

**Bylaws of the Tau Beta Pi Association, Florida Alpha Chapter**  
**As of April 17, 2018**

**Article I**

Name of Organization

- Section 1. The name of this organization is Tau Beta Pi. This organization will utilize the acronym TBP when appropriate. Tau Beta Pi is affiliated with Tau Beta Pi Association, Inc.
- Section 2. These Bylaws shall govern the proceedings of this Chapter in all matters not expressly provided for in the Constitution and Bylaws of the Tau Beta Pi Association. Inc.
- Section 3. 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 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 Chapter shall be composed of members chosen from among eligible students at the University of Florida 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 5. These Bylaws may be suspended only by a majority vote of the Advisory Board, as provided in Article VI, Section 5 of the Constitution.

**Article II**

Purpose Statement

- Section 1. 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.

**Article III**

Compliance Statement

- Section 1. Upon approval by the Department of Student Activities and Involvement, Tau Beta Pi shall be a registered student organization at the University of Florida. Tau Beta Pi shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations

related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

## **Article IV**

### **University Regulations**

- Section 1. Non-Discrimination: Tau Beta Pi agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.
- Section 2. Sexual Harassment: Tau Beta Pi agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.
- Section 3. Hazing: Tau Beta Pi agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.
- Section 4. Responsibility to Report: If this organization becomes aware of any such conduct described in this article, Tau Beta Pi will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University's Title IX Coordinator.

## **Article V**

### **Membership**

- Section 1. Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

## **Article VI**

### **Government and Officers**

- Section 1. The Chapter shall have full control of its individual affairs, subject to the Constitution and Bylaws of the Association. 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 Bylaw XIV, Sections 1 and

2, and only active undergraduate and graduate student members shall have the privilege of voting on Chapter business.

- Section 2. The student officers of this Chapter shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, 2 Vice-Presidents of the Electee Process, Graduate Coordinator, 2 Service Coordinators, 2 Social Coordinators, Communications Coordinator, Webmaster, 2 Vice-Presidents of Education Outreach, Member Coordinator, Alumni Coordinator, Corporate Relations Chair, Benton Engineering Council/Engineer's Week Representative, Clock Tower Chair, Initiation Coordinator, Banquet Coordinator, FE Review Coordinator, Tau Beta *Pi Day* Coordinator, and Philanthropy Chair who shall be active members of the Chapter.
- Section 3. There shall be four Alumnus Advisors who must be members of Tau Beta Pi and have completed his or her undergraduate degree. Preference will be given to University of Florida faculty. Alumnus Advisors may serve terms of one to four years, and shall be replaced or renewed at the end of their term.
- Section 4. All student and alumni officers must be approved by a one-half favorable vote of the active membership. This will happen twice per year, with semester positions being elected every semester, and yearlong positions being elected in the spring.
- Section 5. The Officer Selection Committee shall be composed of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Chief Advisor.
- Section 6. The Officer Selection Committee shall appoint officers not elected at the elections. The member seeking an officer position must submit an application for the position. The proposed officer must then meet the approval of 2/3 of the Officer Selection Committee to be appointed.
- Section 7. The Executive Board shall be composed of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Vice-Presidents of the Electee Process, Graduate Coordinator, Benton Engineering Council/Engineer's Week Representative, and the standing committee chairs.
- Section 8. The Advisory Board of the Chapter shall be composed of the President, Vice-President, Corresponding Secretary, and the Alumnus Advisors.
- Section 9. The President shall be the Chapter's delegate to the Convention of the Association, or shall appoint an alternate delegate.
- Section 10. Student officers serve terms of either one or two semesters.
- A. The President shall serve a two-semester term.
  - B. The following positions shall serve two-semester terms, with elections each spring: Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Clock Tower Chair,

Benton Engineering Council/Engineer's Week Representative, and Tau Beta *Pi Day* Coordinator.

- C. The following positions shall serve one-semester terms, with elections in the fall and spring: Vice-Presidents of the Electee Process, Graduate Coordinator, Service Coordinators, Social Coordinators, Communications Coordinator, Webmaster, Member Coordinator, Alumni Coordinator, Corporate Relations Chair, Initiation Coordinator, Banquet Coordinator, FE Review Coordinator, and Philanthropy Chair.

Section 11. For any position, other than President and 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.

- A. If, for any reason, the President is unable to complete the term of office or fulfill the duties of the position, the Vice-President will assume the position of President. If the 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 all three positions will be held as soon as it is conveniently possible.
- B. If, for any reason, the Corresponding Secretary is unable to complete the term of office or fulfill the duties of the office, the senior Vice-President of the Electee Process will assume the position. If the senior Vice-President of the Electee Process resigns, the junior Vice-President of the Electee Process will assume the position. If the junior Vice-President of the Electee Process resigns, then a special election to fill all three positions will be held as soon as it is conveniently possible.

Section 12. All officers are required to do the following: Assist other officers, uphold the good name of Tau Beta Pi, help with mail-outs by sealing, stamping, and addressing envelopes, attend all meetings including the Member and Electee meetings, attend one social, service, and E-Futures event, and notify the Webmaster of all necessary website changes. The following individual duties shall be required of the officers:

- A. The President shall be an ex officio member of all committees, shall see that the other officers of the Chapter perform their duties, shall be responsible for any course of action that the Chapter takes, shall be responsible for planning and conducting meetings, and shall see that each officer and committee chair is provided with a written list of specific duties for which each is responsible (Officer Position Guidelines). A copy of the Officer Position Guidelines shall be placed in the President's Book and saved on the Chapter's computer. In the spring, the President will provide mentorship

opportunities for those interested in running for President for the following year.

- B. The Vice-President shall assist the President in all society business, conduct meetings in the President's absence, be responsible for reserving meeting rooms, shall be responsible for compiling the Chapter's resume book, shall plan at least one Engineering Futures session per semester, and shall have as a special duty the advancement of the technical and professional education of the active members.
- C. The Recording Secretary shall be responsible for gathering information from other officers to create agendas for all meetings, shall be responsible for recording and maintaining a record of the minutes taken at all Chapter meetings, shall be responsible for maintaining the roll and record books of the Chapter as obtained from the Secretary of the Association, shall be responsible for keeping, in a suitable holder, the issues for the last three years of THE BENT and THE BULLETIN for use of the members of the Chapter. If the Recording Secretary is not in attendance at a meeting, the President shall appoint an alternate to record the minutes.
- D. The Corresponding Secretary serves as the Secretary of the Advisory Board, shall carry on such other correspondence of the Chapter as the President may direct, and shall be responsible for completing all paperwork required by the Association. The Corresponding Secretary shall also be responsible for ensuring each eligible member fills out an electronic catalog card both for Nationals and for our chapter records.
  - 1. Send promptly in October each year to the Secretary-Treasurer of the Association lists of the names and post-office addresses of the officers of the Chapter and to report promptly all changes in this information, which may occur during the year.
  - 2. Send to the Secretary-Treasurer of the Association the Report of Eligibility, the Report of Election, the catalog cards, and the Report of Final Action.
  - 3. Send to the Secretary-Treasurer of the Association, immediately upon receipt of the proper form or after their election, a duplicate of the credentials for the delegate and alternate to the ensuing Convention
  - 4. Furnish to the Secretary-Treasurer of the Association a copy of the Chapter's Bylaws, amended to date, with the written approval of the Advisory Board within two weeks of their adoption and amendment.

5. Report to the Secretary-Treasurer of the Association such items of news and of interest as to honors received, offices to which members of the Chapter have been elected, changes in the Initiation fees, dues, or assessments, and the like, and also any cases of discipline which might affect the standing of one or more members on the rolls of the Association.
  6. Report to the Secretary-Treasurer of the Association any and all actions taken by the Advisory Board of the Chapter
- E. The Treasurer shall be responsible for all financial matters including reimbursements, dues collection and tracking, and bill payments and shall be responsible for completing the end of the year financial report and submitting it to the Association. The Treasurer manages the Chapter's own checking account.
  - F. The Historian shall be responsible for attending Chapter meetings, socials and service projects and taking pictures (or if the Historian cannot attend, shall be responsible for ensuring pictures are taken) and shall be responsible for collecting Chapter project reports from other officers and preparing the annual report, due to the Association by June 1.
  - G. The Vice-Presidents of the Electee Process shall be responsible for the recruiting and Initiation of new members, shall oversee the completion of requirements for all Electees, and shall ensure that each candidate accepting election receives copies of the Constitution and Bylaws and Eligibility Code of the Tau Beta Pi Association.
  - H. The Graduate Coordinator shall be responsible for the election and Initiation process for graduate students, alumni, and eminent engineers.
  - I. The Service Coordinators shall be responsible for organizing all service projects, large and small, with the exception of SECME, GatorTRAX, the TEE Program, and the philanthropy of the Chair's choice.
  - J. The Social Coordinators shall be responsible for organizing all social events and provide food and refreshments at all meetings and E-Futures sessions.
  - K. The Communications Coordinator shall be responsible for notifying members, eligible elected members, and Alumnus Advisors of the time, place, and purpose of all meetings and events at least two business days in advance of the meeting or event and again the day of the meeting or event, and shall be responsible for producing and posting all flyers and coordinating mail-outs.

- L. The Webmaster shall be responsible for maintaining the Chapter website with updated news, dates, pictures and contact information.
- M. The Vice-Presidents of Education Outreach shall be responsible for leading a team, planning and conducting meetings and events associated with the MindSET program, and shall be responsible for keeping the Chapter informed of involvement opportunities.
- N. If the chapter votes to host the regional SECME Olympiad, the Vice-Presidents of Education Outreach shall be responsible for forming a committee to organize, plan, and execute the regional SECME Olympiad. In the fall semester the Vice-Presidents of Education Outreach and their committee shall be responsible for maintaining communication and hosting a meeting with teachers. In the spring semester, the Vice-Presidents of Education Outreach and their committee shall be responsible for organizing a team of SECME officers to plan all aspects of the event.
- O. The TEE (Tutoring for Engineering Excellence) Chair shall be responsible for organizing the TEE (tutoring) program with the goal of increasing the retention rate of the College of Engineering and shall be responsible for coordinating with professors, reserving rooms, planning lessons, and preparing tutors for all sessions.
- P. The Member Coordinator shall be responsible for keeping members informed on all upcoming events, may plan member-only socials and service projects, shall be responsible for keeping track of all members' statuses, and ordering, distributing, and collecting stoles for eligible members before and after graduation.
- Q. The Alumni Coordinator shall be responsible for maintaining an alumni database and may invite alumni to participate in Chapter activities and events as well as plan special alumni gatherings.
- R. The Corporate Relations Chair shall be responsible for planning and organizing fundraising events and opportunities for the Chapter.
- S. The Benton Engineering Council (BEC) Representative shall attend all BEC meetings and shall report back to the officers and members, coordinate all Engineer's Week (E-Week) related activities, and shall handle Chapter requests for special-events funding from BEC. In coordinating E-Week related activities, the BEC Representative shall attend all scheduled E-Week Meetings and shall be responsible for planning, organizing, and setting up the events sponsored by Tau Beta Pi at the annual E-Week, including E-Bowl.

- T. The Clock Tower Chair shall be responsible for organizing a team to complete the clock tower outside Weil Hall. The clock tower has four clock faces, each with a different type of clock.
- U. The Initiation Coordinator shall be responsible for planning the Initiation ceremony at the end of each semester. This includes reserving the Initiation room, assigning roles to officers or members, testing all required equipment, and obtaining any materials needed. The coordinator shall schedule a practice Initiation sequence with assigned officers and members.
- V. The Banquet Coordinator shall be responsible for planning the end of semester banquet that directly follows Initiation. This includes reserving the location, preparing the program, inviting a guest speaker, and planning the menu while working with the Treasurer to keep within budget. The Coordinator shall keep track of all attendees and guests planning to attend and shall coordinate with the officers to select recipients and prepare awards to be distributed at banquet.
- W. The FE Review Coordinator shall be responsible for organizing reviews for the Fundamentals of Engineering exam. This includes reserving rooms, coordinating with professors to teach the sessions, and attending all reviews to collect payment. Semester may contain reviews on materials sciences, mechanics of materials, statics, thermodynamics, fluids, chemistry, AC/DC circuits, dynamics, and engineering economics.
- X. The Tau Beta *Pi Day* Coordinator shall be responsible for organizing activities to promote the image of Tau Beta Pi around March 14. A suggested event is to hold a Pi Run, which includes coordinating with campus police, advertising for the event, and purchasing prizes for the winners.
- Y. The Philanthropy Chair shall be responsible for organizing Tau Beta Pi's participation in the philanthropic event(s) of their choice. This includes fundraising for the event beforehand, organizing participation in the event, and representing Tau Beta Pi at all required philanthropy meetings. Examples of such philanthropy include Relay for Life and Dance Marathon.
- Z. The Alumnus Advisors help provide continuity of Chapter operations, shall ensure the Chapter elects candidates who meet the eligibility requirements of the Association, the Chapter, and the University of Florida, and shall help balance the Chapter's financial accounts at the end of the academic year.

Section 13. All new officers must schedule a meeting, called the officer transition meeting, with outgoing officers to discuss all aspects of their position. It is suggested that the President organize a transition meeting where all



officers will be in attendance. Outgoing officers must turn over all records to their successors, and these records shall be up-to-date in all regards. It shall be the first duty of all incoming officers to familiarize themselves with these records and to see that they are in good order and up-to-date, and, if not, to try to get the cooperation of their predecessors before the latter leave college permanently.

- Section 14. All officers will be given the key code to the Tau Beta Pi office. The Tau Beta Pi office will be used for official chapter business only, such as conducting office hours or candidate interviews. Officers shall not give out the key code to any other members or non-members, doing so will result in removal from their officer position.
- Section 15. An elected officer of the Chapter may be removed for cause. Sufficient cause for removal may include, but is not limited to, failure to attend weekly office hours, failure to turn in, in a timely manner, all project reports and attendance lists, failure to attend all officer meetings, including the semesterly Advisor meeting, failure to attend any other mandatory officer activities, and failure to complete any and all duties of their position. The procedure to remove an officer from office can be found in Bylaw V of the Association, Section 5.01(d).

## **Article VII**

### **Election of Officers**

- Section 1. The elections of all officers shall take place at a meeting scheduled after the Initiation ceremony. For the fall semester, this typically occurs in December and for the spring semester, this typically occurs in April. Election of all annual positions shall be performed at the end of the spring semester.
- A. Nominations may be made from the floor at the Election of Officers meeting.
  - B. 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.

## **Article VIII**

### **Faculty Advisor**

- Section 1. The faculty advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The faculty advisor shall be nominated by the officers and confirmed by a one-half favorable vote of the members. The faculty advisor may serve a term of

one to four years, and shall be replaced or renewed at the end of their term. In the event that the faculty advisor is unable to continue in their position, officers may nominate a replacement at any time, to be confirmed by a one-half favorable vote of the members.

## **Article IX**

### **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.
- Section 2. The initiation fee is currently set at \$100 per Article XIII, Section 2 of the Bylaws. Proposed changes to the initiation fee will be set during the first Officer Meeting of each semester, subject to approval by a majority vote of the active membership of the Chapter. The Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning changes in amount of the Initiation fee.
- 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.
- 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 \$60.00 shall be approved by the Treasurer. Non-budgeted expenditures between \$60.00 and \$120.00 shall be approved by the Treasurer, with the knowledge of the Executive Board. Non-budgeted expenditures over \$120.00 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.

## **Article X**

### **Dissolution of Organization**

- Section 1. In the event the Florida Alpha Chapter of Tau Beta Pi dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to the Tau Beta Pi Association, Inc.

## **Article XI**

### **Chapter Operations**

- Section 1. The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for the semester. Additional Advisory Board meetings may be called upon at any time by the President or with written request to the President, subject to approval.
- Section 2. The President shall call a meeting of the Chapter officers before the first general meeting. The officers shall discuss all changes from the previous semester and may use this meeting to suggest new programs and policies. Additional officer meetings may be called upon at any time by the President or with written request to the President, subject to approval.
- Section 3. The President shall call a meeting of the Chapter members before the first general body meeting. In addition to discussing upcoming Chapter events, the President will remind members of the requirements for active membership, distinguished active membership, and the Active Member Scholarship if there is one.
- Section 4. A meeting known as an information session shall be held for the candidates; the Chapter's officers shall be introduced, the eligibility code shall be read, and the Chapter's specific requirements for membership will be enumerated. Letters and/or emails shall be sent to scholastically eligible candidates informing them of their eligibility and the date of the information session at least two (2) weeks prior.
- Section 5. There shall be at least four general body meetings per semester. This does not include the Advisory Board meeting, the officer meeting, the information session, Election, officer elections, Initiation, or banquet. The purpose of general body meetings is to keep the membership and candidates/Electees informed on all Chapter business.
- Section 6. Special meetings may be called at any time by the President, the Alumnus Advisors, or upon written request to the President, subject to approval.
- Section 7. 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 8. A quorum for the consideration of routine business shall consist of one-half the active membership of the Chapter. For the election of new members, for the revocation of election, for changing the Initiation fee or Chapter dues, for the approval or disapproval of a proposed amendment to the Constitution or Bylaws of the Association or Chapter, and for the

passing of a financial assessment of the Chapter, a quorum shall consist of three-fourths of the active Chapter membership eligible to vote.

Section 9. Subject to the provisions of Bylaw V, Section 5.02 of the Association, the President shall appoint all committee chairpersons and members necessary to determine the Chapter activities and purposes.

- A. As early as possible after each committee appointments are made, the President shall provide each committee chair with a list of his or her specific duties and responsibilities.
- B. The chair of each committee shall have the responsibility of keeping a complete and timely record of his or her committee's activities. This record shall be used to aid the future committee chair and as a reference in compiling the Chapter Survey.

## **Article XII**

### **Election of Candidates**

Section 1. Consideration of candidates 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 grades through the previous summer semester and consideration of spring semester Electees shall be based on grades through the previous fall semester.

Section 2. All the provisions of Article VIII of the Constitution and Bylaw VI of the Association shall be strictly followed.

Section 3. Students pursuing undergraduate engineering curricula at the University of Florida who meet the Chapter's scholastic requirements are considered candidates.

- A. The Chapter recognizes the following undergraduate engineering programs: Aerospace Engineering, Agricultural and Biological Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Computer Science, Electrical Engineering, Environmental Engineering, Industrial and Systems Engineering, Materials Science and Engineering, Mechanical Engineering, and Nuclear Engineering.
- B. Those undergraduate students within the College of Engineering listed as undecided are not eligible. Undecided engineering students must officially declare a recognized major field of study to be considered for membership.
- C. Juniors must rank in the upper one-eighth of all students classified as juniors as determined by the entire College of Engineering enrollment. Juniors are those undergraduate students who have

completed at least two years (but less than three years) of an eligible engineering degree, as specified in Section A.

- D. Seniors must rank in the upper one-fifth of all students classified as Seniors as determined by the entire College of Engineering enrollment. Seniors are those undergraduate students who have completed at least three years of an eligible engineering degree, as specified in Section A.
- E. All undergraduate students must have completed at least two semesters at the University of Florida to be eligible.
- F. 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.

Section 4. Students pursuing graduate engineering curricula at the University of Florida who meet the Chapter's scholastic requirements are considered candidates.

- A. The Chapter recognizes the following graduate engineering programs: Aerospace Engineering, Agricultural and Biological Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Coastal and Oceanographic Engineering, Computer Engineering, Electrical and Computer Engineering, Environmental Engineering, Industrial and Systems Engineering, Materials Science and Engineering, Mechanical Engineering, and Nuclear Engineering Sciences.
- B. Graduate engineering students must rank in the upper one-fifth of all graduate students in the College of Engineering. To be eligible, graduate students must have completed at least 50% of their coursework and research.
- 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.

Section 5. Alumni shall be eligible candidates as dictated in Article VIII, Sections 4, 5, and 7 of the Constitution.

Section 6. Eminent Engineers shall be eligible candidates as dictated in Article VIII, Section 6 and 7 of the Constitution.

Section 7. The Chapter shall consider the following points when evaluating character.

- A. Candidates are required to attend all Chapter meetings.
- B. Candidates are required to complete an interview before Election with a member of the Interview Committee. Their answers to the

interview questions shall be considered in the Chapter's evaluation of their character and may be used to determine academic eligibility, according to Section 3.

- C. Candidates should have completed at least half the total required service hours by Election. This is not required to be elected, but is highly encouraged.
- D. Candidates are highly encouraged to attend the member/candidate social held with the purpose to help the members learn more about the candidates they are evaluating.
- E. The Chapter shall avoid electing candidates with "red flags". "Red flags" include but are not limited to being arrested, cheating, behavioral misconduct, and breaking commitments with the Chapter.

Section 8. Candidates shall complete the following paperwork: Application, an electronic catalog card, and, if necessary, the corresponding qualification form.

- A. Graduate, alumnus, and eminent engineer candidates must complete the Report of Eligibility for Graduate Student, Alumnus, and Eminent Engineer Candidates. Graduate candidates must also have their primary academic advisors compose a letter to the Chapter verifying that they have completed at least 50% of their coursework and research.

Section 9. Candidates shall be elected with the following procedure. Elected candidates shall be called Electees.

- A. Election chair shall begin elections by reading the code of eligibility as stated in Bylaw VI section 6.03(a)(1) of the Association.
- B. Lists of interested applicants shall be broken down into groups and made available at the Election of Candidates meeting. Each group shall have access to each candidate's application and interview. There shall be at least five groups and the groups shall be of the same number or about the same number of candidates. All graduate candidates shall be grouped together. At this point the active Chapter will break into groups to thoroughly discuss each of the candidates assigned to their group.
  - 1. Each group shall have a Group Leader who shall be responsible for ensuring that each candidate is thoroughly discussed and voted on correctly. The Group Leader is required to take notes about what is discussed in their group.
  - 2. The Graduate Coordinator shall be the Group Leader of the group of graduate candidates.

- C. Each group of active members shall pass a recommendation for each candidate on to the Chapter.
  - 1. There are four possible recommendations: “Elect”, “Not Elect”, “No Recommendation”, and “Probationary Candidate”.
    - a. A recommendation of “Elect” indicates to the Chapter that the candidate has met the requirements for exemplary character and it is of the opinion of the group that the candidate should be elected.
    - b. A recommendation of “Not Elect” indicates to the Chapter that the candidate has not met the requirements for exemplary character and it is of the opinion of the group that the candidate should not be elected.
    - c. A recommendation of “No Recommendation” indicates to the Chapter that the group could not agree on a recommendation or they were not familiar enough with the candidate to make a recommendation.
    - d. A recommendation of “Probationary Candidate” indicates to the Chapter that the group believes the candidate has met the requirements for exemplary character but does not believe the candidate is on track to be initiated.
  - 2. The group must have a majority to make a recommendation of “Elect” or “Not Elect” to the Chapter.
  - 3. If the group has a majority for “No Recommendation” or does not have a majority, a recommendation of “No Recommendation” will be made to the Chapter.
- D. The Chapter shall then vote on each candidate taking into consideration the recommendation of the group. Any candidate with a recommendation of “No Recommendation” shall be thoroughly discussed by the Chapter. The Chapter is not required to follow the vote of the group. The Chapter shall vote on the group of graduate candidates separately as per Bylaw VI section 6.03(b)(2) of the Association.
- E. Any candidate voted as “Probationary Candidate” will be required to submit a Plan-of-Action to the VPs of Electees within 72 hours of being notified of their status. The election of each probationary candidate will be voted upon individually by the Executive Board following the submission of their Plan-of-Action.
- F. The balloting within each group and the Chapter is to be secret and conducted by the President or an Alumnus Advisor.
- G. 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.

- H. The candidates shall be notified of the Chapter's decision by email within 24 hours of Candidate Elections.

### **Article XIII**

#### **Initiation of Electees**



- Section 1. Electees shall be required to complete the following activities in order to be initiated by the Chapter. Electees may complete any and all requirements prior to Election if they so choose.
- A. Electees shall be required to attend three Chapter meetings, excluding candidate election meeting.
  - B. Electees shall be required to complete a total of six service hours. Those hours completed before Election count towards the electees' total hours. Electees are required to fulfill this requirement through Chapter programs. In the case of extenuating circumstances, where an Electee has valid reasoning for being unable to complete all hours with the Chapter, service hours through another organization may be approved by the Vice Presidents of Electees and the President.
  - C. Electees shall be required to attend at least two social events. The member/candidate social may count towards the candidate's social requirement.
  - D. Electees shall be required to attend the Electee-Only social held once a semester.
  - E. Electees shall be given the opportunity to polish a bent, but are not required to.
  - F. Electees shall be required to read the Constitution and Bylaws of the Association as well as the Bylaws of the Chapter.
  - G. If unable to complete one of the Electee requirements, Electees shall be required fulfill make up requirements accordingly:
    - 1. If more than one meeting is missed, two additional community service hours are required per meeting missed.
    - 2. If unable to attend any socials, two additional community service hours are required.
    - 3. If unable to attend any GatorTRAX sessions, two additional community service hours are required.
    - 4. If unable to complete all service hours through Tau Beta Pi, up to half may be completed through another organization if valid reasoning is provided. Electees must contact the VP of Electees for approval beforehand.

Section 2. Electees shall be required to pay dues of \$100 to the Chapter.

- A. The Association collects fees for the following expenses: Membership key, membership certificate, copies of the constitution, information booklet, the BULLETIN, four-year BENT subscription, National Convention assessment, and generic expenses.

- B. The Chapter collects fees for the following expenses: Information session, the electee process, service projects, socials, Initiation and banquet, and local operating expenses.
- C. 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 3. Distinguished electees are those electees who displayed exceptional dedication to the Chapter during the Election and Initiation processes. To be considered a distinguished electee, an electee must complete the following additional requirements.

- A. Distinguished electees shall be required to attend at least one Engineering Futures session.
- B. Distinguished electees shall be required to complete three additional hours of community service.
- C. Distinguished electees shall be required to attend one additional social.

Section 4. Alumni Electees shall be required to complete the following in order to be initiated by the Chapter.

- A. Alumni Electees shall be required to complete 9 service hours.
  - 1. It is recommended but not required that Alumni Electees diversify their service hours.
- B. Alumni Electees shall not be required to attend socials, including the Electee-Only Social.
- C. Alumni Electees shall be required to attend Chapter meetings virtually or in person.
- D. Alumni Electees shall be required to give a 3-5 minute presentation to the Chapter.
  - 1. The presentation can be recorded or live at a Chapter meeting.
  - 2. The presentation should include information about the Alumni Electee's background and career.
- E. If unable to complete one of the Alumni Electee requirements, Alumni Electees shall be required to fulfill make up requirements accordingly:
  - 1. If more than one meeting is missed for an invalid excuse, one additional community service hour is required per meeting missed.
  - 2. Any discrepancies regarding Alumni Electee requirements shall be handled by the Executive Board.

- F. Alumni Electees shall be required to pay dues to the Chapter.
1. The Association collects fees for the following expenses: Membership key, membership certificate, copies of the constitution, information booklet, the BULLETIN, four-year BENT subscription, National Convention assessment, and generic expenses.
  2. The Chapter collects fees for the following expenses: Information session, the electee process, service projects, socials, Initiation and banquet, and local operating expenses.
  3. Upon approval of the Executive and Advisory Boards, the Alumni Electee may pay only the Chapter dues which are relevant to his or her experience.

Section 5. If an electee fails to complete any required activities or exhibits character that is less than exemplary, the Chapter may revoke the election of that individual. Revocation of election shall be conducted with the following procedure.

- A. There shall be a revocation of election meeting held in the week before Initiation. If any electee has failed to complete all the requirements for membership, the active members may vote to revoke the election of that electee.
- B. At the revocation of election meeting, the President shall begin by reading the Eligibility Code. Then, the electees shall be decided upon individually and in alphabetical order.
- C. The revocation of 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.
- D. Any student whose election has been revoked may be considered as subsequent elections if he or she is then eligible.

Section 6. Initiation of electees who complete all the requirements will be held at the end of the fall and spring semesters. There shall be a formal banquet held following Initiation for all members, including those newly initiated.

Section 7. Postponement of Initiation is allowed upon approval of the Advisory Board. The expected date of Initiation must be indicated on the Report of Final Action.

## **Article XIV**

### **Additional Stipulations Regarding Membership**

- Section 1. Each member shall be an active member in accordance with Bylaw VI of the Association, Sections 6.06, 6.07, and 6.08 and as required by Section 2.
- Section 2. Active membership is defined as follows.
- A. Each semester, active membership shall be granted to those members who attend the member meeting, candidate elections, and officer elections, as well as at least one other non-meeting event sponsored by Tau Beta Pi (such as GatorTRAX, social, Corporate Dinner, company information session, Speed Networking, etc).
    - 1. Meeting excuses are permitted as long as the Member Coordinator receives them at least 24 hours prior to the start of the meeting. Late excuses will not be accepted, except in the case of an emergency. The member shall not have to complete any make requirements.
    - 2. No excuses will be accepted for not attending one non-meeting event.
  - B. Members of Tau Beta Pi that transfer to the University of Florida will be considered active members in their first semester with a written request to the President.
  - C. The active membership shall 'refresh' immediately following Initiation. This means that newly-initiated members are considered active after Initiation and are eligible to vote at officer elections. To maintain active membership, newly initiated members must meet the requirements in the following semester.
  - D. Distinguished active membership shall be granted to those members who meet the requirements for active membership and attend at least three additional chapter-sponsored events each semester after earning membership.
    - 1. Each member is permitted one 'drop' semester in which they do not meet active membership requirements, but still maintain their eligibility for distinguished active member status.
    - 2. Student members of the Advisory Board are granted distinguished active status.
    - 3. Students who join and graduate both in the same semester must meet the criteria for distinguished Electee to be a distinguished active member.
- Section 3. 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.
- Section 4. Graduation stoles will be available to all members.

- A. Activity status for stole pricing will be calculated for the semester that the member is graduating.
    - 1. For distinguished active membership, members must be active in the semester that they graduate. The semester they graduate cannot be their 'drop' semester.
  - B. Distinguished active members may:
    - 1. Rent a graduation stole for \$22. These members will receive a full refund once the stole has been returned.
    - 2. Purchase a graduation stole for \$18.
  - C. Active members may:
    - 1. Rent a graduation stole for \$22. These members will receive a \$20 refund once the stole has been returned.
    - 2. Purchase a graduation stole for \$22.
  - D. Non-active members may:
    - 1. Rent a graduation stole for \$40. These members will receive a \$20 refund once the stole has been returned
    - 2. Non-active members may not purchase a graduation stole.
  - E. Graduation cords will be ordered only upon special request. Distinguished active members and active members may purchase cords for the full price the chapter pays. Non-active members shall not purchase cords. Cords shall not be rented to any member.
- Section 5. Discipline of members shall be in accordance with Article IX, Sections 4 and 5 of the Constitution.

## **Article XV**

### **Chapter Honors**

- Section 1. *Best Officer.* Each semester before Initiation, the officers, with the exception of the President, shall vote for the best officer. This officer has completed all the duties of their position(s) and has immeasurably bettered the Chapter with their involvement. The President is not eligible for this honor.
- Section 2. *Best Member.* Each semester before Initiation, the officers, with the exception of the President, shall vote for the best member. This member has immeasurably bettered the Chapter with their involvement. The officers are not eligible for this honor.
- Section 3. *Best Electee.* Each semester before Initiation, the Vice-Presidents of the Electee Process shall select the best electee. Only those electees classified as distinguished may be eligible for the honor of best electee.

- Section 4. *Best Bent.* Each semester at the banquet, the attending officers shall vote on which newly-initiated member has the most immaculate bent. The newly-initiated member must attend the banquet to be eligible, and the best electee is still eligible for best bent.
- Section 5. The winners of the Chapter honors will be announced at the banquet at the end of each semester.
- Section 6. The recipient of each Chapter honor will receive a \$50 prize.

## **Article XVI**

### **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 officer transition meeting(s).
- Section 4. The Chapter shall maintain a stock of at least 20 stoles.
- Section 5. The Charter of this Chapter shall be framed under glass and prominently displayed at a location determined by the Dean of Engineering.
- Section 6. 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 Advisory Board, except that the Ritual may not be inspected by nonmembers of the Association.

## **Article XVII**

### **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.