BYLAWS OF THE INDIANA CHAPTER
OF
THE TAU BETA PI ASSOCIATION

As enacted: March 23, 1954
Last Amended: December 1, 2003

Bylaw I – General

Section 1. These bylaws shall govern the proceedings of this Chapter in all matters not specifically provided for in the Constitution and Bylaws of Tau Beta Pi Association.

Section 2. This Chapter shall confirm to such rules and regulations of Purdue University as may apply to honor societies.

Section 3. In the event of a conflict between the Constitution and Bylaws of the Tau Beta Pi Association and the rules and regulations of Purdue University, such action shall be taken as deemed advisable by the National Association, the Chapter, and the University.

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. INA-I,4 – Indiana Alpha Chapter Bylaw I, Section 4.

Bylaw II – Government

Section 1. The officers of the Chapter shall be: President, President Elect, Vice-President, Vice-President Elect, Treasurer, Corresponding Secretary, Recording Secretary, Cataloguer, and Social Director, who shall be active members of the Chapter.

Section 2. The Advisory Board of the Chapter shall be composed of the President, President-Elect, Vice-President, Treasurer, Corresponding Secretary, all chapter officers. The previously listed officers shall perform duties specified in C-VI,7. The chapter advisors shall preferably be members of the Engineering faculty.

Section 3. The chapter advisors shall serve four-year terms as specified in C-VI,7. All chapter officers and other advisors shall serve one semester terms. In addition, the President Elect and the Vice-President Elect shall respectively become the President and Vice-President at the beginning of the following semester.
Section 4. The duties of the officers shall be those prescribed by the Constitution and Bylaws of the Association and those prescribed in these Bylaws or by Chapter action.

Section 5. The President shall be the Chapter’s delegate to the Convention of the Association. The other officers shall be alternate delegates, in the order given in INA-II,1.

Section 6. The following extra duties shall be required of the officers:
   a. The President shall 1) be an ex-officio members of all committees, 2) act as advisor to the Industrial Roundtable and Campus Relations Committees.
   b. The President shall see that each officer and committee chair is provided with a procedures manual, describing the specific duties for which each is responsible. A copy of each manual will be maintained by the Recording Secretary.
   c. The President Elect shall 1) assist in all duties and responsibilities of the office of President, 2) formulate the Chapter survey, 3) act as advisor for the Activities Committee.
   d. The Vice-President shall 1) serve as Chair of the Membership Committee, 2) supervise the determination and screening of eligible candidates, and 3) supervise the initiate program.
   e. The Vice-President Elect shall 1) assist in all duties and responsibilities of the office of Vice-President, 2) serve a deputy chair of the Membership Committee.
   f. The Treasurer shall 1) maintain a current and accurate record of Chapter finances, 2) prepare a financial statement for the current fiscal year and an operating budget for the coming year, 3) remit within ten days after each initiation, to the Treasurer of the Association, the amount of the initiation fee payable for each new initiate, 4) act as Chair of the Sales Committee, and 5) the treasurer keeps accounts, deposits the organization’s funds, and makes expenditures in a manner approved by the Business Office for Student Organizations.
   g. The Corresponding Secretary shall 1) complete and return all forms required by the National Association, 2) maintain all permanent records of active and alumnus members, 3) be responsible for collecting the list of eligible candidates, and 4) act as an advisor to the Membership Committee.
   h. The Recording Secretary shall 1) record and maintain a file of the minutes of all Advising Board and committee meetings, 2) maintain records of the Chapter, including files, Association publications, and the Chapter Roll Book, 3) keep the Chapter Bylaws up to date, 4) request and collect petitions for all committee chair positions, and 5) act as an advisor to the Operations Committee.
   i. The Cataloguer shall 1) collect and maintain computer data base information on active and alumnus members, and 2) act as an advisor to the Operations Committee.
   j. The officers shall update the Chapter Procedure manual for their office.
Bylaw III – Meetings

Section 1. The following regular meetings shall be scheduled and held during each semester: 1) Chapter meetings to be held once a month during the fall and spring semesters, 2) Election of Officers meeting, 3) Election of Candidates meeting.

Section 2. A complete calendar of the regular functions of the Chapter for the semester shall be presented to the members no later than the first meeting of the semester.

Section 3. The Executive Council shall meet once every two weeks. Every second Executive Council meeting shall be attended by all committee chairs or their designated representatives. The Advisory Board shall meet as often as necessary, but at least once per semester.

Bylaws IV – Election of Officers

Section 1. The Election of Officers shall occur at least two (2) but not more than five (5) weeks preceding the end of the semester. The installation of officers shall take place after a transition period of at least two (2) weeks.

Section 2. Officer elections will be held at the last chapter meeting of each semester. Advisors will be elected when necessary.

Section 3. Nominations shall be open three (3) weeks prior to the officer election and shall be closed just before balloting occurs. Each candidate shall give a brief verbal or written synopsis of his or her desire to be elected and qualifications for the office after nominations are closed and prior to the balloting.

Section 4. The election of officers shall be by a show of hands. A majority of votes tabulated shall be required for election.

Section 5. The order of election shall be as follows:
   a. Chapter Advisor (fall semester only)
   b. President Elect
   c. Vice-President Elect
   d. Treasurer
   e. Corresponding Secretary
   f. Recording Secretary
   g. Cataloguer
   h. Social Director
Voting shall be completed and the results announced before nominations for the succeeding office are closed.

Section 6. Any vacancy shall be filled by a special election at the next Chapter meeting. Any officer elected at that time shall serve until regular election.
Bylaw V - Committees

Section 1. The Chapter shall have the following standing committees:
   a. The Fund Raising Committee shall be responsible for all fund raising projects in the Chapter.
   b. The Membership Committee shall be responsible for 1) organizing chapter and community projects for candidates and 2) assisting the Vice President and Corresponding Secretary with all candidate correspondence.
   c. The Activities Committee shall be responsible for developing, organizing and administering serve, social, and other programs to be undertaken by active membership. These projects shall include but not be limited to an initiation banquet, monthly meetings for all members, and Engineers’ Week activities.
   d. The Operations Committee shall be responsible for 1) publicizing all chapter events and 2) maintaining all computer software in use by the chapter.
   e. The Industrial Relations Committee shall be responsible for 1) creating a Resume Book during the fall semester and 2) coordinating any other industrial relations projects which may arise.
   f. The Campus Relations Committee shall be responsible for 1) locating and contacting potential advisors among the Engineering faculty and 2) determining the recipients of the Marion B. Scott Exemplary Character Award, Chapter Laureate Award, and any other awards given by the Chapter.

Section 2. The President shall approve the chair and members of standing committees and any other committees deemed necessary.

Section 3. The President shall fill any vacancies as soon as possible and the names of new chairs shall be announced at the next regular meeting.

Section 4. Each committee chairperson must receive approval of two-thirds of the officers before assuming responsibilities.

Bylaw VI – Election of New Members

Section 1. Election of new members shall be held in the fall and spring semesters. The first election meeting shall be held prior to the end of the eighth full week of the term.

Section 2. The intent of all provisions of C-VIII and B-VI shall be followed.

Section 3. Scholastically eligible juniors and seniors in all four-year programs leading to an engineering degree shall be considered for membership in the Chapter
   a. Juniors are defined as those students who are classified as being in the fifth or sixth semester of a bachelor’s degree program in one of the following curricula: Aeronautics and Astronautics Engineering, Agricultural and Biological Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Construction and Management Engineering, Electrical and
Computer Engineering, Industrial Engineering, Interdisciplinary Engineering, Materials Engineering, Mechanical Engineering, or Nuclear Engineering.

b. Seniors are defined as those students who are classified as being in the seventh or eighth semester of a bachelor’s degree program in one of the following curricula: Aeronautics and Astronautics Engineering, Agricultural and Biological Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Construction and Management Engineering, Electrical and Computer Engineering, Mechanical Engineering, or Nuclear Engineering.

c. Exceptions to these definitions are possible in the case of a student improperly classified with respect to the date of graduation. Such exceptions may be made by a two-thirds affirmative vote of the Membership Committee. This action must be reported at the election meeting.

Section 4. Students pursuing engineering degrees at branch campuses shall be considered scholastically eligible:

a. If, as a junior, they are in the top eighth of the junior class at their campus and their grade point exceeds the West Lafayette campus grade point cutoff.

b. If, as a senior, they are in the top fifth of the senior class at their campus and their grade point exceeds the West Lafayette campus grade point cutoff.

Section 5. Transfer and graduate students shall be eligible for consideration at the first election after registration.

a. Graduate students must be enrolled in one of the following curricula: Aeronautics and Astronautics Engineering, Agricultural and Biological Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Construction and Management Engineering, Electrical and Computer Engineering, Industrial Engineering, Interdisciplinary Engineering, Materials Engineering, Mechanical Engineering, or Nuclear Engineering.

Section 6. Exemplary Character Evaluation:

a. Letters shall be sent to scholastically eligible candidates inviting them to an orientation meeting.

b. At the orientation meeting the requirements, objectives, and activities of the Association and of the Chapter shall be explained.

c. Candidates are required to show a knowledge of the organization by passing a written exam according to a procedure approved by the Membership Committee.

d. Candidates are required to participate in an interview to determine the candidate’s personal character and to promote active-candidate interaction. Active members shall interview each candidate using questions approved by the membership committee, and should not intimidate interviewees.

Section 7. Election:

a. At the time of election the Eligibility Code shall first be read.

b. A copy of INA-VI.7 and INA-VI.11 shall be distributed to those present.
c. The candidates shall be considered in the following sequence: professional candidates, graduate candidates, seniors, and juniors.
d. The Membership Committee shall divide each of the groups, with the exception of professional candidates, into three blocs: “Not Recommended for Membership”, Recommended for Membership”, and No Recommendation”.
e. If any active member has reservations about any candidates in the first two blocs, those candidates’ names will be added to the “No Recommendation” bloc.
f. A chapter vote shall be taken first on the “Not Recommended” bloc and then on the “Recommended” bloc.
g. Candidates in the “No Recommendation” bloc will then be considered. Each name shall be presented for discussion and voted on before the following name is considered.
h. To be elected anyone eligible must receive an affirmative vote from at least three-fourths of the active Chapter membership present.
i. No candidate who fails election on the first ballot as a member of the “Not Recommend” bloc shall be considered further unless twenty percent of the members present so request.
j. All other candidates failing election on the first ballot shall be considered individually on the second ballot.
k. No candidate who fails election on the second ballot shall be considered further unless twenty-five percent of the members present so request.
l. No candidate who fails election on the third ballot shall be considered again during the present term.

Section 8. The Vice-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 Vice-President, addressed to the electees, and mailed on the first working day after the election meeting.

Section 9. The Vice-President shall inform in writing those individuals who completed all requirements for, but were not elected to membership, of their failure to be elected. The letter shall state that each individual is invited to arrange to discuss privately with the Vice-President the details of the decision.

Section 10. Election of Professional Candidates:
  a. Nominations for Alumnus Engineer and Eminent engineer shall be closed three (3) weeks prior to the beginning of the semester.
  b. Candidates shall be notified of their nomination in writing. Return of a resume prior to a specified date shall be considered acceptance of said nomination.
  c. All candidates shall be critically evaluated by the Membership Committee, including an interview, if practical.
  d. Every effort shall be made to elect at least one professional per semester from outside or within the University.
Section 11. All members shall keep the election results in absolute confidence so that no candidate shall learn of his election except by means of the official letter.

Section 12. Each electee who refuses initiation for financial reasons shall be interviewed by the Advisory Board as required by C-VIII,10a.

Section 13. Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

Bylaw VII – Finances

Section 1. The expense of the Chapter shall be borne by the initiation fees plus a deduction of up to $1 from the price of the banquet tickets thereafter. The initiation fees shall be paid before the formal initiation.

Section 2. The initiation fees shall include all National fees, a Chapter operating expense fee, and the cost of one initiation banquet. The fees may be changed by a two-thirds affirmative vote.

Section 3. There shall be no Chapter dues levied upon the members with the exception of special assessments approved by a three-fourths affirmative vote of the total active undergraduate membership of the Chapter.

Section 4. The treasurer shall have sole authority to defer initiation fee payments. The payment must be completed during the semester in which the member is initiated.

Section 5. All payments and deposits shall be made in accordance with Purdue Student Organizations procedures.

Bylaws VIII – Awards

Section 1. Chapter Laureate Award
   a. In the fall semester of each year, the Awards Committee shall choose a Chapter Laureate from among the Active members.
   b. The award shall be based on the member’s contributions in a cultural, athletic or social context. The award shall not be based on academics.
   c. The recipient of the Chapter Laureate Award shall be nominated as Purdue’s candidate in the National Laureate competition.
   d. This scholarship shall be given in accordance with the policies of and in cooperation with National Headquarters.

Section 2. Marion B. Scott Award
a. The Marion B. Scott award shall be presented every Spring semester to the outstanding professor in the Schools of Engineering at Purdue.

b. Nomination Procedure
   (i) Contact the respective heads of each School of Engineering requesting the names of 1-2 nominees for the award along with a short description of the nominee’s contributions.
   (ii) The award is based on contributions to student teaching, as opposed to research.

c. When all nominations are gathered, the Awards Committee will review the nominee’s credentials in order to choose a recipient.

d. The award shall be presented at the Spring Banquet.

e. The award plaque shall be located in a prominent place in one of the Schools of Engineering.

Bylaw IX – Active Member Status

Section 1. Members must attend at least two (2) chapter meetings each semester they are on campus, at least one of which must be either the candidate election meeting or the officer election meeting. If this criterion is not met, the Executive Council may remove them from active membership.

Section 2. Each member must be notified before being placed on chapter inactive status. At this time, he or she may request that his or her case be heard individually by the Executive Council.

Section 3. Being removed from the active membership does not revoke membership in the Tau Beta Pi Association. It does revoke all privileges associated with membership in the Indiana Alpha Chapter, including but not limited to: invitation to general meetings and member activities, inclusion in the Resume Book, consideration for scholarships, and any communication with the chapter.

Section 4. A chapter inactive member may be reactivated by petitioning the Advisory Board as provided in B-VI,6.05. The member will be reinstated only if a five-sevenths majority of the board recommends such action.

Bylaw X – Suspension of the Bylaws

Section 1. These Bylaws may be suspended only by a two-thirds affirmative vote of the active membership of the Chapter and by a five-eighths affirmative vote of the active Advisory Board, as provided in C-VI,5.
Bylaw X – Amendments

Section 1. These Bylaws may amended by a two-thirds affirmative vote of the active membership of the Chapter, subject to the approval of the Advisory Board, as provided in C-VI,7b.

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.

Section 3. All amendments to the constitution and bylaws are subject to the approval of the Office of the Dean of Students.

Adopted by unanimous vote of
INDIANA ALPHA CHAPTER of
TAU BETA PI ASSOCIATION
On March 23, 1954

Amended: April 30, 1958
October 1, 1959
May 20, 1963
November 6, 1979
April 20, 1981
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November 3, 1987
March 2, 1993
December 1, 2003