

CHAPTER BYLAWS
THE TAU BETA PI ASSOCIATION
NEW YORK GAMMA CHAPTER
Updated: Nov 30th, 2010

Bylaw I – General

Section 1: These bylaws shall govern the proceedings of this chapter in all matters specifically provided for in the Constitution, Bylaws and Convention Acts of the Tau Beta Pi Association.

Section 2: This chapter shall conform to such rules and regulations of Rensselaer Polytechnic Institution and the Rensselaer Student Union 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 shall be made in the form illustrated by the following examples:

- a. C-VI – National Constitution, Article VI, Section 1.
- b. B-V, 5.02 – National Bylaw V, Section 5.02.

Bylaw II – Government

Section 1: The officers of this chapter shall be President, Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, Activities Chair, and Webmaster who shall be active members of the chapter; and four alumnus advisors, preferably elected from the faculty of the Institute.

Section 2: The Executive Board of the chapter shall be composed of the all of the chapter officers

Section 3: Any active chapter member shall be eligible to represent the chapter at the national convention.

Section 4: The duties of the officers shall be outlined in B-V, 5.03 of the national Bylaws and in the bylaws of the chapter.

Section 5: The following extra duties shall be required of the officers:

- a. The chapter President shall be a member, ex-officio of all committees.
- b. The President shall see that each of the officers and committee chairpersons are provided with a written list of all specific duties for which each is responsible. These lists shall be discussed at the first meeting of each term. A copy of each list shall be placed in the Recording Secretary's book and preferably also in the President's book.
- c. The President shall notify the general body of the time set for election of new members at least one month in advance.
- d. The Recording Secretary shall see that each new member is provided with an up-to-date copy of these bylaws. A copy of the minutes of each business meeting shall be given to each Executive Board member within one week of said meeting.
- e. Each semester, the Corresponding Secretary shall keep an up-to-date membership

database and relevant alumni information.

Section 6: The President, or his representative, shall be the official delegate of this chapter to all campus functions.

Bylaw III – Meetings

Section 1: The following regular meetings shall be scheduled and held each year: an organizational meeting early each semester, an election of officers following the fall initiation(s), and smoker(s), following which elections of candidates are held, in the fall and spring semesters.

Section 2: At least two meetings of the full chapter shall be held every semester.

Section 3: The first chapter meeting of each term shall be held within four weeks after the start of that term.

Section 4: A complete calendar of the regular functions of the chapter for the term shall be kept available to the general body by the Webmaster. Members shall be notified of upcoming events by the Corresponding Secretary within one week of the event occurring.

Section 5: Special meetings may be called at any time by the President, by any member of the Executive Board, or upon written request to the President signed by ten active members.

Section 6: The Corresponding Secretary shall keep an accurate, up-to-date list of the names and addresses of all active members of the chapter.

Section 7: Robert's Rules of Order, revised edition, 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.

Section 8: At all meetings, the order of business is 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 quorum shall consist of one-half of the active membership.

Section 10: There shall be a meeting of the entire Executive Board at least once a semester.

Bylaw IV - Election of Officers

Section 1: Officers shall be elected once a year as soon as possible following the fall initiation. If an alumnus advisor position needs to be filled, the required number of alumnus advisors shall also be elected and shall hold office for a term of four years.

Section 2: The new officers shall be installed at the beginning of the calendar year.

Section 3: Election procedures shall be as follows:

- a. Nominations shall be accepted from the floor at the election meeting, as well as before the election meeting from parties unable to attend the election meeting in person.
- b. A majority vote shall close the nominations for each office.
- c. After the close of nominations, each nominee shall be allowed to speak in his or her own behalf.
- d. After the nominations have left the room, there may be discussion of the nominees followed by voting.

Section 4: The election of officers shall be by secret ballot, if requested from the floor. A 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.

Section 5: If any office becomes vacant between the regular elections, a special election shall be held at the next meeting to fill any and all vacancies created thereby. The officer(s) elected at the time shall serve until the next regular election.

Section 6: The order of election of officers shall be as follows: President, Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, Activities Chair and Webmaster.

Bylaw V – Committees

Section 1: The president shall appoint the chairpersons and members of committees as the chapter sees fit. Appointments shall be made at the first meeting of each semester and thereafter as required.

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

Bylaw VI- Election of New Members

Section 1: Full-time undergraduate and graduate students in good standing in the School of Engineering may be considered for membership. No other student may be considered. Eligibility outside of enrolled students shall be determined by the National Constitution and Bylaws (C-VIII, and B-VI).

Section 2: A student is eligible for membership upon completion of 60 credit-hours of study, conferring upon them “junior-standing” as defined by Rensselaer Polytechnic Institute, and whose GPA is in the top 1/8 in his or her class. A student is given “senior-standing” upon completion of 90 credit-hours of study and is eligible for membership with a GPA in the top 1/5 of his or her class. All other details are outlined in the National Constitution and Bylaws (C-VIII, and B-VI).

Section 3: All eligible non-members shall be invited to attend an information meeting. At this

meeting, the non-members shall:

- a. be given an introduction to the Association and this chapter.
- b. become acquainted with initiation requirements and procedures.
- c. be advised on suitable pledge projects.

All due effort shall be made to schedule this meeting to allow all non-members to attend. And, if possible, two sessions will be held on different days.

Section 4: All candidates must visit informally with two, (2), or more present members. The discussions should be of such a nature that the member can better evaluate the candidate's character. The member shall complete an evaluation form during the visit. Each candidate must also visit one or more faculty member(s) who will complete an evaluation form.

Section 5: One or two final meetings of the candidates shall be held and each candidate shall be required to attend one of the meetings. Each of the meetings shall be informal to allow members and candidates to meet socially. After a reasonable period of time, the candidates shall leave to allow the members time for discussion.

Section 6: After the candidates have left the meeting, the members shall inspect the records of those candidates who attend the meeting for completion of all requirements for election. The eligible non-members will be voted on as a whole, except for particular eligible non-members singled out by the general body. Voting shall follow the guidelines in the National Constitution and Bylaws.

Section 7: Each candidate shall be notified of the election. Any and all questions by the candidates concerning the results of the election shall be referred to the President of the chapter.

Bylaw VII – Records

Section 1: The complete records of the chapter shall be turned over to the new officers when they assume office.

Section 2: All records shall be open to inspection by any member in good standing of Tau Beta Pi.

Bylaw VIII – Finances

Section 1: The expenses of the chapter shall be borne by the initiation fee and by fundraising activities, dues, and pro rata assessments as may be voted by the chapter. A three-quarter, (3/4), vote of the active membership shall be required to change any fees or dues or levy any assessments. Within one week, the Corresponding Secretary shall inform the Secretary-Treasurer of the Tau Beta Pi Association concerning the changes in the amounts of these dues and assessments.

Section 2: All expenses shall be handled through the office of the Treasurer and, if for an amount more than \$50.00, shall require the approval of the President. The bank accounts of the chapter shall have the signature of the Treasurer and President at minimum.

Section 3: The initiation fee shall be \$100 for undergraduates and graduate, payable in advance. This shall cover all national fees, the cost of one initiation banquet, and general chapter

operations.

Section 4: There shall be at all times a balance of at least \$1000.00 in the Treasury. A sum of no more than \$200.00 may be kept in petty cash.

Section 5: 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 6: Within one month of the election of new officers, at least one member of outgoing and incoming Executive Board shall audit the chapter's books.

Bylaw IX – Discipline and Active Status

Section 1: Discipline shall be in accordance with C-IX.

Section 2: A member shall be considered “active” by attending, each semester, one chapter held event and one designated general body meeting, as determined by the chapter officers.

- a. If a member is unable to attend the designated general body meeting, they must instead attend all other, or two, general body meetings, whichever is fewer.

Bylaw X – Awards

Section 1: This chapter shall encourage scholarship and leadership on this campus through an annual award to the most outstanding freshman. Qualifications for the award shall include those given in Bylaw VI,1 of this chapter, and those mentioned in the eligibility code of Tau Beta Pi. The nature of the award shall be decided upon by an Award Committee and it shall be presented during the first semester of the recipient's sophomore year.

Bylaw XI – Amendments

Section 1: These bylaws shall be reviewed once a year for accuracy, completeness, and validity of references to the National Constitution and Bylaws by the Executive Board of the chapter.

Section 2: These bylaws may be amended by the rules outlined in C-VI,5 and C-VI,7.

New York Gamma Chapter of Tau Beta Pi Initiation Procedures

1. Obtain a list of eligible students from the registrar.
2. Invite all eligible non-members to an information session. (Usually held twice to allow all to attend.)
 - A. Use slide show as an introduction to the Association and the NY Gamma chapter. (The show shall include an explanation of the initiation requirements and procedures.)
 - B. Hold an informal question and answer session.
 - C. Explain possible pledge projects and requirements.
3. Room visits
 - A. Each candidate must visit two present members.
 - B. The host will complete an evaluation form of the room visit. (This should be completed immediately following the conclusion of or during the room visit.)
4. Smokers
 - A. Preferably held on two nights so all candidates can attend one session.
 - B. Each session shall be informal allowing the candidates and present members to meet socially.
 - C. Candidates who attend the session are grouped into blocks of 5 to 15 and block voting by the members follows.
5. Notification
 - A. Each candidate shall be notified of the election results by mail and/or e-mail. (The mailing is to be completed as soon as possible.)
 - B. All candidate questions concerning the election results shall be referred to the chapter President.
6. Other
 - D. Candidates' satisfactory completion of pledge projects verified.