



PRESIDENT'S BOOK

Manual of Chapter Operations
20th Edition

THE TAU BETA PI ASSOCIATION
508 Dougherty Engineering Building, University of Tennessee
P.O. Box 2697
Knoxville, Tennessee 37901
www.tbp.org

December 2011

FOREWORD

The purpose of the *President's Book* (online: www.tbp.org) is to strengthen chapters by providing valuable information to guide new officers. No chapter is bound by anything herein not specifically covered by the Constitution and Bylaws or Convention acts of the Association. All material is offered from the experiences of many Tau Bates to help you to operate your chapter efficiently.

The *President's Book* is intended as a framework for each chapter's individual, personalized guidebook. New traditions, policies, projects, and other special chapter information should be carefully written and inserted at the end of the appropriate main section. Please hand this book to your successor after officer election and emphasize areas where questions arise. The successful operation of a chapter depends primarily on the quality of leadership offered by its chief administrative officer!

The first edition of the *President's Book* was published in May 1940 by Secretary-Treasurer R.C. Matthews. The material in it was collected and edited by successive presidents of North Carolina Alpha, E.J. Angelo Jr. and Ben S. Pace. Succeeding editions drew on the experience of national officers and chapter presidents. Revisions were made by these former national officers: M.E. Van Valkenburg, Douglas R. Briggs, Leonard A. Cohn, Fred F. Lyle Jr., James R. Young, Ralph E. Warmack, David J. Soukup, Secretary-Treasurer Robert H. Nagel, and Executive Director James D. Froula. The Election Procedures Committee of the 1978 Convention, headed by Diane T. Finegood and James W. Johnson Jr., provided material for the Eligibility Rules and Election and Initiation of New Members section.

Specific suggestions for modifications to this manual are most welcome. Replacement pages may be obtained without charge.

Curtis D. Gomulinski
Executive Director, Secretary-Treasurer and Editor

The Tau Beta Pi Association, Inc.
508 Dougherty Engineering Building, UT
P. O. Box 2697
Knoxville, TN 37901-2697

Telephone: 865/546-4578
FAX: 865/546-4579
E-mail: tbp@tbp.org
www.tbp.org

Twentieth edition, December 2011 (the 18th edition was available only as a PDF file).

Copyright ©2011 by The Tau Beta Pi Association, Incorporated. All rights reserved.
Printed in the United States of America.