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I. Purpose of Chapter Guide

The purpose of this Chapter Guide is to assist in the functioning and continuity of operation of a Pi Tau Sigma student chapter from semester-to-semester. It is intended to provide a general overview and pertinent information directed to the chapter advisor and new student officers regarding their duties and responsibilities. It also provides helpful information. Hopefully, this Chapter Guide will serve to make each Pi Tau Sigma student chapter a stronger organization, providing for the needs of the student members and the respective mechanical engineering departments.

II. Functions of an Honor Society

The functions of an honor society are not social as in the case of general college fraternities and sororities. Social activities of honor societies are incidental and occasional, usually in connection with major activities. The following functions are properly served by an honor society:

- To confer distinction for high achievement in undergraduate, graduate, and professional studies, in student leadership, and in various fields of research.
- To enhance the profession by fostering high ideals and by promoting the mutual professional welfare of members.
- To foster the spirit of liberal culture.
- To stimulate and encourage mental development.
- To stand for freedom of mind and spirit and for democracy of learning.
- To provide spiritual and intellectual leadership.
- To preserve valuable traditions and customs.
- To associate outstanding leaders in mutual understanding for the advancement of society in the art of democratic living.
- To stimulate worthy attitudes for the improvement of the general welfare of the institution.
- To impose upon members high citizenship responsibilities and to emphasize deeper study and discussion of the American tradition - its characteristics, ideals, and possibilities.

III. Preamble of the Constitution of the Pi Tau Sigma Honor Society

In order to establish a closer bond of fellowship which will result in mutual benefit to those men and women in the study and in the profession of mechanical engineering, who by their academic or practical achievements, manifest a real interest and marked ability in their chosen work, this constitution of the International Pi Tau Sigma Mechanical Engineering Honor Society was established.

IV. Object of the Pi Tau Sigma Honor Society

Article II of the Pi Tau Sigma Constitution: The object of this organization shall be to encourage and recognize superior scholarship, to foster the high ideals of the engineering profession, to stimulate interest in coordinate departmental activities, to promote the mutual professional welfare of its members, and to develop in students of mechanical engineering the attributes necessary for effective leadership and the taking up the responsibilities of a citizen living in a democracy.
V. Government of Chapters

Chapter government is covered in Article VII of the Pi Tau Sigma Constitution and Article VI of the Pi Tau Sigma Bylaws. Both of these documents are included in this guide. Refer to these sections for details. Some of the information is repeated in other sections herein for convenience of reference.

VI. Chapter Bylaws

Each chapter is encouraged to develop a set of bylaws germane to local operating procedures and regulations. Information unique to university regulations could be included. Some universities may require such. Local bylaws are permitted and encouraged. They may not permit any lowering of requirements of the Pi Tau Sigma Constitution and Bylaws. More stringent requirements may be established if it is in the best interest of the local chapter. If there is a conflict between local and parent organization, the parent organization rules apply.

VII. Chapter Officers

Article VII of the Pi Tau Sigma Constitution pertains to chapter government. It states that there shall be six officers of a student chapter. These include president, vice-president, recording secretary, corresponding secretary, treasurer, and faculty advisor. Article VI of the Pi Tau Sigma Bylaws should be consulted for detailed descriptions of the duties of these officers. It cannot be emphasized enough that diligence and cooperation amongst the officers is essential to having an active and productive chapter.

In addition to the officer duties outlined in the Bylaws, the following suggestions are provided for the delegation of responsibilities to the chapter officers. It should be kept in mind that a chapter should follow the guidelines of the Pi Tau Sigma Constitution and Bylaws but should also be setup to provide a chapter with an efficient delegation of responsibilities for routine business.

1. President: The president should provide leadership in the student chapter by presiding over the chapter meetings as well as in delegating tasks to the other student officers. He or she should be in regular contact with the chapter advisor regarding chapter activities and the needs of the parent or chapter organization. He or she should also encourage sufficient communication with the other officers to ensure that chapter needs are being met.

2. Vice-President: The vice-president should work closely with the pledges for the initiation process. He or she should oversee chapter traditions with regard to pledges. He is also to assist the president in the initiation ceremony. The vice-president should also communicate regularly with the faculty advisor and be active in the processing of new members.

3. Recording Secretary: The recording secretary should be responsible for posting notices for upcoming meetings as well as for recording the minutes of the chapter meetings. He or she should also prepare the annual chapter report for submission to the International Pi Tau Sigma Office.

4. Corresponding Secretary: The corresponding secretary should be responsible for reserving the meeting rooms for the chapter meetings as well for any special events such as picnics, pizza parties, etc. He or she should also be responsible to invite guest speakers for the chapter general meetings.

5. Treasurer: The treasurer is responsible to collect or to assist the advisor in the collection of membership dues and in dealing with other chapter financial matters. He or she should also be responsible to secure refreshments for the general meetings or picnics.
6. *Faculty Advisor:* The faculty advisor should be active in assisting the student officers in chapter decisions and processes. He or she should retain the permanent records and initiation rituals for the chapter. The faculty advisor may also be active in the selection process for the initiation of new members as described in the Constitution.

A chapter may have additional offices and officers to assist in specific chapter activities. Any additional officers must be authorized by formal chapter action. An example of such an office is that of a Scholarship Chairman who is responsible for the collection and appropriation of chapter scholarship funds. Some schools have a joint council of representatives from student organizations. A chapter may need to elect a representative for such councils.

**VIII. Chapter Advisor**

The chapter advisor is a key person to effective and efficient chapter operation. The advisor should be an energetic faculty member with an interest in the purpose and goals of Pi Tau Sigma and with a strong interest in students. A Faculty Advisor is to be committed in the following ways:

- Be accessible to student members.
- Mentor students and provide resources.
- Facilitate interactions at all levels (department, industry, etc.).

The advisor should be elected. Advisors appointed by administration may not have the needed interest or offer the needed support. The advisor should be a member of Pi Tau Sigma. If a "right" faculty member is available and is not a member, the chapter officers should check on the possibility of having the faculty member elected as an honorary member.

**IX. University Recognition**

It is the responsibility of chapter officers to ascertain that chapter operation complies with all university requirements for student organization. Many universities require that student organizations be registered with an appropriate office (e.g., Office of Student Affairs). Also, continued university sanction and recognition often require that an annual report be submitted to the appropriate university office.

**X. Chapter Activities**

The most basic and most important activity for each chapter is the election and initiation of new member twice during the year. If a chapter studies Items I through IV of this guide, it will be evident, however, that much more is expected. Active participation provides the avenue to achieve leadership skills. It provides a means of supporting your mechanical engineering department. It helps to form close bonds of friendship and professional association. Each chapter should strive to conduct projects or participate in activities that enhance the role of academic scholarship and professional growth. Another section of this guide has a listing of projects that have come from experiences of other chapters.

**XI. Chapter Reports**

Each chapter is required to submit an annual report to the International Pi Tau Sigma Office. This report should identify officers and summarize activities for the year. The report is to be included in the annual publishing of The Condenser. It serves as a means for Board of Directors to get a "pulse" reading of the chapter. The report should be prepared by the
outgoing officers. Incoming officers should ascertain that the report was submitted. It is needed no later than the time of
the convention in the fall. Examples of reports can be found in an issue of The Condenser.

XII. Convention

The honor society is governed by actions taken by the student delegates in attendance at the annual convention, which is
held in the fall. Each chapter is required to have a delegate attend. An important activity each year is to plan for chapter
representation at the convention. Since this involves travel expense, an important action is to seek funding from
departmental, college, university, fund-raising, or benevolent sources. A small amount may be available from the
International Pi Tau Sigma Office to help, but this amount is typically far from adequate. The chapter will be informed
of the amount via communications from the Pi Tau Sigma Secretary-Treasurer.

XIII. Continuity of Chapter Operation

The major weakness of chapter operation is failure to have a smooth transition of operation from one academic year to
the next. It is extremely crucial that each set of chapter officers strive to inform the new officers and transfer all
information and files. Often, the end of an academic year is very busy and this is easy to neglect. The outgoing officers
become relaxed and do not fulfill their duties in meeting with the incoming officers and therein take the necessary actions
to affect a smooth transition of operation. The faculty advisor needs to play a key role in assuring that this occurs. This
should be a high priority in establishing plans and in completing officer responsibilities each year.

XIV. Time Table for Chapter Operation

It is important that a chapter have guidelines on the time-line of operation for required as well as optional activities.
Without such a time-line it may be difficult for a chapter to have the efficiency to make adequate contributions to the
function and activities of that chapter. The checklist that follows outlines an approximate schedule of necessary actions
for a chapter to stay in good status. A calendar should be prepared in advance. The calendar should also include other
activities that are unique to a given chapter. Specific dates should be selected with the help of a campus calendar to
avoid conflicts with other major university events, holidays, activities of other societies, and the Fundamentals of
Engineering Examination.
XV. Checklist for Chapter Operation

<table>
<thead>
<tr>
<th>ACTION</th>
<th>TIMETABLE</th>
<th>CHECK OFF</th>
<th>COMPLETE D DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>officers meet; establish goals for term; set specific meeting dates and times;</td>
<td>before end of 1st week of term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>plan for attending convention: ascertain submission of chapter report*</td>
<td>by end of 3rd week of fall term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>identify students eligible to be invited for membership</td>
<td>by end of 4th week of term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>conduct a meeting for voting on new members</td>
<td>during 5th week of term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>orientation meeting for potential new members</td>
<td>during 6th week of term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>period of activities for new members</td>
<td>week 7 of term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>formal initiation of new members</td>
<td>no later than end of week 8 of term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>submit names and fees for new members to International Pi Tau Sigma office</td>
<td>no later than end of week 9 of term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>conduct special projects &amp; activities</td>
<td>ongoing and regular</td>
<td></td>
<td></td>
</tr>
<tr>
<td>prepare and submit chapter report**</td>
<td>3 week prior to end of spring term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>comply with university regulations; submit any required reports</td>
<td>as required by the university</td>
<td></td>
<td></td>
</tr>
<tr>
<td>respond timely to directives from International Pi Tau Sigma office and Board of Directors</td>
<td>ongoing and timely</td>
<td></td>
<td></td>
</tr>
<tr>
<td>check regularly for communications (UPS, US mail; e-mail)</td>
<td>ongoing and timely</td>
<td></td>
<td></td>
</tr>
<tr>
<td>elect new officers**</td>
<td>by end of week 9 of spring term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>meet with new officers and conduct a smooth transition of records and information**</td>
<td>two weeks prior to end of spring term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>conduct general meeting; tours; guest speaker</td>
<td>ongoing and regular</td>
<td></td>
<td></td>
</tr>
<tr>
<td>banquet (optional)</td>
<td>following formal initiation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* fall term only **spring term only

XVI A Listing of Potential Chapter Project/Activities

For PTS Community / International Pi Tau Sigma Office
- Organize bi-annual News Letter.
- Propose / undertake special projects that further the development of the PTS Community.
- Help other Chapters get their acts going.

For Students
- Sponsor programs on interviewing techniques and resume writing.
- Maintain a department research display board.
- Sponsor a graduate school introduction seminar.
- Maintain courtesy coffee during finals week or every Monday morning.
- Perform tutoring.
- Maintain lounge including research displays, magazines, etc.
- Sponsor or participate in Open House (Clubs, Fraternities, Honor Societies)
- FE Exam support (review sessions, company sponsorship of exam fees).
• Banquet for freshman students to support scholarship and introduce learning resources.
• Maintain a file of graduate programs.
• Distribute conversion tables to the ME student body.
• Advise freshmen and sophomores about classes (volunteer or for pay).
• Sponsor a career day with company representatives.
• Maintain a test file on all required ME courses.
• Prepare a guide to engineering elective courses consisting of responses of students currently enrolled in the courses.
• Sponsor an options night to help juniors select the sequence of courses best suited to their goals.

For Department
• Maintain a faculty picture board.
• Have members act as escorts for guests on campus.
• Print a department newsletter or maintain a department bulletin board announcing seminars, job opportunities, and activities of interest.
• Sponsor seminars with company representatives or professors.
• Proctor tests.
• Alumni social gathering(s).
• A visitation to pre-college level schools to promote general mathematics and science for all students.

For Community
• Sponsor a blood drive.
• Sponsor a program for juvenile delinquents.
• Judge a high school science fair.
• Sponsor an ME night for high school seniors.
• A visitation to pre-college level schools to promote general mathematics and science for all students.

Recognition Ideas
• Provide outstanding freshman, sophomore, junior or senior awards.
• Provide an outstanding ME instructors award.
• Provide a gag award to an "outstanding" ME professor (e.g. "The Purple Shaft"); could be used as a fundraiser by charging students a nominal fee to vote.
• Mail letters to high standing sophomores telling them about Pi Tau Sigma.
• Post a framed picture composite of current Pi Tau Sigma officers.
• Sponsor a picnic for top 25% of sophomore class.
• Nominate a distinguished professor for one of Pi Tau Sigma / ASME awards.
• Sponsor an honors banquet for high standing freshman and sophomore students.
• Provide a recognition award for very active Pi Tau Sigma members.
• Display active members and/or pledges on a framed picture board.
• Present an award for the highest score on the pledge test.
• Sponsor an award to honor students for outstanding service to the department and other students.

Pledge Program Ideas
• Each pledge writes a short autobiography to be published in the department newsletters.
• Each pledge makes a scaled drawing of the Pi Tau Sigma Key
• New initiates build class visual aids.
• Pledge essays on how to improve the ME department or how to get more students to participate.
• Construct a framed picture of all current initiates for the student lounge.
• Require a minimum of two hours of department tutoring.
• Sponsor a Tug-O-War and other related activities with other honor societies pledge classes.
Fun Activities

- Sports/Intramurals
  - Against faculty members
  - Against other honor societies
  - Against other organizations
  - Members against pledges
- Social Gathering
  - Halloween costume party
  - Ice cream mixer
  - Wine and cheese party
  - Beer and pizza party
  - Pig or steer roast for students/faculty
- Other
  - Retreat outing for members
  - Skiing
  - Canoeing
  - Camping
  - Fishing
  - Sponsor a department design contest
    - Pinewood derby car race
    - Paper plane building
    - Move a brick with a mousetrap spring
- Money Raisers
  - Sell composite class pictures to graduating seniors.
  - Sell FE review manuals

XVII. Directory of Information

As described in Article VIII of the Bylaws, the Board of Directors may publish The Story of Pi Tau Sigma and The Condenser. The following is an outline of some pertinent information typically available within these publications. The following lists should provide a general guide for where specific information is located within the official publications. With the advent of the web the issue of what is published where is constantly under review and is changing.

Contents of The Story of Pi Tau Sigma:
- Chapter Index
- Selection of Members
- History of Pi Tau Sigma
- History of Local Chapters
- Constitution of Pi Tau Sigma
- Pi Tau Sigma Recognition Plan For Outstanding Young Mechanical Engineers
- Officers since 1920
- Membership growth since 1940
- Conventions, year and place
- Convention Procedure
- The History of the Condenser

(This is out of print and is no longer available. It will be reprinted and we hope put on the web.)

Contents of The Condenser typically include:
- Board of Directors
• Pi Tau Sigma Awards
• Convention Pictures
• Minutes of the Convention
• Secretary’s Report
• Treasurer’s Report
• Audit, Financial Statements
• Honorary Members (Current)
• Membership Numbers
• Announcement of Upcoming Annual Convention
• Committees and Discussion Assignments (for upcoming convention)
• List of Chapter Projects
• Chapter Reports
• Pi Tau Sigma Metal Castings
• Pi Tau Sigma Jewelry

XVIII. Correspondence and Notices

Each officer should consider the use of correspondence as an effective tool for his or her office. Letters and memorandums can encourage members to be a vital and active participant in the chapter. Some examples are included in Appendix B that should assist new officers in the use of correspondence. Some examples of meetings notices are included in Appendix C. Note that e-mail is effective but should not be relied upon totally until there has been unanimous member indication that they check e-mail regularly.

XIX. Initiation and Processing of New Members

This is the most important activity for a chapter. New members are to be elected and initiated twice during the academic year, once in the fall and once in the spring. New member names and appropriate dues are to be sent immediately to the Pi Tau Sigma Secretary-Treasurer. This action is a must in order for the names to be logged into permanent files and in order for personalized membership certificates to be issued. A member is not recognized at the Pi Tau Sigma level until this has been done. All new initiates are to be formally initiated following the official Pi Tau Sigma Rituals. There is a proper procedure for the processing of new members. The details for this are found on the inside front cover of The Condenser. This procedure should be followed closely and adequate records should be kept regarding the processing of new members. Membership certificates are ordered for new initiates from the list of new members submitted for processing to the Pi Tau Sigma Secretary-Treasurer. Initiate names should be typed exactly as they are to appear on the Pi Tau Sigma certificate. Appendix C includes information on the proper procedure for processing new members. This information should be thoroughly read to avoid complications with new member processing and certificate preparation.

Membership is not official nor are member's names permanently recorded at the Pi Tau Sigma level until the names of new initiates and appropriate dues have been properly submitted to the Pi Tau Sigma Secretary-Treasurer. Note that the officers are encouraged to submit new initiate information and dues as early as possible to the Pi Tau Sigma Secretary-Treasurer to avoid delays. During busy times of the year, up to six weeks may be required for certificate processing.

XX. Chapter Awards and Recognition

A chapter may provide awards and recognition for new members, officers, and faculty. An award may be a piece of Pi
Tau Sigma jewelry or a specially prepared plaque or certificate. Recognition may be given to the chapter president or other officers for his or her outstanding service to the chapter. Some chapters may choose to recognize the outstanding new initiate based on appropriate criteria. Also, some chapters may choose to recognize an “Outstanding Teacher” or perhaps some may choose to give the infamous Purple Shaft award to a deserving faculty member. These awards may be in the form of a plaque, a certificate, a gift, Pi Tau Sigma jewelry, etc.

XXI. Jewelry and Accessories

Pi Tau Sigma jewelry is available for purchase. Jewelry is optional and not automatic. Some chapters may choose to include in their initiate fee an amount to cover a jewelry item. Information on jewelry is found on the inside back cover of The Condenser. When placing a jewelry order simultaneously with the submission of new initiate names and fees, please include two checks. If jewelry is ordered, the separate check for jewelry should be made payable to the current jewelry supplier. All forms and orders should be sent directly to the Pi Tau Sigma Secretary-Treasurer.

XXII. IRS Issues

There are important IRS regulations that apply to an organization. It is the responsibility of the chapter advisor and officers to ascertain appropriate regulations. Pi Tau Sigma is a 501 C 3 organization. If appropriately registered, each chapter will have its own unique EIN number, which is required for certain actions. There are printed IRS regulations governed such entities. It would be advisable for each chapter to have a current set of these regulations. If needed, it may be advisable to consult a tax expert. There are issues with any organization that collects fees and transfer money. Also, contributors to Pi Tau Sigma often want to know if contributions are tax deductible. Typically, organizations of this type are required to file a form 990 each year. A general informational statement follows; however, questions should be addressed to an appropriate authority.

Each subordinate chapter, who has appropriately made written request, is recognized to be exempt from Federal Income Tax under section 501 © (3) of the Internal Revenue Code. It is understood that each chapter of Pi Tau Sigma is no longer required to file from 990 unless its gross receipts of each year are normally more than a certain amount (consult current regulations for this amount). The authority for this status was granted in a letter from the Ruling Section of Exempt Organizations Branch of the Internal Revenue Service in a letter dated June 1, 1972, which classified Pi Tau Sigma under the June 8, 1971, Federal Register, Vol. 36, section 1.6003-2 (g) (1) (iii) and subsections (I), (ii) and (iii) of section 1.6003-2 (g) (3).

For Chapters who qualify under the conditions described above, a letter containing the entirety of the preceding paragraph should be filed with your local Internal Revenue Service on you next filing date stating that your gross receipts are less than (the specified limit).
XXIII. Constitution of Pi Tau Sigma
International Pi Tau Sigma Mechanical Engineering Honor Society

Preamble
In order to establish a closer bond of fellowship that will result in mutual benefit to those men and women in the study and in the profession of mechanical engineering, who by their academic or practical achievements, manifest a real interest and marked ability in their chosen work, this constitution was established.

Article I. Title and Insignia
1. The name of the honor society shall be "Pi Tau Sigma."
2. The colors of the honor society shall be "murrey and azure."
3. The flower of the honor society shall be the "white rose."
4. The insignia of the honor society shall be as represented in Figure 1. Either a replica in the form of a key or an adaptation in the form of the Carnot cycle portion as a pin of the insignia, as chosen by the initiate, but not both, may be worn.
5. The crest shall be as shown in Figure 2.

Article II. Object
The object of this organization shall be to encourage and recognize superior scholarship, to foster the high ideals of the engineering profession, to stimulate interest in coordinate departmental activities, to promote the mutual professional welfare of its members, and to develop in mechanical engineering students the attributes necessary for effective leadership civic responsibilities.
Article III. Membership

1. Members in this organization, both men and women, shall consist of three classes, namely: Active, Honorary, and Graduate. Members are permanently classified upon their initiation.

2. Active members shall be chosen from students in a mechanical engineering curriculum on a basis of sound engineering ability, scholarship, and personality and shall be selected from the junior and senior classes, or their equivalents, as defined by the administration of the college of engineering and the department of mechanical engineering.

3. Honorary members shall be selected on the basis of successful achievements in mechanical engineering. Practicing engineers and full, associate, or assistant professors of mechanical engineering are eligible. Each chapter may elect two or more honorary members per year. Two of these shall be exempt from payment of the Registration Fee.

4. Graduate members shall be chosen under either of the following situations:
   a) Students who are working toward a graduate degree in mechanical engineering and who obtain written recommendations from two (2) Pi Tau Sigma faculty members. The number eligible per year under this option shall not exceed ten per cent of the active membership or two (2), whichever is greater. Graduate students who attended, as undergraduates, schools having a chapter of Pi Tau Sigma and were not selected as active members should not be eligible for membership as graduate members.
   b) Students who would have been eligible had Pi Tau Sigma been established earlier in institutions now having chapters. Such members may be initiated by any other chapter at any time as a courtesy initiation, and shall be members of the chapter at the school from which they were graduated.

5. To be considered for election to active membership a student's scholastic ranking must lie in the upper percentage of the student's respective classification in accordance with the Eligible Group column shown below. Election of active members must be done so that the maximum number of active members in each respective classification does not exceed the percentage of the entire class as shown in the Maximum column shown below.

<table>
<thead>
<tr>
<th>Eligible Group</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>First term Juniors</td>
<td>upper 25%</td>
</tr>
<tr>
<td>Last term Juniors</td>
<td>upper 33%</td>
</tr>
<tr>
<td>First term Seniors</td>
<td>upper 35%</td>
</tr>
<tr>
<td>Last term Seniors</td>
<td>See 6 below</td>
</tr>
</tbody>
</table>

Note: Pi Tau Sigma is a member of the Association of College Honor Societies. Membership in the Association prevents the initiation of any candidate whose scholastic index is not in the top 35% of the candidate's class. "Maximum active members" refers to the percent of the respective graduation class.

6. A last term senior who scholastically places in the highest 35 percent of the senior's class, and who is deemed worthy, may be initiated only upon permission of the Board of Directors (BoD). Requests for this permission, stating the circumstances, shall be signed by the chapter president and a member of the faculty who is also a member of Pi Tau Sigma, and shall be sent to the Board of Directors Secretary-Treasurer.

7. Invitation for membership must be from the official chapter; the Board of Directors may serve as the "official chapter" in the case of members at large or for chapters prior to their being chartered.

Article IV. Government of the Honor Society

1. The annual convention of the honor society shall be the governing body. The convention shall have full authority in all matters pertaining to the constitution, ritual, insignia, approval of new chapters, and policies of the honor society.

2. Each chapter of the honor society (except the Chapter-At-Large) shall be represented at the convention by one voting delegate. Members of the BoD shall be entitled to voice at the convention and may have a vote in the case of a tie vote. No chapter may be represented by proxy.

3. All measures related to final approval of new programs or fiscal matters enacted by the convention shall require an affirmative vote of two thirds of the delegates present.

4. A special convention may be called by submitting a petition to do so signed by one-half of the active chapters. Unless otherwise specified in the petition, this convention shall be held within two months from the date on which it is announced by the Board of Directors Secretary.
5. The organization shall in no way enter politics, nor shall any member be obliged to support any man or woman for any office or position of honor or trust because of his connection with the honor society.

Article V. The Board of Directors
1. The BoD shall be composed of six (6) members of the honor society and shall be elected by the annual convention for a term of three (3) years. Their titles shall be: President; Vice President, Western Region; Vice President, Central Region; Vice President, Eastern Region, Vice President International Pi Tau Sigma Region; and Board of Directors Secretary-Treasurer. These officers shall be elected in a rotative sequence. The rotating order of election shall be President and Board of Directors Secretary-Treasurer the first year, Western and International Pi Tau Sigma Vice Presidents the second year, and Central and Eastern vice-presidents the third year. Vacancies may be filled for an unexpired term of office.

2. Tenure of office by each of the officers shall be limited to two terms of three years each.
   a) Former tenure of any office shall not be construed as disqualifying an officer from election to another office, provided the person has the necessary qualifications.
   b) Under exceptional circumstances, economic or otherwise, the terms of the Board of Directors Secretary-Treasurer may be extended beyond the six year limit, if such extension appears to serve the best interests of Pi Tau Sigma, provided, however, that such total tenure shall in no case exceed four terms.

3. The BoD shall have the power to grant a charter for a new chapter upon an affirmative action by three-fourths of the delegates voting at an annual convention, or by affirmation by three-fourths of the active chapters voting within sixty (60) days of the call for a mail ballot. (A non response is to be interpreted as a positive vote.)

4. The President may, with consent of the Directors, add up to two ad-hoc members to the Board of Directors.

Article VI. New Chapters
1. A group of mechanical engineering students shall be granted a charter upon the receipt of a petition addressed to the BoD care of the Board of Directors Secretary-Treasurer which has been signed by at least twelve eligible students of an institution whose mechanical engineering curriculum is accredited by ABET or its equivalent for countries without ABET accreditation programs. The petition must be countersigned by at least two full professors or one professor and one assistant or associate professor of the mechanical engineering department of the institution initiating the petition. In addition the petition should include administrative support from both the departmental and college levels.

2. A chapter, which has not initiated members for two consecutive years, shall be classified as inactive upon the recommendation of the Board of Directors and three-fourths of an annual convention. To reactivate, an inactive chapter would follow the same procedure as used in the installation of a new chapter.

Article VII. Government of the Chapters
1. The officers of each chapter (except the Chapter-At-Large) shall include a president, vice-president, recording secretary, corresponding secretary, treasurer, and faculty advisor. At the direction of a chapter, the offices of corresponding secretary and recording secretary may be combined into a single office.

2. The faculty advisor should be a member of Pi Tau Sigma and will be consulted on all fiscal matters as well as matters of chapter policy.

3. Each chapter has control of and is responsible for its individual affairs subject to this Constitution and the Bylaws of this Honor Society. No chapter may make or assume any obligation in the name of this Honor Society. Bylaws adopted by a chapter for its guidance shall not be in conflict with this Constitution or the Bylaws of this Honor Society.

Article VIII. Chapter-At-Large
1. Eligible senior mechanical engineering students at institutions which have mechanical engineering curricula accredited by ABET or its equivalent and which do not have a chapter of Pi Tau Sigma may be recommended for membership in the Chapter-At-Large.
2. Students recommended for membership in the Chapter-At-Large shall be voted upon by the sponsoring chapter at the same time as their own members are selected. Those elected shall become members of the Chapter-At-Large by being formally initiated along with the candidates of the sponsoring chapter.

3. The name of the Chapter-At-Large is "Alpha Omega."

**Article IX. Discipline**

1. Any member of the honor society may be disciplined by suspension or expulsion. In order to be considered viable by the officers and members of the honor society, petitions to suspend or expel a member shall only be initiated by a member or a group of members and shall be forwarded to the honor society's Board of Directors Secretary-Treasurer. Such petitions shall contain the following:
   a) A detailed list of the reasons for presenting the petition.
   b) Signatures of a majority of the active members of a chapter (or sponsoring chapter in the case of a member-at-large).
   c) A statement that the petition has been reviewed in its entirety and that all actions taken in developing the petition have been carried out in accordance with the pertinent rules of the institution within which the chapter resides. This statement shall be signed by an appropriate officer of that institution with the administrative, academic rank of department chair or higher.

2. Following a review of the petition by the Board of Directors the petition shall be presented at the next annual convention. If accepted by a three-fourths vote of the delegates, the petition shall be enforced. Otherwise, the petition shall become void.

3. A chapter may be declared inactive. (See VI-2).

**Article X. Publications**

1. The Board of Directors is authorized to edit and publish, from time to time, THE STORY OF P1 TAU SIGMA.

2. The Board of Directors is authorized to annually edit and publish THE CONDENSER.

3. It shall be the duty of one person in each chapter to furnish an account of the chapter activities at such times as required by the Board of Directors Secretary-Treasurer or editor of THE CONDENSER.

**Article XI. Amendments**

Any proposed amendment to the constitution shall become effective upon an affirmative vote by three-fourths of the delegates voting at the annual convention or by affirmation by three-fourths of the active chapters voting within sixty (60) days of the call for a mail ballot. (A non response not to be part of the count.)

**Article XII. Indemnification**

No person who is now, or who later becomes, an officer or member shall be personally liable for any covenants, stipulations, promises, agreements and obligations of the honor society, and no recourse under or upon any covenants, obligations, stipulations, promises, and agreements shall be had against any past, present, or future officer or member; and any and all creditors of the honor society shall look only to the assets of the honor society for payment.

**Article XIII. Dissolution**

Should there be a vote or action to dissolve the honor society, all remaining assets --after necessary expenses -- shall be distributed to one or more appropriate scholarly, professional, non-profit organizations qualifying under US IRC 501 c (3) -- as determined by the Board of Directors or a duly constituted annual meeting of the membership.
XXIV Pi Tau Sigma Bylaws

Article I. Rituals

1 The initiation proceedings of the society shall be conducted in accordance with the document "Rituals of Pi Tau Sigma" (1992 edition)

Article II. Election of Members

1 Each chapter is to elect new members regularly in accordance with Article III of the Constitution.
2 Each new member is to be formally initiated using the official rituals of the society.
3 In any traditional informal initiation activities no form of harassment is permitted.
4 For each new member initiated, chapter officers are responsible for submitting sufficient information, including complete name, date of initiation, membership category, and permanent address to allow the secretary to maintain a permanent record on file for each member at the headquarters of Pi Tau Sigma.
5 Each new member is to receive a certificate of membership and a membership card. (See IV-5 of these Bylaws).
6 There shall be paid into the treasury the sum of twenty dollars ($20) per initiate. This fee must be submitted before names submitted are recognized as new members and processed accordingly. Five (5) dollars of this fee is designated for the society's endowment fund. The balance will be used to offset annual operating expenses of the society which shall include the costs of membership certificates, membership cards, publications and a sum to go toward the expenses of one delegate from each chapter that is represented the annual convention.
7 Each chapter may elect two or more honorary members per year. Two of these shall be exempt from payment of initiation fees. (Constitution Article III.3)
8 A Chapter may appoint as “honor affiliates” Sophomores with a declared major in Mechanical Engineering, and a scholastic ranking in the top 10% of their class. These “honor affiliates” would have voice and voting privileges, with the exception of voting on new members, and would be expected to attend general meetings and participate in special activities. They would not be members of Pi Tau Sigma, but would simply be designated by the (name) chapter of Pi Tau Sigma as an honor affiliate to the (name) chapter. They would lose that designation in lack of participation, or by losing their academic 10 percentile ranking. There would be no fee, nor a certificate issued by the Pi Tau Sigma Office. Chapters should, however, list any “honor affiliates” in their annual reports.

Article III. Government

1 The society is governed by actions made at the annual convention and appropriately approved in accordance with the Constitution of the Society and the Bylaws.
2 The quorum shall be the majority of the delegates who have registered at the convention as in attendance.
3 The following agenda and procedure apply to the annual convention
   a) Roll Call.
   b) Confirm approval of New Chapters.
   c) Minutes of previous meeting.
   d) Annual report of the Secretary.
   e) Annual report of the Treasurer.
   f) Instructions to Convention Committees by the Officers.
   g) Submission of Written Reports from each Chapter Delegate, covering the following: (to be printed in the CONDENSER)
      i.) List of officers for previous school year and at present
      ii) Major activities of Chapter since last convention.
      iii) Members dropped.
      iv) Deaths.
      h) Reports from committees.
      i) Election of officers.
Unfinished business.

New business.

Resolutions.

Adjournment.

At each convention the delegates shall decide upon the place of the convention two years hence and set an approximate date. Confirmation of the place and an approximate date for the next convention shall be made by the delegate body.

The organization shall in no way enter politics, nor shall any member be obliged to support any man or woman for any office or position of honor or trust because of a connection with the honor society.

Neither the society nor any of its chapters, officers, and/or members shall have the authority to acquire, rent or lease any structure, enclosure, or item of equipment without authorization by the convention or the Board of Directors.

A house may be established by a chapter if it is sanctioned by the Board of Directors.

Article IV. Board of Directors

Any action requiring approval of the Board of Directors must receive an affirmative vote by at least two thirds of its members.

The first of the council members elected shall be the President of the honor society, whose duties shall be to preside over the meetings of the Board of Directors and over the annual convention, to install or deputize others to install new chapters, to inspect or deputize others to inspect any chapter whose condition may be considered as unsatisfactory, and to perform other appropriate duties.

The second, third, fourth and fifth members of the Board of Directors shall be the Vice Presidents of the honor society. Their duties shall be:

a) to assume the duties of the President in the absence or incapacitation of that officer;

b) to cooperate with the President and secretary-treasurer as members of the Board of Directors;

c) to serve as members of a special committee to recommend awardees for the annual Gold Medal, Richards Memorial and Larson Memorial Awards; and to act as advisor to the official delegates in the preparation of an order of business to be presented to the convention and to complete other tasks designated by the President.

d) Regional Vice Presidents shall assume primary responsibility of communicating with Chapters in their region relative to maintaining their status as active Chapters in good standing. Each Vice President will contact Chapters within his/her Region at least once in the Fall and once in the Spring. These duties shall be delegated by the President on the approval of the Board.

The Eastern, Central and Western US regions shall be represented by a Vice President actively associated with a chapter in the respective division. The division shall be arranged by the Board of Directors. The Vice President for the International Pi Tau Sigma region shall be selected by the Board of Directors and affirmed by the convention. A new chapter shall be assigned to the appropriate division by the Board of Directors.

The sixth of the Board of Directors members elected shall be the secretary-treasurer. The secretary-treasurer shall have custody of all books, records, moneys, seals, constitution, and rituals of the honor society. All communications of the society-at-large shall be addressed through the office of the secretary-treasurer; and all assessments and collections authorized by the convention or the Board of Directors shall be administered through the office of the secretary-treasurer. The office of secretary-treasurer serves a dual role and is the resource center for all chapters. An outline of the dual duties follows:

a) Secretary: Responsibilities include: (1) maintaining an accurate, up-to-date roster of the membership of Pi Tau Sigma; (2) maintaining current correspondence of the honor society and specifically communicating with chapters regularly informing them of actions they need to take, any special requirements they must meet and advisement concerning matters of general importance which should be brought before their members; (3) responding to requests from chapters for information and publications; (4) serving as editor for publications of the society; (5) maintaining a supply of publications and initiation materials; (6) keeping all records, and (7) representing the society at certain functions. The secretary plays a vital role to the organization by keeping operational matters flowing timely and smoothly and by maintaining continuity. The secretary gives a report on activities to each annual convention.
The secretary maintains a supply of blank charters, appreciation certificates, rituals, Pi Tau Sigma brochure, the insignia used during initiations, The Story of Pi Tau Sigma, and The Condenser. The secretary serves as editor for each of these publications/documents, seeing that materials are collected on time and that arrangements have been made for timely printing of the item. The secretary is responsible for seeing that all appropriate information is obtained and timely prepared to have The Condenser printed each year in time for copies to be shipped to all chapters in early April. It is practice to print enough copies that all new members receive one. A few extra copies should be kept on hand for special requests. The secretary is responsible for keeping The Story of Pi Tau Sigma current and keeping a sufficient supply printed so that shipment to each chapter can be made in September. A few extra copies should be kept on hand for special requests. The secretary should keep a supply of blank charters, blank appreciation certificates, Pi Tau Sigma brochure, the rituals, the emblem and the crest. Cognizance of anticipated needs should control updating and printing requirements.

b.) Treasurer: Responsibilities include: (1) serving as a faithful, conservative steward in monitoring use of the society's resources. (2) keeping faithful and accurate records of fiscal transactions with the respective charters and creditors of the honor society,(3) operating the office while keeping expenses in each category within the annual budget that was approved at the preceding annual convention; (4) making timely deposits of income; (5) preparing a detailed treasurer's report each year for auditing and having an audit made and available for distribution at the annual convention; and (6) submitting all documents needed to comply with IRS regulations including annual filing of Form 990 with IRS. The Treasurer should be bonded. The Treasurer gives a report of fiscal activities and society operation to each annual convention.

6 The secretary-treasurer of the honor society shall provide a certificate of membership and a membership card for each new member initiated. Forms shall be submitted to the secretary with the requested information on each person recommended for membership in Pi Tau Sigma. Keys and pins may be ordered from the approved supplier by processing them through the office of the secretary for approval. Such orders should be submitted using forms provided for ordering. Processing of new members, including placement of names in permanent records and ordering of certificates, shall not be done by the secretary-treasurer until the society dues have been paid.

7 Election and tenure (See Constitution Article V)

Article V. New Chapters

1 A new chapter may only be installed after a duly processed petition has been approved. (See Constitution Article VI.1 ) The petition to establish a new chapter, along with a current catalog of the institution, shall be submitted to the Board of Directors c/o the Secretary-Treasurer and shall contain:

a) name of the institution and address
b) general entrance requirements, (plus requirements for mechanical engineering, if different).
c) degrees granted annually in the mechanical engineering program,
d) current enrollment in the mechanical engineering program,
e) a survey of the general conditions of honor societies in the institution,
f) appropriate faculty and administrative endorsement.

2 A petition for a new chapter must be in the hands of the Board of Directors and each active chapter before January 1 to be considered for installation before the close of that school year.

3 The fee for a charter shall be two hundred dollars ($ 200.).

4 The expense of the installation shall be paid by the society treasury.

5 In the event of dissolution of any chapter installed after July 15, 1959, the chapter's assets must be transferred to another organization organized and operated for a similar exempt purpose, or to the Federal or State or local government. This transfer must be approved by the Board of Directors prior to any distribution of funds.
6. A chapter, which has not initiated members for two consecutive years, shall be classified as inactive upon the recommendation of the Board of Directors and three-fourths of a convention. To reactivate, an inactive chapter would follow the same procedure as used in the installation of a new chapter. (See Constitution Article VI.2)

7. A chapter "in good standing" is one that meets the following requirements: a) two initiation ceremonies per year reported to the Secretary-Treasurer, b) updates with basic information such as officers' and advisor's addresses submitted to the Secretary-Treasurer, c) an Annual Report submitted to the Secretary-Treasurer, and d) having at least one delegate attend the society convention.

Article VI. Government of the Chapters

1 During the academic year, each chapter shall elect officers. These elections may be held annually or semi-annually, the election for the fall term being held at the first regular meeting in May.

2 The duties of the chapter President shall be to call and preside at all regular and special meetings, to appoint committees, and to approve on order of a quorum of the chapter all bills presented against the organization.

3 The duties of the Vice President shall be to preside at all regular and special meetings in the absence of the President and to act as President pro-tempore in case of the resignation or disability of the latter.

4 The duties of the recording secretary shall be to keep a record of the transactions at all regular and special meetings and to issue all necessary notices concerning chapter meetings.

5 The duties of the corresponding secretary shall be to handle all necessary correspondence with past and honorary members and all correspondence with active members, and all correspondence with the Board of Directors.

6. The duties of the treasurer shall be to issue notices of special assessments and to collect all dues and assessments. The treasurer shall have charge of all the funds of the chapter and shall pay on order of the President all bills presented against the chapter.

7. The initiation fee per initiate for any chapter shall not exceed sixty dollars ($60.00).

8. Graduate Members and Honorary Members shall not be allowed to vote or hold office unless chapter bylaws permit.

Article VII. Chapter-At-Large

1 Students at an institution having a curriculum of Mechanical Engineering accredited by ABET (or its equivalent in countries without ABET accreditation) in which there is no chapter of Pi Tau Sigma may be recommended for membership in the Chapter-At-Large, Alpha Omega. (See Constitution Article VIII)

2 Chapters of Pi Tau Sigma may initiate as honorary faculty members of their respective chapters duly qualified faculty members from any institution where no chapter exists. These particular honorary members shall be exempt from payment of society initiation fees. This exemption is in addition to that provided in Article III, Section 4, of the Constitution.

3 Pi Tau Sigma faculty members in an institution, whose mechanical engineering curriculum has been accredited by ABET or its equivalent but does not have a chapter of Pi Tau Sigma, may recommend to a sponsoring chapter seniors in their Mechanical Engineering Department who have the qualifications for membership in Pi Tau Sigma in accordance with Article III of the Constitution.

4 The sponsoring chapter shall vote on those recommended for membership in the chapter-at-large at the same time as they vote on their own members. Those elected shall be formally initiated along with the sponsoring chapter's own members.

5 The initiation fee shall not exceed an amount equal to that for active membership in the sponsoring chapter, which fee shall include the $20.00 society initiation fees plus the cost of any jewelry.

6 Each member of the Chapter-At-Large shall receive a copy of the "Story of Pi Tau Sigma," an issue of the current "CONDENSER," a membership card, and a certificate of membership.

Article VIII. Publications

1 The Condenser is printed annually. It includes the minutes from the preceding convention. It contains information about the next convention. Chapter reports are also included. The Board of Directors shall post a copy of the Condenser on the web and send two hard copies to each Chapter every year.

http://www.pitausigma.net
2 The Story of Pi Tau Sigma contains historical and factual information about the honor society including the Constitution and Bylaws. It is updated and printed on a regular basis. The Board of Directors shall post *Story of Pi Tau Sigma* on the web and distribute two hard copies to each Chapter when revised.

**Article IX. Amendments**

Any proposed amendments to these Bylaws shall become effective when approved by the Board of Directors and three fourths of affirmative vote of the delegates voting at the convention before which the amendments are proposed.

**Article XII. Indemnification**

No person who is now, or who later becomes, an officer or member shall be personally liable for any covenants, stipulations, promises, agreements and obligations of the honor society, and no recourse under or upon any covenants, obligations, stipulations, promises, and agreements shall be had against any past, present, or future officer or member; and any and all creditors of the honor society shall look only to the assets of the honor society for payment.

**Article XIII. Dissolution**

Should there be a vote or action to dissolve the honor society, all remaining assets --after necessary expenses -- shall be distributed to one or more appropriate scholarly, professional, non-profit organizations qualifying under IRC 501 c (3) -- as determined by the Board of Directors or a duly constituted annual meeting of the membership.
Appendix A: Examples of Correspondence
Dear [First Name]:

Congratulations on your fine scholastic record as a student of Mechanical Engineering at [name of university]. On behalf of the [chapter name] of Pi Tau Sigma, I would like to extend an invitation to attend a [event] on [day], [date].

At the [event], you will meet the officers and members and become acquainted with our mechanical engineering honor society, Pi Tau Sigma. We invite you to come to [room] at [time], where the officers and I will introduce you to the purpose, ideals and requirements of Pi Tau Sigma. After a short presentation we will adjourn for pizza and soda. The entire meeting will probably take less than one hour.

During the meeting, you will be asked to sign a release form so that I may verify your eligibility to our chapter and to the Pi Tau Sigma headquarters. Upon your indicated acceptance of our invitation to be initiated as a member of Pi Tau Sigma, you will be asked to participate in a period of activities based on chapter traditions. No harassment or forms of embarrassment are involved. Following this informal period, you will then be asked to participate in a short formal initiation ceremony.

I urge you to seriously consider membership in Pi Tau Sigma, as it is both an honor and potentially an important asset to your career. If you have any questions, or if you are interested in joining and cannot attend the [event], feel free to call me at [phone number] or drop by my office [location and/or hours].

We are looking forward to seeing you and hope that you will become an active member of Pi Tau Sigma.

Sincerely,

[name]
Faculty Advisor
Dear Pi Tau Sigma Member:

I hope you enjoyed your Christmas/New Years break as much as I did. I am writing this letter to let you know about some of the events planned for the spring semester.

We are just beginning to start a few projects that will require help from our active members. In our first meeting, we will set up committees to plan chapter activities. It is important that you attend meetings this year so that our chapter will benefit from your ideas.

Enclosed is a tentative schedule for the Spring [year] semester. Please watch the bulletin boards on campus for additional information regarding speakers and/or schedule changes.

If you have any questions, please do not hesitate to call me or any of the other officers listed on the calendar. I look forward to working with you throughout the semester.

Sincerely

[Name]
President
MEMORANDUM

TO: ME Faculty

FROM: [Name]
President Pi Tau Sigma

SUBJECT: Pi Tau Sigma Semi-Annual Banquet

DATE:

I would like to invite you and your guests to Pi Tau Sigma's Semi-Annual Banquet. It will be held at [place] on [day] [date] at [time] pm. [Name of restaurant] will be serving a buffet dinner that normally costs $11 per person, but you will only be required to pay $6 per person. Pi Tau Sigma will be covering the rest of the charge from our key sales. If you plan to attend please contact [advisor's name] before [day and date of deadline]. I am looking forward to seeing you there.

PLACE:

DATE:

TIME:
MEMORANDUM

To: All Mechanical Engineering Faculty
    All student members of Pi Tau Sigma

From: [Name], President of Pi Tau Sigma

Subject: To extend an invitation to the Pi Tau Sigma Initiation and Banquet

Date: [Provide date]

On [day and date], the [chapter name] of Pi Tau Sigma will hold its semi-annual banquet and initiation of new members. The officers and advisors of the [chapter] invite and encourage you to attend this very special event which recognizes the top Mechanical Engineering students at this university.

This past weekend four of our local members attended the Annual Pi Tau Sigma Convention of Pi Tau Sigma, which was hosted by [name of university] in [city, state]. We returned with new ideas, new projects, and renewed inspiration. We learned a great deal about the operation of our organization on the Pi Tau Sigma level and have set several goals to increase involvement on both the local and Pi Tau Sigma levels. However, these goals can only be met with your help and support.

The agenda for the initiation and banquet is as follows:

[time] Initiation ceremony and final semester meeting (including officer elections)
[place]

[time] Banquet at [location]
    all-you can eat buffet

The actual cost of the banquet is $10 per person. Pi Tau Sigma will pay half of that cost for faculty and student members, so your cost is only $5. Sign up and pay by [day and date] at [advisor's name, office location].

Please consider attending this event and honoring the new initiates of the [chapter name].
Appendix B: Sample Chapter Forms and Notices
Fall [year]

**Tentative Schedule of Events**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Meeting, Guest Speaker</td>
<td>September 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pledge mixer</td>
<td>September 24</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Test 1 (Electees Only)</td>
<td>October 8</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>General Meeting, Guest Speaker</td>
<td>October 15</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Test 2 (Electees Only)</td>
<td>October 22</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Plaque Signing and Picnic</td>
<td>November 7</td>
<td>To Be Announced</td>
<td></td>
</tr>
<tr>
<td>Initiation and Pledge Skits</td>
<td>November 20</td>
<td>[time] [place]</td>
<td></td>
</tr>
<tr>
<td>Election of New Officers</td>
<td>November 20</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Banquet*</td>
<td>November 20</td>
<td>To Be Announced</td>
<td></td>
</tr>
</tbody>
</table>

* Note: Members attending 4 of the 5 meetings are entitled to attend the banquet FREE.

**Officers**

- **PRESIDENT** [name] <email> [phone]
- **VICE-PRESIDENT** [name] <email> [phone]
- **RECORDING SECRETARY** [name] <email> [phone]
- **CORRESPONDING SECRETARY** [name] <email> [phone]
- **TREASURER** [name] <email> [phone]
- **KEY CHAIRMAN** [name] <email> [phone]
- **SCHOLARSHIP CHAIRMAN** [name] <email> [phone]
- **FACULTY ADVISOR** [name] <email> [phone]
- **FACULTY ADVISOR** [name] <email> [phone]

**Faculty Members**

List in columns, alphabetically. Indicate title such as Chair, Dean, Emeritus or College affiliation in parentheses on line below name, i.e.,

Dr. T.R. Faucet
Dr. D. J. Alofs (Emeritus)
Dr. B. F. Armaly
(Chair. ME, AE & EM) Prof. I. I. Francis (Emeritus) xxxxxxxxxxxxxxxxxxxxxxx
Dr. C.R. Barker xxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxx
Mr. T. E Bryson (Basic Engineering) xxxxxxxxxxxxxxx (xxxxxxxxxxxxx)
Graduate Members
(list members alphabetically: first name, middle initial, last name, email and phone information in column format)

Undergraduate Members
(list members alphabetically: first name, middle initial, last name, email and phone information in column format)
PI TAU SIGMA FACT SHEET

Pledge Activities

Among the activities in which you will be asked to participate are the following events:

1. Study the goals and Constitution of Pi Tau Sigma.
   a. Quiz 1 - [date] Articles 1 through 6 of constitution
   b. Quiz 2 - [date] Remainder of constitution; Preamble, word-for-word

2. Prepare membership plaque (an award is given for the best plaque).
   a. Polish brass key
   b. Finish board and mount key on the board.
   c. Collect signatures of members.

3. Participate in the Skit Committee and at least one other committee (an award is given for the outstanding pledge).
   a. Assist at M.E. phone-a-thon
   b. Serve on Purple Shaft Award Committee
   c. Serve on Outstanding Teaching Award Committee
   d. Serve on Key-polishing Committee
   e. Other

Membership Costs

Total Cost to Pledge = $45.00

$25 must be paid and plaque material picked up from [advisor] before [date].

Balance will be collected at or before the initiation.

Breakdown of Costs:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pi Tau Sigma Dues</td>
<td>$25</td>
</tr>
<tr>
<td>Banquet</td>
<td>10</td>
</tr>
<tr>
<td>Picnic</td>
<td>4</td>
</tr>
<tr>
<td>Brass Key</td>
<td>4</td>
</tr>
<tr>
<td>Board for Key</td>
<td>2</td>
</tr>
<tr>
<td>Local Chapter</td>
<td>3</td>
</tr>
</tbody>
</table>

If a pledge drops out before the initiation, all but $5 will be refunded.

Dues after initiation: None
[INFORMATION FORM]
PI TAU SIGMA
(Design layout later.)

Name:
Campus Address:
Campus Phone Number:
Home Address:
Home Phone Number:
Class :
Organizations:
Offices Held:
Honor Societies:
Offices Held:
Expected Graduation Date (Month, Year):
Are you a Co-op student? Yes: No:
[RELEASE OF ACADEMIC INFORMATION]

I, ________________________________, hereby

print name

authorized ________________________ to release my ____________________ and cumulative

student number

faculty advisor

academic grade-point average to:

name of university

____________________________________ President, _______________________________

Chapter, Pi Tau Sigma

_____________________________________Vice-President,___________________________

Chapter Pi Tau Sigma

_____________________________________Corresponding Sec. ________________________

Chapter Pi Tau Sigma

____________________________________Treasurer_________________________________

Chapter  Pi Tau Sigma

____________________________________Pi Tau Sigma Secretary

____________________________________

Chapter  Pi Tau Sigma

____________________________________Key Chair       ____________________________

Chapter Pi Tau Sigma

for the purpose of verifying my eligibility for membership in Pi Tau Sigma.

__________________________________________________________ ___________________

Signature                                                      Date

[University form approval number if required]
PI TAU SIGMA

[CHAPTER NAME]

General Meeting
with
[Guest Speaker]

[DAY]
[DATE]
[TIME and PLACE]

Open to all ME students interested in being part of Pi Tau Sigma

Pizza and Soda after the meeting
PI TAU SIGMA

[CHAPTER NAME]

Plaque Signing
and Picnic

[DAY]
[DATE]
[TIME and PLACE]

Cost $ per member / Initiates free

Contact [advisor] by [day]
if you plan on attending
Appendix C: Registering New Members and Ordering Jewelry, Bents and Stoles
Registering New Members and Ordering Jewelry

The Registration Form is to be downloaded from the web http://www.pitausigma.net. This form serves two purposes, namely, that of registering the newly initiated members of Pi Tau Sigma and to order certificates and/or jewelry. Please allow four to six weeks to process the material.

Registration Form

- TYPE all information required ON the certificate side of the Registration Form. Information on a separate sheet is not acceptable.
- Be sure to type the date of the initiation – this means month, date and year.
- Do not use one registration form to cover more than one initiation.
- We recommend that you have the certificates returned to your Faculty Advisor.
- For jewelry orders, TYPE all information required on the jewelry side of the Registration Form.
- Please send the Registration Form and the check together by the US Postal service.

Check for Registering New members

The dues for registering a new member (undergraduate or graduate) for life is $25; $5 of this total goes to the Pi Tau Sigma Endowment.

The check should be made payable to Pi Tau Sigma Honor Society and sent to:

International Pi Tau Sigma Pi Tau Sigma
GWW School of Mechanical Engineering
Georgia Institute of Technology
Atlanta, Georgia 30332-0405
Attn. Dr. Farrokh Mistree

Check for Jewelry

A check covering the total amount for jewelry should be payable to Award Concepts. This check should be sent to the International Pi Tau Sigma Pi Tau Sigma Office with the Registration Form. The cost of jewelry is given later on in this appendix. The company will bill (or refund) you directly for variance between actual cost and your check.

Returned Checks

Orders will not be processed unless checks for the appropriate amount are received. The bank charges the International Pi Tau Sigma Pi Tau Sigma Office for $20 for every returned check. This cost will have to be born by the initiate.

Replacing Certificates

Certificates may be replaced for $5. Who pays for the cost of replacement is determined as follows:

- If the member has lost the certificate then the member is responsible for the payment.
- If the local chapter made an error in the spelling of the name the chapter is responsible for the cost of the replacement.
If the printer made an error that can be shown by our records then certificate will be replaced with no cost to the member or the chapter.

The certificate side of the Registration Form needs to be completed. The check needs to be drawn in favor of Pi Tau Sigma Honor Society. The Registration Form and the check should be sent to the International Pi Tau Sigma Office. Replacement certificate orders may also be included with a regular order to save the handling charge.

**Jewelry Replacement**

Current cost of jewelry is given later in this appendix. A jewelry order section of the Registration Form should be completely filled out (please type).

A check for the total amount should be made payable to Award Concepts and be included with your order.

Both should be sent to the Pi Tau Sigma Secretary-Treasurer's office along with a brief letter of explanation. In this letter please indicate the name of the chapter and the date of initiation. No jewelry order will be completed by the supplier, without approval by the Pi Tau Sigma Secretary-Treasurer.

Errors in Engraving will be determined in the same manner as that listed above for certificates.

**Special Certificates**

Special certificates of recognition for a faculty member who has given outstanding service to Pi Tau Sigma may be purchased from the Pi Tau Sigma Secretary Treasurer. Please plan for such well in advance to accommodate approval and preparation.

**Bents and Stoles**

Honor stoles and rough metal castings are also available from The University of Missouri-Rolla. For pricing information on these items please see the web site at http://www.umr.edu/~pitausig or contact:

Key Chairman, Pi Tau Sigma  
Mechanical Engineering Department  
University of Missouri-Rolla  
Rolla, Missouri 65401  
Phone: 573-341-4661 or Fax: 573-341-4607
Pi Tau Sigma Metal Castings

Six inch Casting of Emblem

Board for mounting the key is also available

Please allow 1 to 2 weeks for delivery

Large Brass Casting for Display

The key is about 62" high, 23" wide and weighs 220 lbs. Shipped in rough state, minimum assembly is required. The base shown in the picture is not included.

Please allow four weeks for delivery

For pricing information on these items please see the web site at
http://www.umr.edu/~pitausig
or contact:
Key Chairman, Pi Tau Sigma
Mechanical Engineering Department
University of Missouri-Rolla
Rolla, Missouri 65401
Phone: 573-341-4661 or
Fax: 573-341-4607
Pi Tau Sigma Jewelry

When making a jewelry order simultaneously with the submission of new initiates, please include two checks. The check for jewelry should be made payable to **Award Concepts**. Note, the check for dues is made payable to International Pi Tau Sigma Pi Tau Sigma. Current jewelry prices as of June 1, 1999 are:

1. 10K yellow gold key  
   Gold kase key  $45.00  $9.00  
2. 10K yellow gold badge  
   Gold kase badge  $35.00  $8.00  
3. Badge Lavalier with Gold Filled Chain  
   additional  $3.00  
4. Not available  
5. Tie tack back available for key or badge  
   additional  $1.50  

Engraving fee  
First initial and last name  $2.50  
Add $1.00 for individual shipments
Appendix D: Rituals of Pi Tau Sigma
RITUALS OF PI TAU SIGMA

Historically, certain formalities and traditions were included in the initiation proceedings. In earlier years, the proceedings were considered secret and only members and new initiates attended. For example, one part was the sharing of a secret handshake. However, the proceedings have been open to guests in recent years. The mechanics of the initiation ceremony can be individualized by a local chapter, provided these rituals are used and no form of student hazing is involved. It is important, however, that an atmosphere of formality, professionalism, and distinction be maintained during any initiation ceremony. One tradition which is still meaningful follows:

(One of the active members shall lead the initiates into the dimly lighted room. The President and Vice President are stationed behind a desk or table. The Crest and Insignia of Pi Tau Sigma shall be displayed and illuminated such that all initiates can clearly view them. The initiates shall be assembled before the officers. The President shall call the initiation ceremony to order. During the ceremony, the Pi Tau Sigma handshake is shared individually with each initiate.)

RITUAL OF PI TAU SIGMA Active Members Only

(One of the active members shall lead the initiates into the dimly lighted room. The President and Vice President are stationed behind a desk or table. The Crest and Insignia of Pi Tau Sigma shall be displayed and illuminated such that all initiates can clearly view them. The initiates shall be assembled before the officers. The President shall call the initiation ceremony to order.)

President

Let me welcome you to the (DATE) initiation proceedings of the (CHAPTER NAME) of Pi Tau Sigma. The purpose, ideals, and chapter name goals of Pi Tau Sigma will now be given by the Vice President.

Vice President

Pi Tau Sigma was founded to foster high ideals in the engineering profession, to stimulate and coordinate departmental activities, and to promote the mutual professional welfare of its members. Those who organized Pi Tau Sigma believed that these ideals were best instilled through the bonds of fraternal association.

Pi Tau Sigma recognizes certain qualities in individuals which are to be cultivated in order to attain true success in life, and true success embodies usefulness to one's self and to society in general. Pi Tau Sigma aims to foster a development of these qualities by the mutual association of its members.

The first requisite that is necessary for real usefulness as an engineer is theoretical knowledge, for it furnishes a criterion toward which to direct your efforts. But theory alone is of little value. Coupled with it must be the ability to apply it to some
useful and practical purpose. Engineers must not only know, they must be able to
do, and by their examples prompt others to know and to do. The importance of
sociability, the ability to meet people on an equal basis without hesitation or
embarrassment cannot be overestimated.

Many individuals of otherwise good qualities have been injured by lack of modesty
in regard to their own accomplishments. It should be borne in mind that ability
which is worthy of notice will in time get its just recognition without personal
advertisement of merits. Finally, an attitude of broadmindedness should be
cultivated if one is to become really useful. Do not become prejudiced without
thorough investigation, for prejudice usually arises out of ignorance. It should be the
aim of engineers to become proficient, not only in their own field, but also in others
which may be somewhat beyond the immediate scope of their particular specialty.

President

Initiates, you have shown by your attitude toward your chosen work that you are
guided by high ideals, practical ambitions, and strict ideas of personal integrity. I
will now recite the ASME Code of Ethics, which as a member of Pi Tau Sigma you
are expected to uphold. (President reads ASME Code of Ethics as
printed at the end of this appendix.)

If you pledge to uphold this code of ethics, respond by stating "I will."
(Initiates respond.)

These qualities give promise of your future success in the profession of Mechanical
Engineering and warrant your election to membership into Pi Tau Sigma. You have
now been informed of the criteria upon which you were chosen. Remember that the
future welfare of Pi Tau Sigma is dependent not only upon the cooperation of the
members among themselves, but also upon the efforts of each individual to realize
his or her ideals and to sustain high levels of competence and integrity throughout his
or her personal and professional life.

Initiates, are you sincere in your desire for membership in this fraternal order? If so,
answer "I am sincere." (Initiates respond)

Now in order that you may be received into membership, I must require of you a
pledge. As a member, will you pledge to uphold continually the ideals of the
engineering profession, as fostered by Pi Tau Sigma. If so, each initiate will
individually state:
"I   (your name)    do so pledge." (Initiates respond in
sequence.)
Vice President

As members of Pi Tau Sigma, we have certain traditions which we would like to pass on to you.

This is our coat of arms. Above the shield is the crest, which consists of a golden hand holding a black lozenge, representing, according to heraldic lore, the maintenance of one's acts in accordance with honesty. In the center of the shield is a scroll, in white, symbolic of learning. Across the scroll are the letters PI TAU SIGMA, expressing our hope that the good name and reputation of every member will remain unblemished throughout his or her career.

Here on a background of azure which signifies loyalty and truth, is a castle, symbolic of reliability. The lightning represents the ability to conduct business quickly and successfully. A crowned hammer on a background of murrey represents the respect with which our profession is regarded. Murrey is the color of warm friendship. The figures are in gold, signifying generosity and elevation of mind. The colors of Pi Tau Sigma are azure and murrey. The flower is the white rose.

Here is the emblem of Pi Tau Sigma. The Greek characters are the initials of the words PAR-A-STA-TA TEC-NA-KOO SCO-POO, the literal translation being: Be Faithful, Skillful, and Strong. These words are the symbols of the ideals for which we strive. On each emblem, there are also representations of a flaming torch, signifying intelligence, a steel H-section, signifying dependability, and a Carnot cycle, signifying efficiency.

President

Because of your respected character as an individual and in recognition of your academic achievements thus far at (SCHOOL) you have been chosen to become members of Pi Tau Sigma.

As President of the (CHAPTER NAME) chapter, I now confer upon you full membership into Pi Tau Sigma, trusting that you will uphold all the ideals set forth this day.
RITUAL OF PI TAU SIGMA Honorary Members Only

(One of the active members shall lead the initiates into the dimly lighted room. The President and Vice President are stationed behind a desk or table. The Crest and Insignia of Pi Tau Sigma shall be displayed and illuminated such that all initiates can clearly view them. The initiates shall be assembled before the officers. The President shall call the initiation ceremony to order.)

President

Let me welcome you to the (DATE) initiation proceedings of the (CHAPTER NAME) Chapter of Pi Tau Sigma. The purpose, ideals, and goals of Pi Tau Sigma will now be given by the Vice President.

Vice President

Pi Tau Sigma was founded to foster high ideals in the engineering profession, to stimulate and coordinate departmental activities, and to promote the mutual professional welfare of its members. Those who organized Pi Tau Sigma believed that these ideals were best instilled through the bonds of fraternal association.

Pi Tau Sigma recognizes certain qualities in individuals which are to be cultivated in order to attain true success in life, and true success embodies usefulness to one’s self and to society in general. Pi Tau Sigma aims to foster a development of these qualities by the mutual association of its members.

The first requisite that is necessary for real usefulness as an engineer is theoretical knowledge, for it furnishes a criterion toward which to direct your efforts. But theory alone is of little value. Coupled with it must be the ability to apply it to some useful and practical purpose. Engineers must not only know, they must be able to do, and by their examples prompt others to know and to do. The importance of sociability, the ability to meet people on an equal basis without hesitation or embarrassment cannot be overestimated.

Many individuals of otherwise good qualities have been injured by lack of modesty in regard to their own accomplishments. It should be borne in mind that ability which is worthy of notice will in time get its just recognition without personal advertisement of merits.

Finally, an attitude of broadmindedness should be cultivated if one is to become really useful. Do not become prejudiced without thorough investigation, for prejudice usually arises out of ignorance. It should be the aim of engineers to become proficient, not only in their own field, but also in others which may be somewhat beyond the immediate scope of their particular specialty.
President

Initiates, you have shown by your attitude toward your chosen work that you are guided by high ideals, practical ambitions, and strict ideas of personal integrity. I will now recite the ASME Code of Ethics, which as a member of Pi Tau Sigma you are expected to uphold. *(President reads ASME Code of Ethics as printed on at the end of this appendix.)*

If you pledge to uphold this code of ethics, respond by stating "I will." *(Initiates respond.)*

These qualities warrant your election to membership into Pi Tau Sigma. You have now been informed of the criteria upon which you were chosen. Remember that the future welfare of Pi Tau Sigma is dependent not only upon the cooperation of the members among themselves, but also upon the efforts of each individual to realize his or her ideals and to sustain high levels of competence and integrity throughout his or her personal and professional life.

Initiates, are you sincere in your desire for membership in this fraternal order? If so, answer "I am sincere." *(Initiates respond)*

Now in order that you may be received into membership, I must require of you a pledge. As a member, will you pledge to uphold continually the ideals of the engineering profession, as fostered by Pi Tau Sigma. If so, each initiate will individually state:

"I (your name) do so pledge." *(Initiates respond in sequence.)*

Vice President

As members of Pi Tau Sigma, we have certain traditions which we would like to pass on to you.

This is our coat of arms. Above the shield is the crest, which consists of a golden hand holding a black lozenge, representing, according to heraldic lore, the maintenance of one's acts in accordance with honesty. In the center of the shield is a scroll, in white, symbolic of teaming. Across the scroll are the letters PI TAU SIGMA, expressing our hope that the good name and reputation of every member will remain unblemished throughout his or her career.

Here on a background of azure which signifies loyalty and truth, is a castle, symbolic of reliability. The lightning represents the ability to conduct business quickly and successfully. A crowned hammer on a background of murrey represents the respect with which our profession is regarded. Murrey is the color of warm friendship. The
figures are in. gold, signifying generosity and elevation of mind. The colors of Pi Tau Sigma are azure and murrey. The flower is the white rose.

Here is the emblem of Pi Tau Sigma. The Greek characters are the initials of the words PAR-A-STA-TA TEC-NA-KOO SCO-POO, the literal translation being Be Faithful, Skillful, and Strong. These words are the symbols of the ideals for which we strive. On each emblem, there are also representations of a flaming torch, signifying intelligence, a steel H-section, signifying dependability, and a Carnot cycle, signifying efficiency.

**President**

Because of your respected character as an individual and in recognition of your noteworthy achievements in upholding the high ideals of the engineering profession, you have been chosen to become members of Pi Tau Sigma.

As President of the *(CHAPTER NAME)* chapter, I now confer upon you full membership into Pi Tau Sigma, trusting that you will uphold all the ideals set forth this day.
ASME CODE OF ETHICS OF ENGINEERS
THE FUNDAMENTAL PRINCIPLES

Engineers uphold and advance the integrity, honor, and dignity of the Engineering profession by:

i. using their knowledge and skill for the enhancement of human welfare;

ii. being honest and impartial, and serving with fidelity the public, their employers and clients, and

iii. striving to increase the competence and prestige of the engineering profession

THE FUNDAMENTAL CANONS

1. Engineers shall hold paramount the safety, health, and welfare of the public in the performance of their professional duties.

2. Engineers shall perform services only in the areas of their competence.

3. Engineers shall continue their professional development throughout their careers and shall provide opportunities for the professional development of those engineers under their supervision.

4. Engineers shall act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest.

5. Engineers shall build their professional reputation on the merit of their services and shall not compete unfairly with others.

6. Engineers shall associate only with reputable persons or organizations.

7. Engineers shall issue public statements only in an objective and truthful manner.

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Appendix E: Communicating with the International Sigma Pi Tau Sigma Office
Minimum Requirements for being classified as an Active Chapter

It is the responsibility of the Chapters to maintain close communication with the Pi Tau Sigma Pi Tau Sigma Office.

The MINIMUM requirements for a Chapter to be deemed active are:

1. INITIATIONS Two initiations are performed a year AND the initiates are registered with the Pi Tau Sigma Office. Please note that the initiates are NOT members of Pi Tau Sigma until they are registered with the Pi Tau Sigma Office.

2. CHAPTER UPDATE Information pertaining to the change of officers and Faculty Advisors MUST be communicated efficaciously to the Pi Tau Sigma Office by email in the prescribed manner. A sample form is included in this appendix. An electronic version may be requested by contacting the Pi Tau Sigma Secretary-Treasurer by email.

3. ANNUAL REPORT An Annual Report is filed with the Pi Tau Sigma Office. A sample is included in the appendix. An electronic version may be requested by contacting the Pi Tau Sigma Secretary-Treasurer by email. Note: Please keep a record so that you are able to prepare this report.

4. ATTENDANCE AT CONVENTION At least one delegate from the Chapter attends the Annual Convention. The Pi Tau Sigma Convention is typically held in October of each year. At the time the Chapter was chartered the sponsoring institution undertook to pay for one delegate to attend the Pi Tau Sigma Convention. A commentary on this topic is included later in this appendix.

Preparing to Attend a Pi Tau Sigma Convention

1. Please visit http://www.pitausigma.net. Complete the forms on the web site.

2. It has been our experience that one of the surest ways to get things going in a Chapter is to have students attend the Convention. We have found that the students leave the Convention with a sense of vim, vigor and enthusiasm. Plan on attending.

3. Figure out how many people including your Faculty Advisor would like to attend. Include the Faculty Advisor plus two students ... one of whom is going to be around to attend the next Convention.

Financial Support for Attending the Convention

The responsibility of support for student organizations comes from the following sources:

1. The Department Chair
2. The Dean of the College.
3. The Student Union.

Our Student Union has funds set aside for student travel. You may need to move fast on this one. Efforts made by the students to raise money for the event.

Create a budget for your delegation. You will need to write a cover letter in which you provide a justification for the expenses. As Pi Tau Sigma Secretary-Treasurer I would be happy to send a formal invitation for you and your student colleagues to attend the Annual Convention.

Try a three way budget split between the Chair, Dean and Student Union. Then talk to your Chair and get him to strongly endorse your request to the Dean and the Student Union. If your Student Union does not provide funds then I suggest that you get your Chair and your Dean to split the cost between them.
Periodic Chapter Update

It is the responsibility of the Chapter to inform the Pi Tau Sigma Office of names of the new officers and their contact information. It is particularly important that the Pi Tau Sigma Office be informed about changes in the Chapter Advisor.

An electronic copy of the form will be sent upon request to farrokh.mistree@me.gatech.edu.

Please provide the following information as soon after a change has taken place. Since we have yet to move to a database please send the entire form each time you wish to update the information.

DATE

1 Name of Chapter: [For example, Georgia Tech Nu]

2 Name and email of principal contact who will correspond with the Pi Tau Sigma Office

3 Name, telephone number and email address of faculty advisor:
   Name <email address> telephone number / fax

4 email address for your chapter (not the personal email address of an office bearer):

5 web address for your chapter:

6 Month (or months) in which elections for officers take place:

Please email this information to Farrokh Mistree <farrokh.mistree@me.gatech.edu>.
Pi Tau Sigma Convention
2006 & and Beyond

NAME OF CHAPTER

CHAPTER ADDRESS: Postal, web and email addresses.

CHAPTER ADVISOR: Name, postal & email address, telephone & fax numbers.

PRINCIPAL STUDENT CONTACT: Name, email address.

CHAPTER OFFICERS: Position, name, email address.

CHAPTER: A brief description of Chapter, its activities, number of active members, etc. Include web address.

UNIVERSITY: A brief description of the Department and University. Include web addresses.

MEETING FACILITIES: A brief description of the facilities in which you plan to hold the meetings, receptions, etc. We will need one big room where we can seat about 150 people and about 6 smaller rooms for breakout sessions. Overhead projectors are needed in all the rooms.

LODGING: A brief description of the lodging facilities you propose to use and approximate cost per night. We will need at least 60 rooms for the delegates and 5 rooms for the Pi Tau Sigma Officers.

TRANSPORTATION: A brief description of the transport facilities (by air and land). Typical air fares from San Francisco, New York, Atlanta and Houston. Transportation from airport to hotel and costs.

FUNDRAISING: Please tell us about your plans for fund raising (around $30K) and provide some indication of potential sponsors. The Pi Tau Sigma Office provides $1000 IF you need it.

PLAN FOR COMMUNICATING WITH CHAPTERS: How do you plan on getting the message out?

PI TAU SIGMA OFFICE: A brief description of the support you seek from the Pi Tau Sigma Office.

LETTERS OF SUPPORT: Letters from the Department Chair and Faculty Advisor. Letters from other administrators and industry sponsors would be of assistance.

SELECTION PROCESS: At the 2005 Convention each Chapter making a bid will have the opportunity to make a presentation to the delegates. The Convention Site Selection Committee will make a recommendation to all the delegates. The delegates will vote on the recommendation.

DUE DATE: January 15, 2005

ADDRESS: International Pi Tau Sigma Office
GW Woodruff School of Mechanical Engineering
Georgia Institute of Technology
Atlanta, Georgia 30332-0405
Attn: Farrokh Mistree

http://www.pitausigma.net