**OHIO GAMMA CHAPTER**

**THE TAU BETA PI ASSOCIATION**

**INCORPORATED**

**PURPOSE STATEMENT**

The Tau Beta Pi Ohio Gamma Chapter seeks to mark in a fitting manner students, alumni, and eminent engineers affiliated with The Ohio State University who have conferred honor upon their alma mater by distinguished scholarship and exemplary character as undergraduates in the field of engineering, or by their attainments as alumni in the field of engineering. The organization also aims to foster a spirit of liberal culture in the engineering colleges.

**NON-DISCRIMINATION STATEMENT**

The Tau Beta Pi Ohio Gamma Chapter upholds the non-discrimination policy of The Ohio State University. The organization and its members shall not discriminate against any individual(s) on the basis of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

**BYLAW I GENERAL**

Section 1. 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 2. This chapter shall conform to such rules and regulations of The Ohio State University (OSU) and its College of Engineering as may apply to honor societies.

Section 3. In the event of conflict between the Constitution and bylaws of the Tau Beta Pi Association, Inc., and the rules and regulations of OSU and/or its College of Engineering, the rules of OSU and/or the College of Engineering shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

Sub-Section a. In accordance with the policies governing registered student organizations as required by OSU, this organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Section 4. Abbreviated references herein to the Constitution and bylaws of the Association and to the various bylaws of this document shall be made in the form illustrated by the following examples:

 a. C--VI, 1--National Constitution Article VI, Section 1.

 b. B--V, 5.02--National Bylaw V, Section 5.02.

 c. OGB-I, 4-Ohio Gamma Chapter Bylaw I, Section 4.

**BYLAW II GOVERNMENT AND OFFICES**

Section 1. The Chapter shall be composed of members chosen from among eligible students and alumni on the basis of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VII and in the Eligibility Code of the Association.

Section 2. The Chapter shall have full control over its individual affairs, subject to the Constitution and bylaws of the Association, which control shall be exercised by the active membership of the Chapter and its Advisory Board. An "active member" of this chapter shall be defined as in C-VI, 1, and only active undergraduate and graduate student members as defined therein, shall have the privilege of voting on new members and the amounts of the initiation fee, dues, fines, and assessments. A student may become inactive only under the provision of B-VI, 6.05, or by order of the Advisory Board.

Section 3. The officers of this Chapter shall be a President, Vice President, Assistant Treasurer, Recording Secretary, at least one Corresponding Secretary, two Engineer's Council Representatives, who shall be active members of the Chapter; a Treasurer, who may be an active member of the Chapter or a member of the faculty; and four alumnus advisors, preferably elected from among the faculty of the College of Engineering.

Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretaries, and four alumnus members of the Association. The Chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

Section 5. Alumnus members of the Advisory Board shall serve four-year terms, as specified in C-VI, 7. All other officers shall serve for one year or until their successors are duly elected and installed.

Section 6. The duties of the officers shall be those usually performed by persons holding such offices, those prescribed by the Constitution and bylaws of the Association, and those prescribed in these bylaws or by Chapter action.

Section 7.

The President shall be this chapter's delegate to the convention of the Association. The other officers shall be alternate delegates, in the order given in OGB-II, 3.

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

a. The President shall be an ex-officio member of all committees.

b. The President shall see that each officer and committee chair is provided with a written list of specific duties for which each is responsible. A copy of each list shall be placed in the Recording Secretary's notebook and in the President's Book.

c. The Recording Secretary shall see that each candidate accepting election receives copies of the Constitution and bylaws and Eligibility Code of The Tau Beta Pi Association, information about Tau Beta Pi, these Bylaws, and such other materials as the chapter may deem desirable.

d. The Corresponding Secretaries shall notify each active member and each advisor of the time, place, and purpose of each Chapter meeting at least one week in advance of the meeting.

e. The Corresponding Secretaries shall serve as Secretaries of the Advisory Board.

f. The President and Vice President shall pay a courtesy call on the Dean of Engineering early in the fall term to discuss ways in which the Chapter may be of service to the College. The substance of such discussions shall be reported to the Chapter at the next meeting.

g. The President shall cooperate with the Director of Tau Beta Pi District 7 and shall encourage the Chapter members to participate in the District's activities.

h. The President and Corresponding Secretaries shall establish contact early in the year with the officers of the Ohio Chapters in the interest of cooperation between the Chapters and the discussion of mutual problems.

**BYLAW III**

Section 1. The following regular meetings shall be scheduled and held once each year: Election of officers, and installation of officers.

Section 2.

The following regular meetings shall be scheduled and held once in the fall and spring semesters: Organization, election of candidates, initiation of electees, and at least once general meeting of a social, literary, or technical nature.

Section 3. The first meeting of each semester shall be held within four weeks of the start of the semester.

Section 4. The officers shall present a complete calendar of the regular meetings of the semester for the semester to the active members for their approval at the first organizational meeting of the semester.

Section 5. Notices sent to the active members and alumnus advisors announcing meetings shall clearly state the time, place, and purpose of the meeting.

Section 6. Business meetings, other than the Election Meeting, shall last no longer than 2 hours, unless extended by an affirmative vote of three-fourths of the active members present. The order of business at these meetings shall be as follows:

a. Roll Call

 b. Minutes of the previous meeting

 c. Reports of officers

 d. Reports of Committees

 e. Unfinished business

 f. New business

 g. Adjournment

Section 7. Attendance of active members shall be required by all at all regular scheduled meetings of the Chapter, unless excused by the President for reasons which he or she judges to be good and sufficient. A member who must miss a regular, scheduled meeting shall submit his or her reasons to the President, in writing, before the meeting unless the excuse is illness.

Section 8. The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for the semester. The minutes of each advisory board meeting shall be read at the following regular meeting of the Chapter. Additional meetings of the board may be called by any of its members or upon written request to the Chair of the Board signed by 20% of the active members of the chapter.

Section 9. A quorum for the consideration of routine business shall be a majority of the active membership of the Chapter for the election of new members, for changing the initiation fee or Chapter dues, for passing an assessment to the members of the Chapter, for amending the Chapter Bylaws, and for approval or disapproval of a proposed amendment to the Constitution of the Association; a quorum shall be three-fourths of the active membership; for the election of officers, the quorum shall be two-thirds of the active membership. A quorum for an Advisory Board meeting shall be five members of the board.

**BYLAW IV COMMITTEES**

Section 1. Subject to the provisions of B-V, 5.02, the President shall appoint the Chair and members of the following committees: Membership, Initiation, Program, Social Activities, and such other committees as the Chapter shall desire and establish. Appointments shall be made at the next Chapter meeting following each initiation of new members.

Section 2. As early as possible after committee appointments are made, the President shall provide each committee chair with a list of his or her specific duties and responsibilities.

Section 3. Each committee shall make a report of the progress of his or her group's activities at each chapter meeting.

**BYLAW V ELECTION OF NEW MEMBERS**

Section 1. Election of new members shall be held 2 semesters each year as soon as possible after grades for the previous semester become available.

Section 2. All provisions of C-VIII and V-VI shall be strictly followed.

Section 3. All scholastically eligible students within the College of Engineering majoring in the following shall be considered for membership.

1. Aeronautical and Astronautical Engineering
2. Aviation
3. Biomedical Engineering
4. Chemical Engineering
5. Civil Engineering
6. Computer Science and Engineering
7. Electrical and Computer Engineering
8. Environmental Engineering
9. Engineering Physics
10. Food, Agricultural and Biological Engineering
11. Geomatics Engineering
12. Industrial and Systems Engineering
13. Materials Science and Engineering
14. Mechanical Engineering
15. Nuclear Engineering
16. Welding Engineering

Section 4. Transfer students shall be eligible for consideration at the third regular election after their registration. Such students may be eligible at the second regular election after their registration, provided the consent of five-sevenths of the Advisory Board is obtained.

Section 5. The cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum shall be determined by the Advisory Board of the Chapter.

Section 6. The Chapter may elect to specify scholastic requirements higher than those stated in C-VIII.

Section 7. The membership committee shall periodically consult with the chairs of the various engineering departments to determine the names of graduate students, alumni, faculty members, and others who may be eligible for membership under the provisions of C-VIII, 3-6.

Section 8. Voting Procedures:

a. At the election meeting: the eligibility code shall first be read.

b. The names of eligible candidates will be submitted to the Chapter membership in groups by the membership committee along with the committee's favorable recommendation for each candidate in the group. The size of the groups shall be determined by the membership committee.

c. If any active member has a question about any of the candidates in a group, that candidate's name shall be removed from the group ("purged") and considered separately.

d. A chapter vote by secret written ballot, on the remainder of the group shall be taken/or by show of hands if desired.

e. Each candidate removed from a group and candidates who did not receive a favorable recommendation from the membership committee shall be considered separately after all groups have been voted on before the following name is considered.

f. After all names have been considered and voted on, there shall be a second individual ballot for each candidate who failed election on the first ballot.

g. No candidate who fails election on the second ballot shall be considered further unless 25% of the members present so request.

h. No candidate who fails election on the third ballot shall be considered again at this election. He or she may be considered again at the next election if he or she is then eligible.

Section 9. The President shall direct the membership committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters shall be signed by the President, addressed to the electees, and mailed within 24 hours of the Election Meeting.

Section 10. All members shall keep the election results in absolute confidence so that no candidate shall learn of his or her election except by means of the official letter; likewise, no candidate shall be informed of the details of the vote, especially concerning the personal matters discussed at the time of voting.

Section 11. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board, as required by C-VIII, 10(a).

Section 12. Each electee shall be required to take part in an activity recommended or approved by the Chapter officers to foster a spirit of liberal culture. This activity may take the form of a project and/or the writing of an essay, as specified in B-VII, 7.01. They shall also be required to read the Constitution and bylaws of the Association and these bylaws.

Section 13. The Chapter maybe assign additional duties to the electees, subject to the provision of B-VII, 7.02.

Section 14. Each electee is required to do four hours of community service work, write a short paper describing this work, pass an electee examination and be interviewed by members of the Chapter before being allowed to be initiated into Tau Beta Pi.

**BYLAW VI ELECTION AND INSTALLATION OF OFFICERS**

Section 1. The Vice President, Recording Secretary, Corresponding Secretaries, Assistant Treasurer, Cataloger, and an alumnus member of the Advisory Board shall be elected in the spring semester. The President shall be elected spring semester.

Section 2. Nominations may be made from the floor at the Election of Officers Meeting. Reports of the nominating committees shall be made at a scheduled Chapter meeting, or by mail to the active members, at least one week prior to the Election of Officers Meeting.

Section 3. The Election of Officers Meeting shall be held at least six weeks prior to the end of the spring semester. Officers-elect shall be formally installed at the last meeting of the year. The Chapter Officer Installation procedure given in the President's book shall be employed to install the new officers. During the period following the election until the installation, each officer-elect shall work closely with his or her officer counterpart to learn the duties and responsibilities of the office. Transfer of financial records between the past and newly elected Treasurer is contingent upon an audit as required by OGB-VII, 8.

Section 4. The election of officers shall first be by majority vote and in case of ties by ballot. Two-thirds of the active membership shall constitute a quorum for the Election of Officers Meeting, and a majority of the quorum shall be required for election. A vote by the members present will cause the nominee receiving the least number of ballots to be dropped from further consideration until one receives a majority vote.

Section 5. If any office becomes vacant between regular elections, a special election shall be held at the next Chapter meeting to fill the vacancy. The officer elected shall serve until the next regular election.

**BYLAW VII FINANCES**

Section 1. The expenses of the Chapter shall be borne by the initiation fee and by such dues and pro-rata assessments as may be voted by the Chapter. A majority vote of the active membership shall be required to change any fees or dues or to levy any assessment. (See OGB-II, 2 and OGB-III, 11.) Within one week the Corresponding Secretary shall inform the Secretary-Treasurer of the Association of any changes in the amounts of the Chapter's initiation fee, or dues or assessments.

Section 2. The initiation fee for all initiates shall be $80.00 payable in advance of initiation to the chapter Treasurer. This amount covers the national initiation fee of $21.00, the national Convention assessment of $7.00, the cost of one initiation banquet, a rough Bent casting, and the operating expense of the local Chapter.

Section 3. Shortly after the Election of Officers Meeting, a committee composed of the President, President-elect, Treasurer, and Treasurer-elect shall prepare an operating budget for the next year. The budget shall be submitted to the Chapter for approval by a majority vote at the first regular meeting in the fall semester. The budget shall include a recommended amount for the initiation fee to be charged during the year. Any additional expenses not provided for by the adopted budget must be approved by the Chapter, except that the Treasurer shall be authorized to advance to the Convention delegate a sum sufficient to cover expenses he or she expects to incur in attending the annual Convention of the Association.

Section 4. The Chapter shall use the official bookkeeping system of the Association.

Section 5. There shall be at all times a balance of at least $50.00 in the Chapter treasury. A sum of no more than $20.00 shall be kept in petty cash by the Treasurer.

Section 6. Expenditures in excess of $5.00 shall be made by check, signed by the Alumnus Treasurer. Expenditures of less than $5.00 may be made from petty cash by the Treasurer.

Section 7. Immediately following the end of the fiscal year, at least one alumnus member of the Advisory Board but not the Treasurer if he or she is an alumnus member of the board shall audit the Chapter's books. If necessary, the Treasurer and Treasurer-elect shall file the Internal Revenue Service's Form 990.

Section 8. No part of the net earnings of the Chapter will inure to the benefit of, or be distributable to, members or officers of the Chapter or to any other individual.

**BYLAW VIII DISCIPLINE**

Section 1. It is the intent of this disciplinary bylaw to impress the membership with the seriousness of purpose of this Chapter and of the Tau Beta Pi Association, and to enable the officers and dedicated members of this Chapter to accomplish necessary business in a manner not inconvenienced or incumbered by a lack of interest on the part of a few members.

Section 2. Discipline shall be in accordance with C-IX, 4 & 5.

Section 3. A uniform system of fines for habitual absence or tardiness may be established each year in which it is desired by the Chapter. A majority vote of the active membership shall be required to establish this system of fines for a period of one year.

**BYLAW IX RECORDS AND EQUIPMENT**

Section 1. All permanent records of the Chapter shall be kept current and up to date.

Section 2. The initiation equipment shall be maintained in good order and in a secure manner by the Vice President and the ritual and its related materials shall be kept up to date and under lock and key when not in use.

Section 3. All records and an inventory of all physical equipment owned by the Chapter shall be turned over to the new officers at the Installation of Officers Meeting.

Section 4. The Charter of this Chapter shall be prominently displayed at a location determined by the Dean of Engineering.

Section 5. All records of this Chapter shall be open to inspection to any member of the Association and to any official of the University who has received approval from the Advisory Board, except that the Ritual may not be inspected by non-members of the Association.

**BYLAW X SUSPENSION OF THE BYLAWS**

Section 1. These bylaws may be suspended only by a three-fourths affirmative vote of the active membership of the Chapter and by a four-sevenths affirmative vote of the Advisory Board, as provided in C-VI, 5.

**BYLAW XI AMENDMENTS**

Section 1. Amendments to these bylaws may be proposed by any three active members of the Chapter. A proposed amendment shall be submitted in writing to the President and signed by the members proposing it.

Section 2. 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 C-VI, 7(b).

Section 3. The Corresponding Secretaries 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 DISSOLUTION**

Section 1. In the event of dissolution of the Chapter, all residual assets shall be distributed to the Tau Beta Pi Association, Inc., a corporation organized and operated exclusively for educational and scientific purposes and exempt from federal income tax under section 501(c) (3) of the US Internal Revenue Code of 1954. Any of such assets not so disposed of shall be distributed to a federal, state, or local government for public purposes.

**ATTATCHMENT A: C-IX, 4&5**

As stated under Bylaw XVII, Section 2, the Chapter follows a discipline policy in accordance with C-IX, 4&5 of the Constitution and Bylaws of the Tau Beta Pi Association, Inc. To fulfill requirements of Registered Student Organizations of The Ohio State University, this policy is outlined below.

Section 4. Methods for Members. A member may be disciplined by suspension or

expulsion.

Section 5. Procedures for Members. (a) Any member who is reported in writing

to the Executive Council upon majority vote of the active members of the Chapter and of its Advisory Board as having continued and inexcusable absence from the meetings of the Chapter, as not attending to assigned or elected duties to the Chapter, as being morally delinquent, as inexcusably failing to meet financial obligations to the Chapter, or for other just cause after a fair trial, may be suspended or expelled by the Executive Council and the member’s official badge and certificate recalled. The Executive Council shall report its action and reasons therefor to the next Convention. (b) Suspension shall entail the following: (1) return of badge and certificate; (2) loss of voting privileges; (3) provision by the Chapter of opportunity for the individual to demonstrate desire to be reinstated. (c) A member shall be suspended for a specified length of time not to exceed one year. At the end of the time specified the Chapter, with the concurrence of its Advisory Board, shall make recommendation with reasons to the Executive Council in writing either to reinstate or to expel the member. If, as, and when a member is reinstated, the official badge and certificate shall be returned to the member.(d) A member who is suspended or expelled by the Executive Council may appeal the case to the next regular Convention of the Association, and that member shall have the right to be heard by the Convention and to plead the member’s own cause. The Convention shall affirm or modify the action of the Executive Council and its action shall be final