Bylaw I. General

Section 1.01 Scope
This document shall serve as the chapter bylaws for the Michigan Iota Chapter of the Tau Beta Pi Association, Inc. at the University of Michigan – Dearborn, hereafter referred to as the “Chapter.”

Section 1.02 Governance
These Bylaws shall govern the proceedings of this Chapter in all manners not specifically provided for in the Constitution and Bylaws of the Tau Beta Pi Association, Inc. This chapter shall conform to the rules and regulations of the University of Michigan-Dearborn and the College of Engineering and Computer Science as may apply to honor societies and student organizations.

Section 1.03 Conflict
In the event of a conflict between the Constitution and Bylaws of the Tau Beta Pi Association, Inc. and the rules and regulations of the University of Michigan – Dearborn and/or the College of Engineering and Computer Science, this chapter will abide by the rules and regulations of the University of Michigan – Dearborn and the College of Engineering and Computer Science. Furthermore, the chapter will notify the Secretary-Treasurer of the Tau Beta Pi Association, Inc. of any such conflicts.

Section 1.04 Anti-Discrimination Statement
The Michigan Iota Chapter of Tau Beta Pi Associate, Inc. shall not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Section 1.05 Abbreviations/Definitions
1. Herein, the Tau Beta Pi Association, Inc. shall be referred to as the “Association.”
2. The following abbreviation formats shall be used in reference to “The Constitution and Bylaws and Eligibility Code” of the Tau Beta Pi Association, Inc., e.g.
   - C-VI, 6: Constitution Article VI, Section 6
   - B-V, 5.01: Bylaw V, Section 5.01

Bylaw II. Officers

Section 2.01 Positions
The officers of this chapter shall be a President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Cataloger, and four alumni advisors as specified in C-VI, 6. Additionally, the Chapter shall elect an Activities Coordinator and a Tutoring Coordinator.

Section 2.02 Additional Officer Positions
Additional officer positions may be created with the approval of the Executive Committee.
Section 2.03  Term of Office
All officers, excluding the four alumnus advisors, shall hold office for one semester. Advisors are
elected for a four-year term with staggered terms such that one advisor is elected each year.

Section 2.04  Advisory Board
The members of the Advisory Board and their responsibilities are as described in C-VI, 7 and
these Bylaws. The Chief Advisor is an alumnus member and is designated via a majority vote of
the Advisory Board.

Section 2.05  Convention Delegate
The delegate to the National Convention shall be chosen via a majority vote of the Executive
Committee subject to the approval of the Advisory Board. Only officers or advisors are eligible to
be the chapter delegate.

Section 2.06  Officer Duties
The duties of the officers shall be as stated in B-V, 5.03. Additional duties for the officers are as
follows:

1. The President shall be the executive head of the Chapter and shall officially represent the
   Chapter in any functions in which the Chapter is involved. The President shall be a
   member of all Chapter committees (ex officio) and shall oversee committee activities and
   approve any actions by the committee.
2. The Vice President shall be the alternate representative for the Chapter. The Vice
   President shall oversee all initiate activities and business.
3. The Corresponding Secretary shall be responsible for all general correspondence.
4. The Recording Secretary shall be responsible for recording and publishing the minutes
   for all Chapter meetings.
5. The Treasurer shall be responsible for all finances of the Chapter. In addition, the
   Treasurer will be responsible for notifying the Executive Committee of any discrepancies
   and/or shortcomings in the Chapter’s finances.
6. The Cataloger shall be responsible for maintaining an up-to-date record of active Chapter
   members.
7. The Activities Coordinator shall prepare a meeting schedule at the beginning of the term
   and shall be responsible for scheduling rooms, speakers, and arrangements for any
   social events. The Activities Coordinator is also to notify the membership of Chapter
   activities and publicize events where required.
8. The Tutoring Coordinator shall oversee all tutoring activities and organize active
   members and initiates to serve as tutors. The Tutoring Coordinator shall be responsible
   for keeping a list of active members and their availability and shall be responsible for
   publicizing the tutoring program.

All officers may be responsible for other duties at the direction of the President or the Advisory
Board.

Section 2.07  Removal
Any officer that has been determined to be in neglect of their duties, who have abused their
position, who are in violation of the Constitution or Bylaws of the Association or of the Chapter, or
otherwise degrade the reputation of the Chapter may be removed from office.
The Advisory Board shall initiate removal proceedings and shall investigate and document all claims. Their recommendation shall then be passed to the membership. Removal shall occur with a three-fourths vote of the active membership.

Bylaw III. Election of Officers

Section 3.01 Officer Election
Officers shall be elected twice per year for the subsequent Fall or Winter semester.

Section 3.02 Nomination
Nominations for each office are accepted from the floor at the start of the election meeting. Candidates may be nominated by other members or they may nominate themselves. Nominations will be accepted as the candidates confirm their desire to run. Each candidate may submit a brief statement detailing reasons why the candidate should be elected to the position sought.

Section 3.03 Voting
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 candidates, and this shall be continued until a nominee receives a majority. No absentee ballots are allowed.

Section 3.04 Drop-Down.
Election of officers shall take place in the order listed in Chapter Bylaw II, Section 2.01. Any candidate who is not elected for a particular office may submit their name as a candidate for an office further down the list.

Section 3.05 Vacancy
If any office shall become vacant between the regular elections, a special election shall be held to fill any and all vacancies. The officer(s) selected at that time shall serve until the next regular election.

Section 3.06 Restrictions
Only members who have been an officer for at least one semester may be nominated for the office of President.

Bylaw IV. Membership

Section 4.01 Rights
The following rights and privileges apply only to active members as defined in the Chapter Bylaws including attending convention, holding office, voting, and being counted in a quorum.

Section 4.02 Active Members
In order for an undergraduate, graduate, or alumnus member to retain active status the member shall:

1. Attend two of the following three meetings each semester:
   i. General body meeting.
   ii. Election of candidates meeting.
   iii. Election of new officers meeting.
2. Participate in one Tau Beta Pi sponsored social or service event.

Participation of the membership is required during the Fall and Winter terms. There are no required spring/summer activities to retain active status.

Any member who does no fulfill the requirements listed but wishes to retain active status may receive a waiver by submitting a written request to the Advisory Board. The Advisory Board can grant the waiver by a majority vote.

Section 4.03 Inactivation
Any member not in compliance with the Chapter Bylaw IV, Section 4.02 may be declared inactive via a two-thirds vote of the Executive Committee. This inactivation procedure may be initiated against a member anytime during the semester.

Section 4.04 Reactivation
Any inactive member who wishes to regain their active status must express this desire in writing to the Advisory Board. The petitioning member may be required to appear before the Advisory Board. The Advisory Board may reactivate the member by a two-thirds majority vote.

Bylaw V. Meetings

Section 5.01 Regular Meetings
The Chapter shall hold regular meetings as specified in C-VI, 9. The membership shall meet at least once per term to conduct general business. In addition, the Chapter shall conduct the following meetings during each semester: Election of Candidates, Formal Initiation Ceremony, and the Officer Election Meeting.

Section 5.02 Special Meetings
Special meetings may be called at any time by the President or by the Advisory Board.

Section 5.03 Time Limit
Business meetings of the chapter shall last no longer than two hours unless extended by a three-quarters vote of all those present.

Section 5.04 Order of Business
At all meetings, except the general membership meetings, the order of business shall be as follows:

1. Roll call
2. Minutes of the previous meeting
3. Reports of the officers
4. Reports of the committees
5. Unfinished business
6. New business
7. Adjournment
Section 5.05 Quorum
A quorum shall be defined as specified in B-V, 5.07.

Bylaw VI. Executive Committee

Section 6.01 Members
The Executive Committee consists of the President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Cataloger, Activities Coordinator, and the Tutoring Coordinator.

Section 6.02 Responsibilities
The Committee shall be responsible for:
1. Scheduling a calendar of events for the semester.
2. Discussing matters concerning the chapter and the direction of the chapter.
3. Administering funds available for Tau Beta Pi scholarships according to procedures established in writing by the committee unless a method of administration is specified for the funds.
4. Dispensing loans to members for the purpose of paying chapter dues in accordance with procedures established in writing by this committee.
5. The day-to-day operations of the Chapter.
6. Any matters deemed necessary by the committee.

Section 6.03 Meetings
The Executive Committee shall meet at least twice a month during the Fall and Winter semesters.

Bylaw VII. Eligibility

Section 7.01 General Eligibility
Eligible members shall meet the requirements defined in C-VIII in addition to the requirements listed in Chapter Bylaw VII. For purposes of these bylaws, junior and senior shall be defined as specified by the University of Michigan—Dearborn.

Section 7.02 Undergraduate
To be eligible for membership in the chapter, an undergraduate student must have completed 24 hours of credit in an approved engineering curriculum as defined in Chapter Bylaw VII Section 7.05 at the University of Michigan—Dearborn's College of Engineering and Computer Science.

Section 7.03 Graduate
To be eligible for membership graduate candidates must be enrolled in an approved engineering curriculum as defined in Chapter Bylaw VII Section 7.05.

Graduate students shall be eligible at each election by meeting all of the following requirements:

1. GPA = 7.5 where A+ = 9.0.
2. Completion of at least 50% of the degree requirements, and of those at least 11 semester hours completed at the University of Michigan—Dearborn.
3. Recommendation of their advisor.
All petitions for membership shall be approved by the Advisory Board.

Section 7.04 Alumni and Eminent Engineer Candidates
Alumni and eminent engineer candidates may be nominated by any member of the chapter. Eligibility will be reviewed by the Advisory Board in accordance with C-VIII, 7.

Section 7.05 Curriculum
Undergraduate or graduate students in the following curricula are eligible for membership in the Chapter: Electrical Engineering, Computer Engineering, Mechanical Engineering, Industrial and Systems Engineering, and Manufacturing Engineering.

Bylaw VIII. Election of New Members

Section 8.01 Initiation Period
There shall be two elections of new members each year, one in the fall and the other in the winter. Any eligible student who wishes to join the Chapter is termed an initiate.

Section 8.02 Notification
At the start of each semester, one of the advisors shall obtain from the University of Michigan — Dearborn a list of all scholastically eligible undergraduate and graduate students. Then those students on the list who are in compliance with Chapter Bylaw VII shall receive a letter of invitation from the President notifying them of their eligibility and of the time and place of the first informational meeting. The notification letter shall be sent out within one month of the start of the semester and at least one week before the first informational meeting.

Section 8.03 Informational Meeting
Each eligible student will be encouraged to attend an informational meeting on Tau Beta Pi. During this meeting they will be informed of the history and current activities of the Chapter and the requirements for membership.

Section 8.04 Exemplary Character Evaluation of Candidates
The character for each initiate shall be evaluated using two methods.

   a. Each initiate will be required to perform a service project, either community or school based. This project may be done in conjunction with the Chapter or independently with the approval of the Executive Committee.
   b. Each initiate shall be interviewed prior to the election meeting by the general membership.

The Chapter may assign additional duties to candidates, subject to the provision of B-VII, 7.02 with the approval of the Advisory Board.

Section 8.05 Election Meeting
An election meeting shall be held once each semester. At this time, the active members shall interview all initiates individually. After all initiates have been interviewed, the active members shall hold discussions and then vote, by secret ballot, on the group of initiates as a whole. Further deliberation shall be held for any candidate who does not receive a unanimous vote. Those candidates shall be voted on individually and membership shall be approved by a three-fourths majority of the active membership. Voting on graduate students shall be held separate from the undergraduate students and be done on an individual basis.
Section 8.06  Alumnus and Eminent Engineers
This chapter shall encourage election of suitable alumnus members and eminent engineering candidates. The Advisory Board and active members may recommend individuals for alumni membership prior to the first informational meeting; as defined in Chapter Bylaw VIII Section 8.03. The nominee’s resume must be presented to the Advisory Board. The Advisory Board shall verify the candidates meet the requirements, as stated in C-VIII. Voting on Alumnus and Eminent Engineers shall be done on an individual basis and requires a three-fourths majority of the active membership.

Section 8.07  Initiation
The initiation shall take place towards the end of the Fall and Winter semesters.

Bylaw IX.  Finances:

Section 9.01  Fees
The expenses of the Chapter shall be borne by the initiation fees and any such dues and/or assessments as approved by the Chapter. A three-fourths vote of the Advisory Board and active membership is required to change any fees or dues or to levy any assessment.

Section 9.02  Minimum Balance
There shall be at all times a balance of at least $50.00 in the Chapter Treasury.

Section 9.03  Petty Cash Fund
The Treasurer shall maintain a petty cash fund not to exceed $50.00 for routine expenditures. The Treasure must account for all expenditures from the petty cash fund and must surrender the balance at the end of each semester.

Section 9.04  Financial Review
At the conclusion of a semester, the treasurer shall balance the books with the Student Activities Office of The University of Michigan - Dearborn and submit a finance report entailing the current financial situation of the Chapter to the Advisory Board.

Section 9.05  Dissolution
In the event that the Chapter ceases to exist, all funds shall revert to the Association. The Association shall use the funds to pay off any existing Chapter debts. Any remaining resources shall be disposed of at the discretion of the Association.

Bylaw X.  Records

Section 10.01  Records
Records shall be kept up to date and in good order. The Recording Secretary oversees all records relating to the Chapter and the Corresponding Secretary oversees all records relating to the Association. The complete records shall be turned over to the new officers before they assume office.
Bylaw XI. Amendments

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. Proposed amendments must be distributed to the membership with notification prior to the vote on the amendments. 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. Enactment

The Chapter Bylaws shall become effective immediately upon ratification and supersede any previous Bylaws of the Chapter. This document was ratified on March 29, 2004.