

ARTICLE I. NAME OF ORGANIZATION

The name of the organization is Tau Beta Pi. This is the Florida Alpha Chapter of the national organization, Tau Beta Pi.

ARTICLE II. PURPOSE STATEMENT

Tau Beta Pi is the oldest and most prestigious engineering honor society. The Florida Alpha Chapter was founded in 1961 and, out of 246 collegiate chapters, is one of the nation's most active. We have been named the Most Outstanding Chapter eight times. Our purpose is to recognize exceptional engineering students, encourage young students to pursue engineering, and serve our local community. To be eligible for membership, juniors must be in the top eighth of their class, and seniors and graduate students must be in the top fifth of their class; all candidates must demonstrate exemplary character. We have two major programs to encourage young students to pursue engineering degrees: GatorTRAX and The TEE Program (tutoring). We plan to host FE exam review sessions, which is one of the major ways we hope to promote and recognize exceptional engineering practice. We also plan to participate in E-Fair, and have in the past, to provide short workshops explaining engineering concepts in a fun way for K-12 students.

ARTICLE III. COMPLIANCE STATEMENT

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 A. 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. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. 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. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. 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. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Tau Beta Pi becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, the University's Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

ARTICLE V. MEMBERSHIP

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. STUDENT ORGANIZATION ADVISOR

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 VII. OFFICERS

Section A. Control of Chapter Affairs

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 B. Officer Positions

The student officers of this Chapter shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, 2 Vice-Presidents of the Electee Process, Graduate Coordinator, 2 Service Coordinators, 2 Social Coordinators, Webmaster, 2 Vice-Presidents of Education Outreach, Member Coordinator, Alumni Coordinator, Benton Engineering Council/Engineer's Week Representative, Clock Tower Chair, Initiation Coordinator, Banquet Coordinator, FE Review Coordinator, and Tau Beta *Pi Day* Coordinator who shall be active members of the Chapter. Optional additional roles: Philanthropy Chair, TEE (Tutoring for Engineering Excellence) Chair, Historian, Communications Coordinator, and

Corporate Relations Chair. It is recommended to consolidate these positions as detailed below, but if many members are interested in being officers, they can be separate roles.

Section C. Alumnus Advisors

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 D. Elections

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 E. Officer Selection Committee Establishment

The Officer Selection Committee shall be composed of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Chief Advisor.

Section F. Officer Selection Committee Appointments

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 G. Executive Board

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 H. Advisory Board

The Advisory Board of the Chapter shall be composed of the President, Vice-President, Corresponding Secretary, and the Alumnus Advisors.

Section I. Delegate to Convention

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

Section J. Terms of Officer Positions

Student officers serve terms of either one or two semesters.

- I. The President shall serve a two-semester term.

- II. 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.
- III. 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, and FE Review Coordinator.

Section K. Special Elections of Officer Positions

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.

- I. 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.
- II. 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 L. Officer Position Descriptions

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:

- I. 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.
- II. 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.
- III. 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.

- IV. 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.
 - A. 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.
 - B. 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.
 - C. 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
 - D. 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.
 - E. 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.
 - F. Report to the Secretary-Treasurer of the Association any and all actions taken by the Advisory Board of the Chapter
- II. 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.
- III. 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. If there is no Historian, officers hosting events will be responsible for taking photos, and the President and Vice President will be responsible for preparation of the annual report.
- IV. 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.
- V. The Graduate Coordinator shall be responsible for the election and Initiation process for graduate students, alumni, and eminent engineers.
- VI. 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.

- VII. The Social Coordinators shall be responsible for organizing all social events and provide food and refreshments at all meetings and E-Futures sessions.
- VIII. 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. If there is no Communications Coordinator, the duties will fall to the Recording Secretary.
- IX. The Webmaster shall be responsible for maintaining the Chapter website with updated news, dates, pictures and contact information.
- X. 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.
- A. 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.
- XI. 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. If there is no TEE Chair, the duties will fall to the Service Coordinators.
- XII. 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.
- XIII. 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.
- XIV. The Corporate Relations Chair shall be responsible for planning and organizing fundraising events and opportunities for the Chapter. If there is no Corporate Relations Chair, the duties will fall to the Alumni Coordinator.
- XV. 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.
- XVI. 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.

- XVII. 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.
- XVIII. 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.
- XIX. 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.
- XX. 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.
- XXI. 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. If there is no Philanthropy Chair, the duties will fall to the Service Coordinators.
- XXII. 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.
- XXIII. 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.
- XXIV. 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.
- XXV. 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 VIII. ELECTIONS

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.

- I. Nominations may be made from the floor at the Election of Officers meeting.
- II. 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.
- III. 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.

ARTICLE IX. FINANCE

- I. 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. 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.
- II. 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.
- III. The Chapter accounting system shall be based on generally accepted accounting principles as defined by the American Accounting Association.
- IV. 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.
- V. 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.
- VI. 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.
- VII. The Chapters fiscal year shall be May 1 to April 30.
- VIII. 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

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. ACADEMIC REQUIREMENTS FOR MEMBERSHIP

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.

- I. All the provisions of Article VIII of the Constitution and Bylaw VI of the Association shall be strictly followed.
- II. 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.
- III. 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.
- IV. Alumni shall be eligible candidates as dictated in Article VIII, Sections 4, 5, and 7 of the Constitution.
- V. Eminent Engineers shall be eligible candidates as dictated in Article VIII, Section 6 and 7 of the Constitution.

ARTICLE XII. AMENDMENTS TO CONSTITUTION

This constitution 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 this constitution must be submitted to and approved by the Advisory Board before going into effect.

The Corresponding Secretary shall send a copy of the constitution, as amended, to the Secretary-Treasurer of the Association within two weeks after an amendment is adopted. All amended constitutions must be submitted directly to the Department of Student Activities and Involvement for review and approval.