

Chapter Bylaws
Of the
Michigan Alpha Chapter,
Tau Beta Pi

(Revised December 2006)

BYLAW I - SCOPE AND PURPOSE OF THESE BYLAWS

- Section 1.1 These bylaws shall govern the proceedings and affairs of the Michigan Alpha Chapter of Tau Beta Pi in all matters not expressly provided for in the Constitution and Bylaws of the Tau Beta Pi Association, Inc.
- Section 1.2 Michigan Alpha shall conform to such rules and regulations of Michigan State University and its College of Engineering as may apply to student organizations and honor societies.
- Section 1.3a In the event of conflict between the Constitution and Bylaws of the Tau Beta Pi Association, Inc. and the rules and regulations of Michigan State University and/or its College of Engineering, the rules of Michigan State University and/or the College of Engineering shall prevail, and the Secretary/Treasurer of the Association (Tau Beta Pi) shall be notified of the circumstances of the conflict.
- Section 1.3b In the event of conflict between the Constitution and Bylaws of the Tau Beta Pi Association, Inc. and the Bylaws of the Michigan Alpha Chapter, it is the responsibility of the chapter's officers to arrive at a consensus chapter position on the conflict and work with the Tau Beta Pi Association, Inc. to resolve the conflict.

BYLAW II - OFFICERS AND ADMINISTRATION

- Section 2.1 Michigan Alpha 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 the Constitution and Eligibility code of the Tau Beta Pi Association. In addition, new members must meet any qualifications and perform any duties required of new initiates which are set forth in the chapter bylaws.
- Section 2.2 Michigan Alpha shall have full control over its individual affairs, subject to the Constitution and Bylaws of the Tau Beta Pi Association, such control shall be exercised by the active membership of the chapter and its advisory board. An "active" member of the this chapter shall be as defined in Constitution Article VI, 1, MI-A Chapter Bylaw III, Section 3.5 and MI-A Chapter Bylaw VII, and only active undergraduates and graduate student members, as defined therein, shall have the privilege of voting on the new members and on the amounts of initiation fees, dues, fines and assessments. All functions and meetings of the chapter should be structured so as to allow as much participation by all active members as possible. A student may be designated as "inactive" only under the provisions of national Bylaw VI, 6.05. Such an action should be considered a severe censure of a member and should only be used in appropriately serious circumstances.

- Section 2.3 The officers of this chapter shall be President, Vice President, Secretary, Treasurer, Social chairperson, Community Service chairperson, Communications chairperson, Student Engineering Council representative/publicity chairperson, and Cataloguer. All the officers shall be active members in good standing with the chapter. Any additional chapter posts, such as date auction chairperson, newsletter editor, internal communications or other project coordinator can be established as need arises in order to facilitate the smooth functioning of the chapter. Establishment of committee chairpersons is also encouraged to further delegate authority.
- Section 2.4 A chapter advisory board shall be composed of the President, Vice President, Secretary and the four alumni advisors, one of which must be faculty. The advisors shall be elected as specified in Article VI, Section 7, of the National Constitution. Alumni advisory board members shall serve four year terms. At least one of the advisors must be selected for the alumni faculty interested in the continuance and advancement of Tau Beta Pi activity at Michigan State University.
- Section 2.5 In addition to the duties specified in the National Bylaws 5.03, the following extra duties shall be required of the officers.
- A. The chapter president shall serve as Michigan Alpha's representative to the National Convention and the president shall be an ex officio member of all committees. The president shall see that each officer and committee chair is provided with a written list of specific duties for which each is responsible. The president shall cooperate with the Directors of Tau Beta Pi District Seven and encourage the chapter members to participate in district activities. The president and vice president shall pay a courtesy call to the Dean of Engineering at the beginning of each semester to discuss way in which the chapter may be of service to the college.
 - B. The vice president shall be the alternative representative for Tau Beta Pi. The vice president shall oversee all initiation activities and chapter business. In addition, the vice president shall supervise the preservation and revision of chapter bylaws.
 - C. The secretary is responsible for notifying each active member of the time, place and purpose of each chapter meeting and function. In addition, the secretary is responsible for all chapter correspondence and the production and distribution of the officer meeting minutes to the other officers and advisors.
 - D. The treasurer shall be responsible for the accountability, collection and maintenance of all chapter funds and monetary expenditures. The outgoing treasurer has the responsibility of notifying the new treasurer of the current state of chapter reserves.

E. The projects and social chairpersons shall be responsible for determining the number of hours and/or events that will be required by each new initiate in order that they may be eligible for election. The chairpersons shall plan, organize and carry out a sufficient number of projects and social events to allow eligibility requirements to be met. They shall also have the responsibility of recording the attendance and presenting documentation of initiate participation at these events. The chairpersons shall prepare project reports for every project to be placed in the chapter survey.

Section 2.6 If in the course of a president's term of office the need arises of an appointment officer or committee chairperson, suggestions for the appointment shall be solicited from the membership by the president. From these suggestions, the president shall appoint the new officer, subject to the approval by the members present at a regularly scheduled meeting.

Section 2.7 Impeachment proceedings may be instigated against an elected officer upon the written request of 25% of the active membership or 50% of the alumnus advisors. The trial date shall be set by the president or, if he/she is the defendant, by the vice president at a time within two weeks of the presentation made to him/her of the instigating document. Notification of the trial time shall be made to all members at least one week before the trial. Three-quarters of the active membership must be present at the trial, where the presiding officer shall be the president or, if he/she is the defendant, the vice president. A vote for impeachment of two-thirds of the total active membership is necessary for impeachment.

Section 2.8 During the spring semester, it shall be the responsibility of each outgoing officer to introduce his/her successor to all University personnel with whom the outgoing officer had conducted societal business during his/her term. The outgoing officer is also responsible for providing the new officer with an explanation of duties and all relevant materials.

Section 2.9 All documents of the Michigan Alpha Chapter, including but not limited to schedules, sign-in sheets, original forms, letters to and from the chapter, minutes of all meetings, information tests, legal documents, fiscal records and catalogs shall be considered property of the chapter and shall be kept permanently in the Tau Beta Pi office/cabinet in the College of Engineering. Neither officers nor members of the chapter shall be allowed to keep any original documents of the chapter in their possession for any extended period of time, but shall instead be instructed to make copies of any of the chapter's documents for the execution of their duties.

BYLAW III - MEETINGS AND ASSEMBLIES

Section 3.1 The following regular meetings shall be held once in the fall and spring semesters: at least one general meeting and election of candidates, as well as the formal initiation of new members. Election of officers shall be held once after the first initiate meeting in the spring semester. This early election date allows for a smoother transition of officers. Formal election of the officers will be conducted in conjunction with initiation during the spring semester. It is strongly suggested that regular general meeting be held on a fixed day of each month to plan

activities, receive committee reports and increase membership participation in chapter activities.

- Section 3.2 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 membership.
- Section 3.3 “Robert’s Rules of Order” shall be the parliamentary guide of the chapter in all matters not covered in the National Constitution or National Bylaws or in these bylaws. However, these rules can be suspended in order to conduct a meeting more informally with an appropriate motion and second from the active members in attendance.
- Section 3.4 At all meetings except informal general meetings or presentations, the order of business shall be as follows:
- A. Pass roll book
 - B. Minutes of the previous meeting
 - C. Reports of the officers
 - D. Reports of the Committee
 - E. Unfinished business
 - F. New business
 - G. Adjournment
- Section 3.5 In order for a member to retain active status he/she must attend one of the following meetings, unless otherwise specified by the chapter officers as explained in Chapter Bylaw VII:
- A. Election of Candidates
 - B. Election of new officers meeting

BYLAWS IV - ELECTION OF OFFICERS

- Section 4.1 The election of officers shall be held no later than ten days before the semesters of the resigning officers expire, but it is generally held early spring semester and open to all TBP members and initiates. An early election is recommended as it allows for a better transition between current and new officers. The official date of handing over the position to the new officers is the same as the initiation ceremony in the spring semester. It is the responsibility of the resigning chapter officers to organize and conduct the elections in order to preserve the continuity of the chapter’s leadership.
- Section 4.2 A quorum for the officer election meeting shall consist of 50% of that active membership of the chapter.
- Section 4.3 At the beginning of the election meeting:
- A. The Advisory Board may deactivate any member as specified in Section 6.05 of the National Bylaws; criteria will include non-attendance at that meeting.

B. Alumni members present, including those on the Advisory Board, may apply for active status.

- Section 4.4 Any officer is eligible for election or reelection to any office at any election. However, no officer may hold more than one chapter office concurrently after the short transitional period following the election of new officers.
- Section 4.5 The election of officers shall be by secret ballot. If no nominee receives a majority on the first ballot, a second ballot shall be held between the leading candidate, and this shall be continued until a nominee receives a majority.
- Section 4.6 If any office shall become vacant between the regular elections, a special election shall be held at the next meeting to fill any and all vacancies. The officer(s) selected at that time shall serve until the next regular election.

BYLAWS V - ELECTION OF NEW MEMBERS

- Section 5.1 Election of new members shall be held in fall and spring semesters. To be eligible for membership in the chapter, an undergraduate student must have completed two semesters at full-time status (at least 24 credits) or be within one semester of graduation in an approved engineering curriculum in the College of Engineering at Michigan State University.
- Section 5.2a Undergraduate students must have completed at least two lecture courses (six credits) from the College of Engineering at Michigan State University prior to the semester of elections and be taking at least his or her third course the semester of election. One co-op semester will count as a lecture course to satisfy the above requirement.
- Section 5.2b Undergraduates in the following academic majors shall be eligible to be considered as candidates for membership: Biosystems Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Computer Science, Electrical Engineering, Materials Science and Engineering, and Mechanical Engineering.
- Section 5.3a Graduate students are eligible for membership in this chapter under the provision of Constitution Article VIII, 3.
- Section 5.3b Graduate Students in the following academic programs shall be eligible to be considered as candidates for membership: Biosystems Engineering, Chemical Engineering, Civil Engineering, Computer Science, Electrical Engineering, Environmental Engineering, Materials Science and Engineering, and Mechanical Engineering.
- Section 5.4 Alumni and eminent engineers are eligible for membership in this chapter upon nomination from the Advisory Board or an active member of this chapter. The nominee's resume and letters of recommendation from engineers familiar with his or her must be presented at the nomination.
- Section 5.5 The process for election of undergraduate and graduate members is as follows:

- A. The president shall have a letter sent to all eligible candidates for membership. The letter shall inform the candidates to fill out the enclosed primary application and inform each candidate when and where the informational meeting will be held.
- B. Candidates will be given a required number of projects to be completed by initiation. If the candidate does not complete the requirements, the candidate is not eligible to attend the formal initiation that semester.
- C. Each candidate shall complete an essay pertaining to Tau Beta Pi.
- D. Initiates will be required to become acquainted with current chapter members through an exercise, such as obtaining officer signatures, interviews or being paired with a mentor, as specified by the current officers.
- E. After the member election meeting, the president shall have a letter of invitation or rejection sent to each candidate. The letter of invitation must include instruction on paying dues, initiation and the banquet.
- F. Initiation shall be held at the end of fall semester and the end of spring semester.

BYLAW VI - RECORDS

- Section 6.1 Records shall be kept up to date and in good order. The complete records shall be turned over to the new officers before they assume office.
- Section 6.2 By the time of initiation, electees shall pay the initiation fee of \$85.
- Section 6.3 In the event that the chapter ceases to exist, all funds shall revert to the national organization. The national organization will use the funds to pay off any existing chapter debts and all remaining resources shall be disposed of at the discretion of the national organization.

BYLAWS VII - DISCIPLINE

- Section 7.1 Habitual absence or tardiness from chapter meetings will be considered as grounds for starting deactivation proceeding.
- Section 7.2 Absence from the election of new members meeting and the election of officers meeting in any one semester shall also be ground for starting deactivation proceedings.
- Section 7.3 Officers will decide on requirements for active membership in the chapter for the semesters over which they reign.
- Section 7.4 Benefits of remaining an active member include voting privileges, wearing a Tau Beta Pi stole at graduation and the right to enter his/her resume in the chapter's resume book. The officers will add any other benefits as deemed necessary for the duration of the semesters over which they reign.

BYLAW VIII - ENACTMENT AND AMENDMENT

- Section 8.1 These bylaws shall be effective immediately upon ratification and supersede any other bylaws of this chapter.
- Section 8.2 The chapter bylaws may be amended upon the affirmative vote of three-fourths of the total active membership and the Advisory Board.
- Section 8.3 The bylaws shall be reviewed and rewritten if necessary during the fall and spring term of each year.
- Section 8.4 The chapter bylaws should be distributed or at least made available to every new member at each initiation.