

Constitution of Pi Tau Sigma

(Last amended on April 4, 2018)

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 may be worn.
5. The crest shall be as shown in Figure 2.

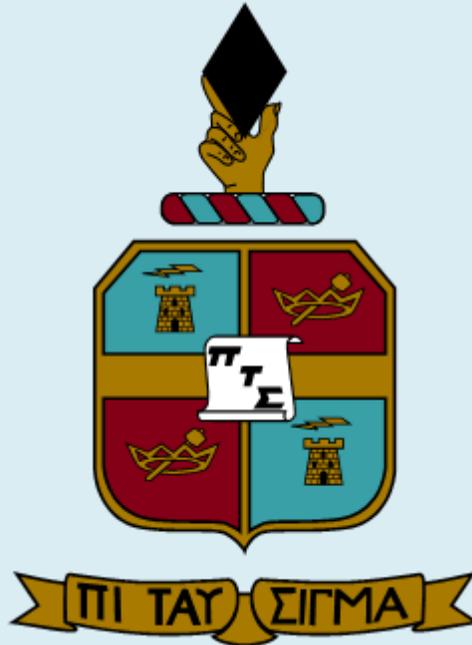


Fig. 2

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 mechanical engineering program activities, to promote the mutual professional welfare of its members, and to develop in mechanical engineering students the attributes necessary for effective leadership and 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 on a basis of sound engineering ability, scholarship service, leadership, and integrity. Members shall be selected from eligible candidates currently in the last two years of their mechanical engineering program.

3. To be considered for election to undergraduate membership, a student's scholastic ranking must lie in the upper twenty-fifth (25) percentile of the student's respective classification with a grade point average greater than or equal to 3.25/4.0.

4. A last term senior who is in the upper twenty-fifth (25) percentile of the seniors' class, with a grade point average greater than or equal to 3.25/4.0, and who is deemed worthy, may be initiated only upon permission of the Board of Directors. Requests for this permission, stating the circumstances for justifying membership, shall be signed by the chapter president and chapter advisor, and shall be sent to the Board of Directors Secretary-Treasurer for approval.

5. Graduate members shall be chosen on a basis of sound engineering ability, scholarship service, leadership, and integrity. Graduate members shall be selected from students having already completed an accredited undergraduate degree program in mechanical engineering (or its equivalent for countries without ABET accreditation programs), and are currently enrolled in a master's or doctoral degree in mechanical engineering. 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 25% standing of all graduate student candidates in the mechanical engineering program, 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 justifying membership, shall be signed by the chapter president and chapter advisor, 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 the profession of mechanical engineering. Practicing engineers and full, associate, or assistant professors of mechanical engineering, who have received at least one degree in Mechanical Engineering, are eligible. Each chapter may initiate up to four honorary members per year. Two of these shall be exempt from payment of the registration fee. A statement of justification for the honorary candidates need to be communicated via an email to the Secretary-Treasurer for approval by the BoD.

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

9. An undergraduate or graduate member who fails to graduate from the mechanical engineering program will forfeit their membership status.

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. Alternatively, these matters may be decided upon by chapters voting via an electronic ballot.

2. Each chapter of the honor society (except the Chapter-At-Large) shall be represented at the convention by one voting delegate or by a single vote in any electronic balloting. Members of the BoD may only cast a vote to break a tie. No chapter may be represented by proxy at the convention.

3. All measures related to final approval of new programs or fiscal matters shall require an affirmative vote of two-thirds of the chapters present at the convention or two-thirds of the chapters voting within twenty-one (21) days of the call for an electronic ballot.

4. The organization shall in no way enter politics, nor shall any member be obliged to support any person, for any office or position of honor or trust, because of their connection with the honor society.

Article V. The Board of Directors (BoD)

1. The BoD shall be composed of up to five (5) members of the honor society and shall be elected by the annual convention for a term of three

(3) years. They shall be a President, three Vice Presidents, and a Board of Directors Secretary-Treasurer. These officers shall be elected in a rotating sequence. Vacancies may be filled by majority vote of the BoD, until the next convention when an election is held.

2. Tenure of office by each of the national officers shall be limited to two terms of three years each. Former tenure of any Vice president position shall not be construed as disqualifying them from serving at the President and/or Secretary-Treasurer position. Under exceptional circumstances, economic or otherwise, the terms of the national Secretary-Treasurer may be extended beyond the above six-year limit, if such extension appears to serve the best interest of Pi Tau Sigma; provided, however, that such total tenure shall in no case exceed four terms.

3. The President may, with consent of the Directors, add up to two ad-hoc members to the Board of Directors. The ad-hoc members can only serve a one three-year term but may be elected as board members.

Article VI. New Chapters

1. A group of mechanical engineering students may petition the installation of a new chapter for their academic institution. The petition shall be addressed to the BoD care of the Board of Directors Secretary-Treasurer. The petition must be signed by at least twelve eligible students of the 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 a combination of one full professor and one assistant or associate professor of mechanical engineering from the petitioning institution. In addition, the petition should include administrative support from both the mechanical engineering program and its college.

2 The BoD shall have the power to grant a charter for a new chapter upon an affirmative action by two-thirds of the chapters voting at an annual convention, or by affirmation by two-thirds of the chapters voting within twenty-one (21) days of the call for an electronic ballot.

3. The fee for a charter shall be determined annually at the convention. The fee will remain the same if no such action is taken.

Article VII. Inactive/Dormant Chapters

A chapter, which has not initiated members for one academic year shall be classified as inactive. Chapters that have not initiated members for two consecutive years or more, will be classified as dormant and will need to pay a fee as set by the BoD in order to become active again.

Article VIII. 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. The faculty advisor bears the sole responsibility, with the help of administrative assistance, in the selection of eligible undergraduate, graduate and honorary candidates for initiation in accordance with article III. This list of candidates needs to be approved by three-fourths of the active chapter members before students are invited to join the honor society.

4. 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 IX. Chapter-At-Large

1. Eligible first-semester senior mechanical engineering students at institutions 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 X. New Alumni Associations

1. A group of Pi Tau Sigma alumni shall be granted a charter upon the receipt of a petition signed by at least three alumni, of a given chapter or residing in the same state region or metropolitan area, after approval by the BoD.

2. The petition shall specify whether the alumni association to be chartered is chapter- or area-based.

Article XI. 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 the Constitution or the Bylaws of this Honor Society.

Article XII. Discipline

1. Any member of the honor society may be disciplined by suspension or expulsion. 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 the chapter advisor and an appropriate officer of that institution with the administrative, academic rank of program chair or higher.

2. Having received the petition, the BoD will form an ad-hoc committee comprised of five chapter presidents to review and act on the petition.

Article XIII. Publications

1. The Board of Directors is authorized to edit and publish, THE STORY OF PI TAU SIGMA and the CONDENSER.

2. It shall be the duty of one person in each chapter to furnish an account of the chapter activities in the end-of-year annual report.

Article XIV. Amendments

Any proposed amendment to the constitution shall become effective upon an affirmative vote by two-thirds of the chapters voting at the annual convention or by affirmation by two-thirds of the chapters voting within twenty-one (21) days of the call for an electronic ballot.

Article XV. 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 held against any past, present, or future officer or member. All creditors of the honor society shall look only to the assets of the honor society for payment.

Article XVI. 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 on April 4, 2018)

Article I. Rituals

1 The initiation proceedings of the society shall be conducted in accordance with the document "Rituals of Pi Tau Sigma."

Article II. Election of Members

1. Each chapter is to elect new members twice a year, in accordance with Article III of the Constitution: once between July 1st and December 31st and once between January 1st and June 30th.

2. Each new member, undergraduate, graduate, and honorary is required to attend an initiation ceremony, and is to be formally initiated using the official rituals of the society.

3. In any traditional informal initiation activities, no form of harassment and/or hazing is permitted.

4. Each chapter must maintain an official bound roll book where the chapter name, date of initiation, and the names and signatures of the initiates and officers conducting the ceremony will be recorded. A copy of the page needs to be submitted electronically as an attachment to the BoD Secretary-Treasurer on the same day after the ceremony.

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

6. Each new member is to receive a certificate of membership and a membership card.

7. There shall be paid into the treasury a sum determined annually at each convention per initiate. This fee must be submitted before names submitted are recognized as new members and processed accordingly.

The fees 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 at the annual convention.

8. Each chapter may elect up to four honorary members per year. Two of these shall be exempt from payment of initiation fees.

Article III. Government

1. The society is governed by actions taken at the annual convention or electronically via email, and appropriately approved in accordance with the Constitution of the Society and the Bylaws.

2. At the convention, the quorum will be the simple majority of the chapters who are in attendance. In the case of electronic voting, the quorum will be simple majority of the chapters voting within 21 days from the call for vote.

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-Treasurer.

e) Instructions to Convention Committees by the Officers.

f) Reports from committees.

g) Election of officers.

h) Unfinished business.

i) New business.

j) Resolutions.

k) Adjournment.

4. Confirmation of the place and an approximate date for the next convention shall be made by chapters attending the convention or alternatively by all chapters voting via an electronic vote.

5. The organization shall in no way enter politics, nor shall any member be obliged to support any person, 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

Article IV. Board of Directors

1. Any action requiring approval of the Board of Directors must receive an affirmative vote by at least two-thirds of its members.

2. The president is an elected member 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. Three members of the Board of Directors shall be the vice presidents of the honor society. Their duties shall be:

a) Perform duties delegated by the President and approved by the Board.

b) Assume the duties of the President in the absence or incapacitation of that officer;

c) Cooperate with all members of the Board of Directors;

d) Serve as members of a special committee to recommend awardees for the annual Gold Medal, Richards Memorial and Larson Memorial Awards;

4. If appointed, ad-hoc vice president duties shall be delegated by the President upon the approval of the Board;

5. The Secretary-Treasurer is an elected member of the Board of Directors. 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 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 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. Dues for initiation and regalia orders are the responsibility of the ordering chapter.

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

A. Secretary's responsibilities include:

- a) Maintaining an accurate, up-to-date roster of the membership of Pi Tau Sigma;
- b) 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 that should be brought before their members;
- c) Responding to requests from chapters for information and publications;
- d) Serving as editor for publications of the society;
- e) Maintaining a supply of publications and initiation materials;
- f) Keeping all records; and
- g) Representing the society at certain functions.

The secretary plays a vital role to the organization by keeping operational matters flowing in a continuous and timely manner. 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 secretary is also

responsible for cognizance of anticipated needs, ordering keys and regalia, updating and printing requirements.

B. Treasurer's responsibilities include:

- a) Serving as a faithful, conservative steward in monitoring use of the society's resources;
- b) Keeping faithful and accurate records of fiscal transactions with the respective charters and creditors of the honor society;
- c) Operating the office while keeping expenses in each category within the annual budget that was approved at the preceding annual convention;
- d) Making timely deposits of income;
- e) Preparing a detailed treasurer's report each year for auditing and having an audit made and available for distribution at the annual convention; and
- f) Submitting all documents needed to comply with IRS regulations including annual filing of Form 990 with IRS.

The Treasurer gives a report of fiscal activities and society operation at each annual convention.

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 academic discipline of mechanical engineering;
- d) Current enrollment in the academic discipline of mechanical engineering;
- e) A survey of the general conditions of honor societies in the institution;

- f) Appropriate faculty and administrative endorsement.
2. The fee for a charter shall be determined annually at the convention. The fee will remain the same if no such action is taken.
 3. In the event of dissolution of any chapter, the chapter's assets must be transferred to the National Office of Pi Tau Sigma.
 4. A chapter "in good standing" is one that meets the following requirements:
 - i. Hold a fall initiation (August through December) and a spring initiation (January through June); have photos of the signature pages sent on the day of the ceremony; complete the registration form following all instructions on the form and email it to the national secretary no later than 10 days from the date of the initiation; and have checks mailed within 30 days from the day of the initiation ceremony.
 - ii. Attend the national convention.
 - iii. Submit the annual report by the June 30th deadline.
 - iv. Participate in the voting of relevant matters like outstanding awards, new chapter applications, constitutional amendments, etc., as well as, provide the name and contact information of the newly elected chapter president and/or chapter advisor to the Secretary-Treasurer, as soon as possible but no later than the end of the semester the changes occurred.

Article VI. Government of the Chapters

1. During the academic year, each chapter shall elect officers. These elections may be held annually or semiannually with the election results and required information emailed to the national office Secretary-Treasurer as soon as possible but no later than the end of the semester the changes occurred.
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. The chapter president is responsible for contacting and requesting the chapter advisor to provide the list of eligible initiates, both undergraduate and graduate, for approval by active chapter members. The chapter president is not allowed to select the eligible initiates.

3. The chapter president is responsible for settling all financial matters with the National Office, on payment of registration fees, regalia, dormant fees, etc.

4. The chapter president is responsible for communicating to the active chapter members issues of relevance to the organization. The chapter president is responsible for casting votes after conferring with all active members, on relevant matters like outstanding awards, new chapter applications, constitutional amendments, etc.

5. The chapter president is responsible for communication names and contact information of newly elected officers and/or chapter advisor.

6. The duties of the chapter 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. The vice president is also to perform duties delegated by the president and approved by the chapter officers.

7. The duties of the chapter 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.

8. The duties of the chapter corresponding secretary shall be to handle all necessary correspondence with past and honorary members active members, and with the BoD Secretary-Treasurer.

9. The duties of the chapter 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 by the President, all bills presented against the chapter.

10. The maximum chapter dues allowed per initiate for any chapter shall not exceed an amount set annually at the next convention. The maximum fee will remain the same if no such action is taken.

Article VII. Chapter-At-Large

1. Students at an institution having the academic discipline of mechanical engineering 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 IX).

2. Chapters of Pi Tau Sigma may initiate, as honorary faculty members of their respective chapters, up to two duly qualified faculty members per year, from any institution where no Pi Tau Sigma chapter exists. These honorary members shall be exempt from payment of society initiation fees. This exemption is in addition to that provided in Article III, Section 7, of the Constitution.

3. Pi Tau Sigma faculty members, in an institution with a suitably accredited academic discipline of mechanical engineering and no Pi Tau Sigma chapter, may recommend to a sponsoring chapter, first-term seniors in their academic program 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 take part in the ceremony, and be formally initiated along with the sponsoring chapter's own members.

5. The initiation fee per initiate for any chapter shall not exceed an amount set annually at the next convention. The fee will remain the same if no such action is taken.

6. Each member of the Chapter-At-Large shall receive 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 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;
- 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 the Pi Tau Sigma and disbursed in a reasonable and equitable manner as approved by the BoD.

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 a designee shall serve as the liaison between the alumni association and the National Office.

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