

**FLORIDA ALPHA CHAPTER
2006-2007 CHAPTER SURVEY
APPENDICES
B. BYLAWS.**

Bylaws of the Tau Beta Pi Association. Florida Alpha Chapter

Bylaw I

General

- Section 1. These bylaws shall govern the proceedings of this chapter in all manners 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 the University of Florida. The College of Engineering and the Student Guide 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 the University of Florida and/or the College of Engineering. The rules of the University of Florida and/or the College of Engineering shall prevail, and the Secretary -Treasurer of the Association shall be notified of the circumstances of the conflict.
- Section 4. The purpose of the chapter is to provide fitting recognition of those individuals demonstrating distinguished scholarship and exemplary character, within an environment encouraging membership participation and service to the community.

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 Article VIII of the Constitution 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 Advisors Board. An "Active Member" of this Chapter shall be defined as in Article VI, Section 1 of the Constitution, 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 initiation fee, dues, fines, and assessments.
- Section 3. The officers of this Chapter shall be a President, Administrative Vice-President, Vice-President of the Electee Process, Treasurer, Corresponding Secretary, Recording Secretary, Cataloger, Graduate Coordinator, Benton Engineering Council Representative, Engineer's Fair Representative, Social, Service, Historian, Communications, Banquet/Awards Coordinator, Alumni Coordinator, Fundraiser, Initiation Coordinator,

Webmaster, SECME Coordinator and National Project Coordinator who shall be active members of the Chapter, and four alumnus advisors, preferably elected from among the faculty of the College of Engineering.

- Section 4. The Executive Board shall be composed of the President, Administrative Vice-President, Vice-President of the Electee Process, Treasurer, Corresponding Secretary, Recording Secretary, Cataloger, Graduate Coordinator, Benton Engineering Council Representative, Engineer's Fair Representative, and the standing committee chairs (electee communications. and social).
- Section 5. The Advisory Board of the Chapter shall be composed of the President, the Administrative Vice-President, Corresponding Secretary, and the Chapter Advisors. The Alumnus members of the advisory board shall be approved by a one-half favorable vote of the active membership, as contained in Article VI, Section 7 of the Constitution. The Chairman of the Advisory Board shall be elected by its members at the first Board meeting of the year.
- Section 6. Terms for elected positions are as follows:
- A. Chapter Advisors shall serve four year terms, as specified in Article VI, Section 7 of the Constitution.
 - B. The following positions will have one year terms, with elections each spring: President, Administrative Vice-President, Treasurer, Recording Secretary, Engineer's Fair Representative, SECME Coordinator, Historian, and Cataloger.
 - C. The following positions will be one semester long, with elections in the fall and spring: Vice-President of the Electee Process, Corresponding Secretary, Graduate Coordinator, Benton Engineering Council Representative, Social, Service, Historian, Communications, Banquet/Awards Coordinator, Alumni Coordinator, Fundraiser, Initiation Coordinator, Webmaster, and National Project Coordinator.
 - D. The Corresponding Secretary shall be a semester position, and shall be filled by the prior semester's Vice President of the Electee Process.
 - E. For any position, other than President or Corresponding Secretary, a special election to fill the post will be held at a time deemed appropriate by the Executive Board. In the interim, the Board may appoint by major vote a successor who will hold the office until the special election.
 - F. If, for any reason, the President is unable to complete the term of office or fulfill the duties of the position, the Administrative Vice President will assume the position of President. If the Administrative Vice President resigns rather than accepting the post, the Corresponding Secretary will assume the position of

President. If the Corresponding Secretary also resigns, then a special election to fill the position of the Presidency will be held as soon as it is conveniently possible.

- G. If, for any reason, the Corresponding Secretary is unable to complete the term of office or fulfill the duties of the office, the Vice President of the Electee Process will assume the position. If the Vice President of the Electee Process resigns, then a special election to fill both positions will be held as soon as it is conveniently possible.
- H. Any officer may be removed from office as provided by Bylaw V, Section 5.01 of the Association.

Section 7. The President shall be this Chapter's delegate to the Convention of the Association, or shall appoint an alternate delegate.

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

- A. President — Shall be an ex officio member of all committees. Oversees all aspects of Tau Beta Pi. Responsible for any course of action that the society takes. 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 in the President's Book.
- B. Administrative Vice-President — Assists the President in all society business. Responsible for reserving meeting rooms, the resume book and coordinating Fall and Spring FE reviews.
- C. Corresponding Secretary — Serves as the Secretary of the Advisory Board. Manages all official correspondences. Most important task is completing paperwork on new members needed by National Headquarters. Works with and shares all responsibilities of the Vice President of the Electee Process.
- D. Vice President of the Electee Process — Responsible for the recruiting and initiation of new members. Oversees the completion of requirements for all electees. Must involve other officers and members in the electee process to be successful. 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 material as the Chapter may deem desirable.
- E. Treasurer — Responsible for all financial matters including; reimbursements, dues collection and tracking, and bill payments. Also responsible for completing the end of the year financial report and submitting it to National Headquarters. The Treasurer manages

two accounts: the chapter's own checking account and the college supplied foundation account.

- F. Recording Secretary — Responsible for gathering information from other officers to create agendas for all meetings. Responsible for recording minutes at all member meetings. If not in attendance at a meeting, the President shall appoint an alternate to record the minutes.
- G. Cataloger— Responsible for collecting and sending catalog cards to National Headquarters and filling out E-cards for each elected eligible member. Works with the Corresponding Secretary on initiation lists.
- H. Historian — Responsible for attending chapter meetings, socials and service projects and taking pictures. Responsible for collecting chapter project reports from other Officers and preparing the Chapter Survey book. This is a record of all projects and events for the entire year. This book is used to select the R.C. Matthews Outstanding Chapter Award and the Chapter Projects Award.
- I. Communications Chairperson — Shall notify members, eligible elected members, and advisors of the time, place, and purpose of each meeting at least two business days in advance of the meeting and again the day of the meeting. Produces and posts all flyers and coordinates mail outs.
- J. Social Chairperson — Organizes all social events including; picnics, happy hours, interest forum, and refreshments at the member meetings and E-Futures sessions.
- K. Service Chairperson — Organizes all service projects, large and small. Shall also inform members and elected eligible members of service opportunities and encourage attendance at such projects.
- L. Graduate Coordinator — Handles the special process involved with graduate students, alumni, and eminent engineer invitations, such as recommendations and special forms for Nationals.
- M. Member Coordinator — Responsible for keeping our chapter members informed on all upcoming events and activities. The Member Coordinator may also plan member-only socials and service projects. It is also the Member Coordinator's responsibility to keep track of all members' status through our point system and ordering, distributing and collecting stoles for eligible members before/after graduation.
- N. Alumni Coordinator — Responsible for maintaining an alumni database. May invite alumni to participate in chapter activities and events as well as plan special alumni gatherings. Shall gather articles from officers and edit/design the annual alumni newsletter.

- O. Banquet/Award Coordinator — Responsible for planning the end of semester banquet that directly follows initiation. Also reserves the location, prepares the program, finds and invites a guest speaker and plans the menu while working with the Treasurer to keep within budget. Also keeps track of all attendees and guests at banquet. Coordinates with officers to select recipients and prepares awards to be distributed at banquet.
- P. Initiation Coordinator — Responsible for planning the initiation ceremony at the end of each semester. Reserves the initiation room, assigns roles to officers or members, tests all required equipment and obtains any materials needed. Schedules a practice initiation sequence with assigned officers/members.
- Q. Fundraising Chairperson — Responsible for planning and organizing fundraising events and opportunities for the chapter. Assist the Administrative Vice President with coordinating the FE Reviews. The Fundraiser may work with the Service chairs, Member Coordinator and Vice President of Electee Process to plan events and obtain eligible elected member and member participation.
- P. Webmaster — Responsible for maintaining the Chapter website with updated news, dates, pictures and contact information.
- R. K-12 Initiative Coordinator — Responsible for leading a team, planning and conducting meetings and events associated with the K-12 Initiative. Responsible for keeping the Chapter informed of involvement opportunities.
- S. SECME Coordinator — Responsible for organizing, planning and executing regional SECME Olympiad. In the Fall semester responsible for maintaining communication and hosting a meeting with teachers. In the Spring semester, organizes a team of SECME officers to plan all aspects of the event.
- T. Benton Engineering Council Representative — Attends all BEC meetings and reports back to officers and members. Works with the Engineer's Fair Representative to coordinate all E-Week related activities. Also handles Chapter Requests for special events funding from BEC.
- U. Engineer's Fair Representative — Attends all scheduled Engineer's Fair Meetings. Responsible for planning, organizing, and setting up the events sponsored by Tau Beta Pi at the annual Engineer's Fair.
- V. All Officers — Assist other officers with various tasks even if it is not in their job description. Responsible for upholding the good name of Tau Beta Pi. Help with mail outs by sealing, stamping, and addressing envelopes. Interview eligible candidates. Attend

member meetings and electee meetings if possible. Notify webmaster with relevant information.

- X. All new Officers must schedule a meeting with outgoing officers to discuss all aspects of their position.

Bylaw III

Meetings

- Section I. The elections of all officers shall take place at a meeting scheduled after the initiation ceremony. Election of all annual positions, except the President, shall be performed at the end of the Spring Semester. The election of the President shall take place at the elections following the Fall initiation ceremony. He or She shall fill the role of the President Elect during the Spring Semester. The officers elect shall take office immediately after their election.
- Section 2. Initiation of electees shall be held prior to the last week of fall and spring semesters. The following regular meetings shall be scheduled and held prior to each: Advisor meeting, Officer meeting, Information Session, and four general meetings.
- 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 Rule of Order shall be the parliamentary guide of the Chapter in all matters not covered by the Constitution and Bylaws of the Association or by these Bylaws.
- Section 5. The first meeting of each semester shall be held within three weeks of the start of the semester.
- Section 6. Attendance of elected eligible members shall be required at all regularly scheduled meetings of the Chapter. If extenuating circumstances cause elected eligible member to miss a meeting, he or she must complete an additional small service project.
- Section 7. 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 Advisory Board meetings may be called upon at any time by the President or with written request to the President and approval by 20% of the active members of the Chapter.
- Section 8. A quorum for the meetings shall be as provided in Bylaw V, Section 5.07 of the Association.

Bylaw IV

Committees

- Section 1. Subject to the provisions of Bylaw V, Section 5.02 of the Association, the President shall appoint the chairman and members necessary to determine the Chapter activities and purposes.
- Section 2. As early as possible after each committee appointments are made, the President shall provide each committee chairman with a list of his specific duties and responsibilities.
- Section 3. The chairman of each committee shall have the responsibility of keeping a complete and timely record of his committee's activities. This record shall be used to aid the future committee chairman and as a reference in compiling the Chapter Survey.

Bylaw V

Election of New Members

- Section 1. Consideration of prospective electees shall be held in the fall and spring semesters. In the consideration of prospective electees no regard will be given to race, creed, color, sex, age, national origin, disability, or sexual orientation. Consideration of fall semester electees shall be based on the previous spring semester grades and consideration of spring semester electees shall be based on the previous fall semester grades. Students who become eligible during the semester prior to initiation may be considered for election if the student met the minimum national standards (top 1/5, top 1/8 as determined by upper division GPA) during the fall or spring semester.
- Section 2. All the provisions of Article VIII of the Constitution and Bylaw VI of the Association shall be strictly followed.
- Section 3. Scholastically eligible students in the College of Engineering shall be considered for membership.
- A. The specific undergraduate engineering programs recognized by the chapter are: Agricultural and Biological, Biomedical, Chemical, Civil, Coastal, and Geomatics, Electrical and Computer, Environmental, Industrial and Systems, Materials Science, Mechanical and Aerospace, and Nuclear and Radiological Engineering.
- Section 4. Eligibility of transfer students shall be as provided by Article VIII, Section 2(1) of the constitution. Community College is interpreted as defined by the University of Florida.
- Section 5. The scholastic requirements for the Chapter shall be:

- A. Those students classified as 3EG, who have completed at least 14 semester hours of departmentally required upper division courses, must rank in the upper one-eighth of all students classified as 3EG as determined by the entire College of Engineering enrollment.
- B. Those students classified 4EG, 5EG, or 6EG who have completed at least 3 semester hours of departmentally required upper division courses, must rank in the upper one-fifth of all students classified as 4EG, 5EG, and 6EG as determined by the entire College of Engineering enrollment.
- C. Grade point averages shall be as determined by the individual department at the time of initial consideration. When department grades are not available, the grades from the College of Engineering will be used. More recent grades may be considered on an individual basis by a majority chapter vote.

Section 6. The Graduate Coordinator shall periodically consult with the chairman 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 Article VIII of the Constitution.

- A. The specific graduate engineering programs recognized by the chapter are: Agricultural and Biological, Biomedical, Chemical, Civil, Coastal, and Geomatics, Electrical and Computer, Environmental, Industrial and Systems, Materials Science, Mechanical and Aerospace, and Nuclear and Radiological Engineering.

Section 7. New members shall be elected as follows:

- A. A meeting known as an Interest Forum shall be held between the members and prospective electees.
 - 1. Prior to this meeting all requirements of Chapter Bylaw V, Section 1 through 6, shall have been fulfilled.
 - 2. Lists of scholastically eligible candidates shall be posted in each building housing a College of Engineering department office at least five (5) days prior to the meeting known as the Interest Forum
 - 3. Letters and/or e-mails shall be sent to scholastically eligible candidates informing them of their eligibility and the date of the Interest Forum at least two (2) weeks prior to the Interest Forum.
 - 4. Immediately following the social portion of this meeting, the eligibility code shall be read.
- B. Interviews with the applicants shall be held prior to the second general meeting.

- C. The process of election shall be as follows:
1. Lists of interested applicants shall be broken down departmentally and made available at the Election of Candidates meeting. At this point the active Chapter will break into departmental caucuses to go over the lists and familiarize themselves with the candidates.
 2. Departmental caucuses shall pass their recommendation on to the Chapter in the form of a group of names suitable to be voted on as a “block”, and any individuals who need further consideration.
 3. Active members shall be given a chance to remove on or more candidates from a block so that they can be discussed and voted on individually.
 4. The vote on the blocks shall be conducted as specified in Section 6.03 of the Bylaws of the Association.
 5. The balloting is to be secret and conducted by the President or a faculty advisor.
 6. The election must be by at least 75% affirmation vote of those members present and voting, not counting abstentions. The affirmative vote must be by a majority of the total active membership.

Section 8. The Electee Committee or its representatives shall notify the candidates of the election results. All other members shall keep the election results in absolute confidence so that no candidate shall learn of his election except by means of official details of the vote, especially concerning the personal matters discussed at the time of voting.

Section 9. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by Article VIII, Section 9(A) of the Constitution.

Section 10. The Chapter may assign additional duties to the electees, subject to the provisions of Bylaw VII, Section 7.01 and 7.02 of the Association. Usually a large group project and two small group projects, an electee exam, bent polishing, a social and electee member attendance shall be required.

Section 11. The Graduate Coordinator will supervise the election of graduate student members. The election process will include:

- A. Obtaining a list from the Registrar’s office of all graduate students who are in the top fifth of their class, and have completed fifty percent (50%) of their degree requirements in the University of Florida’s engineering graduate program.

- B. Sending letters, application forms, and qualification forms designed for graduate students to each eligible graduate student. The application forms will be of a nature such that graduate students may provide information about previous degrees and professional experience. The qualification forms will be of a nature such that graduate students may provide proof of percentage of degree requirements completed and must be signed by their academic advisor.
- Section 12. The Graduate Coordinator may work with the Corresponding Secretary and Vice-President of the Electee Process to assure the smooth election of graduate student members in any way the officers deem appropriate which does not conflict with other provisions of these Bylaws or of the Constitution and Bylaws of the Association.

Bylaw VI

Election and Installation of Officers

- Section 1. The elections of all officers shall take place at a meeting scheduled after the initiation ceremony. Election of all annual positions, except the President, shall be performed at the end of the Spring Semester. The election of the President shall take place at the elections following the Fall initiation ceremony. He or She shall fill the role of the President Elect during the Spring Semester.
- Section 2. Nominations may be made from the floor at the Election of Officers meeting.
- Section 3. One-half 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 5. If any officer indicates that he will not be able to complete his full term, a special election will be held to fill the vacancy at a time determined by the Executive Board.

Bylaw VII

Finances

- Section 1. The expenses of the Chapter shall be borne by the initiation fee and by such dues and pro-rated 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 of the initiation fee, dues, or assessments.

- Section 2. The specific amount of the initiation fee to be charged shall be set during the first chapter meeting of each semester. 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. A committee composed of the President, Treasurer, and the Chief Advisor shall submit a budget to the chapter for approval by majority vote at the first regular meeting of each semester. The budget shall include a recommended amount for the initiation fee to be charged during the year. Any additional expenses not provided 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/she expects to incur in attending the annual Convention of the Association.
- Section 4. The Chapter accounting system shall be based on Generally Accepted Accounting Principles as defined by the American Accounting Association).
- Section 5. There shall be at all times a balance of at least \$530.00 in the Chapter treasury. A sum of no more than \$20.00 may be kept in petty cash.
- Section 6. Expenditures in excess of \$20.00 shall be made by check, signed by the Treasurer. Expenditures of less than \$20.00 may be paid from petty cash by the Treasurer.
- Section 7. Non-budgeted expenditures under \$40.00 shall be approved by the Treasurer. Non-budgeted expenditures between \$40.00 and \$70.00 shall be approved by the Treasurer, with the knowledge of the Executive Board. Non-budgeted expenditures over \$70.00 shall require two-thirds approval of the Executive Board. Reimbursements normally require both receipts and completed reimbursement forms.
- Section 8. The Chapters fiscal year shall be May 1 to April 30.
- Section 9. Immediately following the end of the Chapter's fiscal year, the Chief Advisor and Treasurer 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

Discipline

- Section 1. Each undergraduate member shall be an active member in accordance with National Bylaw VI, Section 6.06, 6.07, and 6.08.
- Section 2. Discipline shall be in accordance with Article IX, Sections 4 and 5 of the Constitution.
- Section 3. Active membership is defined as follows:

- A. Active and distinguished active membership shall be determined by a point system.
- B. One point is awarded for each meeting or social attended and for each hour of service completed, with a maximum of two points per service project.
- C. An active member shall accumulate a minimum of 5 points per semester that he or she is enrolled in courses.
 - 1. Failing to accumulate 5 points during a semester will relegate the member to inactive status.
 - 2. Each member is allowed one 'drop' semester of inactive status and still maintains active status unless he or she has been a member for 3 semesters or less.
 - 3. At least 1 point must be for each meeting attendance and service.
- D. A distinguished active member shall accumulate a minimum of 10 points per semester that he or she is enrolled in courses.
 - 1. Failing to accumulate 5 points during a semester will relegate the member to inactive status.
 - 2. Each member is allowed one 'drop' semester of inactive status and still maintains distinguished active status unless he or she has been a member for 2 semesters or less.
 - 3. At least 3 points must be for service and initiation attendance is required.

Section 4. Members classified as inactive will be readmitted to active status upon receipt of a written petition and its approval by the Advisory Board in accordance with Bylaw VI, Section 6.06 of the Association.

Bylaw IX

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 maintained in good order and in a secure manner by the President and the Ritual and its related materials shall be kept up-to-date.
- Section 3. All inventory and records 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 of Florida who has received approval from the Advisors Board, except that the Ritual may not be inspected by nonmembers of the Association.

Bylaw X

Suspension of the Bylaws

- Section 1. These Bylaws may be suspended only by a majority vote of the Advisory Board, as provided in article VI, Section 5 of the Constitution.

Bylaw XI

Amendments

- Section 1. 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 Article V, Section 7(b) of the Constitution. All changes in these Bylaws must be submitted to and approved by the Advisory Board before going into effect.
- 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 XII

Prohibition of Hazing

- Section 1. There shall be no hazing during the initiation of Tan Beta Pi, Florida Alpha Chapter members. Hazing is defined by Section 240.252, Florida Statutes, as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university.
- Section 2. All University and Student Government policies concerning hazing shall also be strictly observed.
- Section 3. The Vice-President of the Electee Process shall have the responsibility along with the President, for enforcing this Bylaw.