ELECTING GOOD OFFICERS!

*by* Tricia E. Gomulinski (SD A ’98), District Director

**Why does a chapter elect officers?** Leaders are needed to develop a vision for the chapter and provide direction toward that goal. Without officers, everyone is doing their own thing or no one is doing anything.

With that in mind, you must find the right people to lead your chapter. Bad officers can cause a downward spiral and undo many years of upward progress. Good officers will continue the work of your chapter. Even better officers seek to grow and further improve the chapter.

**Determining Open Positions**

The first thing is to know what officer positions need to be filled. You may think you know which positions your chapter must fill, but what if the officers before you believed they knew too? Check your chapter bylaws to see which offices are required. If you can’t find your chapter bylaws, contact Headquarters or download a copy from the website.

After you determine the required offices, you should consider adding others to spread the work and the wealth of leadership to others. Some chapters have created positions for publicity, projects, social activities, service activities, tutoring chair, MindSET coordinator, webmaster, photographer, and historian, among others. Make sure to list the responsibilities of these new positions, but they don’t need to be added to your bylaws.

When the open positions have been determined, inform the members when the election will be held and the duties of each officer position.

Chances are, your members will not know the duties of the Vice President or the difference between a Corresponding Secretary and a Recording Secretary. If you communicate the roles and responsibilities of each position, your members might find a position that matches their interest. Consider holding a pre-election meeting where the positions are presented to members, and have each current officer meet with those interested in a particular position at the end of the meeting. No matter the method, communicate the responsibilities of the officer positions to your membership. Get the word out!

**ELECTING ADVISORS**

Before electing officers, review the terms of your chapter advisors, and contact your advisors with expiring terms to verify they would like to remain an advisor.

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**HONOR CORDS & STOLES!**

Congratulations on your upcoming graduation! Tau Beta Pi offers graduation stoles and honor cords to members to wear at graduation. Discounted prices are available to chapters that order in bulk through the chapter materials order page ([www.tbp.org/Chapters/Resources/Materials/MaterialsOrder.cfm](http://www.tbp.org/Chapters/Resources/Materials/MaterialsOrder.cfm)). Individual members may order through the General Store ([www.tbp.org/pages/GeneralStore](http://www.tbp.org/pages/GeneralStore)). A list of chapters restricting stole and honor cord purchases is provided.

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**ISSUE AVAILABLE AT WWW.TBP.ORG**
You may be asking, “we have more than ONE advisor?” Yes, you may work with your chief advisor all the time, but chapters should have at least four advisors. Some chapters have advisors across the engineering disciplines, so they can help promote TBP to more departments. Another option is to have one in charge of getting the eligibility list, one to help with the membership process and initiation, one to oversee the finances, and others for MindSET, E-Days, Engineers Week, or other activities important to the chapter. Talk with them to discover their area of interest. Invite all of your advisors to your meetings, social events, activities, and initiations.

To find out who your advisors are, go online to your Report of Officer Election, and click “View Advisor.” Current advisor term expirations are also listed here. At your officer elections, you should elect or re-elect an advisor with the expiring term. Each advisor would serve a four-year term, and one would rotate off each year (unless you elect them with a new term expiration).

What if you don’t have four advisors? If you need to find more advisors, you can look up faculty members under the “For Members” menu at www.tbp.org. If you have a few you are unsure about, contact Rebecca (rebecca@tbp.org), and she can check them for you. Finally, to get a larger listing, you could email Ray (ray@tbp.org) with a list of zip codes in your area, and he can send back a list of members in the area.

Holding & Reporting an Election

Hold officer elections as early in the term as possible to allow the incoming officers to shadow the outgoing officers during the rest of the term. Waiting until the week before finals, when projects and presentations are due, does not help in the search to find good officers. At the election meeting, follow your chapter bylaws on voting procedures.

Within two weeks after the election, submit the Report of Officer Election online with each officer’s Information including home and school addresses, phone numbers, and email addresses. Terms for officers should start when school ends in the spring, not in August or September when school resumes. Headquarters needs to be able to contact the new officers.

As stated previously, you must elect and update your advisors also. Failure to do so will affect your chapter’s prospects for a Secretary’s Commendation. If an advisor’s term has been extended or expired, please extend the term on the current advisor (re-elected) or add your newly elected advisor(s).

If you have an issue submitting your Report of Officer Election, such as the date for your term expiration runs too long or newly elected officers were just initiated and are not yet members, contact Rebecca. She can help you!

Making a Good Transition

Do not just throw piles of papers at the new officers (or do nothing for that matter) and vanish. Sit down and discuss their new responsibilities. Officer binders help chapter continuity! Every officer should create a binder containing helpful information for their position, including details on the membership process, getting the eligibility list, contacting eligible students, serving on committees, and any activities or projects that officer is responsible for overseeing.

Many officers get thrown into their office when elected, and the outgoing officers tell them nothing. Instead, take a few minutes and think about what you discovered in your role as an officer. Include the good things, bad things, activities that worked and didn’t work, and any pitfalls to the position. Pass this on to your successor, so they start at a better place than you did. It’s the only way to improve.

If each group of officers starts fresh each year, your chapter can never accomplish anything bigger because you are always starting over.

Some chapters have official officer installation ceremonies where the gavel is passed from the outgoing president to the incoming president. You can find an officer installation procedure in the President’s Book on page C-10.

Looking Forward to a Great Year

At the end of this school year, sit down with your new group of officers and advisors and create a collective vision for your chapter. Set goals that you can measure—initiate two more people than last year, hold at least one member meeting a month, organize two social events each term, host an Engineering Futures session—and lay out the plans to get there. Make sure to ask for volunteers from the rest of your membership to accomplish your goals. They want to be involved too! Spread the wealth (and the work). Set up a schedule for the year with report deadlines, initiation dates, and other activities and events.

You may not fully understand your position until you hit the ground running in the fall, but this meeting could provide you with things to think about and perhaps discuss with your fellow new officers over the summer. I leave you with three thoughts:

• Communicate with your incoming officers, your outgoing officers, your advisors, HQ, and each other. You must communicate!

• Strive to leave your chapter in a better state at the end of your officer term than it was at the beginning of your term.

• You get out of it what you put into it. Put a lot of spark and determination into your position and see what you and your chapter can do!

Recognize an Outstanding Advisor

Established in 1996, the TBP National Outstanding Advisor Award recognizes chapter advisors for outstanding performance.

Any chapter may nominate one Advisor for the award. A nominating committee from the chapter, excluding but in consultation with the Advisor-nominees, should prepare the nomination material and submit to the TBP Executive Director by April 1. Nomination material is available on our website.

The honoree will receive a recognition plaque and $1,000 at the TBP National Convention. Another check of $1,000 will be given, in the name of the winner, to the dean’s discretionary fund of the nominating chapter/university.

A committee of engineering deans appointed by the Executive Council will select the winner and will be announced in September.
March 2012

K-12 MindSET

Tau Beta Pi is proud to offer the MindSET program with the goal of preparing K-12 students to lead the country into the next century through STEM disciplines.

Chapter interest in the MindSET program continues to grow. Following the first MindSET Convention committee in 2011, there are now 16 TBP chapters hosting MindSET activity sessions with local K-12 schools.

Sixty chapters have expressed interest in starting their own MindSET project and are in need of assistance. Chapter implementation can be difficult to accomplish without the support of a MindSET advisor.

The two main duties of a MindSET advisor are ensuring continuity of the MindSET project at the university and serving as a local reference point to assist in communications and guidance for the chapter with potential partners and with MindSET leadership.

If you are interested in becoming a MindSET advisor to a local TBP chapter, please contact Dylan Lane at dylan@tbp.org.

Chapters can receive up to $1,000 per term to conduct activity sessions that educate local K-12 students in math and science concepts through hands-on modules.

Send your chapter grant proposal to Headquarters. Application guidelines available on the MindSET website www.tbp.org/mindset.

Welcome California AE!

One new chapter granted by the 2011 Convention has been installed with the initiation of the charter members. California Alpha Epsilon officially came into being on February 25, 2012, at the University of San Diego, with President Dr. Larry A. Simonson, P.E., serving as the official installing officer. This raises the number of active collegiate chapters to 238.

Chapters Must File

The IRS requires non-profit organizations that do not file an annual form 990 to file a 990N. This affects most TBP chapters, which are required to visit IRS.gov and submit the online-only form 990N no later than the 15th day of the fifth month after the close of the chapter’s fiscal year.

For example, if the fiscal year ends May 31, the e-postcard is due by October 15. Information about form 990N and IRS.gov are available on the Chapter website. Failure to submit for three consecutive years will result in a chapter losing its tax-exempt status on income.

Chapters must forward a copy of the acknowledgment email received from the IRS to receive credit for submitting the report towards a Secretary’s Commendation.

Engineering Futures Teaches People Skills

BRING EF TO YOUR CAMPUS!

Bring the award-winning EF program to your campus. Contact Sherry King (sherry@tbp.org) about hosting an EF session.

The EF program provides engineering students with training in the “soft skills,” those non-technical skills necessary for success in the workplace but rarely included in engineering curriculum. Download a set of fliers to help promote the event at www.tbp.org/Chapters/Resources/OtherResources/index.cfm.

The TBP EF Program won the American Society of Engineering Education Corporate Member Council’s 2007 “Excellence in Engineering Education Collaboration Award.”

Tau Beta Pi: The Bent

Daily News Blog

Tau Beta Pi’s HQ blog has daily updates on engineering news, TBP members, and important Association announcements. We encourage our members to submit media and news for posting. Check us out today, post a comment, and set up your RSS feed.

MindSET 10-step Chapter

The 2011 TBP National Convention recommended the creation of a chapter implementation guide similar to the current 12-week chapter membership process schedule.

The creation of this guide is aimed at simplifying the process for chapters that wish to start MindSET projects. Please review and let us know what needs to be added and revised. Your feedback is important to the continued success of the K-12 MindSET program.

1. Form a chapter implementation team (CIT).
2. Determine a school or school district to partner with. It is recommended that you contact your university outreach department to identify any existing partnerships.
3. Contact the school to provide information about TBP and MindSET. Arrange a meeting with school leadership.
4. Collect information about partner school and grade level. These public records are usually available online.
5. Choose a MindSET module and determine math and science concepts to be included. Discuss with partner school.
6. Schedule a date for your MindSET activity session. Contact your chapter membership and alumni to secure volunteers.
7. Complete a MindSET grant request form and submit to HQ. Allow at least ten days for approval and check.
8. Host a practice MindSET activity session with volunteers. You did it! Time to host your activity session. Remember to keep the K-12 students in small groups and have fun.
9. Submit a summary of your MindSET session, including pictures, feedback, & number of participating K-12 students.
10. Submit a summary of your MindSET session, including pictures, feedback, & number of participating K-12 students.
And the Winner Is...

Chapter officers and advisors eagerly await the announcement at Convention—which chapter will be the R.H. Nagel Most Improved Chapter, receive the J.D. Froula Most Improved Membership Award, or be named the R.C. Matthews Most Outstanding Chapter.

The road to these honors is paved with three other awards presented at the Convention: Secretary’s Commendations, Membership Awards, and Project Awards. Excellence in three distinct areas is recognized through these awards.

Secretary’s Commendations
Chapters which properly complete all reports, submit them on time, and pay fees when they are due are recognized with this award. Each required report receives a score of zero-to-four points, with four representing an on-time and accurate report and zero for no report. A complete list of all the graded reports along with deadlines is available on the Chapter website.

Membership Awards
Chapters demonstrating outstanding performance in the new member initiation process receive a Membership Award. Chapters which have all electees accept our invitation and elect more than the Association average percentage of candidates or at least 2 percent more than in the previous year.

Project Awards
Superior project activity is recognized with a Project Award. Information provided in the annual chapter survey is evaluated, and twenty to thirty chapters which conducted outstanding projects during the previous year each win a Project Award.

Project work plays an important role in TBI. A student’s participation is one means of determining character. The types of projects a chapter undertakes and the manner in which they are carried out is how character is shown. The Association recognizes this through Project Awards presented to chapters which conduct and report on a variety of outstanding projects. Activities also factors into the R.H. Nagel Award and the R.C. Matthews Award. For this reason, the process of selecting the recipients and tips on preparing project reports will be outlined in this article. Great care is taken to include all TBI chapters in the process and to conduct the evaluation fairly and without prejudice to chapter size. The main criterion is quality of the work, whether it is a report of election or a chapter service project.

Because project activity is such a major portion of the grading, a great deal of time and effort is spent by the Headquarters staff in evaluating each chapter’s survey.

Project Grading
To begin the process, each project in a chapter’s survey is evaluated. Points are awarded based on the project’s originality, quality, and the time and effort involved. An original project can be new to either TBI or the chapter. Quality points are awarded to projects which can be placed in one of

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EXPLORING HQ's MUST SEE WEB PAGES

Whether you're a new member or a veteran chapter officer, check these helpful Tau Beta Pi web pages.

**Tau Beta Pi Welcome**

“Designed to be helpful to first-time visitors.”
—Ray Thompson

Log on: [www.tbp.org](http://www.tbp.org)

**Tau Beta Pi Home Page**

“Find everything by bookmarking this page in your browser.” —Angie Boles

Log on: [www.tbp.org/pages](http://www.tbp.org/pages)

**Chapter Website**

“This page leads to everything a chapter could want, including its own bylaws. It’s indispensable for filing your reports.” —Roger Hawks

Look Under: Chapters

**TBPCONNECT**

“You’ll find 11,000 other Tau Bates in your state and around the world. Create a network with students, alumni, and friends. Join the fun.”
—Dylan Lane

Look At: [www.tbp.org/pages](http://www.tbp.org/pages)

**Member Benefits**

“It may surprise you to learn how many benefits and useful discounts are available to members.” —Pat McDaniel

Look Under: For Members

**Distinguished Members**

“Self explanatory! You’ll find an amazing number of accomplishments by Tau Bates.” —Debbie Dewine

Look Under: About TBP and then People

**Subscribe to THE BENT**

“You can definitely save money by converting your initial four-year subscription to a Life Subscription right away.” —Betty Harless

Look Under: Publications

2012 Convention Information

“It has all the details you need for attending the next Convention.” —Sherry King

Look Under: Convention

Chapter Materials Order

“The best place to order electee invitations, posters, honor cords, stoles, castings, and other necessary supplies...without a credit card.”
—Rebecca Davis

Look Under: Chapters and under Resources

www.tbp.org/pages/

Seeking TBP-McDonald Mentor Nominees

Marion and Capers (NC Gamma ’74) McDonald and the Association have established an award to celebrate excellence in mentoring and advising among TBP educators and engineers. The honor recognizes those who have consistently supported the personal and professional development of their students and colleagues through mentorship.

The TBP-McDonald Mentor is chosen by a committee of national officials and will be presented with a medallion and a $2,000 cash award ($1,000 to honoree and $1,000 to the nominating chapter or to the honoree’s chapter).

Only one award will be presented at any annual Convention.

Any chapter or member may nominate one (or more) alumnus member(s) for the award. The following material is required to be sent in digital form to the Executive Director by April 1:

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 sponsoring chapter president who are familiar with the nominee’s contributions and achievements, such as a dean or supervisor.
**TAU BETA PI Bent Monuments**

Tau Beta Pi chapters are encouraged to proudly display a Bent monument on their respective campus. The Bent monument is usually placed in a prominent location, such as in front of the school’s engineering building.

The four-foot tall Bent monuments can be ordered through TBP Headquarters and are available polished or unpolished. The unpolished finish is similar to the small flat Bent castings given to TBP initiates to polish. Many chapters incorporate the polishing of the large Bent monument as a chapter project or electee activity.

Chapters are responsible for the base in which the monument is to be mounted. Many chapters mount the Bent in a concrete foundation. It is important to communicate with the proper university officials to ensure that you follow guidelines and receive approval for erecting the monument.

When seeking funding to purchase a monument, chapters should consider TBP alumni and contributors to the school of engineering. It is customary for chapters to include a plaque on the base of the monument to call attention to the purpose of Tau Beta Pi, to dedicate the monument, or to thank someone.

Finally, chapters must maintain the polishing and maintenance of the Bent monument. Brasso has been recommended by our vendor for polishing purposes.

**Monument Specifics**

The four-foot Bent monument weighs about 100 pounds and is four feet wide at the bottom of the trestle frame. The unpolished four-foot monument currently costs $1,259. The cost of the polished four-foot monument is $2,049. Shipping costs, which run around $250, are not included in the price.

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**California Epsilon Rube Goldberg Competition**

Rube Goldberg competitions challenge teams to construct ‘machines’ to perform a simple task in an elaborate sequence of steps. The California Epsilon Chapter at UCLA hosted its second annual Rube Goldberg competition this year. Ten teams competed for the top prize in knocking down small plastic bowling pins.

UCLA’s student newspaper, the *Daily Bruin*, published a front-page story on the unusual engineering display.

Ian P. McRae, *CA E 2013*, summarized the uniqueness of the competition. “As an engineer, usually you’re designing something that’s efficient,” said McRae. “This is nearly the reverse.”

Each team designed a different method for knocking over the bowling pins. The competition organizers managed to film each team during an attempt. View the video on YouTube here.

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**CHAPTER CONTEST:**  
**T-SHIRT INSIGNIA DESIGN**

In April 2012, the wait will be over! Tau Beta Pi is updating the insignia items offered through our general store to provide members with modern apparel options. Let your voice be heard by voting for your favorite new design. The voting deadline is March 31, and you can also indicate other types of items you think Tau Beta Pi should offer to its members. The winning design will be used on hoodies, t-shirts, and other new merchandise.
(continued from page 4)

the following categories.

- Promoting liberal culture (breadth of interest); such as K-12 math & science, high school visits/counseling, collecting food, and community service.
- Supporting your school (honoring your alma mater); such as tutoring and phoneathon.
- Supporting our profession (engineering); such as EIT review and MindSET (K-12 STEM) programs.
- Supporting the individual (professional development); such as Engineering Futures sessions.
- Social activities; such as banquets and picnics.

Not all projects listed in the survey receive points. Projects which are, in reality, requirements for the chapter (examples are holding meetings, sending a delegate to the Convention, etc.) are not graded. They are important to the proper functioning of a chapter and should be documented! The appropriate place for them is in a separate section towards the back of the report. Also, small projects which are parts of a large project are combined in the grading.

Once the total number of points has been determined, a points-per-eligible-student ratio is calculated. The number of eligible students is the total of the top eighth of the junior and top fifth of the senior class in the fall term. This ratio compensates for the differences in size among the 238 chapters. This way, a large chapter cannot simply generate an overwhelming score by conducting many projects. Any chapter, large or small, is equally capable, through good leadership and efficient planning, of obtaining a good ratio.

The Project Report
The most important document in the award process is the project report. A well prepared and concisely documented (this does not mean long) report can go a long way. The easier it is to determine whether a project is in one of the five target categories and how much time and effort was spent to complete it, the more likely the project will receive the score it deserves. Appropriate documentation includes: pictures, posters, forms, and any other paperwork which would enable another chapter to do the same project. The project description should be brief and contain just enough details to explain how, when, where, who, and how long.

The addition of unnecessary paperwork, such as agendas and minutes, does not help in the grading process. The project reports are part of the annual chapter survey and while the survey is an online report, project reports are submitted as (preferably) Word or pdf documents. A Word template is available on the Chapter website. Reports and supporting documents may be scanned and submitted as a pdf. Electronic versions make the grading much easier! Remember, chapters that list projects on the survey and fail to submit the project reports will not receive a Secretary’s Commendation.

J.D. Froula, R.H. Nagel & R.C. Matthews Awards
Winners of the R.H. Nagel and R.C. Matthews Awards are selected at the annual convention by the Awards Committee. The J.D. Froula Award is selected by Headquarters and the Executive Council. The chapter demonstrating the largest, sustained improvement in initiated members over a three-year period receives the J.D. Froula Award.

Chapter performance over a three-year period provides the basis of the R.H. Nagel Award. A chapter’s reporting performance and project activity are compared. A list of those chapters demonstrating steady, significant improvement are presented to the Awards Committee. Continuous improvement is important, as a chapter whose ratings varied from excellent to good to outstanding would not be included.

The one chapter which performed best overall in fulfilling the objectives of TBP, as determined by fellow students on the Awards Committee, receives the R.C. Matthews Award. A pre-screened list of chapters provides a starting point for the committee. Chapters receiving a Membership Award, Secretary’s Commendation, and Project Award almost certainly make the list. Failure to receive these awards does not disqualify a chapter, but makes it very difficult.

All chapters are evaluated based on reporting performance and project activity to pre-select a dozen or so candidates for the committee’s consideration. The committee then chooses the outstanding chapter (any honorable mentions) based on all information and the chapter surveys.

Final Summary Note
Consider some closing thoughts concerning the R.C. Matthews Award. Membership is the first and most important job of a TBP chapter, not winning awards! Those chapters which do the best in membership usually win awards. These chapters report promptly and conduct well-planned projects which are worked on enthusiastically by the student members. As a result, they have an excellent image on campus which makes the membership process much easier. On the other hand, chapters which are overly concerned with winning awards tend to place an over-emphasis on project work in order to score extra points. This can, and usually does, turn potential members away from Tau Beta Pi. This makes the membership process more difficult and less efficient.

While it is true that only one chapter can win the R.C. Matthews Award each year, the prize is a goal that all chapters may strive for in a spirit of friendly competition. To those that fall short one year, there are honorable mentions, Membership and Project Awards, and Secretary’s Commendations. Each of these tokens represents a job well done and should be a source of chapter pride.

—Roger E. Hawks
NY L’75, Assistant Secretary-Treasurer
Educational Loan Fund

Since 1935, Tau Beta Pi has assisted student members with their financial needs while in school or with payment of their initiation fees through our Student Loan Fund. We are pleased to offer this service for student members in amounts up to $2,500 per member.

Repayment is required to begin after three years, and a simple interest rate of six percent is charged from the day the loan is received.

Interested students can obtain promissory notes and loan applications from their chapter president, the website, or the international Headquarters in Knoxville.

Nominate a Laureate!

Exceptional Tau Bates are recognized annually at each Convention for their talents and contributions to society beyond the normal perimeters of engineering.

Last year, five outstanding students were recognized for their accomplishments. They each received a $2,500 cash prize, plaque, and publicity in THE BENT and on the web.

The Tau Beta Pi Laureate Program has been honoring collegiate members since 1982 and has recognized contributions in the arts, athletics, diverse achievements, and service. Chapters select nominees from their members; information on how to proceed is found on page C-31 of the President’s Book or on the website.

Partnership Opportunity

Teach for America and Tau Beta Pi partnered together to host a STEM achievement gap awareness week on four university campuses across the country January 30-February 3.

Media campaigns, panel discussions, and Tau Beta Pi MindSET activity sessions were held during the week at PA Beta, MD Beta, MI Gamma, and NY Delta.

TBP and Teach For America will continue working together to address the disparity in STEM education.

By joining Teach For America, you can use your engineering expertise to make a significant difference in the lives of children growing up in low-income communities. You can help expand and diversify the pipeline of future engineers by providing students with the skills they need to succeed.

Convention Alert!

Tau Beta Pi’s 2012 Convention will be earlier than in previous years. Convention will be held September 27-29 in Lexington, KY.

Many schools, especially those on quarter systems, may start the academic school year during Convention. Be sure to check your school’s academic calendar and make plans so your chapter will be represented at this year’s Convention!

Special Benefits for Members

SEE COMPLETE LIST at tbp.org/pages/ForMembers

• Engineering Futures—sessions on critical people skills for engineering students.
• Fellowships—Up to 35 awards of $10,000 each are awarded for one-year of graduate study.
• Scholarships—undergraduate members are eligible for $2,000 toward a full academic senior year of study.
• GEICO—additional discounts on automobile insurance.
• Linked-In—join 8,300 members in our official group for professional networking and career discussions. (Search: Tau Beta Pi Engineering Honor Society)
• My Home Benefits—moving discounts & real-estate services.
• PPI—discounts on licensing exam review materials (FE/EIT, PE, LEED, & more).
• TBPConnect—for-members-only chapter and member networking tool.
• TBP Job Board—post a résumé online and browse through hundreds of engineering jobs at top companies.