What NOT to do!

As a president, there are a few things you should be sure never to do. Here is a list of easily preventable catastrophes.

1) Never hold an unapproved initiation!!! If you have not received official approval from HQ for an initiation, do not hold it! When in doubt, contact HQ.

2) Do not initiate an ineligible or unapproved candidate. Not only is it embarrassing to tell someone that they are not officially a member after the ceremony, but it is also bad form. Double check your list before initiation!

3) Do not submit your ratification ballot late. It is due every year on April 1st. There are no extensions for this form and you have plenty of time between convention and April to take a chapter vote. Note: some years may not have a ballot.

A Note to Presidents and All Members:
Ways to Stay Involved After Graduation

Once you become a member of Tau Beta Pi, you are a member for life. The honor, comradery, and benefits do not stop on graduation day. As a president, you can help remind your chapter that there are many ways to stay active and involved no matter where life takes you. For more information on the following options for TBP alumni, please visit http://tbp.org/Memb/Alumni.cfm

1) **Alumni Chapter**: Alumni chapters exist across the country. Membership in an alumni chapter is geographically based, and is open to Tau Beta Pi members who have graduated from their undergraduate program. Members include grad students, professionals, retirees, and more.

2) **Engineering Futures Facilitator**: You can become trained as an EF facilitator and help teach chapters across the nation those soft skills not always learned in the classroom.

3) **Chapter Collegiate Advisor**: You can become an advisor to a chapter in your area, supporting them in everything from paperwork to event planning. Simply locate your nearest chapter and ask if you can serve as an advisor. Most chapters are looking for extra help from someone who’s been through the process.

**President’s Pamphlet**
A handy guide for chapter presidents and other officers.
President’s Top 10

As a chapter president, it is your job to balance the needs of the local chapter with the association requirements. In order to make your term a success, a list of the top 10 issues is presented complete with solutions and tips.

1) Reports and Deadlines: Though reports are most often handled by the secretary, it is important to keep track of deadlines and be prepared to assist the secretary. Know when your IRS tax form is due (when in doubt, look online or ask Rebecca)! Officer Signatures and the Fall Officer Update are often overlooked. Ratification ballots are due April 1st, NO exceptions. With other forms, if you need an extension, ask Rebecca BEFORE the deadline.

2) Initiation Timeline: Chapters should establish their own timelines for initiation, but a general guide based on a 15 week semester is provided below:
   - Week 1-2: Get list from registrar, advisor, or Dean, and submit eligibility list to HQ
   - Week 2-4: Hold info sessions.
   - Week 4-5: Interviews/character examination
   - Week 5-10: Events/tasks initiates complete
   - Week 10-11: Conduct chapter election, completion of catalog cards
   - Week 10-12: Submit report of election to HQ
   - Week 12-14: Initiation
   - Week 14-15: Send dues, roll book signatures and report of final action to HQ

3) Non-traditional Students: Grad students, alumni, and Eminent Engineers can be elected to your chapter. Understanding their eligibility is as simple as reading the constitution and bylaws! Refer to Constitution Article VIII Sections 3-7.

4) Advisors: Each chapter MUST have 4 advisors, who can be from industry, academia, or even grad students. But they must be TBP alumni. Make sure you pick advisors who are involved and willing to meet with you. At least one faculty member is recommended.

5) Chapter Projects: Projects should span a variety of categories. The 6 categories Tau Beta Pi encourages are: Community/Liberal Culture, University/College, Profession/Engineering, Chapter/Social, Education/Professional Development, and K-12 STEM. When planning events, don’t be afraid to think outside the box and even include other organizations or alumni members.

6) Awards: Chapters can win association-wide awards. By planning ahead with these awards in mind, chapters can greatly improve their membership, participation, and projects. The awards include the R.C. Matthews Outstanding Chapter, R.H. Nagel Most Improved Chapter, and J.D. Froula Most Improved Membership. Chapter reports and quality of projects are both important for the chapter awards. For more information, visit http://www.tbp.org/memb/awards.cfm

7) Resources: In Tau Beta Pi, there are many people who are willing and excited to help you out! When in doubt, always consult with your advisors. If your advisors can’t help, consult your District Directors. Each district has 2-4 directors. Other officials exist for special categories like scholarships and fellowships, and K-12 MindSET. Executive Director Curt is available to help with association-level matters, and Tricia handles alumni affairs. As always, questions about reporting deadlines or other issues can be answered by Rebecca. Just email her at Rebecca@tbp.org or call 1-800-TAU-BETA. Get to know your local advisors, District Directors, and Executive Council!

8) Website: Much information is available online at www.tbp.org. Additionally, chapters can have their own websites. Images approved for use can be found at http://www.tbp.org/off/graphics.cfm. For help with a chapter specific website, contact Dylan at Dylan@tbp.org

9) Things to Tell Your Chapter: Be familiar with the perks of Tau Beta Pi membership. There are yearly scholarships, fellowships, awards, and discounts. It is important that you, as president, communicate these opportunities to your members.

10) Chapter Advisory Board: The Advisory Board for each chapter is composed of the President, Vice President, Corresponding Secretary, and four chapter advisors. The board is necessary to vote on chapter matters such as reactivation of inactive members or chapter changes that affect chapter function. For more information, visit http://www.tbp.org/other/advisorsBook.cfm