

Tau Beta Pi Association
Utah Beta Chapter
Brigham Young University

To respond to the request of the Tau Beta Pi National Association's request to specify eligible curricula, we are revising the following sections of our chapter's by-laws. Changes are outlined below:

- 1) Because the Manufacturing Engineering program no longer exists here at BYU, this was removed from our list of eligible curricula.
- 2) The word "department" was changed to "program" to comply with the request of the association. This was done also to avoid having to change the by-laws every time a department decides to change its name (recent example: the Civil Engineering Department is now called the Civil and Environmental Engineering Department even though no degree is offered in Environmental Engineering).
- 3) The undergraduate as well as graduate degrees eligible were specified to remove ambiguity of the graduate students' eligibility to our chapter.
- 4) The last change was simply to update the name of the engineering school that was recently changed.

The proposed changes would affect Sections 3 and 4a of Bylaw VI. The following includes proposed changes:

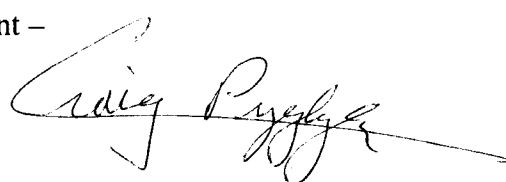
SECTION 3 – Regular students in good standing and seeking degrees (BS, MS or PhD) in the following ~~departments~~ programs, and only these ~~departments~~ programs shall be eligible for membership in our chapter: chemical engineering, civil engineering, electrical engineering, ~~and computer engineering, manufacturing engineering,~~ and mechanical engineering.


SECTION 4

Part a – The Membership and Initiation Committee shall obtain from the Ira A. Fulton College of Engineering and Technology a listing of the students who are in the top fifth of the senior class and top eighth of the junior class for each of the five ~~departments~~ programs. These students shall be considered scholastically eligible. The committee shall also be active in determining eligibility of graduate students, alumni, and eminent engineers.

The chapter approved the changes with a three-fourths vote.

President –  3/26/04

Vice President – 


Corresponding Secretary -
Faculty Advisors -

3/26/04

Calvin H. Bartholomew

3/26/04

~~A~~ E Byler

3/26/04

Craig A. [Signature]

3/26/04

Kevin A. Judd

3/29/04

The Tau Beta Pi Association

CHAPTER BYLAWS

of the

UTAH BETA CHAPTER

at

BRIGHAM YOUNG UNIVERSITY

BYLAW I – GENERAL

SECTION 1 - These bylaws shall govern the proceedings of the Utah Beta Chapter in all matters not specifically provided for in the National constitution and Bylaws, and in the Convention Acts of the Tau Beta Pi Association.

SECTION 2 - This Chapter shall conform to such rules and regulations of the College of Engineering and Technology and Brigham Young University as may apply to 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 Technology and this University, such action shall be taken as deemed advisable by all parties concerned.

BYLAW II – GOVERNMENT

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

SECTION 2 - The Chapter shall have full control over 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 as defined in C-VI, 1, and only active undergraduate and graduate student members, as defined therein, shall have the privilege of voting on business of the Chapter. A student may become inactive only under the provisions of B-VI, 6.05.

SECTION 3 - The officers of the Chapter shall be a President, Vice-President, Corresponding Secretary, Recording/Publicity Secretary, Treasurer, Cataloguer, and ETJC Representative (ETJC is the Engineering and Technology Joint Council), who shall be active members of the chapter and full-time students, and four alumni advisors, as specified in C-VI, 6.

SECTION 4 - The Advisory Board shall consist of the President, Vice-President, Corresponding Secretary, and four alumni advisors of the Society.

SECTION 5 - The alumni members of the Advisory Board shall preferably be from the faculty of the College of Engineering and Technology. Each year one of the alumni members shall be designated as chair. The alumni members of the Advisory Board shall assist in the maintenance of university standards at all functions and shall give supervision of the financial affairs of the Chapter.

SECTION 6 - The Chapter President shall be the delegate to the National Convention. The Chapter officers shall be alternates in the order listed in Section 3 above.

SECTION 7 - Officers of this Chapter shall be responsible for the duties outlined in B-V, 5.03 and the additional duties listed below:

a - The President shall preside over all activities of the Chapter during his term of office. The President shall preside, ex officio, over all committees.

b - The President shall see that each officer and committee chair receives a written list of all specific duties for which each is responsible. These lists shall be discussed and distributed as soon as possible after new officers take office during the last month of the winter term.

c - The President shall notify the Advisory Board of all Chapter activities at least one week in advance.

d - The Vice-President shall act for the President in his absence and in all activities so directed.

e - The Corresponding Secretary shall supervise all correspondence with the Association and keep all dies and stationery of the Chapter.

f - The Corresponding Secretary shall serve as Secretary of the Advisory Board.

g - The Recording/Publicity Secretary shall serve as a secretary to the President and coordinate all publicity efforts for the Chapter. The Recording/Publicity Secretary shall see that each candidate accepting

election receives copies of the Constitution and Bylaws of The Tau Beta Pi Association, these Bylaws, and informational material deemed desirable by the Chapter.

h - The Treasurer shall be responsible for the treasury and petty cash fund of the Chapter.

i - The Cataloguer shall maintain a current list of the Chapter's active members, including addresses and phone numbers. The Cataloguer shall also maintain a database of Tau Beta Pi alumni from information available from the university alumni office.

j - The ETJC Officer shall be the representative of the Chapter to all Engineering and Technology Joint Council Activities.

BYLAW III - MEETINGS

SECTION 1 - The following meetings of the Advisory Board or Chapter shall be scheduled and held once each year: officer and advisor election, Chapter banquet, financial audit, installation of officers, and annual planning and budget meeting. The annual planning and budget meeting shall be held soon after the installation of officers.

SECTION 2 - The following meetings of the Advisory board or Chapter shall be scheduled and held once in the fall and winter terms: semester planning, preliminary consideration of candidates, election of candidates, electee information meeting, and formal initiation.

SECTION 3 - Meetings of the Chapter, committees, presidency, and Advisory Board shall be held on a regular basis to fulfill the goals of the society. Meetings shall be held at such times that a majority can be present.

SECTION 4 - A tentative calendar of the Chapter activities for the semester shall be presented to the members no later than the second Chapter meeting of the semester. The President shall discuss this calendar at an Advisory Board meeting before presentation to the Chapter.

SECTION 5 - 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.

SECTION 6 - The Recording/Publicity Secretary shall notify all active members and the Advisory Board well in advance of all meetings.

SECTION 7 - 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 of the Tau Beta Pi Association. Robert's Rules of Order may be suspended at any meeting by a simple majority of active members.

SECTION 8 - Business meetings of the Chapter shall last no longer than one hour and fifteen minutes, unless extended by a three fourths vote of all those present.

SECTION 9 - The order of business for all Chapter meetings shall be as follows:

- a - Roll call.
- b - Minutes of previous Chapter meeting. The minutes of Advisory Board meetings held since the last chapter meeting shall also be read. The Corresponding Secretary shall keep minutes for the Chapter and Advisory Board.
- c - Reports from officers.
- d - Reports from committees chairs.
- e - Unfinished business.
- f - New business.
- g - Adjournment.

SECTION 10 - A quorum shall be as set forth in B-V, 5.07.

BYLAW IV - ELECTION OF OFFICERS

SECTION 1 - The officers of the Chapter shall be elected in the first month of the winter term, and they shall take office during the last month of the winter term. The winter term shall be used by current officers to train next year's officers in their duties. The term of student offices shall be one year; term of office for advisors shall be four years. Terms of office shall begin after the officer installation meeting. No student may serve as a Chapter officer who is on disciplinary probation, academic warning or probation.

SECTION 2 - All members shall receive due notification of a pre-election meeting where those seeking office shall notify the President of their desire to run and shall be instructed as to how the election shall be conducted. Candidates for President and Vice-President shall seek office as a team. Candidates shall seek all other offices individually.

SECTION 3 - The election of officers shall be by secret ballot. Two-thirds 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. At this election the new member of the Advisory Board shall also be elected.

SECTION 4 - If any office shall become vacant, an appointment to fill the vacancy shall be made by the President and approved by the

Advisory Board, which shall be presented to the members at the next regularly scheduled meeting.

BYLAW V – COMMITTEES

SECTION 1 - Subject to the provisions of B-V, 5.02 of the National Bylaws, the President shall appoint the chair and members of the following committees: Executive, Membership and Initiation, Service and Professional Programs, Social Activities, Engineering Week, and such other committees as the Chapter shall desire and establish. Following initiation, new members shall be appointed to a committee.

SECTION 2 - As early as possible after committee appointments are made the president shall provide each committee chair with a list of specific duties.

SECTION 3 - Each committee chair shall report on committee activities at each Chapter meeting.

BYLAW VI - NEW MEMBERS

SECTION 1 - The process of electing and initiating new members shall be held in the fall and winter terms as soon as possible after the grades for the past term become available.

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

SECTION 3 – Regular students in good standing and seeking degrees (BS, MS or PhD) in the following curricula, and only these curricula shall be eligible for membership in our chapter: chemical engineering, civil engineering, electrical engineering, computer engineering, and mechanical engineering.

SECTION 4 - A candidate must meet the society's dual requirements of scholastic excellence and exemplary character and be committed to add honor and credit to the Society.

a – The Membership and Initiation Committee shall obtain from the College of Engineering and Technology a listing of the students who are in the top fifth of the senior class and top eighth of the junior class for each of the five eligible curricula. These students shall be considered scholastically eligible. The committee shall also be active in determining eligibility of graduate students, alumni, and eminent engineers.

b - The Membership and Initiation committee shall select and appoint departmental subcommittees consisting of active and alumni members from each department with a Membership and Initiation Committee member as chair.

c - Each subcommittee shall verify the scholastics and evaluate the character of eligible candidates from the department represented by the subcommittee. The subcommittee shall conduct investigations on those candidates not well-known by the subcommittee members.

d - The departmental subcommittees shall make recommendations on each candidate from its department at the election meeting.

SECTION 5 - Voting Procedures

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

b - The names of eligible candidates will be submitted to the Chapter membership in groups by the membership committee along with the committee's favorable recommendation for each candidate in the group. The size of the groups shall be determined by the Membership & Initiation Committee.

c - If any active member has a question about one of the candidates in a group, that candidate's name shall be removed from the group and considered separately.

d - A Chapter vote shall 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 other groups. Each name shall be presented for discussion and voted on before the following name is considered.

f - After all names have been considered and voted on, there shall be a second individual ballot for each candidate who failed election on the first ballot.

g - No candidate who fails election on the second ballot shall be considered further unless 25 percent of the members present so request.

h - No candidate who failed election on the third ballot shall be considered again at this election. They may be considered again at the next election if he they are then eligible.

SECTION 6 - The President shall direct the Membership and Initiation Committee to have a letter of invitation for electees prepared in advance of the election meeting. A letter for each electee shall be signed by the President, addressed, and mailed within 24 hours of the end of the election meeting. All members shall keep the election results in absolute confidence so that no elected student shall learn of their election except by means of the official letter; likewise, they shall not be informed of the details of the vote, especially concerning the personal matters discussed at the time of the voting. After an electee has received

their official invitation, the President shall encourage members to personally invite electees to join the society.

SECTION 7 - At the first meeting of electees, the President shall explain the requirements, objectives, and activities of the Association and of the Chapter. Those electees desiring to accept election shall notify the President in writing.

SECTION 8 - Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10(a). After being interviewed by the Advisory Board, an electee may request a loan to pay for the initiation fees (see B-VII, 7.04). If the Advisory Board approves, the electee may sign a promissory note for a one year loan. The Advisory Board will determine the terms of the loan contract.

SECTION 9 - Each electee shall be required to take part in activities recommended or approved by the Chapter officers to foster a spirit of liberal culture. These activities will conform to the specifications of B-VII, 7.01. All electees shall be required to read the Constitution and Bylaws of the Association and the Bylaws of the Chapter.

SECTION 10 - Election of suitable graduate students, alumni, and eminent engineers shall be encouraged by the Chapter.

SECTION 11 - In all cases not covered by these Bylaws, questions of eligibility shall be resolved by the Advisory Board.

BYLAW VII - FINANCES

SECTION 1 - The expenses of the Chapter shall be borne by the initiation fee, and by such dues and pro rata assessments as may be voted by the Chapter. The amount of dues and assessments shall be suggested by the Advisory Board and ratified by a majority of the total active membership. Within one week, the Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning changes in the amounts of these dues and assessments.

SECTION 2 - Expenditures of the Chapter which exceed ten dollars shall be paid by check, signed by the Treasurer and countersigned by the President or Advisory Board Chair. Expenditures less than ten dollars may be paid out of petty cash. Receipts for such expenditure and incomes must be retained on file for three years.

SECTION 3 - This Chapter shall use the official bookkeeping system of the Association, except as provided in B-V, 5.03(e) (2).

SECTION 4 - The amount of the initiation fee for all initiates shall be suggested by the Advisory Board and ratified by a majority of the total active membership. The initiation fee shall include all national fees, chapter fees, and the cost of one Chapter banquet ticket.

SECTION 5 - There shall be at all times a balance of at least \$100.00 in the Treasury. A sum of no more than \$50.00 may be kept in petty cash.

SECTION 6 - After the installation of new officers and during the last month of winter semester, a committee composed of incoming and outgoing Presidents and Treasurers shall prepare an operating budget for the coming year. This budget shall be submitted to the Chapter for approval by a majority vote at the first regular meeting in the fall. Any additional expenses not provided for by the budget must be approved by the Chapter, with these exceptions: the Treasurer shall be authorized to advance a reasonable sum to the convention delegate and to settle assessments by the Tau Beta Pi Association.

SECTION 7 - During the last month of winter term and before the installation of new officers, an alumni member of the Advisory Board (but not the Treasurer if he or she is a faculty member on the advisory Board) shall audit the Chapter's finances. Upon installation, the new Treasurer shall audit the Chapter's finances.

SECTION 8 - No part of the net earnings of the Chapter will inure to the benefit of, or be distributable to, members or officers of the Chapter or to any other individual.

BYLAW VIII - DISCIPLINE

SECTION 1 - Discipline shall be in accordance with C-IX.

SECTION 2 - A uniform system of fines for habitual absence or tardiness may be established each year in which it is so desired. A majority vote of the total active membership shall be required to establish this system of fines for the period of one year.

BYLAW IX - RECORDS AND EQUIPMENT

SECTION 1 - All permanent records of the Chapter shall be kept current by the Cataloguer and Recording/Publicity Secretary.

SECTION 2 - The initiation equipment shall be maintained in good order and in a secure manner by the Vice President, and the Ritual and its related materials shall be kept current and under lock and key when not in use.

SECTION 3 - All records and an 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 and the information/deposit box shall be placed at a prominent location determined by the Dean of the College of Engineering and Technology.

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 only be inspected by members of the Association.

BYLAW X - SUSPENSION OF THE 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 - Amendments to these Bylaws may be proposed by any three active members of the Chapter. A proposed amendment shall be submitted in writing to the President and signed by the members proposing it.

SECTION 2 - 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).

SECTION 3 - 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 - DISSOLUTION

SECTION 1 - In the event of dissolution of the Chapter, the residual assets shall be distributed to The Tau Beta Pi Association, Inc., a corporation organized and operated exclusively for educational and scientific purposes and exempt from federal income tax under Section 501 (c) (3) of the U S Internal Revenue Code of 1954. Any of such assets not so disposed of shall be distributed to a Federal, State, or Local Government for public purposes.

BYLAW XIII - 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 April 14, 1992
(date)

signed Brian R. Newbold
(President)

signed John W. Johnson
(Advisory Board Chair)