

CHAPTER BYLAWS
THE TAU BETA PI ASSOCIATION
ALPHA OF MASSACHUSETTS

BYLAW I – GENERAL

SECTION 1. These Bylaws shall govern the proceedings of this chapter in all matters not specifically provided for in the Tau Beta Pi 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 Worcester Polytechnic Institute 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 Worcester Polytechnic Institute, such action shall be taken as deemed advisable by all parties concerned.

BYLAW II – GOVERNMENT

SECTION 1. The officers of this Chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Cataloguer, who shall be active members.

SECTION 2. The chapter shall also have an Advisory Board as specified in C-VI-7 of the Constitution of The Tau Beta Pi Association. The alumnus members of the Advisory Board shall preferably be faculty of Worcester Polytechnic Institute. The Advisory Board shall elect one of their members to be the Board Chairman for the purposes of The Tau Beta Pi Association and another member, possibly the Board Chairman, to be the Faculty Advisor for the purposes of Worcester Polytechnic Institute.

SECTION 3. Except for the alumnus members of the Advisory Board, the officers of this Chapter shall hold office for one year.

SECTION 4. The Chapter President shall be the delegate to the National and District Conventions. The chapter officers shall be alternates in the order listed in Section 1. above. In the event that no officer can attend a convention, the chapter with the consent of the Advisory Board will elect a delegate to attend the convention.

SECTION 5. The duties of the officers shall be outlined in B-III of the National Bylaws, and in these Bylaws of this Chapter.

SECTION 6. 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 Chapter President shall see that each officer and committee chairperson is provided with a written list of all specific duties for which each is responsible. These lists shall be discussed at the first meeting in the fall. A copy of each list shall be placed in the Recording Secretary's notebook and in the President's notebook.
- c. The Cataloguer shall keep an accurate, up-to-date list of the names and addresses of all active members of the Chapter. Towards fulfilling these

duties, the Cataloguer shall chair the Alumni Relations committee, as described in V-1 of these Bylaws.

- d. The Recording Secretary shall send out notices of all meetings at least five days in advance to the Chapter and Advisory Board. He shall be the keeper of all dies and stationary of the Chapter. He shall also see that each new member of this Chapter is provided with an up-to-date copy of these Bylaws for his permanent keeping. See also VII of these Bylaws.

BYLAW III – MEETINGS

SECTION 1. The following special meetings shall be scheduled and held once each year: organization meeting, and election of officers.

SECTION 2. The following special meetings shall be scheduled and held once in the fall and once in the spring: preliminary consideration of candidates, election of candidates, formal initiation, and banquet following initiation.

SECTION 3. The Chapter shall have regular meetings at least once a term to discuss matters of importance to the Advisory Board, officers, and active members.

SECTION 4. Meetings shall be held at such times that a majority of the active membership can be present.

SECTION 5. The first meeting of each term shall be held within the four weeks after the start of that term.

SECTION 6. A meeting may be called at any time, such that appropriate notice can be sent out to the Chapter members, by the President, by any member of the Advisory Board upon consulting with the President, or upon written request to the President signed by five active members.

SECTION 7. All active members and the Advisory Board shall be notified of all meetings in accordance with II-6, d of these bylaws.

SECTION 8. Robert's Rules of Order shall be the parliamentary guide of this Chapter on all points not provided for in these Bylaws.

SECTION 9. At all meetings, except the open meetings, the order of business shall be as follows:

- a. Roll call
- b. Reading of the minutes from the previous meeting
- c. Reports of officers
- d. Election of candidates, when necessary
- e. Election of officers, when necessary
- f. Reports of committees
- g. Unfinished business
- h. New business
- i. Adjournment

SECTION 10. A quorum shall be set forth in B-V, 5.07 of the National Bylaws.

BYLAW IV – ELECTION OF OFFICERS

SECTION 1. Officers shall be elected in the spring after the initiation, preferably in mid-April but absolutely no later than May 1st, and shall serve for one year.

SECTION 2. The new officers shall take office at the meeting following the election meeting. New members of the Advisory Board shall serve for four-year terms.

SECTION 3. The election of officers shall be by secret ballot. Two-third 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, a new member of the Advisory Board shall also be elected.

SECTION 4. If any office becomes vacant between regular elections, a special election shall be held at the next meeting to fill all vacancies created thereby. The officer(s) elected shall serve until the next regular election.

SECTION 5. An exemption to Bylaw IV – 4 is if an officer temporarily is away from campus for a term due to Worcester Polytechnic Institute project work. In this case, the remaining officers may choose to fill in the remaining duties, call an election for a new officer who will serve for the one term, or proceed as prescribed by Bylaw IV – 4.

BYLAW V – COMMITTEES

SECTION 1. Subject to the provisions in B-V, 2 of the National Bylaws, the President shall appoint the chairperson of the following committees: Membership, Initiation, Program, Social Activities, and such committees as the Chapter shall desire and establish. There shall also be an Alumni Relations committee, chaired by the Chapter Cataloguer.

SECTION 2. As early as possible after committee appointment, the President shall provide each committee chairman with a list of his specific duties and responsibilities (see II–6, b of these Bylaws).

BYLAW VI – ELECTION OF NEW MEMBERS

SECTION 1. Election of new members shall begin in A and C terms as soon as possible after grades for the previous term become available.

SECTION 2. All provisions of C-VIII and B-IV of the National Constitution and Bylaws shall be strictly followed.

SECTION 3. Scholastically eligible students in the following curricula shall be considered for membership in the Chapter: Aerospace Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Electrical and Computer Engineering, Environmental Engineering, Fire Protection Engineering, Industrial Engineering, Management Engineering, Manufacturing Engineering, Mechanical Engineering, Robotics Engineering, and Engineering Physics.

SECTION 4. The membership committee shall periodically consult with the chairs of various 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 of the National Constitution.

SECTION 5. Transfer students shall be eligible for consideration upon completion of four units of work after their registration.

SECTION 6. The chapter determines scholastic eligibility as follows:

- a. The grade point average used to determine the top eighth or fifth of the junior or senior class is computed for those students who have completed seven out of eight or ten out of twelve units, total, respectively.
- b. The grade point average is also computed for graduate students in the curricula of B-VI, 3 of these Bylaws.
- c. If the cut-off point for eligibility splits a given GPA, all students with that GPA will be considered eligible.

SECTION 7. Exemplary character evaluation procedure for undergraduate eligible students will be as follows:

- a. The students will be invited to a meeting to explain the nature of The Tau Beta Pi Association, the benefits of membership, and selection procedure.
- b. Each student shall be required to polish the Chapter's big bent for a half an hour only once. In the event of poor weather, this requirement may be waived by the officers with the approval of the Advisory Board.
 - c. Students shall be required to attend two social activities that the chapter shall establish. At these meetings, officers and active members will get a chance to better meet the students and observe them.
- d. Students will be required to make their own bent to be worn on the day of initiation. The officers shall schedule at least two sessions where they will provide materials and reference bent designs. Although students are not required to attend these sessions, they will count as one social activity requirement.
- e. Students shall be required to get one recommendation from a faculty member. Preference shall be shown towards the faculty member who advised a student's project, in keeping with Worcester Polytechnic Institute's unique project curriculum.
- f. Students will be required to complete a judicial consent release form. The form allows the officers to be told if the student has a record of academic dishonesty. Any academic dishonesty incidents are disqualifying events.

SECTION 8. Exemplary character evaluation procedure for graduate students will be as follows:

- a. The student will be asked to provide a resume/questionnaire form describing their activities and interests.
- b. Students will also be asked to obtain a letter of recommendation from their faculty advisor or research advisor, certifying that the student is working at a level worthy of induction into the Association, and that the student has completed at least 50% of their degree requirements.
- c. The student will also be provided with a questionnaire to fill out, to gather the remaining information required by C-VIII, 3, e of the National Constitution and the Graduate Student eligibility report.
- d. Students will also be required to construct their own bent, to be worn during initiation. They may attend the Chapter's bent making session, but this is not a requirement.

SECTION 9. Exemplary character evaluation procedure for alumni and eminent engineers will be as follows:

- a. The candidate will be asked to fill out a resume/questionnaire form describing their activities and interests.
- b. The candidate will be asked to obtain a letter of recommendation from a peer or supervisor who can attest to the candidate's quality of work. Preference will be shown towards current members of the Association.
- c. The nominator of the candidate will also be asked to provide a small recommendation stating why they feel the candidate is worthy of induction into the Association.
- d. Candidates will also be required to construct their own bent, to be worn during initiation. They may attend the Chapter's bent making session, but this is not a requirement.

SECTION 10. During the Chapter election meeting, the results of the evaluation process shall be displayed for the present chapter members to consider.

SECTION 11. The President shall direct the membership committee to have sufficient letters of notification of election prepared in advance of the Election meeting. Letters should be signed by the President, addressed to the electees, and mailed within two days of the Election Meeting.

SECTION 12. 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 person 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 inform them of the time and location of initiation, and reiterate the requirement to wear their Bent during the initiation, and all day for undergraduate students. The President shall also reiterate the requirements of Tau Beta Pi. At this point electees will formally state their acceptance of induction into the Association.

SECTION 14. Each nominee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as per B-VIII, 4 of these Bylaws.

SECTION 15. Each electee shall be required to read the Constitution and Bylaws of the Association, as well as these Bylaws.

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

- a. The Chapter is encouraged to assign additional duties that strongly emphasize Worcester Polytechnic Institute's unique curriculum. Duties that stress project work and teamwork are encouraged.

BYLAW VII – RECORDS

SECTION 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 2. All records shall be open for inspection by any member of The Tau Beta Pi Association in good standing.

BYLAW VIII – 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

of $\frac{3}{4}$ of the active membership shall be required to change any fees or levy any assessment. Within one week, the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of the changes in the amounts of dues and assessments.

SECTION 2. The chapter shall use the official bookkeeping system of the Association.

SECTION 3. The initiation fee for all initiates shall be \$92, payable in advance. This fee consists of \$37 in fees to National, \$30 in Chapter dues, and \$25 for an initiation banquet. If an initiate does not wish to attend the banquet, the initiation fee shall be reduced to \$67.

SECTION 4. If any elected member pleads financial inability to pay the initiation fee, they shall be referred to the Advisory Board who shall follow the terms of C-VIII, 10 in the National Constitution.

SECTION 5. There shall be at all times a balance of at least \$50 in the Chapter Treasury.

SECTION 6. Within one month of the election of new officers, at least one member of the Advisory Board shall audit the Chapter's books.

BYLAW IX – DISCIPLINE

SECTION 1. Discipline shall be in accordance with C-XIV of the National Constitution.

SECTION 2. Members absent from meetings shall, at the next meeting of the Chapter, be required to give reasonable excuse for the absence to a committee composed of the Recording Secretary and Treasurer or pay a fine of \$1 into the Treasury of the Chapter.

- a. The officers, with the consent of the Advisory Board, are given consent to not enforce this fine by a majority vote, and by majority vote resume enforcement.
- b. In the event that the officers choose not to enforce this fine, all previously incurred, unpaid fines under these terms shall become null and void.
- c. Should the officers choose to begin enforcing this Bylaw after a period of time where it was not enforced, the Chapter shall receive notification at least one term in advance, during which time the Chapter shall be reminded of this change during meetings.

BYLAW X – AMENDMENTS

SECTION 1. These Bylaws may be amended by a majority vote providing $\frac{3}{4}$ of the total active membership of the Chapter are present, subject to the approval of the Advisory Board (C-VII, 4 of the National Constitution). Proposed amendments must be submitted to the Chapter in a scheduled meeting at least one week before the voting.