

Bylaws of the Colorado Delta Chapter

of

The Tau Beta Pi Association

Bylaw I - General

Section 1. The Chapter in these bylaws shall refer to the Colorado Delta Chapter of Tau Beta Pi at Colorado State University.

Section 2. These bylaws shall govern the proceedings of this Chapter in matters not expressly provided for in the Constitution and Bylaws of the Tau Beta Pi Association, Inc.

Section 3. This Chapter shall conform to such rules and regulations of Colorado State University and of the College of Engineering as may apply to honor societies. These include, but are not limited to: Colorado State University's recognized student organizations shall not deny membership to any student on the basis of race, age, color, religion, national origin, gender, disability, sexual orientations, veteran status or disability. Membership is subject to the requirements mentioned in CDB-III.

Section 4. In the event of conflict between the Constitution and Bylaws of the Tau Beta Pi Association, Inc., and the rules and regulations of Colorado State University and/or the College of Engineering, the rules of the University and/or College of Engineering shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

Section 5. 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. CDB-I, 4 - Colorado Delta Chapter Bylaw I, Section 4.

Bylaw II - Membership

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 chamber, as enunciated in C-VIII and in the Eligibility Code of the Association.

Section 2. The Chapter shall have full control of 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 as 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.

Section 3. Active membership is not open to all CSU students; however, all students have the right to learn about the Chapter in the interest of becoming a member.

Section 4. A member’s lack of participation or discipline may suggest his/her removal and may be approved with a two-thirds vote of active members at any regular meeting. The officer must be given written notice 7 days minimum, the right to speak on one’s behalf, and right to an appeal.

Bylaw III - Election of New Members

Section 1. Elections 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 of the provisions of C-VIII and B-VI shall be strictly followed.

Section 3. Scholastically eligible students in the following curricula shall be considered for membership in this Chapter: Bioresource and Agricultural Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Engineering Science, Environmental Engineering, and Mechanical Engineering. Computer Science majors will not be considered.

Section 4. The following requirements shall be met by all graduate students seeking membership:

- a. A graduate candidate must be nominated by a regular Faculty member of the College of Engineering. This faculty member must be a member of Tau Beta Pi. This nomination must be in the form of a letter and shall address such items as academic accomplishments, research abilities, as well as personal character of the candidate.
- b. A graduate candidate must have completed at least 50% of the credit hours required to obtain the current degree objective.
- c. A graduate candidate must currently possess at least a 3.75 GPA (on a 4.0 scale), as well as being in the top 1/5 of the graduate students in his/her department. If the latter requirement is difficult to determine, a signed document from the department secretary or department head stating that the candidate most likely meets these requirements will be acceptable.
- d. Nominations for graduate candidates will be accepted at the beginning of each semester until the initiation committee closes nominations, which will be no later than the first four weeks.
- e. A graduate candidate must pass the elections of candidates as specified in CDB-III, 10.
- f. A graduate electee is required to participate in all special criteria placed upon the

undergraduate class as specified in CDB-III, 15.

Section 5. Transfer students shall be eligible for consideration at the regular election following their first academic year at Colorado State University.

Section 6. The cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum shall be determined by the Advisory Board of the Chapter.

Section 7. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

Section 8. The Membership Committee shall periodically consult with the department head of each engineering department 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 9. The following procedure shall be used for Exemplary Character Evaluation:

- a. Letters shall be personally delivered in classes to scholastically eligible candidates inviting them to a get-acquainted meeting.
- b. A get-acquainted meeting shall be held at which the members will meet the candidates. The candidates will be required to bring a resume of non-scholastic activities and interests. Also, the candidates shall be introduced to the purposes and activities of Tau Beta Pi.
- c. The Chapter members shall be asked to make recommendations on the candidates they met during the get acquainted meeting, after reviewing the resumes, at the Chapter's election meeting.

Section 10. The following procedure shall be used for the election of candidates:

- a. At the Election Meeting, the Eligibility Code shall first be read.
- b. The election of senior candidates shall precede the election of junior candidates.
- c. After all names have been considered and voted on, there shall be a second ballot, to be taken in the same order, for each student who failed election on the first ballot.
- d. No student who fails on the second ballot shall be considered further unless twenty-five percent of the members present so request.
- e. No student who fails election on the third ballot 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 11. The President shall direct the Membership Committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters shall be signed by the President, addressed to the electees, and mailed or distributed within two days of the end of the Election Meeting.

Section 12. All members shall keep the election results in absolute confidence so that no candidate shall learn of his election except by means of the official letters; likewise, no candidate shall be informed of the details of the vote especially concerning the personal matters discussed at the time of voting.

Section 13. 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 state their acceptance to the President.

Section 14. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board as required by C-VIII, 10(a).

Section 15. 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. They shall also be required to read the Constitution and Bylaws of the Association and these Bylaws.

Section 16. The Chapter may assign additional duties to electees, subject to the provisions of B-VII, 7.02.

Bylaw IV - Officers

Section 1. The officers of this Chapter shall be a President, Vice President, Recording Secretary who shall perform the duties of Corresponding Secretary, who shall be active members of the Chapter; and a Treasurer who may be an active member of the Chapter or a member of the faculty.

Section 2. The duties of the officers shall be those usually performed by persons holding such offices, those prescribed by the Constitution and Bylaws of the Association, and those prescribed in these Bylaws or by Chapter action.

Section 3. 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 chairman is provided with a written list of specific duties for which each is responsible. A copy of each list shall be placed in the Recording Secretary's notebook and the President's Book.
- c. The Recording 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.
- d. The Corresponding Secretary shall notify each active member and advisor of the time, place, and purpose of each meeting at least one week in advance of the meeting.
- e. The Corresponding Secretary shall serve as secretary of the Advisory Board.
- f. The President and Vice President shall pay a courtesy call on the Dean of the College of Engineering early in the Fall Semester to discuss ways in which the Chapter may be of service to the College. The substance of such discussions shall be reported at the next Chapter meeting.

Section 4. The president shall be this Chapter's delegate to the Convention of the Association. The other officers shall be the alternate delegates in the order given in CDB-IV, 1.

Section 5. All officers shall serve for one year or until their successors are duly elected and installed.

Section 6. The President, Vice President, Recording/Corresponding Secretary, Treasurer, (and special officers if any), shall be elected in the Spring Semester.

Section 7. Nominations for officers shall be made from the floor at the Election of Officers Meeting.

Section 8. Election of officers shall be by a show of hands. Two-thirds of the active membership shall constitute a quorum for the Election of Officers Meeting, 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 taken between the two leading candidates.

Section 9. If any office becomes vacant between regular elections, a special election shall be held at the next meeting to fill the vacancy. The officer elected shall serve until the next regular election.

Section 10. The Chapter Officer Installation Procedure given in the President's Book shall be employed to install the new officers.

Section 11. An officer's lack of performance or discipline may suggest his/her removal and may be approved with a two-thirds vote of active members at any regular meeting. The officer must be given written notice 7 days minimum, the right to speak on one's behalf, and right to an appeal.

Bylaw V - Advisory Board

Section 1. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumnus members of the Association. The chairman of the Advisory Board shall be elected by its members at the first board meeting of the year.

Section 2. An alumnus advisor is preferably elected from among the faculty of the College of Engineering. Alumnus members may not serve as any officers (with exception CDB-IV, 1), and only may vote if on the Advisory Board. Alumnus members of the Advisory Board shall serve four year terms, as specified in C-VI, 7.

Bylaw VI - Meetings

Section 1. The following regular meetings shall be scheduled and held once or twice each year:

- a. Organization
- b. Election of Officers
- c. Installation of Officers

Section 2. The following regular meetings shall be scheduled and held once in the Fall and once in the Spring Semester:

- a. Preliminary Consideration of Candidates
- b. Election of Candidates
- c. Initiation of Electees
- d. One general meeting of social, literary, or technical nature in the Spring Semester.

Section 3. 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 4. Robert's Rules of order shall be the parliamentary guide of the Chapter in all matters not covered in the Constitution and Bylaws of the Association nor in these Bylaws.

Section 5. The first meeting of each semester shall be held within two weeks of the start of the semester.

Section 6. The officers shall present a complete calendar of the regular meetings of the Chapter for the semester to the active members for their approval no later than the second meeting of the semester.

Section 7. Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 8. Business meetings, other than the Election Meeting, shall last no longer than one hour, unless extended by an affirmative vote of three-fourths of the active members present. The order of business at these meetings shall be 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. Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President for reasons which he judges to be good and sufficient. A member who must miss a regular, scheduled meeting shall submit his reasons to the President, before the meeting, unless the excuse is illness.

Section 10. 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 the written request to the Chairman of the Board signed by 20% of the active members of the Chapter.

Section 11. A quorum for the consideration of routine business shall be a majority of the active membership of the Chapter; for the election of new members, for changing the initiation fee of the Chapter dues, for passing any assessment on the member of the Chapter, for amending the Chapter Bylaws, and for approval or disapproval of a proposed amendment to the Constitution of the Association, a quorum shall be three-fourths of the active membership; for the election of officers the quorum shall be two thirds of the active membership. A quorum for an Advisory Board meeting shall be five members of the 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. 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 Secretary-Treasurer of the Association concerning changes in amounts in the initiation fee, dues, or assessments.

Section 2. The specific amount to be charged for the initiation fee shall be set during the first Chapter meeting in the Fall Semester of each year. (See CDB-VII, 3). The initiation fee shall include the national initiation fee, the national Convention assessment, and the cost of one initiation banquet. It shall be paid in advance of the initiation.

Section 3. Shortly after the Election of Officers Meeting a committee composed of the President, President-elect, Treasurer, and Treasurer-elect shall prepare an operating budget for the next year. This 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 expense not provided for by the adopted budget must be approved by the Chapter, except that the Treasurer shall be authorized to advance the Convention delegate a sum sufficient to cover expenses he expects to incur in attending the annual Convention of the Association.

Section 4. The Chapter shall use the official bookkeeping system of the Association (except provided for in B-V, 5.03(e) 2.).

Section 5. There shall be at all times a balance of at least \$25.00 in the Chapter treasury. A sum of no more than \$20.00 may be kept in petty cash.

Section 6. Expenditures in excess of \$5.00 shall be made by check, signed by the Treasurer

and countersigned by the President. Expenditures of less than \$5.00 may be paid from petty cash by the Treasurer.

Section 7. The Chapter's fiscal year shall be May 1 to April 30.

Section 8. Immediately following the end of the Chapter's fiscal year, a committee including at least one alumnus member of the Advisory Board (but not the Treasurer if he is a faculty member of the Board) shall audit the books. Following the audit, the Treasurer, with the aid of the Treasurer-elect, shall file the required information return with the District Director of Internal Revenue.

Bylaw VIII - Committees

Section 1. Subject to the provisions of B-V, 5.02, the President shall appoint the chairmen and members of the following committees: Membership, Initiation, Program, Social Activities, and such other committees as the Chapter shall desire and establish. Appointments shall be made at the next Chapter meeting following each initiation of new members.

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

Bylaw IX - 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 its necessary business in a manner not inconvenienced or encumbered by a possible lack of interest upon the part of a few members.

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

Section 3. A uniform system of fines for habitual absence or tardiness may be established each year in which it is desired by the Chapter. A majority vote of the active membership shall be required to establish this system of fines for a period of one year.

Bylaw X - Records and Equipment

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

Section 2. The initiation equipment shall be kept in good order and in a secure manner by the President, and the Ritual as its related materials shall be kept up-to-date and under lock and

key, when not in use.

Section 3. All records and 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 shall be framed under glass and 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 the ritual may not be inspected by non-members of the Association.

Bylaw XI - 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 XII - Amendments

Section 1. These bylaws may be amended at any regular business meeting of the Chapter 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), provided that the amendment has been submitted to the membership in writing at least one week prior to the business meeting. (See (CDB-VI, 11.)

Section 2. 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 XIII - Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on:

September 9, 1981

They were last amended on:

December 20, 2004

Signed: _____
(President)

Printed: _____

Signed: _____
(Advisory Board Chairman)

Printed: _____