and/or the chair of the bylaw committee to update the Constitution on Wildcat Link when necessary.

Section 5: It is required that an editorial check of these Bylaws be performed each time that a revised edition of the National Constitution and Bylaws and Eligibility Code is issued to ensure that references to the latter are correctly designated.

ARTICLE X– RATIFICATION

This Constitution shall be established by a vote of a three-fourths (3/4) majority of the membership of the organization.

**All recognized student organizations must follow the policies discussed in the Students' *Rights, Rules and Responsibilities Handbook*.
