

Constitution of Pi Tau Sigma

(Last amended on April 26, 2016)

International Pi Tau Sigma Mechanical Engineering Honor Society

Preamble

In order to establish a closer bond of fellowship that will result in mutual benefit to those men and women in the study and in the profession of mechanical engineering, who by their academic or practical achievements, manifest a real interest and marked ability in their chosen work, this constitution was established.

Article I. Title and Insignia

1. The name of the honor society shall be "Pi Tau Sigma."
2. The colors of the honor society shall be "murrey and azure."
3. The flower of the honor society shall be the "white rose."
4. The insignia of the honor society shall be as represented in Figure 1. Either a replica in the form of a key or an adaptation in the form of the Carnot cycle portion as a pin of the insignia, as chosen by the initiate, but not both, may be worn.
5. The crest shall be as shown in Figure 2.

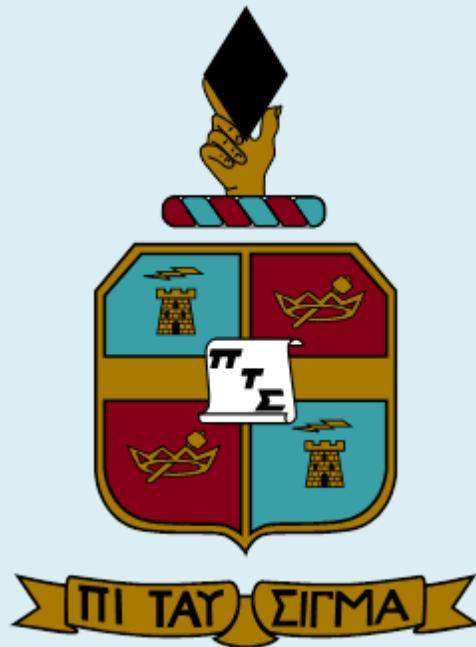


Fig. 2

Article II. Object

The object of this organization shall be to encourage and recognize superior scholarship, 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 mechanical engineering students the attributes necessary for effective leadership civic responsibilities.

Article III. Membership

1. Members in this organization shall consist of three classes, namely: Undergraduate, Graduate and Honorary. Members are permanently classified upon their initiation.
2. Undergraduate members shall be chosen from students in a mechanical engineering curriculum on a basis of sound engineering ability, scholarship and service, leadership, integrity, and shall be selected from the junior and senior classes, or their equivalents, as defined by the administration of the college of engineering and the department of mechanical engineering.

3. To be considered for election to undergraduate membership, a student's scholastic ranking must lie in the upper percentage of the student's respective classification in accordance with the Eligible Group column shown below with a grade point average greater or equal than 3.25/4.0. Election of undergraduate members must be done so that the maximum number of undergraduate members in each respective classification does not exceed the percentage of the entire class as shown in the Maximum column shown below.

	Eligible Group	Maximum Undergraduate Members
First term Juniors	upper 25%	17%
Last term Juniors	upper 33%	25%
First term Seniors	upper 35%	33%
Last term Seniors	See 6 below	33%

Note: Pi Tau Sigma is a member of the Association of College Honor Societies. Membership in the Association prevents the initiation of any candidate whose scholastic index is not in the top 35% of the candidate's class.

4. A last term senior who scholastically places in the highest 35 percent of the senior's class, and who is deemed worthy, may be initiated only upon permission of the Board of Directors. Requests for this permission, stating the circumstances, shall be signed by the chapter president and a member of the faculty who is also a member of Pi Tau Sigma, and shall be sent to the Board of Directors Secretary-Treasurer.

5. Graduate members shall be chosen from students having already completed a Bachelor of Science degree in Mechanical Engineering and are currently enrolled in a master's or doctoral degree in mechanical engineering, on a basis of sound engineering ability, scholarship and

service, leadership, and integrity. Master's degree candidates shall have completed one academic term of residency, while doctoral degree candidates shall have completed one academic year of residency, rank in the top 35% standing of all graduate student candidates in the department, and have a minimum GPA of 3.5/4.0. Eligible graduate members on the term that will be graduating, may be initiated only upon permission of the Board of Directors. Requests for this permission, stating the circumstances, shall be signed by the chapter president and a member of the faculty who is also a member of Pi Tau Sigma, and shall be sent to the Board of Directors Secretary-Treasurer for approval. Inducted graduate students shall be members of the chapter that they were initiated in. The maximum number of graduate students in a chapter may not exceed 25% of the total undergraduate members of the chapter.

6 Active graduate members are allowed to vote or hold office unless local chapter bylaws do not permit it.

7 Honorary members shall be selected on the basis of successful achievements in mechanical engineering. Practicing engineers and full, associate, or assistant professors of mechanical engineering are eligible. Each chapter may elect two or more honorary members per year. Two of these shall be exempt from payment of the registration fee.

8. Honorary members shall not be allowed to vote or hold office.

Article IV. Government of the Honor Society

1. The annual convention of the honor society shall be the governing body. The convention shall have full authority in all matters pertaining to the constitution, ritual, insignia, approval of new chapters, and policies of the honor society.

2. Each chapter of the honor society (except the Chapter-At-Large) shall be represented at the convention by one voting delegate. Members of the BoD shall be entitled to voice at the convention and may have a vote in the case of a tie vote. No chapter may be represented by proxy.

3. All measures related to final approval of new programs or fiscal matters enacted by the convention shall require an affirmative vote of two thirds of the delegates present
4. A special convention may be called by submitting a petition to do so, signed by one-half of the active chapters. Unless otherwise specified in the petition, this convention shall be held within two months from the date on which it is announced by the Board of Directors Secretary.
5. The organization shall in no way enter politics, nor shall any member be obliged to support any man or woman for any office or position of honor or trust because of his or her connection with the honor society.

Article V. The Board of Directors (BoD)

1. The BoD shall be composed of six (6) members of the honor society and shall be elected by the annual convention for a term of three (3) years. Their titles shall be: President; Vice President, Western Region; Vice President, Central Region; Vice President, Eastern Region, Vice President International Pi Tau Sigma Region; and Board of Directors Secretary-Treasurer. These officers shall be elected in a rotated sequence. The rotating order of election shall be President and Board of Directors Secretary-Treasurer the first year, Western and International Pi Tau Sigma Vice Presidents the second year, and Central and Eastern vice-presidents the third year. Vacancies may be filled for an unexpired term of office.
2. National officers can continue to run for a position with no limit on terms as long as they are willing and able.
3. The BoD shall have the power to grant a charter for a new chapter upon an affirmative action by three-fourths of the delegates voting at an annual convention, or by affirmation by three-fourths of the active chapters voting within sixty (60) days of the call for a mail ballot. (A non-response is to be interpreted as a positive vote.)
4. The President may, with consent of the Directors, add up to two ad-hoc members to the Board of Directors.

Article VI. New Chapters

1. A group of mechanical engineering students shall be granted a charter upon the receipt of a petition addressed to the BoD care of the Board of Directors Secretary-Treasurer which has been signed by at least twelve eligible students of an institution whose mechanical engineering curriculum is accredited by ABET or its equivalent for countries without ABET accreditation programs. The petition must be countersigned by at least two full professors or one professor and one assistant or associate professor of the mechanical engineering department of the institution initiating the petition. In addition the petition should include administrative support from both the departmental and college levels.
2. A chapter, which has not initiated members for two consecutive years, shall be classified as inactive upon the recommendation of the Board of Directors and three-fourths of an annual convention. To reactivate, an inactive chapter would follow the same procedure as used in the installation of a new chapter.

Article VII. Government of the Chapters

1. The officers of each chapter (except the Chapter-At-Large) shall include a president, vice-president, recording secretary, corresponding secretary, treasurer, and faculty advisor. At the direction of a chapter, the offices of corresponding secretary and recording secretary may be combined into a single office.
2. The faculty advisor should be a member of Pi Tau Sigma and will be consulted on all fiscal matters as well as matters of chapter policy.
3. Each chapter has control of and is responsible for its individual affairs subject to this Constitution and the Bylaws of this Honor Society. No chapter may make or assume any obligation in the name of this Honor Society. Bylaws adopted by a chapter for its guidance shall not be in conflict with this Constitution or the Bylaws of this Honor Society.

Article VIII. Chapter-At-Large

1. Eligible senior mechanical engineering students at institutions which have mechanical engineering curricula accredited by ABET or its equivalent and which do not have a chapter of Pi Tau Sigma may be recommended for membership in the Chapter-At-Large.
2. Students recommended for membership in the Chapter-At-Large shall be voted upon by the sponsoring chapter at the same time as their own members are selected. Those elected shall become members of the Chapter-At-Large by being formally initiated along with the candidates of the sponsoring chapter.
3. The name of the Chapter-At-Large is "Alpha Omega."

Article IX. New Alumni Associations

1. A group of Pi Tau Sigma alumni shall be granted a charter upon the receipt of a petition addressed to the Board of Directors care of, and at the discretion of, the Secretary-Treasurer which has been signed by at least three alumni of a given chapter or residing in the same state region or metropolitan area.
2. The petition shall specify whether the alumni association to be chartered is chapter- or area-based.

Article X. Government of Alumni Associations

1. The officers of each alumni association shall include a president and other officers as directed by the alumni association's bylaws.
2. Each alumni association has control of and is responsible for its individual affairs subject to this Constitution and the Bylaws of this Honor Society. No alumni association may make or assume any obligation in the name of this Honor Society. Bylaws adopted by an alumni association for its guidance shall not be in conflict with this Constitution or the Bylaws of this Honor Society.

Article XI. Discipline

1. Any member of the honor society may be disciplined by suspension or expulsion. In order to be considered viable by the officers and members of the honor society, petitions to suspend or expel a member shall only be initiated by a member or a group of members and shall be forwarded to the honor society's Board of Directors Secretary-Treasurer. Such petitions shall contain the following:

- a) A detailed list of the reasons for presenting the petition.
 - b) Signatures of a majority of the active members of a chapter (or sponsoring chapter in the case of a member-at-large).
 - c) A statement that the petition has been reviewed in its entirety and that all actions taken in developing the petition have been carried out in accordance with the pertinent rules of the institution within which the chapter resides. This statement shall be signed by an appropriate officer of that institution with the administrative, academic rank of department chair or higher.
2. Following a review of the petition by the Board of Directors the petition shall be presented at the next annual convention. If accepted by a three-fourths vote of the delegates, the petition shall be enforced. Otherwise, the petition shall become void.

3. A chapter may be declared inactive (See VI-2).

Article XII. Publications

1. The Board of Directors is authorized to edit and publish, from time to time, THE STORY OF P1 TAU SIGMA.

2. The Board of Directors is authorized to annually edit and publish THE CONDENSER.

3. It shall be the duty of one person in each chapter to furnish an account of the chapter activities at such times as required by the Board of Directors Secretary-Treasurer or editor of THE CONDENSER.

Article XIII. Amendments

Any proposed amendment to the constitution shall become effective upon an affirmative vote by three-fourths of the delegates voting at the annual convention or by affirmation by three-fourths of the active chapters voting within sixty (60) days of the call for a mail ballot (A non-response not to be part of the count).

Article XIV. Indemnification

No person who is now, or who later becomes, an officer or member shall be personally liable for any covenants, stipulations, promises, agreements and obligations of the honor society, and no recourse under or upon any covenants, obligations, stipulations, promises, and agreements shall be had against any past, present, or future officer or member; and any and all creditors of the honor society shall look only to the assets of the honor society for payment.

Article XV. Dissolution

Should there be a vote or action to dissolve the honor society, all remaining assets --after necessary expenses -- shall be distributed to one or more appropriate scholarly, professional, non-profit organizations qualifying under US IRC 501 c (3) -- as determined by the Board of Directors or a duly constituted annual meeting of the membership.

Pi Tau Sigma Bylaws

(Last amended at the 2011 Chicago Convention)

Article I. Rituals

1 The initiation proceedings of the society shall be conducted in accordance with the document "Rituals of Pi Tau Sigma" (1992 edition)

Article II. Election of Members

1 Each chapter is to elect new members regularly in accordance with Article III of the Constitution.

2 Each new member is to be formally initiated using the official rituals of the society.

3 In any traditional informal initiation activities no form of harassment is permitted.

4 For each new member initiated, chapter officers are responsible for submitting sufficient information, including complete name, date of initiation, membership category, and permanent address to allow the secretary to maintain a permanent record on file for each member at the headquarters of Pi Tau Sigma.

5 Each new member is to receive a certificate of membership and a membership card. (See IV-5 of these Bylaws).

6 There shall be paid into the treasury the sum of thirty dollars (\$30) per initiate. This fee must be submitted before names submitted are recognized as new members and processed accordingly. Five (5) dollars of this fee is designated for the society's endowment fund. The balance will be used to offset annual operating expenses of the society which shall include the costs of membership certificates, membership cards, publications and a sum to go toward the expenses of one delegate from each chapter that is represented the annual convention.

7 Each chapter may elect two or more honorary members per year. Two of these shall be exempt from payment of initiation fees. (Constitution Article III.3)

8 A Chapter may appoint as “honor affiliates” sophomores with a declared major in Mechanical Engineering, and a scholastic ranking in the top 10% of their class. These “honor affiliates” would have voice and voting privileges, with the exception of voting on new members, and would be expected to attend general meetings and participate in special activities. They would not be members of Pi Tau Sigma, but would simply be designated by the (name) chapter of Pi Tau Sigma as an honor affiliate to the (name) chapter. They would lose that designation in lack of participation, or by losing their academic 10 percentile ranking. There would be no fee, nor a certificate issued by the Pi Tau Sigma Office. Chapters should, however, list any “honor affiliates” in their annual reports.

Article III. Government

1 The society is governed by actions made at the annual convention and appropriately approved in accordance with the Constitution of the Society and the Bylaws.

2 The quorum shall be the majority of the delegates who have registered at the convention as in attendance.

3 The following agenda and procedure apply to the annual convention

- a) Roll Call.
- b) Confirm approval of New Chapters.
- c) Minutes of previous meeting.
- d) Annual report of the Secretary.
- e) Annual report of the Treasurer.
- f) Instructions to Convention Committees by the Officers.
- g) Submission of Written Reports from each Chapter Delegate, covering the following:
 - i.) List of officers for previous school year and at present

- ii) Major activities of Chapter since last convention.
 - iii) Members dropped.
 - iv) Deaths.
 - h) Reports from committees.
 - i) Election of officers.
 - j) Unfinished business.
 - k) New business.
 - l) Resolutions.
 - m) Adjournment.
- 4 At each convention the delegates shall decide upon the place of the convention two years hence and set an approximate date. Confirmation of the place and an approximate date for the next convention shall be made by the delegate body.
- 5 The organization shall in no way enter politics, nor shall any member be obliged to support any man or woman for any office or position of honor or trust because of a connection with the honor society.
- 6 Neither the society nor any of its chapters, officers, and/or members shall have the authority to acquire, rent or lease any structure, enclosure, or item of equipment without authorization by the convention or the Board of Directors
- 7 A house may be established by a chapter if it is sanctioned by the Board of Directors.

Article IV. Board of Directors

- 1 Any action requiring approval of the Board of Directors must receive an affirmative vote by at least two third of its members.
- 2 The first of the council members elected shall be the President of the honor society, whose duties shall be to preside over the meetings of the Board of Directors and over the annual convention, to install or deputize others to install new chapters, to inspect or deputize others to inspect any

chapter whose condition may be considered as unsatisfactory, and to perform other appropriate duties.

3 The second, third, fourth and fifth members of the Board of Directors shall be the Vice Presidents of the honor society. Their duties shall be:

a) To assume the duties of the President in the absence or incapacitation of that officer;

b) To cooperate with the President and Secretary-Treasurer as members of the Board of Directors;

c) To serve as members of a special committee to recommend awardees for the annual Gold Medal, Richards Memorial and Larson Memorial Awards; and to act as advisor to the official delegates in the preparation of an order of business to be presented to the convention and to complete other tasks designated by the President.

d) Regional Vice Presidents shall assume primary responsibility of communicating with Chapters in their region relative to maintaining their status as active Chapters in good standing. Each Vice President will contact Chapters within his/her Region at least once in the Fall and once in the Spring.

These duties shall be delegated by the President on the approval of the Board.

4 The Eastern, Central and Western US regions shall be represented by a Vice President actively associated with a chapter in the respective division. The division shall be arranged by the Board of Directors. The Vice President for the International Pi Tau Sigma region shall be selected by the Board of Directors and affirmed by the convention. A new chapter shall be assigned to the appropriate division by the Board of Directors.

5 The sixth of the Board of Directors members elected shall be the Secretary-Treasurer. The Secretary-Treasurer shall have custody of all books, records, moneys, seals, constitution, and rituals of the honor society. All communications of the society-at-large shall be addressed through the office of the Secretary-Treasurer; and all assessments and collections authorized by the convention or the Board of Directors shall be

administered through the office of the Secretary-Treasurer. The office of Secretary-Treasurer serves a dual role and is the resource center for all chapters. An outline of the dual duties follows:

a.) Secretary: Responsibilities include:

(1) Maintaining an accurate, up-to-date roster of the membership of Pi Tau Sigma;

(2) Maintaining current correspondence of the honor society and specifically communicating with chapters regularly informing them of actions they need to take, any special requirements they must meet and advisement concerning matters of general importance which should be brought before their members;

(3) Responding to requests from chapters for information and publications;

(4) Serving as editor for publications of the society;

(5) Maintaining a supply of publications and initiation materials;

(6) Keeping all records; and

(7) Representing the society at certain functions.

The secretary plays a vital role to the organization by keeping operational matters flowing timely and smoothly and by maintaining continuity. The secretary gives a report on activities to each annual convention. The secretary maintains a supply of blank charters, appreciation certificates, rituals, Pi Tau Sigma brochure, the insignia used during initiations, The Story of Pi Tau Sigma, and The Condenser. The secretary serves as editor for each of these publications/ documents, seeing that materials are collected on time and that arrangements have been made for timely printing of the item. The secretary is responsible for seeing that all appropriate information is obtained and timely prepared to have The Condenser printed each year in time for copies to be shipped to all chapters in early April. It is practice to print enough copies that all new members receive one. A few extra copies should be kept on hand for special requests. The secretary is responsible for keeping The Story of Pi Tau Sigma current and keeping a sufficient supply printed so that shipment

to each chapter can be made in September. A few extra copies should be kept on hand for special requests. The secretary should keep a supply of blank charters, blank appreciation certificates, Pi Tau Sigma brochure, the rituals, the emblem and the crest. Cognizance of anticipated needs should control updating and printing requirements.

b.) Treasurer: Responsibilities include:

(1) Serving as a faithful, conservative steward in monitoring use of the society's resources;

(2) Keeping faithful and accurate records of fiscal transactions with the respective charters and creditors of the honor society;

(3) Operating the office while keeping expenses in each category within the annual budget that was approved at the preceding annual convention;

(4) Making timely deposits of income;

(5) Preparing a detailed treasurer's report each year for auditing and having an audit made and available for distribution at the annual convention; and

(6) Submitting all documents needed to comply with IRS regulations including annual filing of Form 990 with IRS.

The Treasurer should be bonded. The Treasurer gives a report of fiscal activities and society operation to each annual convention.

6 The Secretary-Treasurer of the honor society shall provide a certificate of membership and a membership card for each new member initiated. Forms shall be submitted to the secretary with the requested information on each person recommended for membership in Pi Tau Sigma. Keys and pins may be ordered from the approved supplier by processing them through the office of the secretary for approval. Such orders should be submitted using forms provided for ordering. Processing of new members, including placement of names in permanent records and ordering of certificates, shall not be done by the Secretary-Treasurer until the society dues have been paid.

7 Election and tenure (See Constitution Article V).

Article V. New Chapters

1 A new chapter may only be installed after a duly processed petition has been approved. (See Constitution Article VI.1). The petition to establish a new chapter, along with a current catalog of the institution, shall be submitted to the Board of Directors c/o the Secretary-Treasurer and shall contain:

- a) Name of the institution and address
- b) General entrance requirements, (plus requirements for mechanical engineering, if different).
- c) Degrees granted annually in the mechanical engineering program,
- d) Current enrollment in the mechanical engineering program,
- e) A survey of the general conditions of honor societies in the institution,
- f) Appropriate faculty and administrative endorsement.

2 A petition for a new chapter must be in the hands of the Board of Directors and each active chapter before January 1 to be considered for installation before the close of that school year.

3 The fee for a charter shall be two hundred dollars (\$ 200).

4 The expense of the installation shall be paid by the society treasury.

5 In the event of dissolution of any chapter installed after July 15, 1959, the chapter's assets must be transferred to another organization organized and operated for a similar exempt purpose, or to the Federal or State or local government. This transfer must be approved by the Board of Directors prior to any distribution of funds.

6 A chapter, which has not initiated members for two consecutive years, shall be classified as inactive upon the recommendation of the Board of Directors and three-fourths of a convention. To reactivate, an inactive chapter would follow the same procedure as used in the installation of a new chapter (See Constitution Article VI.2).

7 A chapter "in good standing" is one that meets the following requirements: a) two initiation ceremonies per year reported to the

Secretary-Treasurer, b) updates with basic information such as officers' and advisor's addresses submitted to the Secretary-Treasurer, c) an Annual Report submitted to the Secretary-Treasurer, and d) having at least one delegate attend the society convention.

Article VI. Government of the Chapters

1 During the academic year, each chapter shall elect officers. These elections may be held annually or semiannually, the election for the fall term being held at the first regular meeting in May.

2 The duties of the chapter 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.

3 The duties of the Vice President shall be to 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.

4 The duties of the recording secretary shall be to keep a record of the transactions at all regular and special meetings and to issue all necessary notices concerning chapter meetings.

5 The duties of the corresponding secretary shall be to handle all necessary correspondence with past and honorary members and all correspondence with active members, and all correspondence with the Board of Directors.

6 The duties of the treasurer shall be to issue notices of special assessments and to collect all dues and assessments. The treasurer shall have charge of all the funds of the chapter and shall pay on order of the President all bills presented against the chapter.

7 The initiation fee per initiate for any chapter shall not exceed sixty dollars (\$60.00).

Article VII. Chapter-At-Large

1 Students at an institution having a curriculum of Mechanical Engineering accredited by ABET (or its equivalent in countries without ABET accreditation) in which there is no chapter of Pi Tau Sigma may be recommended for membership in the Chapter-At-Large, Alpha Omega. (See Constitution Article VIII)

2 Chapters of Pi Tau Sigma may initiate as honorary faculty members of their respective chapters duly qualified faculty members from any institution where no chapter exists. These particular honorary members shall be exempt from payment of society initiation fees. This exemption is in addition to that provided in Article III, Section 4, of the Constitution.

3 Pi Tau Sigma faculty members in an institution, whose mechanical engineering curriculum has been accredited by ABET or its equivalent but does not have a chapter of Pi Tau Sigma, may recommend to a sponsoring chapter seniors in their Mechanical Engineering Department who have the qualifications for membership in Pi Tau Sigma in accordance with Article III of the Constitution.

4 The sponsoring chapter shall vote on those recommended for membership in the chapter-at-large at the same time as they vote on their own members. Those elected shall be formally initiated along with the sponsoring chapter's own members.

5 The initiation fee shall not exceed an amount equal to that for active membership in the sponsoring chapter, which fee shall include the \$30.00 society initiation fees plus the cost of any jewelry.

6 Each member of the Chapter-At-Large shall receive a copy of the "Story of Pi Tau Sigma," an issue of the current "CONDENSER," a membership card, and a certificate of membership.

Article VIII. New Alumni Associations

1. A petition to establish a new alumni association shall be submitted to the Board of Directors care of the Secretary-Treasurer and shall contain: a) The chapter or geographic region forming the basis of the alumni

association; b) The name, chapter, and year of initiation of the alumni association members; and c) Contact information for the member submitting the petition on behalf of the alumni association.

2. An alumni association shall be given an appropriate name by the Secretary-Treasurer.

3. The expense of the installation shall be paid by the society treasury.

4. In the event of dissolution of any alumni association, the alumni association's assets must be transferred to another organization organized and operated for a similar exempt purpose, or to the Federal, State, or local government. This transfer must be approved by the Board of Directors prior to any distribution of funds.

5. An alumni association "in good standing" is one that meets the following requirements: a. Updates with basic information such as officers' contact information submitted to the Secretary-Treasurer; and

b. An annual report submitted to the Secretary-Treasurer.

Article IX. Government of Alumni Associations

1. Each alumni association shall elect officers. These elections may be held annually or semiannually.

2. The duties of the alumni association 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 alumni association all bills presented against the organization. The President or his/her designee shall serve as the liaison between the alumni association and the National Council.

3. The duties of other alumni association officers shall be described in the alumni association's bylaws.

Article X. Publications

1 The Condenser is printed annually. It includes the minutes from the preceding convention. It contains information about the next convention. Chapter reports are also included. The Board of Directors shall post a copy

of the **Condenser** on the web and send two hard copies to each Chapter every year