



PI TAU SIGMA – MECHANICAL ENGINEERING HONOR SOCIETY CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Founding Date: 1971

ARTICLE I

PREAMBLE

SECTION 1

PURPOSE: General

The Pi Tau Sigma - Mechanical Engineering Honor Society exists for the betterment of the California State Polytechnic University, Pomona.

SECTION 2

PURPOSE: Specific

The Pi Tau Sigma - Mechanical Engineering Honor Society exists for the betterment of the California State Polytechnic University Association Students, Inc., as a whole.

The purpose of this organization shall be to foster the high ideals of the engineering profession, to stimulate interest in coordinate departmental activities, to promote the mutual professional welfare of its members, and to develop in students of mechanical engineering the attributes necessary for effective leadership and the assumption of the responsibilities of a citizen in a democracy.

SECTION 3

NONDISCRIMINATION

The Pi Tau Sigma—Mechanical Engineering Honor Society shall not be discriminatory in terms of race, ethnicity, religion, color, age, sexual orientation, national origin, citizenship, gender, physical or mental ability, marital status, financial or social status.

SECTION 4

OFF-CAMPUS ISSUES

This organization and/or its members, when taking stands on issues, recognizes and will fulfill the obligation to make clear that it/they in no way represent(s) the official position of the California State Polytechnic University, Pomona.

SECTION 5

CAMPUS POLICIES

This organization and/or its members, when conducting organizational business, on or off campus, recognizes and will uphold the University's Alcohol & Other Drugs Policy.

ARTICLE II

NAME

The official name of the organization shall be the Pi Tau Sigma—Mechanical Engineering Honor Society, California State Polytechnic University, Pomona. Pi Tau Sigma may be used for short.

ARTICLE III

TRUST ACCOUNT

SECTION 1

MAINTENANCE

This organization, pursuant to its charter obligation, shall maintain a trust account with the ASI Financial Services Office. Pursuant to the California State University Board of Trustees, the Executive Orders 1000 and 731 states that all funds received on behalf of the University, its auxiliaries or affiliated organizations are required to be administered through the campus' Chief Financial Officer, the Vice President of Administrative Affairs. Student clubs and organizations are identified as affiliated organizations. The policy further states that any account with a bank or financial institution not approved by the campus' Chief Financial Officer is strictly prohibited.

SECTION 2

USAGE

All monies of this organization shall be deposited in, and disbursed from, this account following procedures outlined by the ASI Financial Services Office.

SECTION 3

DISPERSAL OF FUNDS

Should this organization become inactive by failing to apply for charter renewal, the trust account will be held as an inactive account for two (2) academic years. In the event this organization does not become active during the two (2) year period it is hereby declared that any funds remaining in said account are to be transmitted to Engineering Council, California State Polytechnic University, Pomona, an educational, charitable organization to aid this organization in carrying out its objectives. If said organization is no longer functioning at that time, or if its objectives are no longer consistent with its original educational,

charitable purposes, then the funds of this organization shall be transferred to the Associated Students, Inc., California State Polytechnic University, Pomona, general fund.

ARTICLE IV

MEMBERSHIP

SECTION 1

CATEGORIES OF MEMBERSHIP

Pi Tau Sigma members are chosen on a basis of sound engineering ability, scholarship (upper 35%), personality, and probable future success in their chosen field of mechanical engineering. There are three grades of membership: Honorary, Graduate, and Active. Honorary members are technical graduates actively engaged in engineering work; or member of mechanical engineering faculties. Graduate membership is conferred upon men and women who would have been eligible had Pi Tau Sigma been established earlier in schools now having chapters, or upon those continuing graduate study. Active members are selected from the junior and senior mechanical engineering classes at their respective schools whose mechanical engineering curriculum must be accredited by the ABET

SECTION 2

ELIGIBILITY REQUIREMENTS

Active members must be members of the Associated Students, Inc. at California State Polytechnic University, Pomona. No more than 20% of our membership will be non-CSU students. Active members will be selected from the upper 25% of the juniors and the upper 35% of the seniors enrolled in mechanical engineering. Honorary members must receive three quarters affirmative vote of the members present. Graduate members must have been in the upper 35% of their graduating class and must receive three-quarters affirmative vote of the members present. Active members must be in the upper 25% of the junior class or the upper 35% of the senior class and also must receive three-quarters affirmative vote of those members present.

SECTION 3

SUSPENSION

Any active member of the society may be suspended temporarily upon presentation of written charges signed by three members. If found guilty of the charges through due process and if they are considered of sufficient seriousness, the member can be expelled by three-quarters vote of all the active members.

ARTICLE V

OFFICERS

SECTION 1

CATEGORIES OF OFFICERS

The following elected officers of the society are President, Vice President, Secretary, Treasurer and E-Council Representative. The council may or may not have an Events Coordinator. Collectively, these officers constitute the Executive Board of Pi Tau Sigma.

SECTION 2

DUTIES

The duties of the President shall be to call and preside at all regular and special meetings, to appoint committees, and to approve on order of a quorum of the chapter all bills presented against the organization.

The duties of the Vice President shall be to call and preside at all regular and special meetings in the absence of the president and to act as president pro tempore in case of the resignation or disability of the latter.

The duties of the Secretary shall be to keep a record of the transactions at all regular and special meetings, to issue all necessary notices concerning chapter meetings, to maintain Pi Tau Sigma – CPP website. The secretary shall handle all correspondence with the National Council.

The duties of the Treasurer shall be to issue notices of special assessments and to collect all dues and assessments. He or she shall have charge of all the funds of the chapter and shall pay on order of the president all bills presented against the chapter.

The duties of the E-Council Representative shall be to attend all meetings organized by the Engineering Council, California State Polytechnic University, Pomona. He or she shall report to the council the activities and events Pi Tau Sigma are hosting or attending and will report back to the executive board information discussed in the Engineering Council meeting.

The duties of the Events Coordinator shall be to plan and organize all events desired by Pi Tau Sigma executive board. If the board decides not to have an Events Coordinator, then the duties must be divided among the officers.

SECTION 3

ELIGIBILITY

At the time of assuming office and during tenure in office, an elected officer must meet all of the eligibility requirements as stated by the University: Officers must meet a minimum 2.0 term and cumulative GPA; be enrolled in at least 9 units (undergraduate students) / 4 units

(graduate students) during office; and be in good judicial standing with the University.

SECTION 4

REMOVAL FROM OFFICE

An officer may be removed from office if that person neglects the duties of their position or violates the organization's bylaws. In order to remove an officer from an elected position, an officer must recommend the removal from office at officer meeting or a special meeting, following the club meeting bylaws, Article VII. A minimum of one week must pass before the vote can be cast to remove the officer. The officer in question will be notified in writing of the removal from office recommendation, and will be invited to defend their position. A vote will be taken at this meeting; all officers are allowed one vote. Majority vote decisions are final and non-reversible. Once an officer is removed from office, the procedure for filling a vacancy, Article VI, Section 5, entitled Vacancies, will be implemented.

ARTICLE VI

ELECTIONS

SECTION 1

NOMINATIONS

Nominations of officers shall be made from the floor.

SECTION 2

TIME OF ELECTION

Election of officers shall be held at a meeting during the Spring Term. It is recommended that such elections take place before the ECLR Conference.

SECTION 3

PROCEDURE

Officers shall be elected by a show of hands of active members present. Whoever receives the most votes will be elected as an officer. If there happens to be a tie, then the executive board must come to an agreement and chose who they believe is the most qualified for the position.

SECTION 4

ASSUMPTION OF OFFICE

The newly elected officers shall take office at the end of the Spring Quarter.

SECTION 5

VACANCIES

A special election will be held to fill any vacant office, except the presidents in case an officer resigns or is unable or unwilling to keep office.

ARTICLE VII

MEETINGS

SECTION 1

REGULAR MEETINGS

All meetings shall be made by arrangement of the president.

SECTION 2

SPECIAL MEETINGS

A quorum must be present at all special meetings and only the business for which a special meeting is called may be transacted at the meeting. All meetings shall be made by arrangement of the president.

ARTICLE VIII

QUORUM

At least fifty percent of the active members must be present at meetings to constitute a quorum.

ARTICLE IX

COMMITTEES

SECTION 1

ELIGIBILITY

At the time of assuming responsibility for a committee and during tenure in office, a committee chair must meet all the eligibility requirements as stated by the university.

ARTICLE X

DUES

The amount of dues shall be decided before the first meeting of each academic year by agreement between the Executive Board and the Advisor. They must cover, at a minimum, the dues stipulated by the National Office of Pi Tau Sigma.

ARTICLE XI

ADVISOR

SECTION 1

ELIGIBILITY

The Pi Tau Sigma – Mechanical Engineering Honor Society shall have at least one advisor over 21 years of age who shall be a member of the faculty, administration, or staff of the California State Polytechnic University, Pomona. The advisor may not be on the leave of absence at any time during his/her term of appointment.

SECTION 2

SELECTION AND APPOINTMENT

After an advisor has been nominated by the organization and approved by his/her Department Head, final approval and actual appointment will be made by the Director, Office of Student Life. If the advisor is the Department Head, then the immediate supervisor would also need to approve before final appointment is made by the Director of Student Life.

SECTION 3

DUTIES

The advisor's responsibilities include attendance and participation in as many organizational meetings and activities as is practical, signing all forms related to the scheduling of activities and the disbursement of funds, and the other duties outlined in Office of Student Life and Cultural Center's Advisor's Guide.

ARTICLE XII

AMENDMENT

SECTION 1

MEANS OF AMENDMENT

Any proposed amendment to the charter passed by three-fourths vote of the members present shall become effective by ratification of three-fourths of the active members.

SECTION 2

APPROVAL

All amendments to the bylaws shall be filed as a public document in the organization's myBAR page and the executive board will alert the Senior Coordinator of Student Life in the Office of Student Life and Cultural Centers via email within 90 calendar days indicating the date and method of adoption. Any amendment(s) which change(s) the purpose or intent of the organization or substantively modify the bylaw's provisions shall be approved by the University before taking effect.

SECTION 3

COMPLIANCE

This charter shall not conflict with the By-Laws of the Associated Students, Inc., or with the policies and regulations of the California State Polytechnic University, Pomona, the Trustees of the California State University and Colleges, or the State of California. Any stipulations applying to all chartered organizations made by the university shall be considered to be immediately enforceable, whether contained in these Charter Provisions or not.