



Curtis D. Gomulinski
Executive Director

Roger E. Hawks
Director of Chapter Programs

2018 Officer Welcome Letter

Dear Chapter Officers,

Congratulations on becoming a Tau Beta Pi chapter officer!

As you prepare for the coming year, you should know a few things.

The Tau Beta Pi Association

Tau Beta Pi has 247 active collegiate chapters, 40 active alumni chapters divided into 16 districts, each served by a [team of District Directors](#). With more than 580,000 members, we are the largest engineering organization in the world. The Association is led by a group of eight alumni members who serve on our [Executive Council](#). The annual Convention is the legislative body of the Association and the final court of appeals in all matters of interpretation of the Constitution and Bylaws and of discipline. It is also a place to meet other Tau Bates, exchange ideas, and have fun. This year's [Convention](#) will be October 11-13 in Denver, CO.

Headquarters (HQ) Update

HQ is here to help you. The Chapter Programs Team – Rebecca Davis, Sherry King, and I will continue to work with all our collegiate and alumni chapters. Please note the division of responsibility for working with chapters based on District. Rebecca will assist chapters in Districts 1, 2, 9, and 11-16 and Sherry will assist chapters in Districts 3-8 and 10. Call 865-546-4578 or email Rebecca at rebecca@tbp.org or Sherry at sherry@tbp.org with any report questions or extension requests. This split responsibilities also applies to the Convention and Engineering Futures. We are located in the Eastern Time zone and are available from 7 am to 5 pm. Our mailing address and other contact information is on our [website](#).

Online Resources

Please visit our [website](#) and browse the available resources under “For Officers.” For example, you can order free posters and brochures from the chapter store under the “Supplies” tab. We also encourage you to like “[Tau Beta Pi Association](#)” on Facebook, join the “[Tau Beta Pi Engineering Honor Society](#)” group on LinkedIn, and follow [@TauBetaPi](#) on Twitter. The latest copy of your chapter’s bylaws on file with HQ is available [online](#); take some time to read through them. If they need to be updated, follow the amending procedures outlined in your bylaws, then submit the new approved version to HQ.

Officer Responsibilities

The Corresponding Secretary or President is responsible for completing and submitting required reports to HQ ([list](#)). You may request an extension from HQ for all reports - BEFORE they are due - except Ratification Ballot and IRS 990-N. Most reports are completed [online](#). Your predecessors should have passed the chapter login and password to you, if not, contact HQ. It is important for your chapter to send at least one delegate to the Convention in the fall and to the District Conference, in late winter or early spring, each year.

Starting the Year

As you begin the new school year, we strongly encourage you to meet with your fellow chapter officers and advisors. To find out who your advisors are, view your chapter's last [Report of Officer and Advisor Election](#). In this meeting, discuss your goals for the chapter and ways to meet those goals, talk about possible projects and activities, and prepare your schedule for reports and events for the term and/or the year.

The most important activity of a chapter is initiation. This is the only way to bring more members into the Society and "mark them in a fitting manner." One of your first tasks as an officer should be to request the eligibility list from the appropriate school official (advisor, registrar, etc.) when you return, or even before the academic year starts. **DO NOT** hold an unapproved initiation! A sample schedule for an approved initiation can be found [here](#) and an [initiation checklist](#) is available to help you with planning. The best way is to set your initiation date and work *backwards* for the other report deadlines. If you are two or three days from your initiation date, and have not received an emailed approval, contact HQ immediately.

If you have any questions, please contact us. We look forward to working with you this year!

Sincerely,



Roger E. Hawks
Director of Chapter Programs

The Tau Beta Pi Association, Inc., Founded 1885

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