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# BYLAWS OF THE IOWA ALPHA CHAPTER OF TAU BETA PI AT IOWA STATE UNIVERSITY

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## BYLAW I - GENERAL

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- Section 1.* The name of this organization shall be the Iowa Alpha Chapter of Tau Beta Pi at Iowa State University
- Section 2.* These bylaws shall govern the operation of this Chapter in all matters not specifically provided for in the Constitution and Bylaws of the Tau Beta Pi Association, Inc.
- Section 3.* The Iowa Alpha Chapter of Tau Beta Pi at Iowa State University abides by and supports established Iowa State University policies, State and Federal laws.
- Section 4.* The rules and regulations of the College of Engineering and Iowa State University shall govern in the event of any conflict.
- Section 5.* Abbreviated references herein to the Constitution and Bylaws of the Association and to various Bylaws of this document shall be made in the form illustrated by the following examples:
- C-VI, 3 - National Constitution Article VI, Section 3.
  - B-V, 5.02 - National Bylaw V, Section 5.02.
  - IAA-X, 1 - Iowa Alpha Chapter Bylaw X, Section 1.

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## BYLAW II - GOVERNMENT AND OFFICERS

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- Section 1.* Membership shall be open to all registered students at Iowa State University who meet the eligibility requirements (as described in IAA-VII, 1-7). The Chapter shall be composed of members chosen from among eligible students and alumni of Iowa State University on the basis of distinguished scholarship or professional attainment and exemplary character, as stated in C-I and in the Eligibility Code of the Association. The Iowa Alpha Chapter of Tau Beta Pi at Iowa State University does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, military status, veteran status or membership in other organizations.
- Section 2.* The Cabinet shall consist of the following officers: President, Vice-President, Corresponding Secretary, Treasurer, Recording Secretary, Engineering Student Council Representative, Cataloger, Project Officers, Communications Director, Initiation Officer, Graduate Initiation Officer, Assistant Initiation Officers, Corporate Liaison, Chapter Survey Officer(s), TBP Scholars' Program Co-Chairs, and Alumnus Advisors. Other positions may be created on an ad hoc basis as deemed necessary by the Cabinet. The normal term of office shall be one year for student officers and four years for Advisors.
- Section 3.* The Advisory Board shall be composed of the President, the Vice President, the Corresponding Secretary, and four of the Alumnus Advisors of the Chapter as described in C-VII, 8. The past President (if still an Iowa State student), the Treasurer, and the remaining Advisors shall be ex-officio non-voting members of the Advisory Board.
- Section 4.* The official delegate to the National Convention shall be chosen according to the order given in IAA-II, 2.

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## BYLAW III - DUTIES OF OFFICERS

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*Section 1.* The duties of the officers shall be those prescribed by the National Constitution and Bylaws of the Association, along with those prescribed in IAA-III, by the President and Vice President, or by Chapter action. The duties of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Alumnus Advisors as stated in C-VII, 10. are:

- (a) The President, as the chapter's responsible agent and leader, shall see that the other chapter officers perform their duties in accordance with the Constitution and Bylaws and the chapter's bylaws.
- (b) The Vice President in the absence of the President, shall fulfill the duties of the office of the President.
- (c) The Recording Secretary shall keep the chapter's roll and record books and the chapter's meeting minutes.
- (d) The Corresponding Secretary shall ensure all required reports are completed and submitted to Headquarters by the stated deadlines.
- (e) (1) The Treasurer shall collect the new member initiation fees and remit the portion payable to the Association within two weeks after each initiation.  
(2) The Treasurer shall maintain the chapter's financial records in a bookkeeping system recommended by the Executive Director except when the institution's rules require the chapter's financial records be maintained in a specified manner.
- (f) The primary duty of the advisors is to provide for continuity of chapter operations. They shall see that the Chapter:
  - (1) Selects candidates who meet the eligibility requirements of Constitution Article II, the chapter's bylaws, and the institution's academic regulations.
  - (2) Balances its financial accounts and pays all bills by the end of the academic year.
  - (3) Effects an orderly transition following the election of officers.
- (g) Additional duties of each office include those defined by the chapter's bylaws, those assigned by the chapter membership or by the President, and those applicable to the office as prescribed by the parliamentary authority adopted by the Association.

*Section 2.* The additional duties of the President shall be as follows:

- Updating the list of active chapter committees and assigning cabinet members to committees as appropriate. (See Bylaw VI).
- Providing each officer and committee chair with a written list of all specific duties for which each is responsible.
- Arranging a meeting of the Advisory Board with the Dean of Engineering in the Fall semester to discuss ways in which the Chapter may be of service to the College of Engineering. The substance of such discussions shall be reported to the Chapter at the next scheduled meeting.
- Scheduling regular general and committee meetings and presenting a formal agenda.
- Registering the Chapter as an official student organization with the University at the beginning of each academic year.

*Section 3.* The additional duties of the Vice-President shall be as follows:

- Assisting the President with all duties outlined in IAA-III, 2.
- Coordinating travel plans for the National Convention and the District Meeting.
- Organizing an Engineering Futures Session every semester.

- Section 4.* The additional duties of the Corresponding Secretary shall be as follows:
- Seeing that all National deadlines are met and handling any additional contact with National Headquarters as it arises.
  - Presenting any correspondence requiring action at the first scheduled meeting after receipt.
- Section 5.* The additional duties of the Treasurer shall be as follows:
- Receiving, collecting, disbursing, and depositing all funds of the Chapter under direction of the Chapter or as prescribed further in IAA-IX.
  - Transferring to his or her successor in office, all Chapter money, books, and property in his or her possession.
  - Preparing an annual Chapter budget and updating it each semester.
- Section 6.* The additional duties of the Recording Secretary shall be as follows:
- Organizing and maintaining historical Chapter records.
- Section 7.* The duties of the Engineering Student Council Representative shall be as follows:
- Attending all meetings of the Engineering Student Council, reporting to the Chapter on Council actions and activities, and making the views and opinions of the membership known to the Council.
  - Assisting the President and Vice-President in providing direction for the Chapter.
- Section 8.* The duties of the Cataloger shall be as follows:
- Maintaining and making available to the Chapter a current list of the names and email addresses of all active members, Cabinet members, initiates and electees.
- Section 9.* The duties of the Project Officers shall be as follows:
- Organizing and implementing ongoing projects of the Chapter, and recruiting volunteers to assist in their implementation
  - Developing and organizing new projects, and recruiting participants.
  - Assist the Initiation officers with initiation related projects.
- Section 10.* The duties of the Communications Director shall be as follows:
- Publicizing all Chapter meetings and events.
  - Emailing weekly E-Bent.
  - Maintain Chapter website.
- Section 11.* The duties of the Initiation Officers shall be as follows:
- Coordinating all activities relating to initiation, including obtaining lists of eligible students and organizing initiate meetings.
  - Providing each eligible candidate seeking membership with access to The Constitution and Bylaws and Eligibility Code of the Tau Beta Pi Association, these Bylaws, and any other relevant materials.
  - Working with the Project Officers in organizing projects for the initiates.
  - Organizing the initiation banquet.
- Section 12.* The duties of the Chapter Survey Officer shall be as follows:
- Assisting in organizing and publishing the annual Chapter Survey.
  - For each Chapter activity, obtaining a project report from the person responsible for the activity.
- Section 13* The duties of the Scholars' Program Co-Chairs shall be as follows:
- Serving as liaisons between the Tau Beta Pi – Iowa Alpha Scholars and the Iowa Alpha chapter.

- Coordinating and assisting in organizing and implementing activities for the Scholars.

- Section 14.* The additional duties of the Alumnus Advisors shall be as follows:
- Providing continuity in all areas of Chapter activity, including participation on committees.
  - Providing the Registrar's Office with the list of new members each semester for recognition of Tau Beta Pi membership on their transcripts.
  - Ensuring that the chapter is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

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## BYLAW IV - MEETINGS

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- Section 1.* An Advisory Board meeting shall be held at the beginning of each semester to set the Chapter goals and agenda for the semester.
- Section 2.* A Cabinet meeting shall be held before the first general meeting each semester.
- Section 3.* The first general meeting of each semester shall be held within three weeks after the start of the semester. Additional general meetings shall be scheduled as appropriate. As a general practice, regularly scheduled general and committee meetings will be held alternate weeks throughout the semester
- Section 4.* The election of new members shall be held each semester during a regularly scheduled meeting.
- Section 5.* The election of officers shall be held as specified in IAA-V, 1 .
- Section 6.* A complete calendar of the regular functions of the Chapter for the semester shall be presented to the members at or before the first general meeting of the semester.
- Section 7.* Special meetings may be called at any time by the President, by any member of the Advisory Board, or by a written request to the President that has been signed by twenty percent of the active members of the Chapter.
- Section 8.* A notice shall be sent to the active members and the Advisors announcing the time, place, and purpose of each meeting.
- Section 9.* Robert's Rules of Order shall be the parliamentary guide of the Chapter on all points not provided for in these Bylaws or in the Constitution and Bylaws of the National Association.
- Section 10.* General meetings, other than the meeting for the election of officers, shall last no longer than two hours, unless extended by an affirmative vote of three-fourths of the active members present. An on-line attendance recording system or sign-in sheet shall be used at the meeting to record attendance of active members and the Advisors.
- Section 11.* A transition meeting for present and newly-elected officers shall be held within two weeks after the meeting for the election of officers.
- Section 12.* A quorum shall be as defined as in C-VII, 6 (a) which states: A quorum shall be:
- (1) one-half of the active chapter membership (See Const. Art. VII, Sec. 1) for the consideration of routine business;
  - (2) three-fourths of the active chapter membership eligible to vote thereon for the election of new members, for the revocation of election, for changing the chapter's initiation fee or dues, and for the passing of an assessment on chapter members; and
  - (3) three-fourths of the active chapter membership for the approval of a proposed amendment to

the Constitution and Bylaws or the chapter's bylaws.

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## **BYLAW V - ELECTION AND/OR REMOVAL OF OFFICERS**

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- Section 1.* Officers elections shall be held in the fall and spring semesters. The terms of office shall be one year or until the officer vacates the position. Officers are eligible for election to their previously held position or to any other position. The new officers shall take office at the end of the semester.
- Section 2.* The election of officers shall take place after the election of new members each semester. Initiates who will be initiated before the end of the semester are eligible to be candidates for election.
- Section 3.* Advisors shall be elected for four year terms and may be reelected for additional four year terms. The Chapter shall have a minimum of four alumnus advisors who shall serve on the Advisory Board of the of the Chapter. Advisors serving on the Advisory Board shall have their terms of office expire in different years, except when it is necessary for an advisor to complete the term of a vacant position.
- Section 4.* Nominations for offices shall be as follows: The President shall solicit names from the membership and initiates and identify one or more interested nominees for each office being vacated. At least one week before the election meeting, members and initiates shall be informed of the officer election meeting and provided a list of the positions becoming vacant and the names of nominees interested in filling each vacancy. At the election meeting, additional nominations for each office may be made from the floor preceding the vote for the office.
- Section 5.* The officers and advisors shall be elected by hand vote. A secret ballot shall be held if requested by twenty percent of the members present.
- Section 6.* All officers shall be elected by a majority of the active members present at the election meeting. If no nominee receives a majority on the first vote, a second vote shall be held between the two leading candidates.
- Section 7.* If any office becomes vacant during the semester, the duties of the vacant office shall be temporarily assumed or delegated by the highest ranking officer, in the order given in IAA-II, 2.
- Section 8.* The student officers of this organization shall be enrolled as undergraduate or graduate students and in good standing with the university
- Section 9.* Elected officers and advisors serve at the pleasure of the membership may be removed from office as provided for in the chapter's bylaws or in the parliamentary authority (See Const. Art. XIV, Sec. 7) adopted by the Association.

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## **BYLAW VI - COMMITTEES**

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- Section 1.* Subject to the provisions of B-V, 5.02, the President shall appoint chairpersons and Cabinet members to the following committees:
- Executive, Initiation, Projects, Chapter Improvement, Communications, and other such committees as the Chapter shall desire and establish. Appointments shall be made within the first three weeks of each semester.

- Section 2.* When appointments are made, the President shall provide each committee with a list of its specific duties and responsibilities.
- Section 3.* Each committee chairperson shall be prepared to report on the progress of the committee's activities at each business meeting.
- Section 4.* General members may participate in committees of their choosing.

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## **BYLAW VII - ELECTION OF NEW MEMBERS**

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- Section 1.* Eligible candidates shall be selected and notified as soon as practical each fall and spring semester. All provisions of C-I, C-II and C-III shall be strictly followed for Undergraduate, Graduate Student, Alumni, and Eminent Engineer candidates for membership.
- Section 2.* For undergraduate students, the Iowa State University classification of an engineering student as a Junior or Senior shall be used to determine eligibility for Tau Beta Pi membership together with the following additional requirement:
- (i) students shall be in their third or later semester of enrollment at Iowa State University and have completed 35 or more credit hours of ISU coursework.
- Section 3.* Scholastically eligible undergraduate students in Aerospace Engineering, Agricultural Engineering, Biological Systems Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Construction Engineering, Cybersecurity Engineering, Electrical Engineering, Industrial Engineering, Materials Engineering, Mechanical Engineering, and Software Engineering shall be considered as eligible candidates for membership in the Chapter.
- Section 4.* The minimum credit hours for eligibility in Tau Beta Pi shall be reviewed, and modified if necessary, every 2 years.
- Section 5.* For graduate students, membership is open to on-campus and distance education students enrolled in a qualified engineering major (paragraph 2, below). The Iowa State University classification of a student as an engineering graduate student shall be used to determine eligibility for Tau Beta Pi membership together with the following additional requirements:
- (i) students shall be in their second or later semester of enrollment at Iowa State University
  - (ii) students shall have completed a minimum of 11 credit hours of Iowa State University administered courses towards their degree requirement.
- Scholastically eligible graduate students as defined by C-II, 3 in Aerospace Engineering, Agricultural and Biosystems Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Engineering Mechanics, Energy Systems Engineering, Industrial Engineering, Materials Science and Engineering, Mechanical Engineering, and Systems Engineering shall be considered as eligible candidates for membership in the Chapter.
- The major professors of the scholastically eligible graduate students shall be notified of their students' interest in membership and shall be asked to submit a letter of nomination as proof that the student meets the requirements of C-II, 3 and the additional requirements specified in paragraph 1 above. The letters of recommendation must be provided at least two weeks prior to the graduate student initiate election meeting.
- Section 6.* Letters and/or email messages shall be sent to eligible undergraduate and graduate candidates providing information about the Chapter and the National Association and inviting them to attend an informational meeting. At the information meeting, the candidates shall be introduced to the

purposes and activities of Tau Beta Pi and the Iowa Alpha Chapter and meet the active members in attendance.

*Section 7.* After eligible undergraduate and graduate candidates have indicated interest in membership, their character shall be evaluated through their participation in the following activities. These requirements shall be clearly described to the candidates.

To qualify for membership, on-campus candidates are expected to:

- (i) participate in an initiate small group project and be evaluated by their small group leaders;
- (ii) attend a general meeting of the Chapter, where small group presentations occur; those unable to attend may participate in an alternate general meeting;
- (iii) contribute to the development of the Chapter through participation in a committee meeting;
- (iv) attend an Engineering Futures session, or perform compensatory community service;
- (v) participate in a Chapter project, or perform equivalent community service;
- (vi) polish a flat casting bronze bent;
- (vii) pass a quiz on the history, organization, and objectives of Tau Beta Pi and the Iowa Alpha chapter. Distance education graduate students who are unable to participate personally in the on-campus initiation activities shall be interviewed thorough electronic means and fulfill requirement (vi) and (vii) above and perform equivalent community service in compensation for other requirements.

If a candidate objects to the required duties and the chapter cannot resolve the objection, the candidate may appeal to the chapter's Advisory Board. If the candidate is not satisfied with the Advisory Board's decision, the candidate may contact one of the chapter's District Directors (see Const. Art. XI, Sec. 6) to mediate and help resolve the situation. The Advisory Board will either affirm or modify their decision. This action is final (see Const. Art. VII, Sec. 11(b)).

Candidates are required to participate in the initiation ceremony to become Tau Beta Pi members. Candidates unable to attend the Iowa Alpha initiation ceremony may have their initiation postponed - C-IV, 5; be initiated into Iowa Alpha by another chapter; or be initiated through a remote initiation.

Projects and other initiation activities that involve physical violence, hazing as defined by University policy, offense to dignity or decency, and/or public exercises that make the candidate ridiculous in any way are strictly prohibited.

*Section 8.* To identify worthy Alumni and Eminent Engineer candidates, the Chapter shall periodically consult with the Dean of Engineering and chairs of the engineering departments for the names of alumni, faculty members, and others who may be eligible for membership under the provisions of C-II, 4-6 Preference in selection of these candidates will be given to faculty members in leadership positions within the College of Engineering and alumni of the college who have made outstanding achievements and contributions in their professional careers.

*Section 9.* Election Meeting Procedures: The Eligibility Code shall be read before the election of candidates. The names of eligible candidates who participated in an initiate small group shall be submitted to the Chapter membership in groups by the initiate small group in which they participated along with the initiate small group's leaders recommendation for each candidate in the group. If any active member has a concern about any of the candidates in a group, that candidate's name shall be removed from the group and considered separately. The Chapter shall vote on the remainder of the group. Each candidate whose name was removed from a small group shall be considered for election individually after all groups have been voted on.

Candidates, such as distance education graduate students, alumni candidates, and eminent engineers shall be considered for election individually.

Candidates who are not elected may be considered for membership in subsequent semesters, if then eligible.



Candidates shall be elected only by an affirmative vote of at least three-fourths of the active chapter membership eligible to vote thereon who are present and voting affirmative or negatively, in accordance with C-III, 3 (b) (3)

- Section 10.* All candidates shall be notified by letter and/or email of their status following the election meeting. Candidates who have been accepted with any special conditions will be contacted individually and have these conditions explained to them.
- Section 11.* All members shall keep the election results confidential so that no candidate shall learn of his or her election except by means of the official letter and/or email. Furthermore, no candidate shall be informed of the details of the vote, particularly concerning personal matters discussed.
- Section 12.* The chapter may elect candidates contingent on the completion of initiation requirements.

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## BYLAW VIII - RECORDS

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- Section 1.* Records shall be kept up to date and in good order, complying with C-VII, 8. Copies of all reports submitted to the National Headquarters shall be kept by the Chapter. The complete records shall be available to the new officers when they assume office.
- Section 2.* All records shall be open for inspection to any active members of the Chapter, members of the Advisory Board, and National Officers of Tau Beta Pi.

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## BYLAW IX - FINANCES

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- Section 1.* Chapter finances shall be handled as stated in C-III, 6. Contributions, grants, and other funds may be used to supplement these finances, through accounts with Iowa State University Campus Organizations, the ISU Foundation and the Tau Beta Pi National Headquarters. However, all disbursements will be made through the Campus Organization account listed in Section 4 below.
- Section 2.* The Chapter shall abide by the bookkeeping system and the rules and regulations required of all student organizations at Iowa State University.
- Section 3.* The initiation fee for all student initiates shall consist of the initiation fee set annually by the Tau Beta Pi National Convention (currently \$55.00 per initiate) and an additional initiation fee for the chapter determined by the Advisory Board (currently \$35.00). Changes to the student initiation fee shall be approved by a three-fourths affirmative vote of the active membership of the Chapter. The fee for alumni and eminent engineers shall be the same as the initiation fee set annually by the Tau Beta Pi National Convention.
- Section 4.* There shall be one Campus Organization account:  
This account, #3415, shall be used for:
- initiation banquets, payment of assessments and supplies from Headquarters, and general Chapter expenses. The primary source of funds for these purposes shall be initiation fees.
  - the travel of Chapter members to conventions and regular project activities. The primary source of funds for these purposes shall be endowment income, alumni and corporate donations and Chapter fundraisers.
  - other income and expenses of the Chapter.

*Section 5.* There shall be a minimum balance of one hundred dollars kept in the account.

*Section 6.* All monies belonging to this organization shall be deposited and disbursed through the bank account established for this organization by the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Faculty Advisor to this organization must approve and sign each expenditure before payment.

*Section 7.* The Chapter's books shall be audited by the University auditing service annually.

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## **BYLAW X - DISTINGUISHED MEMBER STATUS**

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*Section 1.* Iowa Alpha distinguished member status is a recognition of members who have continued to support the Chapter after initiation through participation in chapter activities.

*Section 2.* In order to attain distinguished member status, members must meet the one or more of the following criteria:

- Be a Cabinet member
- Be a initiate Small Group Leader
- Regularly attend Cabinet, General or Committee meetings of the Chapter
- Volunteer at one or more Chapter Service Projects

*Section 3.* Distinguished member status will be reviewed each semester and be publically recognized. Additional benefits may be determined and administered by the Cabinet and currently include:

- free attendance at the Tau Beta Pi banquet (cost currently paid by the Chief Advisor)
- graduating distinguished members are eligible to receive a free Tau Beta Pi Stole

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## **BYLAW XI - SUSPENSION OF THE BYLAWS**

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*Section 1.* These Bylaws shall not be suspended except with the written consent of a majority of the Advisory Board of the Chapter.

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## **BYLAW XII - AMENDMENTS**

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*Section 1.* Amendments to the Bylaws may be proposed by any active member(s) of the Chapter. A proposed amendment shall be submitted in writing to the President and signed by the member(s) proposing it. The President shall place the proposed amendment on the agenda of the next Cabinet meeting.

*Section 2.* Upon Cabinet approval, 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-VII, 11.

*Section 3.* Amended or ratified Bylaws shall be submitted within 10 days to the Student Activities Center for

approval.

*Section 4.* The Corresponding Secretary shall send a copy of the Bylaws as amended to the Executive Director of the Association within two weeks after an amendment is adopted.

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## **BYLAW XIII - DISSOLUTION**

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*Section 1.* In the event of dissolution of the Chapter, the 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 U.S. Internal Revenue Code of 1954. Any such assets not so disposed of shall be distributed to a Federal, State, or Local government for public purposes.

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## **BYLAW XIV - ENACTMENT**

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*Section 1.* These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on 19 February 2019.