

## Section C

### CHAPTER OPERATIONS

#### I. DUTIES OF OFFICERS

##### A. Regular Chapter Officers

The six regular officers of a chapter must be active members in the technical sense of Constitution Article VI, Section 1. They are usually undergraduates; however, a number of chapters have graduate-student presidents, many have faculty treasurers, and a few have faculty corresponding secretaries. The duties of chapter officers are specified by Const. Art. VI, Sec. 6, and Bylaw V, Sec. 5.03. Although officers' responsibilities often overlap, a typical list of chapter properties and the officer responsible for them is given below:

<i>OFFICER</i>	<i>See Bylaw V, Sec.</i>	<i>RESPONSIBLE FOR</i>
1. President	5.03(a)	<i>President's Book</i> , gavel, initiation equipment, chapter files, and records
2. Vice President	5.03(b)	Initiation equipment, electees' materials
3. Recording Secretary	5.03(c)	Secretary's Book, chapter records, extra copies of Constitution and Bylaws booklets
4. Corresponding Secretary	5.03(d)	Reports to Headquarters, current addresses of officers
5. Treasurer	5.03(e)	Treasurer's Book, checkbook, financial records
6. Cataloger	5.03(f)	Catalog cards, Roll Book, up-to-date alumnus records

##### B. The Advisory Board

###### 1. General Responsibilities and Authority

The full Advisory Board consists of the four alumnus Advisors and the President, Vice President, and Corresponding Secretary of the chapter. It draws authority and responsibility from Const. Art. VI, Sec. 7(b): *"The Advisory Board shall act as an advisory and judiciary committee to determine the advisability of any action taken or proposed by the Chapter . . . by a majority vote, the Advisory Board may forbid any such action or change, subject to an appeal to the Executive Council."*

Advisors need not be members of the faculty, although they customarily are. They serve staggered terms of four years each, one new Advisor being elected each year in the spring when the other chapter officers are chosen.

Advisors have one major function—they provide the necessary continuity in chapter operations from year to year. The undergraduate membership goes through an almost complete turnover every year. Officers and committee chairs change annually or more frequently. It is not the responsibility of the alumnus Advisors to supervise the detailed work. But it does rest with them to see that policies and practices, especially with regard to the election of new members and finances, are uniform and fair from one year to the next. This is where the Advisors perform their most valuable work.

The Advisory Board should hold regularly scheduled informal meetings, perhaps several times per school term, but at least once per term. Some boards meet during a meal to discuss chapter operations, projects, and problems.

The *Chief* Advisor of a chapter is simply the one designated by the chapter to communicate with Headquarters during breaks and other times. This is vital. He or she may also serve as chair of the Advisory Board; the chair should always be an Advisor.

## 2. *Duties of the Advisory Board*

While the Advisory Board has the general responsibility of keeping a judicial eye on all chapter activities, some particular duties are specified by the Constitution and Bylaws. Chapter bylaws may add other responsibilities of local concern. The following references to the Constitution and Bylaws list the duties of the Board:

- Term of office and time of election: Const. Art. VI, 7(a) & Bylaw V, 5.01
- Reports of Advisory Board actions: Bylaw V, 5.03(d)(9)
- Chapter Bylaws: Const. Art. VI, 5, and 7(b)
- Chapter finances, assessments and dues: Bylaw V, 5.04(a)
- Eligibility of non-ABET/EAC curricula:
  - Curricula under jurisdiction of a unit of engineering: Const. Art. VIII, 2(a)
  - Appealing non-ABET/EAC curricula: Const. Art. VIII, 2(b)
  - Exclusion of non-engineering curricula: Const. Art. VIII, 2(c)
  - Irregular curricula: Const. Art. VIII, 2(l)
- Eligibility of undergraduate-student candidates:
  - Irregular students: Const. Art. VIII, 2(l)
  - Transfer students: Const. Art. VIII, 2(j)
  - Time of elections and initiations: Bylaw VI, 6.01(a)
  - Special elections and initiations: C. VIII, 1(e), & Bylaw VI, 6.01(b)
- Eligibility of graduate-student candidates:
  - Statement of worthiness: Const. Art. VIII, 3
- Eligibility of alumnus and eminent-engineer candidates:
  - Approval of alumnus electees: Const. Art. VIII, 7(c)
- Election procedures: Bylaw VI, 6.03(c)
- Electee Activities: Bylaw VII, 7.01
- Financial inability: Const. Art. VIII, 10
- Inactive members: Bylaw VI, 6.06
- Initiation of ineligible candidates: Const. Art. VIII, 11
- Joint social functions: Bylaw VII, 7.08
- Removing a chapter officer for cause: Bylaw V, 5.01
- Suspension and expulsion of members: Const. Art. IX, 5

### 3. Choosing Alumnus Advisors

Preferably, chapter Advisors should be distributed among the engineering departments, not only one or two departments. If your school has several, try to rotate faculty representation on your Advisory Board so that all the departments over a period of years will have contributed the services of at least one person. Consult with your dean, department heads, or friends in industry for suggested candidates.

A chapter may have more than four alumnus Advisors if it wishes. Four of them should be selected to serve on the Advisory Board, while the others may be designated as *honorary* Advisors. This assures that the Constitutional provision of a four-to-three ratio of alumni to students on the Board is met.

An Advisor should be deeply interested in the chapter and eager to work with it and for it. Choose a person who will enjoy serving, and remember this important qualification: *Time*. Does that potential Advisor have time to put his or her experience and willingness to work for the chapter? A prominent older member of the faculty may not have sufficient time. A younger person, not yet overloaded with faculty, civic, and family responsibilities, may be a better Advisor than your dean or department head with a busy schedule. The chapter may profit from this kind of *glory by association*, but generally, the younger Advisor contributes more in the way of informed counseling because he or she is closer to the students and can devote more attention.

### 4. Using Your Advisors' Services

Put your Advisors to work. Note the plural; it is not uncommon in TBII chapter life for one particular Advisor to have taken a keen and devoted interest in the group over a long period of years. Such Advisors have usually served for decades, and not only their chapters but the entire Association is in their debt. These Advisors have frequently acted in the name of the other three, by mutual consent, because they are in close touch with the students. Where such dedicated persons exist, chapter operations and service projects are likely to be better accomplished. If your chapter has such an Advisor, you are extremely fortunate. But remember the other three Advisors; take full advantage of their services and advice also.

There are many ways your Advisors can help beyond their specified duties. **We recommend that each chapter have one Advisor whose special business is to keep a watchful eye on finances.** It is a good policy to maintain a continuous vigilance over all fiscal matters in an organization as loosely tied together and as ever changing as a TBII chapter. Some chapters have found it advantageous to have an Advisor serve as the treasurer, re-electing that person each year as long as the arrangement continues to be satisfactory to both parties. Some chapters with permanent treasurers have found it advantageous to have a student serve as assistant treasurer and handle routine operations, leaving overall supervision of financial matters to the treasurer.

Other possible duties or activities of the Advisors are: Audit the financial records at the end of each year and assist in preparation of the annual IRS return or 990-N, serve on initiation teams; attend routine chapter meetings, possibly on a rotating basis; provide space for the files and equipment when the chapter has no special room; provide wall space for hanging the framed charter—perhaps in the office of the Advisory Board chair, if the charter is not already permanently and properly displayed; and provide the services of a departmental secretary. Most Advisors are more than willing to do these things if asked!

## 5. *Advisor's Book*

The *Advisor's Book* has been sent to all Advisors, and copies are available from Headquarters. An HTML version is online under *Chapter Resources*. The booklet explains the basic scheme of chapter operations and the Advisors' principal functions within the scheme; and it refers to this *President's Book* as a source of detailed information on requirements and suggestions.

## 6. *Recognition of Advisors*

The presentation of gifts, certificates, or other tokens of appreciation to retiring alumnus members of the Advisory Board is heartily encouraged. Such presentations might well be made when new Advisors are installed.

# C. **Suggestions for the Treasurer**

Detailed financial and accounting procedures for chapters have been printed in the Official Chapter Bookkeeping System Instructions and are not repeated here. Below is a listing of facts and suggestions which the president should remember. *If your treasurer does not have a copy of the official bookkeeping instructions, he or she should get one from Headquarters, even if your chapter does not or cannot use the official system.* The information is general in nature and will make your treasurer's job easier.

## 1. *National Charges & Chapter Billing Information*

- a. The \$32.00 national charge for every initiate (effective 2004) includes:

Official gold-plated key	\$8.00	4-year subscription to THE BENT	\$8.40
Certificate	3.40	Constitution, Information Book, etc.	1.90
Expenses of the Society	10.30		
- b. Convention expenses are met by a charge to each new initiate of each chapter (\$7.00 effective 2008, subject to change after each Convention). Provision should be made in the chapter budget for collecting this amount from each initiate for prompt payment immediately following each initiation.
- c. Statements of credits and charges are sent monthly, September to June, to all chapter treasurers by Headquarters. Chapter payments may be made online.

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### CHAPTER BILLING INFORMATION

<i>Item</i>	<i>Billing and Payment Schedule</i>	<i>Reference</i>
National Initiation Fee (\$32 per member initiated) and Convention Assessment (\$7 per member initiated) (effective Aug. 1, 2008)	These two payments shall be sent to Headquarters within two weeks after each initiation. A statement is sent to the chapter treasurer at the end of each month showing all financial transactions and balance due.	B.V., Sec. 5.03(e)(1) and Bylaw I, Sec. 1.05
Supplies and Miscellaneous charges	Pay each month after receiving the invoice/statement of account.	

Chapter payments may be made online. The 1983 Convention recommended that this information sheet be given to each newly elected chapter president and treasurer.

Notes: 1. Please do not send individual checks or cash from initiates.

2. A \$25 charge for a returned check for a chapter payment will be billed to the chapter

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## 2. *Fees and Dues (National Bylaw V, 5.04)*

- a. The average initiation fee is about \$75 including the national initiation fee and Convention assessment.
- (1) Chapters which do not maintain a system of dues, but which depend upon the initiation fees for operating expenses, may want to consider *graduated* fees, based on the months, terms, or semesters of academic work during which the member will probably be active. This would appear to call for the lowest fee to be charged to an alumnus member, who usually is not active in the chapter at all. However, most chapters feel that such a person, who can generally afford it, should be charged as much as or more than the average student fee.
- (2) Chapters which do have a system of dues usually charge a base fee sufficient to cover the national initiation fee, the Convention assessment, and perhaps the banquet at which the member is initiated.
- b. At the first or second meeting in the fall, the budget as set up by the chapter the previous spring or the president or a committee during the summer, should be fully considered, and the dues—if any—should be fixed to cover all probable chapter expenses for which special assessments are not made. These include the Convention charge, luncheons, dinners, dances, picnics, back debts if any, and other chapter needs, activities, or desires for the year.
- c. Financial Refusal of Membership—See “Refusals of Election” section in this book regarding electees who are unable to pay the initiation fee (page B-18).

## 3. *Keeping Accounts*

- a. The official TBII bookkeeping system is recommended.
- b. The chapter officers sitting as a committee with the treasurer as chair, should prepare and submit to the chapter each year, a budget for the upcoming year of the probable receipts and expenses. This budget should be approved then and checked at the first meeting of the chapter in the fall. No changes should be made in the budget except for the most urgent reasons and after careful and thoughtful consideration.
- c. If an Advisor is elected treasurer, in order to relieve him or her of the bother of handling small amounts, a petty cash fund might be established and placed in charge of a student assistant treasurer or the president. About \$50 is placed in the petty cash fund, and operating expenses not in excess of, say \$20, are paid from this. Duly signed and approved vouchers or receipted bills replace the cash so expended. When this fund is nearly exhausted, the vouchers, etc., are presented to the treasurer, who writes a check for their total amount, which is used to bring the petty cash fund back to its original value. Thus the treasurer pays by check expenditures exceeding \$20.
- d. Itemized reports should be presented to the treasurer with every request for money. The president should keep copies.
- e. No expenditures should be made without the approval of the president.
- f. It is absolutely necessary to make all records, vouchers, reports, etc., complete and in order. When money is handled, it is essential to leave no room for doubt or suspicion.

#### *4. General Suggestions*

- a. Each chapter should try to establish a surplus for future use provided that in order to expend any of it the chapter should, at two meetings at least one week apart, authorize such expenditure by a three-fourths vote of the active membership. Such action is subject to the approval of the Advisory Board.
- b. When any accumulated surplus reaches \$100, it might well be invested by the Advisory Board in federally insured savings institutions.
- c. Chapter funds should be deposited only in a bank or savings institution which carries deposit insurance.
- d. In case of any debts of a chapter caused by bank failure, over-expenditure, mismanagement, or worse, on part of the chapter or its officers or an advisor, the facts should be placed before the Advisory Board and with its approval be brought to the attention of the members or alumni who possibly created the debt, with requests for financial assistance. The balance of such debts should be pro-rated among the members of the chapter for the next few years and the chapter dues increased so as to liquidate the indebtedness.
- e. A chapter should never be in arrears with the Association for more than the charges for the last group of initiates, and that only for a few weeks. Large unfavorable balances against a chapter on Headquarters' books are unusual.

#### *5. Annual Income Tax Returns*

The international Association is classified as a non-profit, charitable, educational organization under Section 501(c)(3) of the Internal Revenue Code, meaning that its income is not taxed and gifts made to it are tax-deductible by the donor.

Nearly all chapters are classified as non-profit organizations under Section 501(c)(7) of the code. This means that chapter income from initiation fees, gifts, or ticket sales is not subject to income tax. However, donations and gifts made to a chapter are not tax-deductible to the donors.

Since 2008, the IRS requires all chapters to file an e-postcard form 990-N online at *irs.gov*. Only a chapter whose income for the fiscal year exceeds \$25,000 is required to file an annual IRS form 990. If your chapter's income normally exceeds \$25,000, you must obtain a copy of form 990 at *irs.gov* and mail it directly to the IRS shortly after the close of your fiscal year. A sample completed 990 is available from Headquarters. Keep copies of anything you send to the IRS. See Bylaws V, 5.03 (d)(7), and VIII, 8.01 (h) and 8.05.

Even if your chapter's income is greater than \$25,000 for the current year, you may not need to file if this income amount is unusually high. Refer to the form's instruction book which defines the criteria of having gross receipts not normally more than \$25,000.

Chapters are required to pay all local and state taxes and federal excise taxes.

## D. Suggestions for the Corresponding Secretary

The job of corresponding secretary ranks second in importance only to that of president, as far as Headquarters relations are concerned. The corresponding secretary is responsible for preparing and submitting all chapter reports to Headquarters quickly and accurately. Each chapter president is given a user name and password to access the online report system. The corresponding secretary should use these to submit reports online. If he or she errs in carrying out this responsibility, keys and certificates may be delivered late (or worse, with misspelled names), the chapter account with Headquarters may carry incorrect entries, and members may not receive their copies of THE BENT, among other consequences. *Fines are required to be levied by the Secretary-Treasurer for failure to submit Eligibility, Election, and Final Action Reports promptly.* (See Bylaw VIII.) It's not about the money; the Secretary-Treasurer is charged with maintaining membership records for TBPI worldwide and with seeing that new members receive keys, certificates, and copies of THE BENT as quickly as possible. *Please see that this job, above all others, is performed promptly and accurately.* The various reports called for under Bylaw V, 5.03(d), are as follows:

### Bylaw V, 5.03(d)(1)—Officer Information Report

It is a requirement to send promptly in October each year lists of the names, addresses, phone numbers, and email addresses of the officers of the chapter and to report promptly all changes in this information which may occur during the year.

Lists of Advisors are sent to chapters from Headquarters in February. They list names and addresses from the master records.

Request changes in college or home addresses at every chapter meeting, and report promptly to Headquarters.

### Bylaw V, 5.03(d)(2)—Report of Eligibility

Eligibility, Election, and Final Action reports for undergraduate students must be submitted electronically at [www.tbp.org/tbpelig](http://www.tbp.org/tbpelig). Blank Eligibility reports for graduate students and alumni are sent to the chapter president upon request; just ask. Submit the Eligibility Report to Headquarters as soon as possible, preferably within two weeks after the start of the term. Sets of Constitutions, Information Books, etc., and bronze Bent castings, if wanted, are sent to the president only after the Report of Eligibility has been received. The Headquarters staff will acknowledge receipt of your report by email and, at the same time, give you a judgment of the technical eligibility of any graduate-student, alumnus, or eminent engineer candidates whose names were included on the special report forms. Much embarrassment and some headaches can be saved if you will wait for this technical judgment of eligibility of these candidates. Chapters sometimes elect a graduate-student, alumnus, or eminent engineer and then find that he or she either is already a member, or worse, unqualified under Constitution Article VIII.

### Bylaw V, 5.03(d)(3)—Report of Election and Catalog Cards

Blank catalog cards are sent to the chapter in September and January. Submit the Report of Election and Catalog Card information, and mail the catalog cards as soon as the electees reply to your invitation (within 24 hours, if possible). The report and cards must reach Headquarters at least two weeks before initiation, so keys and certificates for the new electees can be ordered and delivered before initiation.

*Caution:* include your initiation date in the space provided.

Certificates cannot be ordered without the initiation date since it appears on the certificates. *Never* allow anybody to fill out catalog cards for the electees. This small card is the Headquarters' permanent record on each member; it **MUST** be correct, and the only way to be sure is to have each electee fill out his or her own card immediately after formally accepting your offer of membership.

Approval (by email) of the Secretary-Treasurer for you to hold your initiation, as required by Bylaw VI, 6.05(b), follows receipt of your Report of Election. ***The cardinal sin in Tau Beta Pi is to hold an initiation without first receiving approval from Headquarters.*** If necessary, telephone for approval, but never hold an initiation without it. Receipt of a technical judgment of eligibility of graduate-student, alumnus, and eminent-engineer candidates after submission of the special Report of Eligibility does not constitute approval for their initiation; it merely states that records and information submitted to Headquarters show these candidates to be technically eligible. The candidates still must be elected by the chapter, and approval of your Advisory Board must be given.

Bylaw V, 5.03(d)(4)—Report of Final Action and photocopy of Roll Book Signatures

This report completes the initiation-election report sequence for an election season and is the most vital report. Its purpose is to document which candidates actually were initiated and to provide information on reasons for refusal of membership by electees and the proposed date of initiation for any electees who were unable, for sickness or other equally acceptable reasons, to attend your initiation. The Report of Final Action is the last report in the membership trio and is preceded by the Eligibility and Election Reports; please provide complete information on *all* candidates on the Final Action Report. *No one is a member of Tau Beta Pi until his or her initiation is properly reported to the Secretary-Treasurer.* The Roll Book signatures must be photocopied and submitted as a part of the Final Action Report.

Bylaw V, 5.03(d)(5)—Convention Credentials

Delegate credentials are sent to the president in February. Elect your delegate (usually your new president) and alternate, and return the lower part of the report promptly. This report is not submitted online.

Bylaw V, 5.03(d)(6), and 5.03(d)(7)—Chapter bylaws, news, and Advisory Board actions. Please report these matters when the occasion arises.

Bylaw VIII—Observe this Bylaw carefully in order to avoid fines charged to your chapter's Headquarters account.

NOTES—

- Keys are delivered by the jeweler directly to the chapter designee; certificates are delivered to the chapter designee, and the president's and the secretary's (either recording or corresponding) signatures must be added. If delivery might be made during a school vacation or the summer, the boxes will be addressed to your Chief Advisor.
- Report the election of new chapter officers immediately afterwards on the official report on the website.

PLEASE READ THE ABOVE CAREFULLY. IF YOU HAVE A QUESTION, CONTACT HEADQUARTERS ASAP.

## II. ELECTION OF OFFICERS

Officers should be elected as early in the calendar year as conditions allow. Use a nominating committee to ensure a capable slate (see below and Bylaw V, 5.01). Select people who have the *ability, will, and time* to do a good job. Choosing the chapter's most outstanding person as president may not be good policy if he or she is so loaded with extra-curricular activities that the leadership ability is spread too thin. Someone else might do a better job. The success or failure of the chapter depends primarily upon the officers. Whether they are effective or not, so goes the chapter. Elect a president as the Bylaws require, not co-presidents.

A few chapters elect new officers twice a year, in the spring and in mid-winter. The disadvantages of breaking the continuity of chapter leadership should be carefully weighed against the advantage of offering more members an opportunity for leadership experience. *The Secretary-Treasurer recommends that chapters have only one group of officers each year.*

Document and submit the election results online to Headquarters immediately, using the Report of Election of Officers.

The old officers should remain in office until the new ones are familiar with their duties. Too often the old officers drop all responsibility with the election of their successors. *Use the chapter officer installation procedure (C-10)!* It is a part of your job to help your successor start well. When you transfer your records, you should have a long talk with your successor. Offer all the advice you can, identifying your mistakes and explaining how errors may be avoided. Please, prepare the new president carefully.

It is an advantage to have a member of the engineering faculty serve as treasurer, who should be duly elected by the chapter with the approval of the Advisory Board. Reasons to elect a faculty treasurer:

- Because of experience and continuity, the faculty treasurer can more readily deal with the alumni who knew him or her as treasurer when they were in school; can prepare the budget more easily; can follow up with members whose accounts are not closed by their graduation securing payment from them, thus ending the "Due on Old Accounts" file, and can make suggestions to the chapter and Advisory Board based on experience.
- If the treasurer is a faculty member, he or she has an office where members may pay dues and where the chapter may keep its materials if there is no chapter room.
- Banking will be easier, and new signature cards will not be required every year.

Chapters with faculty treasurers have found it advantageous to have a student serve as assistant treasurer; the assistant handles routine operations, such as transactions of less than \$50, leaving over-all supervision of financial matters to the faculty treasurer.

### Nominating Committee

Most chapters can benefit from the use of a small nominating committee. It should be appointed a month or so before the meeting at which new officers will be elected. Its sole purpose is to ensure that a slate of capable, interested, potential officers is presented to the chapter for consideration. More than one person may be nominated for each office. Nominations from the floor during the election meeting must also be accepted.

### III. CHAPTER OFFICER INSTALLATION PROCEDURE

On the recommendation of the Director of Rituals and the Rituals Committee, the 1956 Convention adopted the standard chapter officer installation procedure described below and ordered its regular use by the chapters. It is a duty of the retiring chapter president to plan carefully for a proper installation, to make it dignified, significant, and informative. The 1986 Convention recommended that each chapter evaluate the effectiveness of its own officer installation scheme and develop and document in its chapter bylaws a specific procedure to describe the transition between slates of chapter officers.

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- A. The installation meeting shall take place in accord with Bylaw V, 5.01.
- B. The installation meeting may be either a business meeting or dinner, as the chapter desires.
- C. There shall be a period of at least one week between the election and the installation of officers. During this period, a meeting of the outgoing and incoming officers, as a group, shall be held. The purpose of this meeting shall be the discussion of such problems of administration as are of a general nature, and the relation of each office to the others.
- D. Before the installation meeting, each outgoing officer shall prepare **in writing** a report on the conduct of the position during his or her term of office. This report, outlining procedures and *pitfalls* peculiar to the chapter, shall be presented by each outgoing officer to his or her successor at the installation meeting.
- E. Under the leadership of a chapter Advisor, the installation ceremony shall proceed in the following fashion:
  - 1. The chair shall introduce the Cataloger, who, after taking the rostrum shall delineate the duties of the office as described in Bylaw V. The cataloger shall, in addition, present verbally the contents of his or her previously prepared written report relating to his or her tenure in office. At the conclusion of this report, the cataloger shall introduce his or her successor, turning over all the materials of office which may be brought conveniently to the meeting. Materials not brought to the meeting shall be listed **in writing** with their exact locations noted; this list, together with the written report, shall be presented to the new officer.

The outgoing officer shall then turn the rostrum back to the chair.

- 2. The chair shall then recognize the remaining officers in the following order:

Treasurer  
Corresponding Secretary  
Recording Secretary  
Vice President  
President

Each officer shall follow the method of E-1, above, in vacating his or her office.

3. Additional points relative to certain offices that shall be observed are:
  - a. The Treasurer shall have prepared in advance any forms necessary to the transferring of chapter funds to the new Treasurer, such as bank-account signature cards.
  - b. The Corresponding Secretary shall include among the materials of office duplicate, **completed** sample copies of Reports of Eligibility, Election, and Final Action, Chapter Surveys, and other reports as seen fit. These reports shall be distributed to **both** the successor and the incoming President.
  - c. The Recording Secretary shall include among his or her materials of office an accurate file of active members showing mailing addresses and exact dates of graduation. This document shall be available to the successor, the new Corresponding Secretary, and the new President.
4. At the conclusion of the preceding *ceremonies*, the chapter Advisor shall yield the chair to the new President who shall conduct the remainder of the meeting in the conventional fashion.

## IV. MEETINGS

Most Tau Bates have fond recollections of the days spent with fellow members in TBΠ. Some of the principal features of membership include friendships made, fellowship enjoyed, and working relationships with faculty, alumni, and other students. In light of this, it is recommended that the total number of chapter meetings exceed the specifications of Const. Art. VI, 9, and Bylaws V, Sec. 5.01, and VI, Sec. 6.03.

It is advisable to email announcements of all meetings, particularly if the chapter is large. This requires a small expenditure of time, but it helps to obtain satisfactory attendance. Appoint the recording or corresponding secretary or another reliable member to handle the task.

Conflict in meeting times with other campus organizations is often a serious problem, particularly when a 3/4 quorum is required. Your chapter might well consider serving as coordinator of meeting schedules for all engineering groups, since its membership covers all departments. You might hold short chapter meetings during the day—at breakfast or lunch. This eliminates some conflicts, but each chapter must decide what method to use.

Each meeting needs an agenda, prepared in advance. Show your leadership. Preparation saves time and expedites all business, plans, and projects. An unprepared president can produce lethargic members.

Another prerequisite in the running of meetings is for the president to know how things are going. It is not enough to determine how things are functioning just from what transpires during the formal portion of the meeting; he or she needs to know the undercurrents! There are usually one or two members who can be counted on to render frank, unbiased criticism, comment, and counsel when asked.

Some things, for the sake of time and feelings, shouldn't be discussed at meetings. Some members are averse to speaking during meetings. If a member is bothered about something, a direct talk is the best remedy; but if the matter is of general interest, such as an aspect of the election procedure, it might be explained in better detail at the next meeting. When there is a clash of personalities, you might confer with your Advisors.

The 1985, 1986, 1988, and 1989 Conventions considered ways to increase member awareness and retention of the secret TBΠ motto. The 1986 and 1989 Rituals Committees recommended that the symbolization and translation of the motto be reviewed occasionally at chapter meetings when only members are present. The 1988 Convention recommended that the Secretary-Treasurer periodically **remind the chapter presidents of their responsibility to reinforce the motto in the minds of the members, while preserving its secrecy.**

Finally, it is much easier to conduct a meeting properly if you are familiar with the standard business meeting procedures of *Robert's Rules of Order*. A summary of Robert's Rules, prepared by Dr. Donald S. Clark, former TBΠ President, is on page A-10. You should also be familiar with the quorum requirements for various types of meetings listed in Bylaw V, Sec. 5.07.

## V. COMMITTEES

Certain standing committees are provided for by national Bylaw V, Sec. 5.02: Membership, Initiation, Program, and Social Activities. The respective purposes of these committees, as envisioned by the Convention which wrote the Bylaw, were to compile the eligibility records, to conduct the pre-initiation activities of the electees and the initiation ceremony, and to advance the technical and professional education of the active members. The chapter president may want at times to appoint additional committees. Effective committee chairs are essential, and the choice of the right person is often a challenge. If you choose your chairs judiciously, your job as president will be easier.

The president should place several juniors in the position of chair or co-chair—a quick way to get these persons, elected in the fall term, to orient themselves. Some will become chapter officers, and this nucleus helps to preserve continuity. Also, the president should prepare a specific, written list of responsibilities for each chair.

Committee members should be assigned with considerable thought and reflection. It's a good idea to mix up the curricula; this will help to eliminate any subtle cliques that might form in the chapter.

Keep in close contact with your committee chairs to ensure that they function properly. Ask the chairs to report to you periodically and get additional information and instructions. This idea is useful: Carry a schedule card for each committee chair with you—often you can catch them between classes, saving time and effort. Specific suggestions for various committees follow:

### A. Chapter Project Committee

TBΠ is in principle and by Constitution an honor society whose goals are to promote, encourage, and recognize excellence in scholarship and character in our undergraduate chapters and engineering colleges. Our goals include setting an example of scholarship and character that inspires each undergraduate to attain full potential. This is the *essential function* of an honor society. If a chapter conscientiously elects and initiates new members in recognition of their superior scholastic attainments and exemplary character, its purpose is being fulfilled.

Many chapters also provide services to their colleges and communities. This provides TBΠ a unique distinction among honor societies. Service activity is not required of our chapters, but those which have the manpower feel that such projects are entirely within and even further TBΠ's visibility and that they are a responsibility of intellectual *noblesse oblige*. The international Association is in full agreement and encourages local chapters to carry out meaningful projects. It also recognizes that many cannot engage in service activities for sheer lack of manpower or because the membership is already making worthwhile contributions through other organizations, and by no means wants a chapter to take on projects which cannot be completed or for the sake of merely being busy. Projects should be contributions to the achievement of a definite end. Popular projects include:

1. Tutoring of underclassmen.
2. Participation in freshman orientation.
3. Participation in engineering open house or E Week.
4. Sponsorship of lectures, including Fundamentals of Engineering test reviews.
5. Faculty and course evaluation.
6. Building and maintaining chapter websites.
7. High-school visitations for engineering "recruitment."
8. Outstanding engineering faculty and student award presentations.
9. Sponsorship of scholarships to outstanding students.

Some chapters ask electees to complete questionnaires concerning possible chapter activities and projects. Usually, meaningful projects have resulted from these sources. Deans, chapter Advisors, alumni, and others are excellent sources of ideas.

One-sentence summaries of more than 500 projects are given in the Index of Chapter Projects on the web. Further details on all the indexed activities are available free of charge from Headquarters, where all the entries are filed and cataloged.

## **B. Publicity Committee**

Your chapter should have a publicity chair or committee whose duty it is to see that chapter activities and events are publicized in both collegiate and public press. Here are some suggestions for satisfactory publicity and public relations with the campus paper:

1. Establish friendly contact from the very start of the school year and then keep it up. The president and publicity chair and the campus editor(s) would do well to talk the entire situation over with regard to such details as space limitations, deadlines, reporting methods, etc.
2. The chapter *should have done or will definitely do* something constructive. Worthwhile activities are news and rate space in the paper.
3. Thank the editor for his or her help. A short thank-you note after publication of chapter news will sometimes work wonders.

If your news is of sufficient interest, by far the better method of releasing it is to call the editor and ask if he or she is interested in sending a reporter to see you. The newspaper will be more inclined to print a story than if given information in the form of a written statement.

Several things should be done in advance to make an interview a success. See that all members involved are present when the reporter arrives. Prepare a neat accurate list of significant information: name, class, engineering major, and address. Create the impression that the reporter is doing you a favor. Treat him or her with respect; it may mean the difference between a good story and a few lines of routine filler.

If your story is not important enough to call in a reporter or if it is to be sent to an out-of-town newspaper, prepare a news release using the following guidelines:

- 1) Use high-quality paper.
- 2) Type NEWS RELEASE in bold caps at the top in a font size larger than the text.
- 3) Include Tau Beta Pi Association, The Engineering Honor Society, the name of your chapter, and address.
- 4) Include a header that includes "For Immediate Release" or release on a specific date, and a contact name (president/publicity chair), phone, and email if appropriate.
- 5) If your story is exclusively for one paper, state that fact near your release date information, i.e. "Exclusive for the *Daily Collegian*." If you submit the story to competing publications, prepare a special version and send an original to each.
- 6) Include a concise headline in bold—not all in caps and no longer than two lines (78 characters). Avoid using first names in the headline.
- 7) Double-space in the body with wide margins.
- 8) Keep it brief and begin with a two-sentence summary that clearly states the news and explains why it is important.
- 9) Provide a brief description of TBPI.

Your university or engineering public relations office may be able to assist you in preparing news releases to your initiates' hometown newspapers and national fraternity and sorority magazines. A typical release is shown on the next page.

## NEWS RELEASE

THE TAU BETA PI ASSOCIATION  
The Engineering Honor Society  
TENNESSEE OMEGA CHAPTER  
The University of Tennessee  
Knoxville, Tennessee 37996

Contact: John H. Jones, Publicity Chair  
Telephone: 546-4578

For Release November 15

### Heikes Initiated Into Tau Beta Pi

Eleanor B. Heikes, 112 Bentson Drive, Wilmington, Del., has been inducted into Tau Beta Pi, the Engineering Honor Society, at the University of Tennessee. Tau Beta Pi is the second oldest honor society in the nation, the largest engineering society in the world, and represents the highest honor to be obtained by an engineering student. Members are elected on the basis of high scholarship and exemplary character.

A junior majoring in mechanical engineering, Heikes is the daughter of Kathleen and James Heikes, Wilmington, Del. She is a 2009 graduate of West High School. A member of Pi Tau Sigma honor society, she is also president of the Society of Women Engineers. While at the University of Tennessee, she has served as vice president of the Student Government Association and has been a captain of the varsity swimming team.

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Finally, the Publicity Committee should be responsible for sending interesting news items about the chapter, its officers and members, and prominent alumnus members to either Headquarters or the District Director. Some chapters have the college engineering and alumnus magazines sent to Headquarters in exchange for a subscription to THE BENT.

#### C. Award and Prize Committee

It is recommended that your chapter award a jump drive, engineer's handbook, or other suitable prizes to the outstanding underclass engineers. If standings can be determined, this should be done at an open meeting, commencement, or other time when such honors are publicly announced. Otherwise such awards should be made early in the fall. Other awards—for excellence in humanities course work or for special essays—may be offered annually. It is an excellent idea to present a gift or certificate of appreciation to retiring Advisory Board members and to write letters to the dean and to their department heads expressing your appreciation for the service of your Advisors.

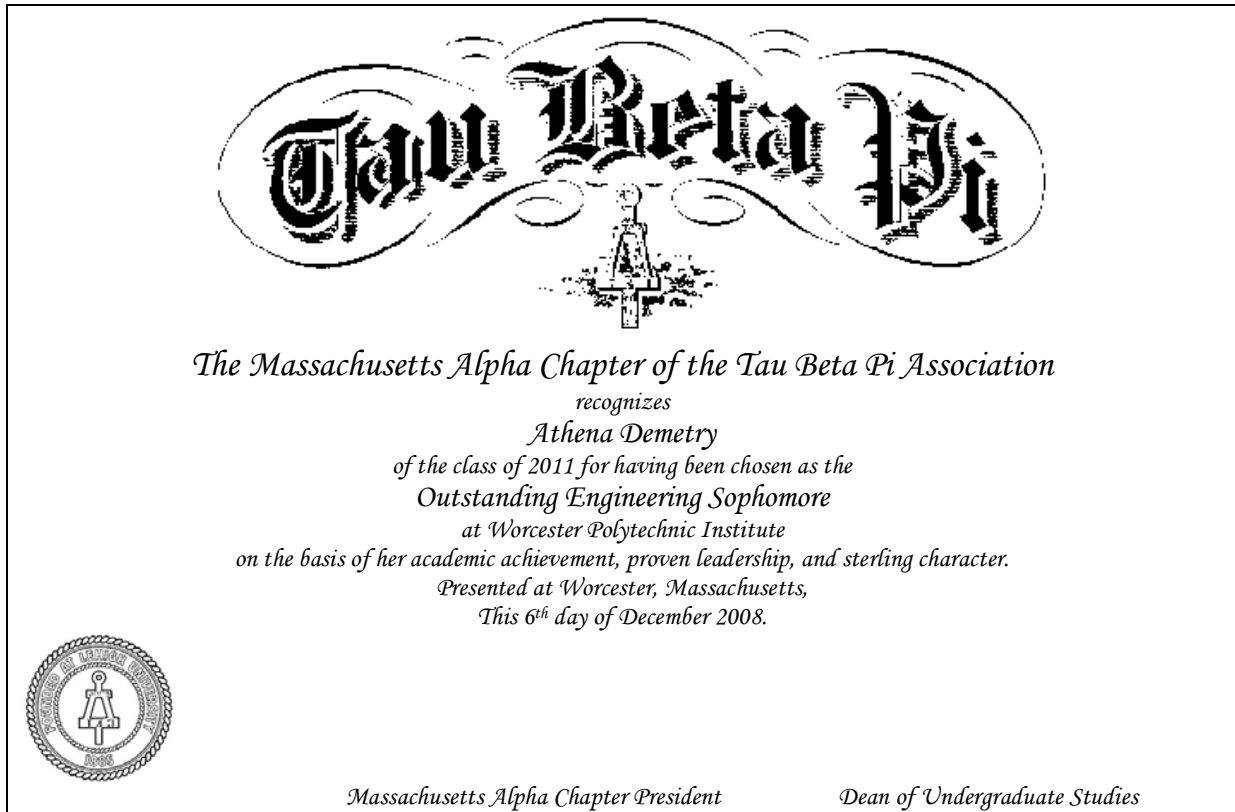
Material that might appropriately be included in speeches made at the presentation of awards may be found in the Preamble to the Constitution and in the Eligibility Code. Details about individual chapter awards must be decided by each chapter. The president should write in detail the method of selecting the recipient, making the presentation, etc., and place such instructions in this section.

#### *Award Certificates*

The 1970 Convention encouraged chapters to recognize students and faculty for outstanding accomplishments. Attractive 8.5" x 11" *blank* award certificates with only the TBP name and Bent at top and gold seal at lower left are available from Headquarters at a nominal cost. These certificates may be printed by computer at no cost to the chapter. Frames and plaques are available locally.

*Certificates of Accomplishment* may be awarded by the chapters for a variety of achievements:

- (1) Physically handicapped engineering students who did excellent scholastic work but narrowly missed qualifying for membership.
- (2) Outstanding work on undergraduate publications.
- (3) Superior teaching—faculty or student, engineering *and* non-engineering.
- (4) Extraordinary service to the chapter.
- (5) High scholarship, e.g., outstanding freshman award, outstanding sophomore award, etc. (example is below:).



#### **D. Banquet and Dinner Committee**

Most chapters celebrate formal initiation banquets with dates, spouses, and parents. These are excellent means of bringing TBPI to the attention of non-members and have the basic purpose—to honor the new members publicly as the ritual ceremony honors them privately. Planning is the key, and what dinner isn't complete without a good tip or two?

*Tip #1: Guarantee.* Nothing is sadder than watching your chapter treasurer write out a check for more prime ribs than were served because the guarantee was too high. Check with the dining room on its guarantee guidelines. Most facilities are prepared to serve 5% over the guarantee. Also ask about the lead-time the dining room requires. You must normally give a guarantee from 24-to-48 hours in advance.

*Tip #2: Tickets.* A good way to help establish a guarantee is to distribute tickets a week before the banquet. Besides selling tickets to your members, initiates, and guests, you should contact local TBPI alumni, including family, and encourage them to purchase tickets. Before printing tickets, includes taxes and tip in the price. This avoids the embarrassing situation of passing the hat to raise the extra cash to pay for the meal.

*Tip #3: Speaker.* Show originality in planning your TBP banquet program. We recommend that banquet addresses be on non-technical subjects. You are much more likely to have strong attendance if you can promise something more than just another engineering lecture. Non-technical addresses are in accord with the “spirit of liberal culture” emphasis expressed in the Preamble to the Constitution. Call on your Advisors or District Directors for possible speakers.

*Tip #4: Location.* Much as you would like to hold your banquet at the Ritz Plaza, remember that you are inviting the faculty and they should be able to afford it too. Some chapters hold banquets on campus, because they get more food for less cash.

After the spring initiation, one large annual initiation banquet that honors both the spring and fall electees is economically attractive to many chapters. This practice may or may not work for your chapter.

You will want to check on the availability of a private room, its size, and audio-visual equipment. Someone should inspect the room set-up an hour or so before the dinner to ensure that everything is in place.

*Tip #5: Head table.* Certainly you’ll want the master of ceremonies and the main speaker at the head table. Others who are important to the chapter—university administrators, Advisors, and officers—should be publicly thanked by asking them to sit at the head table and be recognized by the emcee. Notifying them ahead of time to find their table saves the worry of locating them just prior to the dinner.

Inform your District Director of your banquet and initiation dates. He or she will be happy to say a few words of welcome to your initiates on behalf of the Association.

*Tip #6: Joint dinners.* Many chapters have found joint dinners with other groups desirable. Joint meals help to attract larger attendance and better speakers; they sometimes result in lower costs per meal served, and in most cases, they eliminate a financial strain on the members by excluding them from the *privilege* of attending two engineering society banquets. An example of joint dinners is a combined TBP/Eta Kappa Nu/Pi Tau Sigma, etc., function. Combined undergraduate and alumnus chapter meetings, and joint banquets for several TBP chapters in a particular locality are held frequently. Your District Director may be able to help you set up an “inter-chapter” dinner.

## **E. Nominating Committee**

Most chapters can benefit from the use of a small nominating committee. It should be appointed a month or so before the meeting at which new officers will be elected. Its sole purpose is to ensure that a slate of capable, interested, potential officers is presented to the chapter for consideration. More than one person may be nominated for each office. Nominations from the floor during the election meeting must also be accepted.

## VI. MISCELLANEOUS

### CHAPTER RECORDS

Remember those immortal words, “Documentation is the name of the game.” This applies just as much to TBΠ operations as it does to engineering projects. It is critically important to keep correspondence, files, and other chapter materials well organized to make the job of leading the chapter easier for you and your successors.

All official transactions and correspondence, including emails, should be printed and copied. If a letter or email has features of general interest, email copies to Headquarters and your District Director. Every letter received should be filed for business-like operation.

If the chapter does not have suitable files, some kind of proper system should be installed without delay. The following has been found satisfactory as the beginning of a more elaborate system. A fiber or metal file box may be obtained at low cost. The box should contain a dozen or more standard manila, thumb-indexed folders for 8.5” x 11” sheets. The folders should be removable and extras purchased from any book store.

The folders may be titled: (1) Current Business, (2) Prior Year’s Business, (3) Chapter Projects, (4) Chapter Surveys, (5) Initiation Data, (6) Membership, (7) Eligibility Records, (8) Misc. This file is light, and the president can easily carry it to meetings. Thus at all times the president has vital information at his or her fingertips. As the file becomes crowded, the oldest records are removed to more permanent quarters. At the end of each year, “Last Year’s Business” is put in a folder marked “Business, 20—” and stored; current matters are moved to “Last Year’s Business,” and you are ready for a new year. The membership file, with full names, email/local addresses, phone numbers, classes, dates of election, will prove invaluable. The same is said for eligibility records, which contain complete data on scholastic standing. (Always save these!)

A private chapter room is the ideal location to keep the permanent records, initiation equipment, and other materials. This room often becomes a headquarters for the officers and a gathering place for the chapter members. If a private chapter room is not available, suitable storage space can often be found in the office of an interested faculty member. Such chapter properties should not be left to the safe-keeping of a student member, especially during vacations. Perhaps the chair of the Advisory Board could be the regular custodian of the TBΠ ritual.

The recording secretary should have a complete up-to-date inventory of all chapter equipment and property, and the inventory might be kept in this manual. (See Bylaw V, 5.01(c).) The inventory sheet should provide a brief description of the articles listed, their locations, approximate value, and origins. Issues of THE BENT and THE BULLETIN (pdf files are at [www.tbp.org](http://www.tbp.org)) for the last three years for use by your members should be included in your chapter files, as specified by B V, Sec. 5.03(a).

A file that all chapters should have is one containing the *job descriptions* for the chapter officers. You may build from the basic descriptions given in this manual on pages C-1 to C-8 to include the duties traditionally assigned to your chapter’s officers. Reference to step-by-step procedures for accomplishing routine, recurring tasks will save valuable time, giving your officers more time to spend productively.

Although not required, it’s a good idea to take a group photo of the chapter and preserve it. Many chapters use a page in the college yearbook for this purpose.

## CHAPTER SURVEY AND PROJECT REPORTS

One important yearly task is the compilation of the annual Chapter Survey of activities. Including documentation of each chapter project, the survey is used as a diagnostic tool. It informs Headquarters of a chapter's activities and projects in order for the staff to detect problem areas and recognize the positive aspects of the projects for the chapter. A project is any activity not specifically required for normal business that is organized with a clear goal, approached in a structured manner, and conducted either in part or in its entirety by members and/or candidates.

The Chapter Survey and project reports should be used to provide a smooth transition for both your succeeding officers and the Advisory Board. In addition, they provide factual information that is used by the Convention Award Committee in its evaluations. The survey is due, along with your senior design projects and final exams, at the end of the school term. Remember to keep a copy of the survey and project reports for your chapter files.

You can prepare most of the project reports early by writing descriptions as projects are undertaken, leaving you more time for your other year-end activities.

To see the format to use in documenting your projects, refer to the Chapter Project Report on the next page. These are routinely completed by the chapters in March and should be downloaded from our website ([www.thp.org](http://www.thp.org)). The 1987, '96, and '99 Convention Committees on Awards offered these guidelines:

1. Chapters should identify the target audience in each project report.
2. Chapters should indicate which projects are new and which are old.
3. Chapters should specify the total number of "person-hours" spent in planning/organizing each project and actual participation in each project. Exact data on the number of active members in each chapter project should also be provided. The 1991 Award Committee requested that a list of participants be included with each project report. Please indicate the project area covered. To be considered for a Project Award, your chapter must have projects in each of these five areas: Community/Liberal Culture, University/College, Chapter/Social, Profession/Engineering, and Educational/Professional Development.
4. Chapters should print the project reports using the same format as the official report.
5. Chapters should present well detailed project summaries and relevant supplementary material in a professional manner. Chapters should **not** include unnecessary backup materials (e.g., agendas, minutes, etc.). However, if this information is added for archival purposes, place it in an appendix. Pertinent documentation might include photographs and letters from faculty and staff.

Articles on the most interesting projects may appear on the website or in THE BENT. There is no need to wait until the end of the year to submit summaries of your unique projects for publication. They may be sent anytime along with photos (high-quality, 300 dpi digital images emailed to [thp@thp.org](mailto:thp@thp.org) are preferred).

# The Tau Beta Pi Association

Chapter: \_\_\_\_\_

## Chapter Project Report

Project number: \_\_\_\_\_

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INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

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Project name: \_\_\_\_\_ Date(s) of Project: \_\_\_\_\_

Project area:    ☐ Community/    ☐ University/    ☐ Profession/    ☐ Chapter/    ☐ Education/  
                         Liberal Culture      College      Engineering      Social      Prof. Dev.

Number of persons who participated in this project      Members: \_\_\_\_\_  
(Please attach a list of names.)      Electees: \_\_\_\_\_

Hours spent on this project.    Organizing: \_\_\_\_\_    Participating: \_\_\_\_\_

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### DESCRIPTION:

I. General Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. Purpose & Relationship to Objectives of TBP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Organization & Administration: (in conjunction with another group?) ☐ Yes    ☐ No  
\_\_\_\_\_  
\_\_\_\_\_

IV. Cost & Personnel Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. Special Problems: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VI. Over-all Evaluation/Results (Be Specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VII. Index of Exhibits: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONVENTION DELEGATE INFORMATION

The TBII Convention is the legislative body of the Association and the final court of appeals in matters of interpretation of the Constitution and Bylaws and of discipline. It elects the Executive Council and grants new chapters. The Convention is made up of one delegate from each of the collegiate and alumnus chapters, the members of the Council, and national officers. The event is financed by assessment on the initiates of each chapter in the previous year and by investment earnings of the Convention Fund.

Chapters are urged to send their presidents as delegates, who are the logical officers to implement the many fine ideas discussed at the meeting.

In February, the Secretary-Treasurer sends to every chapter president a call for the election and reporting of its delegate and alternate. An official credentials report is included with this letter; and it must be completed, signed, and the lower half returned to Headquarters. The delegate retains the upper half for presentation at Convention registration.

In July, the Secretary-Treasurer sends to all known delegates the first major letter about the Convention, which presents the agenda, explains how expenses are met, and contains information about travel/hotel arrangements. It requests that information for each additional member planning to attend should be submitted online.

Additional Advisors and student representatives are encouraged to attend the Convention with the official delegate. Most of their additional expenses must be borne by the individuals or chapters themselves; however, some funds from the national Society are available for partial or on-site expenses of Advisors and 20% reimbursement of certain air travel expenses of one alternate per chapter. Convention charges are kept to a minimum to encourage attendance.

During the summer, committee assignments are made by the Secretary-Treasurer, and committee members are instructed by letter of their duties. Background information for any committee is available upon request.

In August, the Secretary-Treasurer sends information about the Chapter Development program of the Convention. This consists of:

- The **Convention display**, presenting TBII history and programs.
- **District Meetings**, where all chapters meet to exchange ideas and plan the year's intra-District activities and;
- **Interactive Chapter Exchange**, where representatives of chapters with similar characteristics discuss their unique problems;

In August, the Secretary-Treasurer sends a final letter with last-minute data on the agenda and final travel instructions. Each attendee must submit a travel plan online.

Finally, the official minutes are posted for all delegates who are to use them in reporting the Convention to their chapters, as required by the Bylaws.

## HOSTING THE NATIONAL CONVENTION

The national Convention is held annually each October. A measure of its importance to the Association is its cost: total expenses range from \$240,000 to \$335,000, depending upon location. These figures include the expenses of the collegiate chapter delegates only, not of alternate delegates, chapter Advisors, alumnus-chapter delegates, and national officers.

Decisions as to future sites are made by the Convention itself three years in advance (Const. III, Sec. 2(i)). Many Conventions were held near the *centroid* of Tau Beta Pi's chapters (which is in Illinois) in order to minimize delegate travel expenses. Most delegates travel by air, and their allowable travel expenses are stated in Bylaw I, Sec. 1.06. On-site delegate expenses are lower if the Convention Headquarters is a campus facility rather than a commercial hotel. A campus location usually offers a collegiate atmosphere to our liking.

It is an honor to be selected as Convention host. The host chapter must expend time and energy, through its members, on the work of planning and conducting the meeting; but it need not spend its own money. Blood, sweat, and tears—but no cash! The Convention is completely self-supporting. Donations are always acceptable from host institutions, local industry, and nearby alumni; but they need not be solicited.

If your chapter is interested in becoming a Convention host, consider the following:

*Benefits to the Host Chapter.* Besides providing the utmost in service to TBPI, a host chapter advances the interests of its institution and community in a major way. A Convention brings 500 people, most of them outstanding engineering students from 237-plus colleges, for a close look at the host school. This is a valuable public-relations opportunity for the institution. All of the host chapter's members have the unique chance of attending a national Convention.

*Responsibilities of the Host Chapter.* The host chapter must have the support and cooperation of its Advisory Board, dean of engineering, and its institution's administrative officials. Even a small chapter, augmented by its fall electees, probably has enough members to get the job done. Two or more chapters working together as joint hosts may provide additional manpower. Your District Directors can provide advice and assistance.

A Convention site must have housing, meeting, dining, and transportation facilities for some 500 Tau Bates. The largest meal is the final banquet where the out-of-towners are joined by the host chapter's own members and initiates, local alumni, and guests. The total attendance at this major function can range up to 600. Other meal functions require facilities only for the out-of-town group plus up to 25 local people. Room requirements range from full-business-session groups of 400 to small committees and seminar groups. At least 16 simultaneous small meeting rooms are required. Housing must be available for all out-of-towners; typically, about 270 rooms are required, most of them accommodating two delegates, some for three persons, and a few singles for the handicapped or those with special health problems.

*Assistance from Headquarters.* A comprehensive Convention handbook is given to chapters whose invitations have been accepted. It contains detailed answers to many questions, and it outlines the procedures which have been found desirable through the experiences of previous host chapters. The Convention arrangements chair is the student member of the host chapter who is the chief planner and liaison with Headquarters. He or she will attend, at Tau Beta Pi expense, the Convention immediately preceding the one which his or her chapter will host to observe the details of the annual meeting. The Secretary-Treasurer and Assistant Secretary-Treasurer communicate weekly with the host's key people and are always ready to answer questions and give assistance. They visit the host chapter in the spring prior to the Convention and spend two days reviewing facilities and nailing down all logistical details.

*Submitting an Invitation.* Chapter invitations for a national Convention should be sent by June 1 to the Secretary-Treasurer who will refer them to the next Convention Site Committee. Invitations should be in the form of a letter and should verify by endorsement the support of the chapter's Advisory Board and school administrators. Additional letters of support may be included along with illustrative material on the facilities planned for our use. Proposals may be accompanied by slides, photographs, and advertising brochures. In 1999, the Executive Council decided to reimburse the travel and on-site expenses of one alternate delegate of a chapter presenting a formal invitation.

Several chapter invitations may be extended, but only one can be chosen for any year. The Site Committee interviews representatives of each inviting chapter and makes its recommendation to the entire Convention. The Convention then votes to select a site. TBPI is deeply grateful to all chapters that submit invitations.

## **THE R.C. MATTHEWS OUTSTANDING CHAPTER AWARD**

The 1956 Convention established an annual Outstanding Chapter Award to encourage high-grade work by the chapters in both routine and special affairs. In 1978, shortly after Secretary-Treasurer Emeritus R.C. Matthews died, the award was named in his honor by the Executive Council. Winners are now known as the R.C. Matthews Outstanding Chapters. Rules for the competition, adopted by the Convention, are as follows:

- I. The annual award shall be based on:
  - A. Internal and external chapter projects and activities; and
  - B. The accuracy, completeness, and promptness of chapter reports to Headquarters.
- II. The Secretary-Treasurer and Assistant Secretary-Treasurer shall comprise a pre-judging committee. They will choose approximately ten chapters whose names shall be submitted to the final judging committee at the Convention according to the following criteria:
  - A. A report concerning the accuracy, completeness, and promptness of chapter reports to Headquarters.
  - B. A report concerning the extent and quality of chapter projects and activities evaluated in relation to the number of eligible candidates.
  - C. A Chapter Survey of reasonable length consisting of a concise description of pertinent chapter activities, including the official TBII Chapter Survey report.
- III. A final judging committee, comprised of Convention delegates appointed by the Secretary-Treasurer, shall select the R.C. Matthews Outstanding Chapter and give honorable mentions as it deems appropriate.
  - A. The committee shall consist of delegates from various sized chapters, from various parts of the country, and from schools of different types (i.e., commuter, residential, university, institutes of technology). No member of the committee should be affiliated with any of the chapters competing for the award after the pre-judging.
  - B. The committee shall be provided with the materials described in Section II above and may eliminate from consideration any chapter whose Chapter Survey is deemed inappropriate in length or content. The committee will meet in closed session with all material and proceedings considered confidential. The Advisor to the committee shall be a national officer not involved in the pre-judging.
- IV. The award:
  - A. Shall consist of a suitably inscribed bronze plaque; honorable mentions shall be appropriately engrossed and mounted certificates.
  - B. The winners shall be announced annually at the Convention, with appropriate ceremony, and the awards shall be prepared and delivered to them ASAP by the Secretary-Treasurer.
  - C. The winning chapter and the honorable mentions shall be reported in THE BENT and THE BULLETIN to pay honor to them and to encourage other chapters to perform with excellence.

Rev.—July 2002

## THE R.H. NAGEL MOST IMPROVED CHAPTER AWARD

The 1971 Convention established an annual Most Improved Chapter Award, based on significant chapter improvements in the areas below. The 1983 Convention named the award in honor of Secretary-Treasurer Emeritus Nagel.

1. Quality and promptness of reports to Headquarters.
2. Chapter financial status.
3. Chapter activities and projects.
4. Ratio of the number of candidates initiated to the total number of candidates elected according to chapter standards.

These criteria will be judged from the Chapter Survey and a report written by the chapter enumerating its improvements.

The Secretary-Treasurer and Assistant Secretary-Treasurer shall comprise a pre-judging committee to choose up to ten chapters whose names shall be submitted to the Convention Award Committee.

The Convention Award Committee will determine the winner and appropriate honorable mentions by comparing the present year's survey and chapter report with those of the previous two years.

The method of selecting finalists used by the 2010 Convention is as follows:  $X_i$  represents the value of the score during a current three-year period, with  $X_0$  representing the first year of the three year period.  $X_{AVG}$  represents the mean value of the scores over the three year period.  $DX_{i,j}$  represents the change in the score between the  $i_{th}$  year and the  $j_{th}$  year. If  $DX_{i,j}$  is positive, then the score is subtracted from the total score. The total score for a given section (Report of Project) is calculated as follows:

$$\text{Selection Score} = X_0 - X_{AVG}$$

$$\text{If } DX_{0,1} \text{ or } DX_{1,2} > 0, \text{ then Selection Score} = -(DX_{0,1} \text{ or } DX_{1,2})$$

The score from each portion is then added for a total score for each chapter that is to be used by Headquarters to select qualifying chapters. This method takes advantage of the rolling three-year average of the scores, while also taking into account the initial scores over the three-year span.

The award and the honorable mentions shall consist of appropriately engrossed and mounted certificates.

The winners shall be announced annually at the Convention, with appropriate ceremony, and the awards shall be prepared and delivered to them as soon as possible by the Secretary-Treasurer.

## **THE J.D. FROULA MOST IMPROVED MEMBERSHIP AWARD**

The Headquarters staff and Executive Council established a Most Improved Membership Award, based on significant improvements in chapter membership performance, and named the award in honor of Executive Director and Secretary-Treasurer Emeritus Froula at the 2011 Convention.

Mr. Froula started a campaign challenging chapters to “*Initiate One More*” electee than in the previous academic year. He encouraged them to do so, but to conduct chapter elections without compromising Tau Beta Pi standards. Membership experienced a steady increase during those years, and the Most Improved Membership Award recognizes these efforts.

The presentation of the 2011 inaugural J.D. Froula Most Improved Membership Award was made to Missouri Beta, with honorable mentions to Arizona Gamma, Georgia Alpha, and Nevada Alpha. This competition recognizes the chapter that has shown the largest, steady increase in the number of electees initiated during the previous three years. Other considerations include the percentage increase and ratio of initiates to electees.

Rev.—December 2011

## CHAPTER PERFORMANCE SCHOLARSHIP PROGRAM

The Executive Council believes that it is important for TBΠ to conduct a national scholarship program to support undergraduate engineering students and to improve the visibility of TBΠ at both the national and campus levels. This purpose is being served by both the TBΠ Association Scholarship Program and the Chapter Performance Scholarship Program.

The objective of the **Chapter Performance Scholarship Program** is to provide a structure whereby collegiate chapters may receive funds to award scholarships to undergraduate students on their campuses. The funds are awarded to chapters based upon their performance in TBΠ projects. All chapters have an equal opportunity every year to earn a Chapter Project Award.

The Council established the performance-based **Chapter Performance Scholarship Program** as a trial in 1995 to award scholarships to students at selected engineering colleges with Tau Beta Pi chapters and made it permanent in 1997. The annual budget for the program is established by the Council. The amount of each scholarship—set at \$500 by the Council in 1995—may be adjusted by Council action, as appropriate, based on available funds.

### Procedure:

1. A collegiate chapter shall be awarded a scholarship after earning three consecutive Chapter Project Awards.
2. An additional award shall be made for each consecutive Project Award earned after the initial three.
3. If a chapter does not earn a Project Award in one year, the requirement for three consecutive awards starts over.
4. Scholarship Awards shall be announced annually at the Convention.
5. The criteria for awarding the scholarship(s) and the selection of the undergraduate engineering student candidate(s) are to be a joint effort between the local chapter and the college dean or designated representative.
6. The chapter's college of engineering will be encouraged to match the funds provided by TBΠ.
7. Upon notification of the name and address of each undergraduate engineering student scholarship recipient, TBΠ shall issue a check to the individual. For ease of administration in some cases, such as matching awards from the dean or multiple awards to a single chapter, TBΠ may transfer funds to a general scholarship fund of the college when notified of the name(s) and address(es) of the recipient(s).
8. Each awarded scholarship shall be named **The Tau Beta Pi Scholarship for (insert chapter name)**.

Approved by Executive Council—March 1998  
Named by 1998 Convention—October 1998  
Rev.—August 2009

## STUDENT ASSISTANCE FUND

Through the interest and generosity of Cyril C. Young, *Illinois Alpha '24*, an endowment fund was established in 1992 to make money available to student members of Illinois Alpha and other TBPI chapters who would otherwise be without sufficient financial resources to remain in college. Repayment is not required, no interest is charged on the financial aid provided, which is paid to the student(s) in either monthly installments during the school year of approximately \$100 or a single lump-sum payment, and grantees are requested to help others in need should they become financially secure. Each student is limited to \$1,000 in aid.

The TBPI Association will provide the special, personalized assistance, so far as fund earnings permit. Application for special assistance funds must be made in a letter addressed to the Secretary-Treasurer, witnessed by the chapter president and treasurer and by one chapter Advisor. Selection of the student(s) will be made in a prudent way consistent with TBPI policies. The Secretary-Treasurer will recommend selections to the President of the Association who shall approve or disapprove each application.

## STUDENT LOAN PROGRAM

TBPI operates a Student Loan Program for two purposes: To make money available to student members who would otherwise be without sufficient funds to remain in college; and to allow new members who cannot afford the initiation fee at the moment to borrow the fee to fulfill their financial obligations to their chapters and the Association.

We emphasize that no one should refuse initiation for financial reasons. We suggest that chapter presidents inform eligible students of this fact and ask those with any financial concerns to see you privately. (See page B-18.)

The program is not advertised widely to avoid encouraging loan applicants who can find other sources of financial aid, because TBPI's available loan funds are limited. An information sheet stating all details of the loan program currently in effect is mailed to each president in early October. The interest rate on student loans is 6 percent per annum; loan amounts vary from \$25 to \$2,500 and must be repaid within three years.

**Each request for loan application must come directly from the individual borrower to Headquarters.** This procedure is important because of the need to impress upon borrowers the fact that their indebtedness is to the Association, not to their chapter. Applications may be downloaded from the website at [thp.org/chapters/resources](http://thp.org/chapters/resources).

The appropriate application (either Undergraduate, Graduate, or Initiation Fee) must be completed by the borrower, co-signed by a responsible U.S. citizen of legal age (preferably the borrower's parent or guardian), and signed by the borrower's department head and chapter officers. The completed application and a promissory note signed by the borrower and the co-signer must be sent to the Secretary-Treasurer for certification of the borrower's membership in TBPI. A check should be received by the student within two weeks of certification.

Each chapter should maintain a file containing the information sheet and copies of the three different applications and the single promissory note, available on the website.

The basic principles of TBPI's Student Loan Program are stated in Constitution Art. XIII, and the major procedures of operation of the program are stated in Bylaw XII. A brief history of the program is printed in the Information Book.

## **FELLOWSHIP PROGRAM**

The Fellowship Program is TBPI's initial major annual project for the advancement of engineering education and the profession. Fellowships are available either with or without stipend. Because of funds made available by generous alumnus contributions, the stipend was raised to \$10,000 in 1995. Approximately 35 Fellows are selected annually by the Fellowship Board from 200-250 applicants. Students and alumni may apply. Any electee who will be initiated before the application deadline (January 31) may also apply.

Applications are available on the website beginning each November. Awards are announced in April. Fellowship income is considered taxable by the IRS, but degree candidates may exclude such income as amounts required for tuition, books, supplies, and equipment.

## **RAYMOND A. AND INA C. BEST FELLOWSHIP**

Through the interest of the Best family, a trust fund in memory of Ina C. and Raymond A. Best, *NY F '33*, was established in 1995 for a fellowship for a graduate engineer/member to be used exclusively for the purpose of studying business administration at Rensselaer Polytechnic Institute and for acquiring a master's degree in business. Application is made online and filed with the Director of Fellowships by January 31. The amount of this special award is approximately \$10,000, payable in 10 monthly installments.

## **SCHOLARSHIP PROGRAM**

The Tau Beta Pi Scholarship Program was established in 1998 to advance engineering education and the profession. Stipends of \$2,000 are made to 100-234 or more members for their senior year of full-time engineering study. Applications are available on the website beginning each November. Any undergraduate member or electee who will be initiated and reported to Headquarters before the deadline for application on March 1 may apply. Awards are announced in April.

## **GREATER INTEREST IN GOVERNMENT PROGRAM INFORMATION**

### **Tau Bates Serving the Educational and Public Communities**

#### **CHAPTER PROJECT GRANTS**

Through the interest and generosity of an alumnus member of TBPI, Frederick A. Faville, *Illinois Beta '19*, an endowment fund was established in 1969 to pay for awards in a program of Greater Interest in Government. The original feature of the program was an annual national student essay contest on the subjects of American citizenship, American government, or the responsibility of engineers to take an active part in civic and governmental affairs. (The 1981 Convention discontinued the contest.)

To promote student interest in government and civic affairs further, the 1980 Convention revised the program to provide awards in the form of chapter project grants. The grant money is to be used to help pay expenses of chapters wishing to pursue projects that serve their local communities. In such projects, not only does society benefit from the students' efforts, but participating students also benefit from the experience they gain working with public officials and institutions. The maximum grant will be \$750. If multiple chapters propose a joint project, the maximum grant will be \$750/chapter.

Projects involving local primary and secondary schools are encouraged, especially if they promote the engineering profession or the importance of a strong math and science education. Projects that primarily benefit the Chapter's college or university are ineligible.

Proposals for grants shall be judged by the Executive Council using these guidelines:

1. Projects should emphasize engineering service to society.
2. Originality, innovation, and potential impact of the project on the local community are important factors.
3. Projects should involve a significant portion of the active membership of the Chapter.

Written proposals shall include:

1. A description of the project, why it is needed or what service it will provide, and pertinent background information.
2. An outline of previous activity by the chapter in this area, if any.
3. The specific goals and plans for implementation of the project.
4. Time schedule of the project.
5. An itemized budget request.
6. The approximate number of members participating and the name of the person to be responsible for the work as project director.

Proposals shall be as concise as possible in meeting these requirements. The chapter president must sign the proposal. If the proposal is for the following school year, the incoming president must also sign it. The presidents of all chapters must sign proposals for joint projects. There is no deadline for receipt of proposals at TBPI Headquarters. A chapter may submit more than one proposal.

Chapters submitting proposals shall be notified no later than two weeks after a decision by the Executive Council. Publicity for approved projects by TBPI shall be scheduled and prepared by the Executive Director. Grant payments shall be made for individual or group projects to chapters on a schedule appropriate to the project budget.

Each chapter receiving a grant shall prepare a final report on its completed project within one month of completion, but no more than one year after receiving the grant. The report shall be submitted to the Executive Director. The report shall describe the project work accomplished and account for use of the grant. A summary of the report shall be published in THE BENT. Failure to submit a final report will result in a \$25 fine levied against the chapter or against each chapter conducting a joint project.

Rev.—October 2008

# **TBP MindSET PROGRAM INFORMATION**

## **Tau Bates Serving the K-12 Educational Communities**

### **CHAPTER PROJECT GRANTS**

The TBII MindSET Program was established as the organization's contribution to the nation's focus on the need for better preparation of K-12 students in math and science, and increasing the numbers of those who are prepared to pursue careers in math, science, engineering, and technology (the MSET of MindSET). This is needed in order to maintain the nation's competitiveness in the global marketplace. Two critical points within the K-12 system that are targeted are the 8th and 12th grades, where we seek to increase completion of Algebra 1 by the 8th grade, in order to improve completion of calculus by the 12th grade. Our strategy is to use a hands-on (kinesthetic) approach for classroom instruction and lab demonstration of math and science concepts and applications.

To promote chapter involvement in K-12 math & science projects through MindSET, the Executive Council established a trial program in 2009 to provide awards in the form of chapter project grants. The grant money is to be used by chapters to develop engineering laboratory modules, and/or assist chapters in defraying the cost of establishing MindSET projects, and pursuing projects that serve their local K-12 community. In such projects, not only does society benefit from the TBII students' efforts, but participating TBII students also benefit from the experience they gain working with public officials and institutions. The maximum grant will be \$1,000. If multiple chapters propose a joint project, the maximum grant will be \$1,000/chapter.

Projects must be designed to assist students from the local primary and secondary schools to gain a better understanding of math and science applications and promote the importance of a strong math and science education. Projects that primarily benefit the chapter's college or university are ineligible. Proposals for grants shall be judged by the National Management Committee using the guidelines below (and forwarded to the Council for approval):

1. Establishment of a MindSET Chapter Implementation Team (CIT).
2. Consistency of project emphasis with MindSET goals and objectives, including service to society, with a focus on increasing knowledge related to engineering and the STEM disciplines.
3. Measurable impact of the project on the local K-12 community is an important factor.
4. Involvement of a reasonable portion of the active membership of the chapter in the project.

Written proposals shall include:

1. A description of the project, brief school-district information, service it will provide, and other pertinent background information.
2. An outline of previous activity by the chapter in this area, if any.
3. The specific goals and plans for implementation of the project.
4. Duration, activities, and time schedule of the project.
5. An itemized budget request.
6. The approximate number of members participating, the name of the person to be responsible as project director, and the name of a TBII local contact who will assist with meeting MindSET requirements.
7. Number and grade levels of students to be impacted by the project.

Proposals shall be as concise as possible in meeting these requirements. The chapter president must sign the proposal. If the proposal is for the following school year, the incoming president must also sign it. The presidents of all chapters must sign proposals for joint projects. A chapter may submit more than one proposal. No deadline for receipt of proposals at TBII Headquarters has been established.

Chapters submitting proposals shall be notified no later than two weeks after a decision by the Executive Council. Grant payments shall be made for individual or group projects to chapters on a schedule appropriate to the project budget. Publicity by TBII for approved projects shall be scheduled and prepared by the Executive Director.

Each chapter receiving a grant shall prepare a final report on its completed project within one month of completion, but no more than one year after receiving the grant. The report shall be submitted to the Executive Director. The report shall describe the project work accomplished and account for use of the grant. Engineering modules designed as a part of this grant must comply with design and formatting guidelines provided by MindSET, and must be submitted for review and inclusion in the MindSET Module Bank. In addition, chapters are required to submit photographs of MindSET activities with their reports. A summary of the report shall be published in THE BENT.

Rev.—October 2009

## ENGINEERING FUTURES PROGRAM

The **Engineering Futures Program** was founded in 1988 in response to a need to provide engineering students with training in the *soft skills* necessary for success in the workplace but rarely included in engineering curricula. Five modules comprise the curriculum described below. The modules are listed in their logical order but can be presented in any order. A module typically lasts between three and four hours.

**Engineering Futures sessions**, which can include one or more modules, are usually conducted on weekends. However, modules may be adapted to fit shorter time frames and may be conducted at other times, depending on Facilitator availability. The optimal number of attendees at a session is 15 to 20 but if you can guarantee more attendees, arrangements will be made to provide additional Facilitators. Headquarters will provide a Facilitator for your session and pay for his/her travel expenses. Expenses for the meeting room, equipment, and any meals you provide as part of your chapter's session are the responsibility of your chapter.

Your chapter may schedule a session by completing and submitting an online request at [www.tbp.org/chapters/resources](http://www.tbp.org/chapters/resources) to Headquarters. Your Facilitator, assigned by Headquarters, will communicate with your chapter representative about the specific arrangements for the session. Please contact the Headquarters staff if you have any questions.

## ENGINEERING FUTURES CURRICULUM

***People Skills—Interpersonal Conflict Resolution*** (This module comprises two sub-modules, *Basic People Skills* and *Advanced People Skills*, which are usually conducted in separate sessions. *Basic* is a prerequisite for *Advanced*. Allow four hours for *Basic* and three hours for *Advanced*.)

What is covered?

- Communicating interpersonal problems.
- Determining the root cause of a problem.
- Distinguishing between motivational and ability problems.
- Recognizing and solving emergent problems.

***Team Chartering—Team Development*** (Allow three hours for this module.)

What is covered?

- The role of a team.
- Stages in a team's growth.
- Developing a team charter.
- Team-building exercises.

***Group Process—Planning and Conducting Effective Meetings*** (Allow four hours for this module.)

What is covered?

- When to hold a meeting, who should attend, what should be covered, and how it should be organized.
- Meeting roles and processes.
- Keeping meeting attendees on track.
- Closing a meeting.

***Analytical Problem Solving—Solving Problems Using Teams*** (Allow four hours for this module.)

What is covered?

- The problem-solving process.
- Generating ideas through brainstorming.
- Creative-thinking exercises.
- Clarifying and reducing a list of ideas
- Identifying and implementing a problem solution

***Effective Presentation Skills*** (Allow four hours for this module.)

- Overcoming the fear of public speaking.
- Impromptu speaking.
- Formal-presentation preparation.
- The design of visual aids
- Group presentations.

## LAUREATE PROGRAM

The Laureate Program is conducted annually to recognize up to five TBPI student members who outstandingly exemplify the “spirit of liberal culture in engineering colleges.” Award categories include arts, athletics, diverse achievements, and service. TBPI chapters may nominate any of their student members as Laureate candidates.

Detailed information about Laureate nomination and selection follows on the next page. There is no blank application to be completed and mailed. The nomination packet consists of all the appropriate information about the Laureate nominee compiled by the chapter. Either one digital or three paper sets of all nomination materials are required.

Nominations must be received by the Executive Director by April 1 with judging done by a committee of District Directors. All nominees are then notified in early summer. A TBPI Laureate receives a \$2,500 cash award and a plaque, which are presented at the Convention. The cash prize is considered taxable by the IRS.

**Objective:** A major purpose of TBPI stated in the Preamble to the Constitution is “. . . to foster a spirit of liberal culture in engineering colleges.” The TBPI Laureate Program has been established to recognize members who have superbly demonstrated that technology alone is not the sole concern of the engineer. This concern for liberal culture is reflected by the nominee’s achievements while enrolled as a student of engineering. It is desired that greater emphasis will be placed on fostering a spirit of liberal culture by members of TBPI through this program of nomination, selection, and recognition.

**Basis for Nomination:** The Laureate Awards are intended to honor those persons who have made outstanding contributions in areas of liberal culture as interpreted by the Laureate Selection Committee. These areas may include Arts, Athletics, Diverse Achievements, and Service.

**Laureate Award and Recognition:** Each Laureate receives a cash award of \$2,500 and a recognition plaque, is announced at the Convention, and has a photograph and recognized accomplishments published in THE BENT.

The Executive Director shall arrange for an appropriate presentation of the plaque and cash award to the Laureate and arrange for letters and media recognition. A recognition plaque is also awarded to the Laureate’s nominating chapter at the national Convention.

**Relationship to Other Awards:** The Laureate award is a grant based on nomination, with no stipulations relative to any other award, grant, or fellowship. An individual may be selected as a Laureate only once.

**Funding:** The Laureate Program costs up to \$12,500 for annual cash awards, plus expenses for plaques, publicity, and administration.

**History:** The Executive Council was directed by the 1981 Convention to conduct the Laureate Program on a three-year trial basis, during which Convention Laureate Committees modified the program to accomplish its objective. The 1984 Convention formally established the Laureate Program and adopted a new Bylaw XI. A list of Laureates is included on the website and in the TBPI *Information Book*.

## LAUREATE NOMINATION AND SELECTION

Any TBP collegiate chapter is encouraged to nominate one or more of its active student members as a Laureate. Nomination shall be made to the Executive Director prior to the April 1 deadline set by Headquarters. A nomination packet should be prepared by the nomination committee, excluding but in consultation with the nominee. The format is left up to the discretion of the nominating chapter, but all text must be 1.5-to-double spaced for ease of reading. It shall include each of the following **in triplicate or in digital format**.\*

- 1) A letter of nomination from the chapter specifying the area of contribution (arts, athletics, diverse achievements, or service) and approved by **each** member of the Advisory Board (Advisors, president, vice president, and corresponding secretary).
- 2) A one-page nomination summary in the spirit of answering “What are the five strongest points made in the documentation that makes this nominee worthy of the Laureate designation?” Include specific example(s) for each of these points that illustrate the nominee’s accomplishments. For activities that were part of a team or group, be sure to distinguish the nominee’s contribution from that of the team/group as a whole, where possible.
- 3) A three-page description of the contributions by the nominee to the fostering of liberal culture. This serves as a description of the nominee’s activities and accomplishments only during his or her time as an engineering student. Include all dates or periods of contribution, and approximate time spent on contributions. Realizing that selection committee members will probably not be experts in the nominee’s field, nominators should avoid jargon or making assumptions about what is “generally known.” **The chapter should write it in the third person.**
- 4) A half-page biographical sketch of the nominee prior to enrollment as an engineering student. The purpose of the sketch is not to establish family history, heritage, birthday, or places of residence. Rather it should serve to give the committee an impression of the nominee’s personality and development into an area of liberal culture. **The nominee should provide the personal information; the chapter should write it in the third person.**
- 5) A short description of TBP activities. Include date of initiation, committee work, offices held, and TBP activities in which the nominee participated (include dates).
- 6) An unofficial transcript and a personal résumé including: a) Expected date of graduation, b) Email address and home and school addresses, and c) GPA.
- 7) Three confidential reference letters from appropriate college, community, and other persons, submitted **in triplicate** to the nomination committee. (National officers are not permitted to write recommendations for candidates.) Letters of reference are **not** to be reviewed by the nominating committee **or** the nominee. All references must provide three copies of the reference letter, each in a sealed envelope with a signature on the back. The letters should be personal, of high quality, and from one who can speak to the qualifications upon which a nomination is based. References should **specifically** address the candidate’s personality and contributions to liberal culture, not the nominee’s academic accomplishments. Letters are often a deciding factor.
- 8) Pertinent supplementary material. This is useful and provides another perspective of the nominee. It shall be concise and relevant, but not overwhelming or elaborate. CDs, videotapes, and photocopies of artistic works are discouraged, because the selection committee is unqualified to judge these submissions.

The Laureate Selection Committee, a committee of District Directors, shall select up to five Laureates, with a maximum of two awards given in any one category. Packets will not be returned unless requested.

*\*Bind the nomination materials only with paper clips and/or staples.*

## **DISTINGUISHED ALUMNUS AWARD**

### ***OBJECTIVE***

The primary purpose of this award is to recognize annually up to five TBΠ alumnus members who have continued to live up to the ideals of TBΠ as stated in our Eligibility Code and to foster a spirit of liberal culture throughout their lives after their college years. The TBΠ Association has identified this award as an opportunity to “mark in a fitting manner” exemplary performance by alumni. Another purpose of the award is to demonstrate excellence and leadership in character and liberal culture to members of collegiate chapters and to influence their professional careers and personal lives.

TBΠ members who should be considered for this award have made exceptional efforts to promote a spirit of liberal culture in areas such as (but not limited to) community service, fine arts, and athletics on local, national, and/or international scales in addition to their outstanding accomplishments in engineering. Their achievements exemplify the diverse contributions that engineers make to society. They demonstrate the integrity, breadth of interest both inside and outside engineering, adaptability, and unselfish activity cited in our Eligibility Code. These outstanding Tau Bates continue to strive with integrity for excellence in their work and activities. They truly fulfill our Eligibility Code requirements by exercising their capacity for giving their best without limit.

### ***NOMINATION***

Any TBΠ member or chapter may nominate one (or more) alumnus member(s) for the award. The nomination (in digital format) shall be made to the Executive Director by February 1. Members who serve as TBΠ national officials shall not be considered.

The documentation **required** is:

- 1.) Name, contact information, chapter, and class;
- 2.) Summaries of the professional and liberal cultural career achievements of the nominee, with an emphasis on contributions to liberal culture; and
- 3.) Contact information of the nominator and at least two references to provide letters. (See next page.)

### ***AWARD AND RECOGNITION***

The award will be presented to each honored alumnus at the Convention that year. In addition, TBΠ will present each honoree with a recognition plaque and will pay appropriate travel expenses for the honoree to attend. There is no cash award to the recipient. TBΠ will name a national scholarship in honor of the recipient in the following year. Recognition also includes publicity of the award and scholarship in THE BENT and other national and local publications.

### ***SELECTION COMMITTEE***

The selection of the national recipient of the Distinguished Alumnus Award will be made by a committee of national officers appointed by the Executive Council through a process determined by the Council.

**The Tau Beta Pi Association**  
Nomination for Distinguished Alumnus Award

**I. Nominee Information**

Name (first, initial, last): \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Business Phone: \_\_\_\_\_  
Business Email: \_\_\_\_\_  
*And/or*  
Home Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Home Email: \_\_\_\_\_  
  
TBPI Chapter & Class: \_\_\_\_\_  
  
Undergraduate college & date if known: \_\_\_\_\_

**II. Examples of Efforts to Foster a Spirit of Liberal Culture (The basis of this award)**

Attach a one- or two-page summary of lifetime contributions of the nominee that are in harmony with the objective of the award as stated in the program description. Provide specific and complete examples. **Detail the specific activities and contributions to, and impact on, liberal culture (with dates).**

**III. Educational/Professional/Engineering Positions and Accomplishments**

Attach a one- or two-page summary of career accomplishments or Bio or Curriculum Vitae of the nominee, including dates.

**IV. Other Items required for this nomination:**

Attach a list of names, phone numbers, and email addresses for the nominator, the nominee, and at least the two included references who will be contacted by the Selection Committee.

The signature below confirms that nominee would be willing to accept the award. The deadline is February 1.

	<i>Nominator</i>	<i>President (if chapter nominates)</i>
Signature:	_____	_____
Chapter & Class:	_____	_____
Phone:	_____	_____
Email:	_____	_____
Print Name:	_____	_____
Date:	_____	_____

Rev.—November 2011

## **McDONALD MENTOR AWARD**

### ***OBJECTIVE***

Marion and Capers McDonald, *North Carolina Gamma '74*, and the Association have established an award to celebrate excellence in mentoring and advising among TBPI educators and engineers who have consistently supported the personal and professional development of their students and colleagues as excellent mentors or advisors. Serving as engineering educators or as professionals in industry, government, or service organizations, these TBPI mentors have contributed diversely to our engineering community, serving as effective advocates and guides in both professional and administrative matters. They have shown true concern for the individual, supporting an environment for developing talents, and have earned respect and recognition for their contributions to their field and to the greater community. In 2005, the Council established the award to be given annually.

### ***NOMINATION***

Any chapter or TBPI member may nominate one (or more) alumnus member(s) for the award. The nomination (in four sets) shall be made to the Executive Director by April 1. Nomination packets will not be returned unless requested.

The following material is required:

- 1) A one-page summary of achievements and/or contributions of the nominee exemplifying the objective of the award.
- 2) Two letters of reference from persons other than the nominating party or the sponsoring chapter president who are familiar with the nominee's contributions and achievements, such as the dean or supervising personnel.

### ***AWARD AND RECOGNITION***

The award will be presented to the Mentor of the Year at the national Convention. The honoree will receive a special medallion and \$1,000 (plus \$1,000 in the name of the honoree to the nominating chapter or the honoree's chapter if nominated by an individual). TBPI will pay appropriate travel expenses for the honoree to attend. Recognition also includes publicity of the award in *THE BENT* and other national and local publications. If the honoree cannot accept a financial award, that portion will remain in the endowment fund.

### ***SELECTION COMMITTEE***

The selection of the TBPI-McDonald Mentor will be made by a committee of national officials appointed by the Executive Council. Only one award will be presented each year and will be announced by September 1.

## NATIONAL OUTSTANDING ADVISOR AWARD PROGRAM

The 1996 Convention established the National Outstanding Advisor Award, given initially in 1994 and evaluated during a three-year trial. The objective of the award, which includes a plaque, \$1,000, and \$1,000 in the name of the winner to the dean's discretionary fund, is to recognize outstanding performance among the TBPI chapter Advisors.

Chapters may recommend one Advisor for the award based upon his or her contributions. A nominating committee from the chapter, excluding but in consultation with the Advisor-nominee, should prepare the nomination material and send it to the Executive Director by April 1.

The following material should be sent **in four sets** (elaborate presentations are discouraged; nomination packets will not be returned unless requested):

- 1) A letter of nomination from the chapter which specifies the manner in which the nominee has fulfilled, with sustained excellence (for a minimum of three years), the role of Advisor, consistent with the TBPI mission. The letter must be signed by **each** member of the Advisory Board, except for the nominee.
- 2) A letter from the dean of engineering, supporting the nomination and addressing the closeness of the interaction of the chapter's Advisor-nominee with the administration, on behalf of the chapter.
- 3) A letter from a District Director, supporting the nomination and addressing the closeness of the interaction of the chapter's Advisor-nominee with the District Program.
- 4) A one-to-three-page description of the contributions of the nominee to the chapter. This should address the manner in which the Advisor-nominee fulfills the position in support of the TBPI mission. It is also useful to include information on the accomplishments (awards, activities, etc.) of the chapter under the leadership of the nominee.
- 5) A résumé, not to exceed three pages, of the Advisor-nominee.

The award cannot be received more often than once every four years.

## IMAGE MATERIALS

Several posters and other items exist to help you make TBII better known on your campus, which will make your work much easier. Please order and place them on bulletin boards where students will see them. A chapter has done a good job of public relations on its campus if when offered membership a junior or senior electee replies “Tau Beta Pi? Of course I’ll join!”

Three impressive *TBII POSTERS*, the “Information About Tau Beta Pi” poster, and blank bulletin sheet for chapter announcements are available. Details and an online order form are available on the website at [www.tbp.org/chapters/resources](http://www.tbp.org/chapters/resources) and on page C-46.

The *INTRODUCTORY BROCHURE* is used to describe the key features of TBII and the benefits of being a member to the general public, potential members, and supporters. Brochures may accompany mailings to students and parents and may be distributed to engineering freshmen in registration packets, orientation packets, or during engineering open houses. The *DISPENSER* holds 10 brochures and can be stapled to bulletin boards. Free *TBII BOOKMARKS* are also available. The *ELECTEE BROCHURE* is designed for chapters to provide elected students with additional information about membership.

An interactive *TBII CD-ROM*, useful in demonstrating activities of TBII to electees, parents, or freshmen, was filmed at the Convention and prepared for chapter use in 2008. Use the order form on page C-40.

## KEY AND CERTIFICATE DISTRIBUTION

Many chapters have an assortment of keys and certificates which have not been distributed to members. It is the chapter’s responsibility to see that each Tau Bate receives his or her membership insignia.

An excellent electee project would be the distribution of keys and certificates. The Headquarters staff will be happy to email a file of your chapter members and their addresses to you upon request.

Please give this idea consideration because all members should receive their insignia. Conversely, care should be taken that insignia are *not* given to those electees who were never initiated.

## LOST ALUMNI

The Headquarters staff needs your help in locating the 160,000 “lost” members of TBII. Chapters that have helped to find lost alumni since 1985 have found 46,000 lost Tau Bates through their alumni offices and various directories. Many alumni have written to express their appreciation for getting in touch with them again.

If you are interested in this project, ask the staff to send the chapter file and instructions to you. This is a worthwhile project for a small group of your electees to complete, and your chapter will be credited with 20¢ for each new address.

**THE TBPI ASSOCIATION**  
**INFORMATIONAL/DISPLAY MATERIALS REQUEST**

(Free to Chapters unless noted—order online at [www.tbp.org/chapters](http://www.tbp.org/chapters))

DATE \_\_\_\_\_ CHAPTER \_\_\_\_\_

To: Tau Beta Pi, P.O. Box 2697, Knoxville, TN 37901-2697 Fax: 865/546-4579

*Please send the following:* *Quantity Ordered*

**ANNOUNCEMENT SHEETS** \_\_\_\_\_

**BOOKMARKS** \_\_\_\_\_

**CD-ROM** for orientation meeting “About Tau Beta Pi” \_\_\_\_\_

**CANDIDATE PACKETS** (Introductory, Electee & Local Chapter Brochures,  
plus wallet, grouped for convenience, or order separately below) \_\_\_\_\_

**CHAPTER STATIONERY** Generic: \$12/100, envelopes—\$13/100 \_\_\_\_\_

**CREED CARDS** \_\_\_\_\_

**INTRODUCTORY BROCHURES** \_\_\_\_\_

**DISPENSERS** for holding Introductory Brochures \_\_\_\_\_

**ELECTEE BROCHURES** (“Decision”) \_\_\_\_\_

**LOCAL CHAPTER BROCHURES** (blank) \_\_\_\_\_

**WALLETS** to hold Electee/Chapter Brochures \_\_\_\_\_

**INVITATION 1—to Orientation** (“Tau Beta Pi is considering you”) w/env. \_\_\_\_\_

**INVITATION 2—to Electees w/response card** (“Congratulations!  
TBP invites you...”) w/env. \_\_\_\_\_

**POSTERS** \_\_\_\_\_

“Classic Bent” \_\_\_\_\_

“More than an Honor Society” \_\_\_\_\_

“Diverse Activities” \_\_\_\_\_

Information about TBPI (blue & white) \_\_\_\_\_

**ENGINEERING FUTURES/MindSET BROCHURES (specify)** \_\_\_\_\_

Ship them to:\* Name \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

Date needed: \_\_\_\_\_

Phone or email: \_\_\_\_\_

\*NOTE: Most items will be shipped to you free of charge by UPS-ground; special shipping will be charged to your chapter. Please allow 7-10 business days for shipment. The address above must be one where someone will be during normal business hours to sign for the package. **No post-office-box addresses** should be listed unless you explain. Thanks.

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## CHAPTER SUPPLIES AT HEADQUARTERS

1. **ANNOUNCEMENT SHEETS, BLANK.** Heavy paper, 8.5" x 11", TBII heading, with space for inserting notices of chapter meetings, projects, etc., free.
2. **AWARD CERTIFICATES.** 8.5" x 11", "blank" with regulation TBII name and Bent at top and gold seal at lower left, for chapter awards, ready for special lettering by your chapter, \$3 each.
3. **BOOKMARKS.** For distribution to engineering freshmen and others, free.
4. **CANDIDATE PACKETS.** Introductory brochure, Electee brochure, Chapter brochure, and Wallet, for distribution to electees, free.
5. **CASTINGS of THE BENT.** Rough bronze, flat back, 4.7" long, \$4 and paperweight style with base, 4" high, \$9.
6. **CD-ROM.** A CD-ROM with information about TBII (2008), \$5 shipping.
7. **CHAPTER BROCHURE.** Blank brochure for chapter use, free.
8. **CHAPTER PROJECT IDEAS (only on website).** Details of recent projects conducted by chapters are available only online.
9. **CHAPTER ROLL BOOK.** Gold-stamped with chapter name, space for 1,000 signatures, used in initiation ceremony, \$50.
10. **CHAPTER STATIONERY.** Generic price list is online under Chapter Materials.
11. **CONSTITUTION & BYLAWS & ELIGIBILITY CODE BOOKLET, INFORMATION BOOK, ETHICS BROCHURE, & LIFE SUBSCRIPTION CARD.** Supplied in sufficient number for electees, free.
12. **CREED CARDS.** Available as needed, free.
13. **ELECTEE BROCHURE.** Informational brochure ("Decision") about TBII, for distribution to electees, free.
14. **ENGINEERING ETHICS.** Informational sheet with code of ethics of engineers, for distribution to electees, free.
15. **ENGINEERING FUTURES BROCHURE.** Descriptive brochure about the Engineering Futures Program for distribution to interested members, free.
16. **HONOR CORD.** Traditional orange & white two-color graduation cord in the regular "cum laude" size, 1 strand and tassel white & 1 orange, knotted cord, \$15.
17. **IMAGES of THE BENT, TBII SEAL, or GREEK LETTERS TBII (online).** Suitable for making any size engraving or negative for printing programs, shirts, letterhead; also, FILMPRINTS are \$3 each to mail.
18. **INTRODUCTORY BROCHURE.** Descriptive brochure about TBII, for distribution to engineering freshmen and others, free.
19. **INTRODUCTORY BROCHURE DISPENSER.** To be filled with introductory brochures and hung on a wall or bulletin board, free.

20. **INVITATION to ORIENTATION, w/ envelope** (TBPI is considering You), free.
21. **INVITATION to ELECTEES, w/ response card & envelope** (TBPI invites You), free.
22. **MEMBERSHIP CERTIFICATE**, *replacement* for active members, \$13.
23. **MEMBERSHIP KEY**, *replacement* for active members. Gold-finish, \$29.
24. **MEMBERSHIP KEYS and CERTIFICATES, REPLACEMENT for ALUMNI.**  
Price list and order form printed in THE BENT and on the website.
25. **MEMBERSHIP INSIGNIA.** Price list & order form are in THE BENT and the website.
26. **MOTTO SLIPS.** Available as needed, free.
27. **POSTERS, INFORMATIONAL.** Series of three individual, for bulletin board(s), free.
28. **PRESIDENT'S BOOK.** 3-ring binder, for 8.5" x 11" paper, \$35.
29. **PRESIDENT'S BOOK PAGES.** Complete set, to replace damaged or worn sets, free.
30. **REPORTS SETS, BLANK.** Graduate-student Eligibility, Election, & Final Action reports and catalog cards are sent regularly as needed. Extras free.
31. **RIBBON.** For tying keys, brown or white, 100-yard roll, \$15.
32. **RITUAL.** May be checked for correctness at any time if sent to the Secretary-Treasurer. Replacement free.
33. **SECRETARY'S BOOK.** 3-ring binder, for 8.5" x 11" paper, \$35.
34. **SECRETARY'S-BOOK PAGES.** Blank, reinforced, 8.5" x 11", 50 for \$3.
35. **STOLE.** White satin graduation collar embroidered with Bent, \$18.
36. **TREASURER'S BOOK.** Loose-leaf covers, 0.5" rings \$10.
37. **TREASURER'S BOOKKEEPING PAGES.** Forms 1 & 2, fit Treasurer's Book, free.

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*NOTES:*

- Insert this list into your *President's Book*.
- All items may be charged to chapter accounts.
- Replacement certificates & keys, honor cords, & stoles can be ordered online.
- Delivery will be by United Parcel Service.

Rev.—February 2011

## PROPER USE OF INSIGNIA

In accord with Constitution Article I, the Executive Council wishes to remind the chapters that it will consider requests for use of the insignia replica under the following guidelines:

1. Design must primarily advance the image/visibility of and not cause embarrassment to TBII.
2. To maintain a uniform image, only the upright Bent defined in the Constitution and Bylaws (proportions **MUST** be maintained, stylized versions are not permitted) or the new millennium logo (image and text) may be used. The centennial (slanted) logo is not approved for use. Approved graphics are available for download.
3. Design must be approved by the Council in accordance with the Constitution & Bylaws. Submit design to Headquarters for approval before printing.
4. Items using the insignia or name of TBII are for TBII members **ONLY**.

## ASSOCIATION JARGON

The Association tries to keep Tau Beta Pi-ese to a minimum. You've seen that we've referred throughout this manual to Headquarters rather than "central office, national office, or national," the Secretary-Treasurer or Executive Director rather than "Executive Secretary," the Executive Council rather than a "board of directors," and the chapter Advisor rather than "sponsor."

The only other idiosyncrasies of the lingo concern the legal name, the type of organization, and the classification of members.

The legal name of TBII is *The Tau Beta Pi Association, Incorporated*. It is recommended that pronunciation of the name be: Taw (as in raw) Bay-ta Pie.

*The Association is an honor society, not a fraternity.* An honor society's purpose is to encourage and recognize superior scholarship and/or leadership in education. A fraternity's purpose on the other hand, is to organize the social life of its members as a contributing factor to their educational development. These purposes are valid, but quite different! Calling TBII a fraternity, an honorary fraternity, an honorary society, or an "honorary" is wrong; the correct terminology is *honor society*.

Your local unit of the national organization is properly called a chapter, not a club. The connotation of a club includes limited activity and limited geographical scope.

Those individuals who are being considered for election to membership should be called *candidates*. Those individuals, or candidates, who have been elected to membership should be called *electees*, not pledges. TBII has electees; fraternities and sororities have pledges.

All TBII members, junior, senior, or graduate engineering students, alumni, or eminent engineers at the time of their initiation, have the same rights, privileges, and responsibilities. (See Article VI, Section 1.) There are several eligibility routes to membership, but once initiated, all are just members. There is *no such thing* as an honorary member of the Association—*there is but one class of membership*.

TBII is the world's largest engineering society, and all members are considered *life members*. Those nearly 80,000 members who have purchased life subscriptions to THE BENT are referred to as *life subscribers*. Leaders of committees are properly called *chairs*.

## MAIL, SHIPPING, & FAX

All correspondence from Headquarters will be sent to you by first-class or priority mail, or by email. Priority mail is simply first-class mail which weighs more than 10 ounces; special rates depend upon distance. Packages are shipped by United Parcel Service.

1. **First-Class or Priority Mail** (must use *P.O. Box address*)

All reports & correspondence to Headquarters should be sent by first-class mail to:

Tau Beta Pi  
P.O. Box 2697  
Knoxville, TN 37901-2697

First-class mail should reach the addressee within three days after it is posted. If something must reach us sooner, use *express mail*, which is explained below.

2. **Express Mail, UPS, or FedEx** (DO NOT use PO Box; must use *building address*)

Use express mail for any urgent correspondence. This service is available in most cities; mail taken to your post office is guaranteed to be delivered by 3:00 p.m. the next day. The cost of this service depends upon your distance from Knoxville; check your local post office for current rates. DO NOT place the P.O. Box in the address for express mail; doing so will delay your package.

*The Headquarters address to use for express mail is:*

Tau Beta Pi  
Room 508, Dougherty Engineering Bldg.  
1512 Middle Drive  
University of Tennessee  
Knoxville, TN 37996-2215

3. **United Parcel Service**

The Headquarters staff sends all membership materials, posters, castings, and other items to chapters by UPS. (The exceptions are Puerto Rico Alpha and Alaska Alpha, for which priority mail delivery is used.)

UPS requires an address where someone will be during normal business hours to accept shipments—such as your chief Advisor's, your dean's, or departmental office. The company will not deliver to post office box addresses or dorm rooms.

Notify Headquarters of the best address to use for UPS delivery of your supplies.

4. **Fax:** 1-865/546-4579

Use the Headquarters facsimile number to expedite any correspondence, but realize that facsimile documents are *not* permanent records. Therefore **any original paper membership reports** must be completed, signed, dated, and mailed.

## THE IMAGE OF TAU BETA PI:

### PROBLEMS AND SOLUTIONS

#### Report of the Committee on Image, 1974 Convention

The 1973 Convention was concerned that TBPI's public image, particularly on campuses, had slipped. Membership refusals by qualified students had risen in recent years. Why? A special committee of the 1974 Convention was appointed to delve into the problem. This is its report. The committee identified five general problem areas and numerous specific problems within those areas. It then suggested solutions to each. The Convention ordered that the committee report be made a part of the *President's Book*. (The material has been updated to reflect changes that have been made since 1973.)

#### *General problem*

#### **I. The public does not know about TBPI's purposes and functions.**

#### *Specific problem Suggested solutions*

#### **A. TBPI fails to publicize adequately its purposes and functions.**

1. Information brochures can be obtained free of charge from Headquarters. Chapters should distribute them (along with orientation material) to freshmen and sophomores, or in pre-engineering classes, or by some other effective method.
2. The local chapter should try to contribute to fairs and expositions or open houses sponsored by the university or college.
3. The chapter should use Society posters and displays effectively and conspicuously. Posters that list the eligibility requirements are available free from Headquarters. Blank announcements with the logo and space for chapter messages may be obtained at no charge.
4. In universities where "blue books" are required for tests, chapters could supply them with the name "*Tau Beta Pi*" printed on the front.
5. Publicity in local and/or campus newspapers should be sought. Chapters should issue news releases on major events. Invitations to initiation banquets could be sent to reporters. Individual members can write or serve as resource persons for articles relating to their disciplines for the campus newspaper.
6. The Association should consider the possibility of implementing a national public relations program.
7. The Executive Council should identify nationally known engineers and recommend to the host chapters of Conventions that they be elected as eminent engineers and initiated into membership at the Convention. Appropriate national news coverage of the event should be sought.

#### *Specific problem*

#### **B. Members of TBPI have little or no contact with freshmen and sophomores and with high-school students.**

#### *Suggested solutions*

1. Members of the chapter should, with faculty approval, make brief presentations in the classroom to acquaint secondary students with the purposes and ideals of TBPI.
2. Members of the chapter should try to persuade faculty members to give verbal support to TBPI in the classroom.

3. Chapters should consider recognizing outstanding freshmen and sophomores as a way of acquainting them with the purpose of TBII.
4. Members should accompany faculty members on guidance trips to high schools.
5. Members may assist in sponsoring Junior Engineering Technical Society (JETS) chapters in local high schools.
6. Headquarters has a TBII CD-ROM that can be shown with PowerPoint presentations of chapter activities to present a view of TBII both locally and nationally.
7. Headquarters might help to establish on any campus a local society to honor promising freshmen and sophomores.

*General  
problem*

**II. Prospective members misunderstand or are alienated by TBII's requirements for membership.**

*Specific  
problem*

**A. Students refuse membership because they cannot afford to pay the initiation fee.**

*Suggested  
solutions*

1. The chapter should make clear to prospective members that the fee can be borrowed from either national or chapter funds.
2. The chapter should make clear that the life-long benefits of TBII membership are immensely greater than the cost.

*Specific  
problem*

**B. Candidates dislike having to write essays.**

*Suggested  
solutions*

1. The Bylaws do not require an electee essay. Instead, emphasis is placed on electee participation in an activity fostering a spirit of liberal culture (B. VII, Sec. 7.01).
2. This activity may include writing an essay, but if that requirement discourages acceptance of membership by candidates, the chapter is strongly urged to drop that requirement.

*Specific  
problem*

**C. Meaningless or time-consuming projects may keep candidates away.**

*Suggested  
solutions*

1. The chapter should select worthy projects in which electees are asked to participate. *"While duties for the electees are permissible, they shall be limited to tasks and duties that are a test of an electee's intellectuality and mentality rather than physical strength and endurance . . ."* (B. VII, Sec. 7.02). Projects that are not meaningful—that do not offer a service, for example, or that are insulting to the electee's mentality—will alienate prospective members.
2. Projects should not consume an inordinate amount of the electee's time "to the possible detriment of required college work" (B. VII, Sec. 7.02). We recommend one day as the maximum length of time required for completion of the project.
3. A good project may be repeated every year; each electee project need not be unique. There is advantage to be gained, in fact, by associating the chapter with a particular project.

*Specific  
problem*

**D. Pre-initiation activities may be degrading or too costly.**

*Suggested  
solutions*

1. Chapters must not abuse or degrade their electees in any way. *“Physical violence, offense to dignity or decency, and public exercises that make the electee ridiculous in any way shall not be permitted”* (B. VII, Sec. 7.02).
2. Costs of any electee activity should be limited. “The expense of any electee activity shall be carefully considered and not be prohibitory to the Chapter or the electee” (B. VII, Sec. 7.02).

*Specific  
problem*

**E. Secrecy and privacy may obscure the organization.**

*Suggested  
solutions*

1. Whether TBII’s motto should be secret has been debated often at Conventions. It should be emphasized that little besides the motto is secret. If the chapter feels that secrecy obscures the organization and alienates prospective members, the chapter should work through the Convention in accord with Constitutional procedures to abolish that secrecy. Some members feel, however, that secrecy lends charm to TBII.
2. Some members feel that opening the now-private initiation ceremony to the public would improve the standing of the organization on the campus. Such members should work through Constitutional channels to remove the requirement of privacy. Other members argue, however, that privacy enhances the ceremony.

*General*

**Problem III. Many students fail to recognize the value of membership in TBII.**

*Specific  
problem*

**A. Students feel that they do not need the recognition for their academic achievements that membership confers; they regard their achievements as self-rewarding or find their grade records gratifying enough.**

*Suggested  
solutions*

1. Chapters should emphasize that membership in TBII is more than recognition of academic achievement. It is also recognition of exemplary character.
2. Chapters should emphasize that, beyond recognizing academic achievement and exemplary character, membership in TBII also provides the opportunity for service, the chance to work with fellow members on worthwhile and fulfilling projects of a social and academic nature.

*Specific  
problem*

**B. Students do not appreciate the tangible immediate benefits of membership in TBII.**

*Suggested  
solutions*

1. The chapter should emphasize the availability of undergraduate and graduate loan funds.
2. The chapter should emphasize the availability of graduate fellowships.

*Specific  
problem*

**C. Students are unaware of future benefits of membership in TBII.**

*Suggested  
solutions*

1. Chapters should emphasize the importance that employers attach to membership in TBII.
2. Alumnus members could help to underscore the benefits, both tangible and intangible, of membership after graduation.

*Specific  
problem*

**D. Some students whine that TBII enshrines an elite group of academic snobs.**

*Suggested  
solutions*

1. Members of the chapter who display a snobbish attitude should be tactfully reproached by the president or Advisor of the chapter.
2. Members should explain to the student body that though Tau Bates are distinguished by their achievements, they do not regard themselves as superior people. Furthermore, membership in TBII charges a Tau Bate with the responsibility to live up to his or her potential as a leader in the future.
3. Members who personally deliver letters of invitation to eligible candidates will help to combat the charge of snobbishness.

*General  
problem*

**IV. Members of TBII may not enjoy good relationships with other people on the campus.**

*Specific  
problem*

**A. The chapter suffers from lack of faculty support.**

*Suggested  
solutions*

1. Personal contact with the dean of engineering, who can influence and relate to most faculty members, should be made early in the year.
2. Chapter members should personally invite faculty members, especially the dean, to initiations and banquets and arrange for them to participate in the initiation ceremony as members of the team.
3. If repeated attempts to interest faculty members in the chapter fail, members should seek help from off-campus alumnus members, perhaps through a nearby TBII alumnus chapter, inviting them to talk to faculty members to arouse their interest in TBII.
4. Faculty members who are candidates for chapter Advisor should be carefully screened. The chapter should weigh each faculty member's merits and the amount of time he or she has to devote to TBII. Faculty members should be interviewed so that the chapter can be sure that they are in accord with TBII principles and have the time to participate as chapter officers.
5. Faculty members may be initiated as eminent engineers, if qualified.
6. Faculty members should be personally asked for suggestions of projects and other activities.
7. Faculty members may be asked to hand letters of invitation to eligible candidates.

*Specific  
problem*

**B. The chapter is competing with other societies.**

*Suggested  
solutions*

1. The chapter should try to coordinate activities with other societies.
2. A joint calendar of activities and shared activities are two ways of establishing cooperation instead of competition.

*Specific  
problem*

**C. The chapter is too isolated from the rest of the college community.**

*Suggested  
solutions*

1. The chapter should extend its social activities to include others besides its own members to promote a closer relationship between Tau Bates and the rest of the campus.
2. The chapter's service projects should reach into the college community and perhaps beyond.
3. To show its concern for excellence beyond its own membership, the chapter may honor local engineers and politicians for achievements of engineering excellence in appropriate ways.

*General  
problem*

**V. Problems within a chapter damage its reputation in the campus community.**

*Specific  
problem*

**A. Poor management by chapter officers diminishes the chapter's effectiveness.**

*Suggested  
solutions*

1. The application of existing policies, principles, and machinery as explained at the annual Convention will greatly reduce the possibilities of bad management.
2. Frequent reference to the *President's Book* and the Constitution and Bylaws will assist officers in the conduct of chapter affairs.
3. Retiring officers should present concise and detailed instructions to their successors.
4. The District Directors should offer suggestions on effective chapter management to the chapter officers.
5. The Executive Council should develop a program of assistance for chapters that are in difficulty.