

Bylaws of the Ohio 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 Case Western Reserve University as may apply to honor societies.

Section 3. In the event of conflict between the constitution and bylaws of the Tau Beta Pi Association, Inc. and the rules and regulations of Case Western Reserve University, the rules of Case Western Reserve University 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 to 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. OAB-I, 4 - Ohio Alpha Chapter Bylaw I, Section 4

Bylaw II - Government and Officers

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 defined in C-VI,1, 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. A student shall become inactive if the student declines to seek active status, or having sought it, fails to fulfill the requirements below. These requirements must be satisfied every semester during which active status is sought. A. Active members shall be required to attend the first all-chapter meeting of the year or to communicate to the President their desire to seek active status.

B. Active members shall be required to attend all election meetings (new members in fall and spring, and officers in spring).

C. Active members shall be required to participate in four hours of Tau Beta Pi activities, at least one hour of which must involve interaction with potential new members.

D. As a benefit of active membership, active members shall be allowed to vote in chapter elections and shall be invited to the end-of-year banquet.

E. Commitments to active status shall be made at the beginning of each semester and evaluated prior to the first election meeting.

Section 3. The officers of this chapter shall be a President, Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, and Cataloger. There will also be four alumnus advisors elected from among the faculty of the Case School of Engineering.

Section 4. The advisory board of this chapter shall be composed of the President, Vice-President, Corresponding Secretary, and four alumnus members of the association. The chair 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. All other officers shall serve for one year or until their successors are duly elected and installed.

Section 6. The duties of the officers shall be those usually performed by person holding such offices, those prescribed by the constitution and bylaws of the Association, and those prescribed by 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 OAB-II, 3.

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

A. The President shall be an ex officio member of all committees.

B. The President shall see that each officer and committee chair is provided with a written list of specific duties for which each is responsible.

- C. The President shall cooperate with the directory of Tau Beta Pi District 7 and shall encourage the chapter members to participate in the district's activities.
- D. The Vice-President of the chapter shall be responsible for enforcing the bylaws of the chapter and of the Association within chapter operations.
- E. The Corresponding Secretary 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 such other materials as the chapter may deem desirable.
- F. The Corresponding Secretary shall serve as Secretary of the advisory board.
- G. The Corresponding Secretary shall be responsible for maintaining contact with alumni members of the Ohio Alpha chapter, through an alumni newsletter or any other means that the chapter membership deems appropriate.
- H. The Recording Secretary shall be responsible for notifying each active member and advisor of the time, place, and purpose of each chapter meeting at least one week in advance of the meeting.
- I. The Recording Secretary shall keep a record of all members and their status as active or inactive. Any member that wishes to have inactive status, does not attend events, or does not maintain contact with the leadership of the chapter will be listed as inactive.

Bylaw III - Meetings

Section 1. The following regular meetings shall be scheduled and held once in the fall and once in the spring semesters: planning and events discussion, election of candidates, initiation of electees, and one general meeting of a social, literary, or technical nature.

Section 2. 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 signed by 20% of the active members of the chapter.

Section 3. The first meeting of each semester shall be held within four weeks of the start of the semester.

Section 4. Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 5. Attendance of active members shall be required at the first all-chapter meeting and all election meetings. An active member who must miss a regular, scheduled meeting shall notify the President before the meeting unless the excuse is illness.

Section 6. 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 read at the following regular meeting of the chapter. Additional meetings of the board may be called by any of its members or upon written request to the chair of the board signed by 20% of the active members of the chapter. Additional reports of the status of the chapter should be submitted periodically to the advisory board throughout the semester.

Section 7. Quorum for the consideration of all business shall be three-fourths of the active membership of the chapter. This shall include the election of new

members, changing the initiation fee or chapter dues, passing an assessment on the members of the chapter, amending the chapter bylaws, approval or disapproval of a proposed amendment to the constitution of the association, and the election of officers. A quorum for an advisory board meeting shall be five members of the board.

Bylaw IV - Committees

Section 1. Subject to the provisions of B-V, 5.02, the President shall appoint the chair and members of such committees as the chapter shall desire and establish.

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

Section 3. Each committee chair shall make a report on the progress of his or her group's activities at each chapter meeting.

Bylaw V - Election 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 provisions of C-VIII and B-VI shall be strictly followed.

Section 3. Scholastically eligible students in the following curricula in the Case School of Engineering shall be considered for membership in the chapter: aerospace engineering, biomedical engineering, chemical engineering, civil engineering, computer engineering, the bachelor of science program in computer science,

electrical engineering, engineering physics, fluid and thermal engineering science, mechanical engineering, materials science and engineering, polymer science and engineering, systems and control engineering, undesignated engineering. Students pursuing a bachelor of arts degree in computer science are not eligible for membership.

Section 4. Transfer and Binary Program students shall be eligible for consideration at the third regular election after their registration. Such students may be eligible at the second regular election after their registration, provided the consent of five sevenths of the advisory board is obtained or if their prior GPA is taken into account for their eligibility.

Section 5. Scholastically eligible graduate students in the following curricula in the Case School of Engineering shall be considered for membership in the chapter: aerospace engineering, biomedical engineering, chemical engineering, civil engineering, computer engineering, electrical engineering, fluid and thermal engineering, polymer science and engineering, materials science and engineering, mechanical engineering, systems and control engineering. In addition to the requirements outlined in C-VIII.3, graduate candidates shall be required to submit to an interview with one or more officers of the chapter.

Section 6. The chapter may elect to specify scholastic requirements higher than those stated in C-VII.

Section 7. The membership committee shall annually consult with the chairs of the various engineering departments to determine the names of graduate students,

alumni, faculty members, and others who may be eligible for membership under the provisions of C-VIII, 3-6.

Section 8. The exemplary character evaluation shall be made in the following manner:

- A. Correspondence shall be sent to scholastically eligible candidates inviting them to a get-acquainted meeting. In addition, a letter shall be sent to the family of any candidate who desires such a letter.
- B. A get-acquainted meeting shall be held at which the chapter members will meet the candidates. The candidates shall be introduced to the purposes and activities of Tau Beta Pi.
- C. Two subsequent orientation meetings will be held to become better acquainted with eligible students. The first of these will be a lecture on the history of Tau Beta Pi and of the Ohio Alpha chapter. The second will be a discussion of ethics in engineering.
- D. Candidates shall be asked to attend a short professional interview session where they are individually interviewed by several current members of the chapter.
- E. The chapter members shall be asked to make recommendations on the candidates they met during the orientation meetings and interviews at the chapter's election meeting.

Section 9. The voting procedures shall be as follows:

- A. At the election meeting, the eligibility code shall first be read.
- B. Each name shall be presented in alphabetical order for discussion and shall be voted on before the following name is considered. At the discretion of the

chapter, all individuals who did not attend the required membership meetings may be voted upon as a block.

C. After all candidates have been voted on, there shall be two further rounds of voting performed in accordance with B-VI, 6.03(a) A simple majority of the active members is required for election (C-VII, 1(c)), with three-fourths of the active members required for an election to be valid (B-V, 5.07).

D. No student who fails election shall be considered again at this election. He or she may be considered again at the next election if he or she is then eligible.

Section 10. The President shall direct the Recording Secretary to have sufficient letters of notification of election prepared in advance of the election meeting. These letters should be signed by the President and mailed within twenty-four hours of the election meeting to all candidates desiring such a letter. In addition, notification should be made through electronic mail immediately following the election meeting.

Section 11. All members shall keep the election results in absolute confidence so that no candidate shall learn of his or her election except by means of the official letter; likewise, no candidate shall be informed of the details of the vote, especially concerning personal matters discussed at the time of voting.

Section 12. At the first meeting of electees, the President shall explain the dues, requirements, and objectives of the chapter. Those electees desiring to accept election shall notify the President of their acceptance at this meeting. They shall

also be required to read the constitution and bylaws of the Association and these bylaws.

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. This activity may take the form of a project and/or the writing of an essay, as specified in B-VII, 7.01. Should this activity take the traditional form of Bent shining, the bents will be distributed during the first meeting of electees.

Bylaw VI – Election and Installation of Officers

Section 1. The President, Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, and an alumnus advisor shall be elected in the spring semester.

Additional officers may be elected at the discretion of the chapter.

Section 2. Nominations for officers shall be made from the floor at the election of officers meeting.

Section 3. The election of officers meeting shall be held at least four weeks prior to the end of the spring term. Officer-elect shall be formally installed at the last meeting of the year. The chapter officer installation procedure given in the President's book shall be employed to install the new officers. During the period following the election until the installation, each officer-elect shall work closely with his or her officer counterpart to learn the duties and responsibilities of the office.

Transfer for financial records between the past and newly elected Treasurer is contingent upon an audit as required by OAB-VII, 8.

Section 4. Three-fourths of the active membership shall constitute a quorum for the election of officers meeting, and a majority of the quorum shall be required for election. A vote by the members present will cause the nominee receiving the least number of ballots to be dropped from further consideration until one receives the majority vote.

Section 5. If any office becomes vacant between regular elections, a special election shall be held at the next chapter meeting to fill the vacancy. The officer elected shall serve until the next regular election.

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. A majority vote of the active membership shall be required to change any fees or dues or to levy any assessment. Within one week the Corresponding Secretary shall inform the Treasurer of the Association of any changes in amounts of the chapter's initiation fee, dues, or assessments.

Section 2. The initiation fee for all initiates shall be \$80.00, payable in advance of initiation, to the chapter Treasurer.

Section 3. Shortly after the election of officers meeting a committee composed of the President, President-elect, Treasurer, and the Treasurer-elect shall prepare an operating budget for the next year. The budget shall be submitted to the chapter for approval by a majority vote at the first regular meeting in the fall semester. The budget shall include a recommended amount for the initiation fee to be

charged during the year. Any additional expenses not provided for by the adopted budget must be approved by the chapter, except that the Treasurer shall be authorized to advance to the convention delegate a sum sufficient to cover expenses he or she expects to incur in attending the annual convention of the association.

Section 4. The chapter shall use the official bookkeeping system of the Association. The Treasurer must use an acceptable accounting system and records will be stored at the end of the year.

Section 5. There shall be at all times a balance of all debts and an additional \$2000.00 in the chapter treasury. A sum of no more than \$100.00 may be kept in petty cash by the Treasurer.

Section 6. Expenditures in excess of \$20.00 shall be made by check, signed by the Treasurer and countersigned by the President if over \$200.00, unless payment by check is impossible or extremely inconvenient. In such instances, a check shall be cashed so that a cash payment can be made. Expenditures of less than \$20.00 may be made from petty cash by the Treasurer.

Section 7. The chapter's fiscal year shall be June 1 to May 31.

Section 8. At the end of the fiscal year, at least one alumnus member of the advisory board shall audit the chapter's books.

Section 9. No part of the net earnings of the chapter will inure to the benefit of, or be distributed to, members or officers of the chapter or to any other individual.

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 Tau Beta Pi Association, and to enable the officers and dedicated members of this chapter to accomplish necessary business in a manner not inconvenienced or encumbered by a lack of interest on the part of a few members.

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

Bylaw IX – Records and Equipment

Section 1. All permanent records of the chapter shall be kept current and up-to-date.

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 up-to-date and under lock and key when not in use.

Section 3. All records and 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 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 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-IV, 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 accepted.

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 become effective on February 26, 1981. They were last amended on September 4, 2008 by chapter and advisory board vote.