Theta Tau
Membership Manual

Engineering Leaders
for Service, Profession, and Brotherhood
**THETA TAU - STRATEGIC FRAMEWORK**

**PURPOSE**
The purpose of Theta Tau is to develop and maintain a high standard of professional interest among its members, and to unite them in a strong bond of fraternal fellowship.

**CORE VALUES**
From recruitment, through pledging, to lifelong brotherhood, our members are:
- Honest & Ethical
- Dependable & Trustworthy
- Respectful of Ourselves and Each Other
- Generous of Time, Talent, & Treasure for Each Other, ØT, and our Community
- Proud that we are the oldest, largest, and foremost Fraternity for Engineers

**GUIDING PRINCIPLES**
- Culture of brotherhood, lifelong relationships, and connection
- Mutual respect and professionalism
- Balance of social, service, and professional activities
- Diversity of engineering disciplines and demographics

**OUR GOALS**

**FOR OUR BROTHERHOOD:**
- We forge lifelong bonds of fraternal friendship, a journey that develops and delivers a network of lasting personal and professional relationships.
- We foster an inviting, safe, and social environment in which our members become lifelong friends.

**FOR OUR PROFESSION:**
- We develop and nurture engineers with strong communication, problem-solving, collaboration, and leadership skills that we demonstrate in our profession, our community, and in our lives.

**FOR OUR COMMUNITIES**
- We are known for our service to our college, university and the larger community. Our service projects create a unifying environment for learning and personal growth for our members.
# Table of Contents

## Welcome to Theta Tau
- Welcome and Congratulations .................................................. 1
- Greek Letter Organizations .......................................................... 2
- Professional Fraternity Association ............................................. 2
- Theta Tau — Professional Engineering Fraternity .......................... 2
- A Brief History of Theta Tau ....................................................... 3
- Membership Requirements, General Obligations of Membership ...... 9
- Awards, Recognition & Meetings .................................................. 11
- Award Recipients ......................................................................... 13
- Alumni Hall of Fame Laureates .................................................... 14
- Executive Council over the Years .................................................. 15
- Record of National Meetings ....................................................... 16
- Theta Tau Educational Foundation ............................................. 17
- Theta Tau Organization, Practices, & Traditions ......................... 19
- Publications, Symbols, Motto, Insignia ....................................... 24
- Jewelry and other Items ............................................................... 27
- Chapters of Theta Tau ................................................................. 30
- This Chapter’s Heritage .............................................................. 34
- Greek Alphabet ........................................................................... 36

## Life, College, and Career Skills
- Fraternity Membership Makes a Difference ................................. 37
- Interpersonal Skills ....................................................................... 38
- Successful Studying ...................................................................... 39
- Time Management for Students .................................................... 41
- Job Interview Skills ...................................................................... 42
- Planning Your Career Strategy ..................................................... 43
- The Engineer Is A Professional .................................................... 45
- Professional Growth & Development .......................................... 46
- Faith of the Engineer .................................................................... 47
- Canons of Ethics of Engineers ..................................................... 48
- Etiquette ...................................................................................... 50
- The Digital Age ........................................................................... 58

## Chapter Activities, Officers, & Operations
- Activities - Professional Development, Service, Social ................. 59
- Public Relations ........................................................................... 61
- Alumni Relations ......................................................................... 62
- Officers - Elected, Appointed, Advisers ....................................... 64
- Operations - Chapter Bylaws, Size, Pictures, Library .................. 70
- Parliamentary Procedure ............................................................. 73
- Risk Management Policies and Member Safety ............................ 78
- Membership Recruitment ............................................................ 83
- Pledge/Member Education ........................................................... 84
- Pledge Test Study Guide ............................................................... 86

## In Closing
- Resources, Credits, References ................................................... 88

## Appendix
- New Member Education Workbook ............................................. M1 - M53
- Theta Tau Song Book ................................................................. S1 - S13
Congratulations on your success in college, in life, and in becoming associated with our Fraternity. This Manual is yours to keep as long as you are associated with the Fraternity as a prospective new member ("pledge"), a student member, and an alumnus.

To be invited to join is a significant honor. It means the members believe you to be of good character, firm convictions, and practical ideas; to be a capable student with a professional interest in engineering; to possess qualities of brotherhood and to have an agreeable personality; and to likely achieve success as an engineer. It is the members’ duty to consider carefully each individual proposed as well as to assist, teach, and guide them toward success in reaching that goal.

Acceptance of the invitation by you reflects a commendable desire to associate yourself closely with those of similar interests and qualities. It also places upon you the responsibility of conducting yourself so that the Fraternity will not regret the confidence it now has in you. Initiation into membership can come only after you have successfully completed the education process, traditionally called "pledgeship." There is detail on the education process later in this Manual.

The educational period is an apprenticeship period. There is no stigma associated with failure to be initiated. Theta Taus believe that fraternity membership is a valuable aid, but not a requirement, for a successful life. Those who have been initiated before you know membership is fully worth the effort required. All initiated as student members were once pledges like yourself.

During this apprenticeship period, you are obliged to accept the guidance provided in preparing you for membership, to wear the insigné, to complete projects assigned, to work together with other prospective new members and student members on activities, events, and projects, to learn how the fraternity operates, to study guide test material, and to maintain academic eligibility for membership. Early on, familiarize yourself with our history, activities, awards, and Greek alphabetic pronunciations found later in this Manual. You will be called upon to do nothing contrary to your obligations to God, nation, or yourself, nor will you be publicly embarrassed.

Note that this publication contains information useful not only during pledging, but also during one’s years as a member of Theta Tau, and later as an engineering professional. So retain it long into your future. Best wishes to you as you begin the first step toward a lifetime of brotherhood in Theta Tau.
Greek Letter Organizations

The year 1776 marked the birth of the United States and the beginning of the Greek-letter system in America with the founding of Phi Beta Kappa at the College of William and Mary in Williamsburg, Virginia. This organization has evolved into the liberal arts honor society. The oldest existing general fraternity was founded in 1825 and the first professional fraternity in 1869. A general characteristic of all Greek-letter organizations is that membership is by invitation only and is for life; the members are united by the Ritual revealed to them at the time of initiation.

A fraternity offers its members a lifelong bond of brotherhood and activities to promote their educational objectives. It often maintains a chapter house or headquarters. Fraternities traditionally elect new members by vote of the current student members, exercising care to select those of high personal quality who are capable students, but not requiring the high scholastic average necessary for honor society membership. A professional fraternity confines its membership to students in a curriculum leading to a professional degree in that field. An honor society or a recognition society functions mainly to recognize achievement. A fraternity usually declares itself competitive with similar fraternities and prohibits dual membership. Fraternity members may also belong to honor societies.

Professional Fraternity Association

In 1928, Theta Tau joined with 26 other fraternities in founding the Professional Interfraternity Conference. In 1977, the PIC (predominantly men’s fraternities) merged with the Professional Panhellenic Association (predominantly women’s fraternities) to form the Professional Fraternity Association (PFA). The PFA comprises 35 national and international fraternities (including Theta Tau) representing 22 professional fields. Four Theta Taus have served the PIC or PFA as President: Jamison Vawter, 1931-33; Russell G. Glass, 1952-54; Randall J. Scheetz, 1995-96; and Michael Abraham, 2001-02. Robert E. Pope served as Executive Secretary to the PIC and later the PFA, 1975-86. Michael Abraham served as PFA Executive Director from 2009-14 during which time its membership increased, assets quadrupled, and future was secured. Theta Tau encourages cooperation by its chapters in campus groups such as Interfraternity Councils, Professional Fraternity Councils, Engineering Governing Boards, etc.

Theta Tau — A Professional Engineering Fraternity

The purpose of Theta Tau is to develop and maintain a high standard of professional interest among its members, and to unite them in a strong bond of fraternal fellowship. In addition to the desirable attributes of a general fraternity, it offers a common bond: an interest in and pursuance of engineering in its various branches. Chapters pursue a balanced program of activities that meet social, service, and professional needs of their members. Student members are encouraged to participate in technical societies, honor societies, intramural competition, student government, etc. The Fraternity helps the member make the transition from student days to years of professional practice — from a chapter to a vast body of alumni ready and willing to assist. There are alumni with responsibilities throughout the world, all wearing our badge and speaking the language of the engineering profession.
Theta Tau was founded as the “Society of Hammer and Tongs,” on October 15, 1904, by Erich J. Schrader, Elwin L. Vinal, William M. Lewis, and Isaac B. Hanks, mining engineering students at the University of Minnesota. They agreed that character qualifications should have top priority in membership selection.

The Fraternity fulfilled the dream of its principal Founder Erich Schrader that there be established in engineering a fraternity similar to those already existing in law, medicine, and dentistry. Founder Schrader established a record of service unequaled in the Fraternity’s history. He served as its first Grand Regent until 1919, and then for 35 years as Grand Scribe. At its Founders’ Golden Anniversary Convention (1954), Theta Tau established the position of Counsellor to be held only by him. His unselfish service continued until his death in 1962 at the age of 81. The other Founders also maintained their interest in the Fraternity throughout their lives. The last, Brother Vinal, passed away in 1971. Brother Schrader was chiefly responsible for the Ritual, Constitution, and Bylaws adopted by the Founders. The first badge was a gold skull with the letters Θ and T on its forehead, and a crossed hammer and tongs beneath. The Constitution provided for the establishment of additional chapters at other leading engineering schools, and the Fraternity soon began to take on its national character. Founder Hanks spoke of Theta Tau to his friend Robert Downing, a member of the Rhombohedron Club at Michigan College of Mines.

After correspondence and an inspection trip by Brother Hanks, the club (established in 1903) was installed as Beta Chapter in 1906. Founder Lewis transferred to the Colorado School of Mines and there made contact with the Square Set Club which became Gamma Chapter in 1907. The Southwestern Alumni Association, the Fraternity’s first, was established in Douglas, Arizona, in 1908.

In 1911, representatives of the three chapters and the alumni association met at the University of Minnesota for the first national Convention, the name was changed to Theta Tau, a revised Ritual approved, and the present badge adopted. Perhaps most important for its future expansion, it was definitively affirmed that Theta Tau would include all branches of engineering.
In the next two years, Δ, E, Z, and H chapters were installed. The Second Convention was held in Houghton, Michigan, in 1913. That Convention designated The Gear of Theta Tau as the national Fraternity’s magazine and appointed Jack E. Haynes, A ’08, as its first Editor-in-Chief. Previously, the magazine had been published by Beta Chapter with Herman H. Hopkins, B ’08, as Editor. Brother Hopkins, a member of the Rhombohedron Club, had been initiated by Beta Chapter as an alumnus. He served until 1919 as the Grand Scribe and later as Grand Regent. The Third Convention (1915) and the Fourth (1919) were held in Cleveland, Ohio. Meanwhile, Θ, I, and K Chapters were installed, and the Fraternity was well established. Elected as Grand Regent in 1919 was Dr. George D. Louderback, E ’96, a charter member of Epsilon Chapter. During his tenure, rapid growth continued, with nine more chapters being installed. J. Sidney Marine, H ’21, was elected Grand Regent in 1925, the youngest one to serve in that position. In 1926, Donald D. Curtis, O Hon. ’19, was appointed Editor. He reorganized the magazine and established the first membership roster files. He later (1950-52) served as Grand Regent.

Three more chapters were installed during the two terms of Dr. Richard J. Russell, E ’19, as Grand Regent. He designed and issued the first 5,000 membership certificates and designed the officer robes. Joseph W. Howe, O ’24, and Paul L. Mercer, O ’21, became Editors of The Gear in 1929 and for 32 years diligently maintained regular publication regardless of sometimes difficult economic conditions. Fred Coffman, A ’22, served as Grand Regent during the depression years through 1935. Despite the conditions, three more chapters were installed. A period of very conservative extension began during the thirties with charters generally being granted only to petitioning long-established locals. Regional Conferences were established during Brother Herman H. Hopkins’ term as Grand Regent (1935-37). Dr. John M. Daniels, N Hon. ’22, was the last to serve out his term as Grand Regent in the pre-World War II period. At the 1939 Convention, Russell G. Glass, Σ ’24, the first of two charter members of Sigma Chapter to serve in the Fraternity’s top position, was elected Grand Regent, and re-elected in 1941. In 1940, Grand Regent Glass made a nationwide tour visiting nearly every chapter and many alumni associations. At the 1941 Convention, Theta Tau began its tradition of honoring a student chapter Delegate as the Convention’s "Outstanding Delegate."

Conventions were discontinued during WW II, chapters were reduced in size, but few went inactive during this period. Brother Hopkins was named Acting Grand Regent for the 27-months that Grand Regent Glass served in the Navy. When Conventions were resumed in 1946, Ralph W. Nusser, Z ’28, was elected Grand Regent. Norman B. Ames, GB ’17, the charter member responsible for Gamma Beta Chapter’s affiliation with Theta Tau, was elected Grand Regent in 1948. He was later to succeed Founder Schrader as Grand Scribe.

Donald D. Curtis who had been appointed Editor in 1926, a few months after his initiation into the Fraternity, climaxed his years of continuous service as a national officer with his term as Grand Regent beginning in 1950. Another longtime Fraternity officer, Jamison Vawter, Z ’16, was elected Grand Regent for the term concluding Theta Tau’s first half century. He had served for 27 years as Grand Treasurer, and was honored by being the first member for whom a Theta Tau Convention was named back in 1935.
In 1954, The Founders’ Golden Anniversary Convention was held in Minneapolis, scheduled to include Founders’ Day. It was a gala occasion marred only by the absence of Founder Schrader and Editor Howe due to illness. It was attended by Founders Lewis and Vinal, and by many Past Grand Regents, including Brothers Louderback and Hopkins. A. Dexter Hinckley, Θ ’25, was elected Grand Regent at the 1954 Convention. During his first term, Brother Ames, newly elected Grand Scribe, resigned to accept a Fulbright Lectureship in Ceylon. On his return, he visited a number of schools as Special Representative promoting extension.

At the 1958 Convention, Charles W. Britzius, A ’33, was elected Grand Regent, the restriction of membership to those who were white was removed, and the Fraternity budgeted funds to support extension efforts. Robert E. Pope, Z ’52, appointed Grand Scribe in April 1956 to succeed Brother Ames, and then repeatedly elected, was to serve in that office for 38 years. He was employed as Travelling Secretary in October 1959, then as Executive Secretary in 1963 (with title changed to Executive Director in 1984) until being named Executive Director Emeritus upon his retirement in 1996.

Brother William E. Franklin, Z ’57, then Assistant Editor, was appointed Editor-in-Chief of The Gear in 1961, succeeding Howe and Mercer. He served until 1969. At the Convention in 1962, William K. Rey, M ’45, was elected Grand Regent, and the Fraternity established the position of Executive Secretary. In 1963, for the first time, the Fraternity had a Central Office. Charles Britzius, retiring as Grand Regent, was elected Grand Treasurer, a position he was to hold for twelve years. In 1964, the Convention adopted the colony system as the standard route to be followed in the establishment of a new chapter. The decade of the sixties saw moderate growth with seven new chapters being added. Annual alumni gifts were first solicited in 1964.

The 1966 Convention elected C. Ramond Hanes, Σ ’24, another Sigma charter member, as Grand Regent. The 1968 Convention elected Dr. Charles E. Wales, EB ’53, an Epsilon Beta charter member, as Grand Regent. Dr. George G. Dodd, Z ’60, was elected in 1972. The 1976 Convention elected Stephen J. Barth, AB ’67, as Grand Regent. He is a charter member of Lambda Beta Chapter and the first second-generation Theta Tau to hold this position. In 1977, a plan adopted by the 1976 Convention was implemented, making women eligible for membership. The first membership directory in forty years was published in 1979, and others in 1985, 1990, 1994, 2000, and 2011. A History of Theta Tau, compiled by Brother Britzius, was published in 1980. Regional Conferences were replaced by a special Convention in 1981, establishing the pattern of holding national meetings annually in August rather than biennially in the week after Christmas. In 1982, A. Thomas Brown, M ’77, like Brother Barth, a member’s son, was elected Grand Regent and reelected in 1984. During 1983, Theta Tau purchased its first computer; moved the Central Office from the Executive Secretary’s home to space in the Theta Xi Headquarters in the St. Louis suburb of Creve Coeur; held its first National Conference; and first employed a
second member, Dean W. Bettinger, T ’81, as Extension Director/Chapter Consultant. Randall J. Scheetz, O ’79, was first elected Grand Regent in 1986. The Theta Tau Rube Goldberg™ Machine Contest, revived at Purdue by Φ Chapter in 1983, became an annual national competition in 1988. The Fraternity first utilized in 1988 its current practice of directed effort to establish a local fraternity of selected engineering students as a first step toward a new Theta Tau chapter at a school. The Fraternity experienced significant growth during the tenure of Grand Regent Scheetz with the certification of 13 colonies and the installation of 8 chapters. This extension effort was sparked by Jerome R. Palardy, EB ’90 (then Student Member of the Executive Council) in the Detroit area (ΞΒ, OB, and ΦΒ resulting). Highlighting extension elsewhere was the reestablishment of Π and ΓΒ (both inactive since the late seventies). Other chapters installed were ΠΒ, ΡΒ, ΞΒ, and ΤΒ. The Alumni Hall of Fame was established in 1986 to honor members who have distinguished themselves through the excellence of their contributions to the Fraternity and/or to their professions. In 2009, the Hall of Fame inducted its 100th Laureate. Throughout this Manual, you will find photos of some distinguished Laureates.

Dean W. Bettinger was first elected Grand Regent at the 1990 Convention and served six years in that office. During that time, six colonies were certified and nine chapters were installed. Among them was Τ Chapter (inactive since 1989). The others (ΥΒ, ΦΒ, ΞΒ, ΨΒ, ΩΒ, ΔΓ, ΕΓ, and ΖΓ) marked completion of the “Beta” series of chapters and the beginning of the “Gamma” series. The Outstanding Student Member Award presented annually on the chapter and national levels was established in 1991. Brother Bettinger was elected Grand Scribe in 1996, and has more recently served as Hall of Fame Director. Michael Abraham, EB ’92, returned as a permanent member of the staff in 1992. Having served in numerous elected and appointed positions and taken part in most expansion efforts since the late 1980s, he was named Executive Director upon Brother Pope’s 1996 retirement. Lee C. Haas, P ’62, was elected Grand Regent in 1996. He had served as chapter Adviser (at North Carolina State), Regional Director, Grand Marshal, and Grand Vice-Regent. Brother Haas was instrumental in the establishment of the Theta Tau Educational Foundation in 1998 and served as its President until 2003. The Foundation sponsored the Fraternity’s first Leadership Academy in 1999 replacing the National Conferences held in odd-numbered years. He presided at the Installations of ΗΓ, ΟΓ, and ΙΓ Chapters. Glen A. Wilcox, Ω ’90, was elected Grand Regent at the 2000 National Convention in Arizona. He is the first from his chapter to serve in that position. Grand Regent Wilcox developed criteria for the Annual Report to more effectively evaluate chapter performance, greatly increased the use of the web and internet as a communication and reporting tool for volunteers, national officers, chapters, student members, and the Central Office. He championed the first online membership directory, the model new member education program, and the development of comprehensive Risk Management Policies. In November 2001, the Central Office moved south to Austin, Texas, and the Fraternity’s archives were moved from a room in the Alpha Chapter House to the Central Office. As is reached
its Centennial, the Fraternity had initiated over 30,000 members and had more active student chapters than at any time in its history. Grand Regent Wilcox chaired the Fraternity’s 2004 Centennial Convention at which the membership limit was raised to 70. In the fall approaching our centennial, Theta Tau adopted a “model” New Member Education Program to assist chapters in conducting beneficial and productive pledge education program. Also, in 2004, the Theta Tau Educational Foundation endowed its first named fund in honor of George P. Kalv, GB ’47. Brother Wilcox presided at the installations of ΛΓ, ΜΓ, ΝΓ, and ΞΓ Chapters. At the 2004 Convention, Michael D. Livingston, GB ’92, was elected Grand Regent. In 2006, a strategic planning process affirmed the relevance of Theta Tau’s original purpose and embodied our mission with the tagline representing our balance program: ENGINEERING LEADERS for Service, Profession, and Brotherhood. During Brother Livingston’s terms, ΩΓ, ΠΓ, ΡΓ, ΣΓ, ΤΓ, ΥΓ, ΦΓ, ΨΓ, ΩΓ, ΕΔ, ΖΔ, ΗΔ, ΘΔ, ΙΔ, ΚΔ, ΛΔ, and MA chapters were installed. In addition, E and K were re-installed as a result of dedicated and persistent efforts of Steven Choi, Z ’05. In 2007, the Central Office moved from leased office space to its first Fraternity-owned headquarters (1,500 square foot office condo space); the first wallet-size membership cards were issued; and the National Alumni Club was created. To address potential hazing and other undesirable behaviors, amendments were approved eliminating the unanimous vote (unheard of in other fraternities) sections of our national laws. A super-majority vote is still required for membership. By 2008, the Simon Ramo, Α ’33 scholarship fund was established followed by the Robert Miller, Ο ’41, and William Johnson, P ’42, (in 2009), and JB Ladd, Z ’49, and Jeremy Chan, TT ’08, scholarship funds. In 2009, the Chapter Advisory Team concept was first discussed and gradually implemented. In 2010, students and alumni participated in the first national service project as an alternative spring break. In short, Theta Tau’s second century marked the beginning of the Fraternity’s second golden age. At the 2012 Convention, Brandon J. Satterwhite, Mu ’98, was elected Grand Regent. He had served in numerous national appointed and elected positions. Brother Satterwhite has been instrumental in developing the national service project with Habitat for Humanity overseeing its expansion to four events in 2012. During his term, progress continued with the installations of ΝΑ, ΞΔ, ΟΔ, and ΠΔ chapters and implementation of member education models in Fall 2013. At the 2012 National Convention in Boston, the first recitation of the Centennial Ritual (2011 - Fourth Edition) was conducted. The revised edition corrected dissimilarities that had developed between initiation ceremonies, added fuller instructions for those conducting the ceremony, deleted redundancies, improved grammar, and restored pinning as the ceremony’s final act.

Membership Requirements

At the time of initiation, a prospective new member must be at least eighteen years of age, eligible to pledge according to his univer-
The passing of longtime Executive Director Bob Pope in 2013, brought sadness to all who knew and honored his unparalleled service to Theta Tau - and peacefulness to those who knew his recent health challenges. Many attended his services in St. Louis including Executive Director Abraham, Past Grand Regents Bettinger, Brown, Dodd, Livingston, Satterwhite, Scheetz, and Wilcox, and many other alumni. When the church service ended, they and other Theta Tau’s present, conducted the Fraternity’s **Ritual Memorial Service** in a small chapel at the church Bob attended.

The Educational Foundation was grateful to be able to endow two new scholarship funds by **James D. Cote**, Beta ‘62 and **C. Jeff Kellogg**, Beta ‘66. Both scholarships resulted from the disgorgement of funds from a less ethical foundation entity that altered award criteria without prior notice or consent of the donors (violating most ethical/professional standards for foundations and fundraisers). Grand Regent Satterwhite presided over the installation of Omega Delta Chapter at Christian Brothers University in March 2016 to close out the series of chapters in just over five years. While expansion during this time was nationwide, the northeast and west coast grew rapidly with Theta Tau represented on nearly all UC system campuses in the West and significant geographic density from Boston to Norfolk in the East. Theta Tau’s **Online Archive** (www.thetatauarchives.org) was launched in the summer of 2016. At the 2016 National Convention in Cincinnati, Matthew Clark, Kappa Beta ‘99, was elected Grand Regent, but served only one term. There were eight regions each with two Regional Directors. Six chapters were installed in 2016 including ones at the Case Western Reserve and MIT campuses following long absences. The total initiated to date surpassed 40,000. In 2018, the Fraternity held its first National Convention in California. The Convention approved three new chapter petitions. The San Diego event saw **Jamey Vann**, Mu Gamma ‘05, elected Grand Regent. He was the first from a “Gamma” series chapter, the first from a chapter established in the 21st century, and a charter member of it. He previously served as Regional Director, Grand Outer Guard, Grand Marshal, and Grand Vice-Regent.

Today, Theta Tau is **larger than 90% of the nation’s engineering colleges** (by undergraduate enrollment). While diversity has not been an element of our strategic plan, chapters are usually found to be the **most diverse student organizations** in their college or campus. Annually, Theta Tau graduates more African-American engineers than the number produced by Georgia Tech, more Hispanic engineers than FIU, and more Asian-American engineers than UCSD. The Fraternity’s strong rate of growth based on its strategic mission, balanced program of **professional development, community service, and brotherhood**, attention to risk management training and new member education, and the dedication of volunteer leaders have begun Theta Tau’s **second hundred years greater than its first**.
sity’s rules, and enrolled in an engineering related curriculum leading to a bachelor’s or higher degree which meets the criteria established by the Fraternity. The prospective member must possess the qualities of brotherhood as determined by the individual chapter and demonstrate a professional attitude beneficial to Theta Tau. The prospective member must have an overall grade point average at least as high as that which will be required for graduation and must not be in the first semester, trimester, or quarter of his freshman year, nor within six months of the end of his academic program. At the time of pledging, one must have paid the pledging fee and completed the Online Pledge Form which onboards the candidate to the Central Office database/CRM. Prior to initiation, one must have passed a written Pledge Test and paid the initiation fee & badge cost. **Pledges and members are prohibited from belonging to any of the following engineering fraternities:**

- Alpha Omega Epsilon
- Kappa Eta Kappa
- Sigma Phi Delta
- Alpha Rho Chi
- Phi Sigma Rho
- Sigma Rho
- Alpha Sigma Kappa
- Triangle

additional responsibilities of dual membership. There is greater satisfaction in being a fine member of one organization than in being a poor member of many.

**General Obligations of Membership**

It is an established principle of life that privilege increases obligation. The high privilege of Theta Tau membership is no exception. Since membership is for life, you should not embark upon it unless you believe Theta Tau deserves your continued support and loyalty. Theta Tau expects you to obey its laws and customs, to adhere to its traditions, to pay promptly your bills, to attend regularly its meetings, to participate actively in its affairs, and faithfully to perform duties entrusted to you. Since it is national in scope, the Fraternity expects you to help perpetuate not only your own chapter, but also the Fraternity at large, and to help extend the Fraternity through the establishment of new chapters and alumni organizations.

As the strength of a fraternity rests largely on the character of its members and the close fraternal bond uniting them, you are expected to help maintain a high standard of membership through the membership selection and education process. Members are expected to help one another professionally and personally in a practical way, and to accept the honest advice of their brothers. You are expected to make your career one of honor and to conduct yourself at all times so as to reflect favorably on yourself, your profession, and your Fraternity. **In the digital/internet era, it is more important than ever to avoid vulgar behaviors and crude language at all times.** Each member subscribes to a permanently binding oath to observe principles and secrets taught to each initiate at the time of induction into the Fraternity. More generally, outside the principles taught within our Ritual, Laws, and Policies, **observe the following:**

The initiation fee may include chapter and national Fraternity sums. The latter includes a membership certificate and lifetime subscription to *The Gear of
**Theta Tau**. The chapter is obligated to collect the total initiation fee and badge charge prior to initiation, and has no authority to make special arrangements in individual cases. It should be noted that the badge charge depends upon the style selected, and whether a guard (in a variety of styles) is desired.

Student member dues are collected periodically by the chapter. The amount includes the national semiannual student dues the chapter is obligated to remit to the national Fraternity November 1 and March 15. Prompt payment of these and other financial obligations is a responsibility of membership. Since your chapter and the national Fraternity both depend on the timely payment of all fees and dues and since they establish such fee levels based upon the expectation of payment, an individual member's failure to pay is unfair to others and, as a result, leads to higher fee levels for everyone.

A national insurance standard was established in 1999 to safeguard our chapters, members, officers, volunteers, and the national Fraternity. The costs

---

**Nine Expectations of Student Members** (Courtesy of NIC)

1. I will know & understand the ideals expressed in my fraternity ritual and will strive to incorporate them in my daily life.
2. I will strive for academic achievement and practice academic integrity.
3. I will respect the dignity of all persons; therefore I will not physically, mentally, psychologically or sexually abuse or harm any human being.
4. I will protect the health and safety of all human beings.
5. I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.
6. I will meet my financial obligations in a timely manner.
7. I will neither use nor support the use of illegal drugs; I will neither misuse nor support the misuse of alcohol.
8. I acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, I will do all in my power to see that the chapter property is properly cleaned and maintained.
9. I will challenge all my fraternity members to abide by these fraternal expectations and will confront those who violate them.

**Financial Obligations**

The chapter officers will inform you of the financial obligations of membership which should be recorded in the spaces below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Per</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pledging Fee</td>
<td>$________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pledge Dues</td>
<td>$________</td>
<td>per</td>
<td></td>
</tr>
<tr>
<td>Initiation Fee</td>
<td>$________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Badge Charge</td>
<td>$________</td>
<td>to</td>
<td>$________</td>
</tr>
<tr>
<td>Student Dues</td>
<td>$________</td>
<td>per</td>
<td></td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>$________</td>
<td>per</td>
<td></td>
</tr>
<tr>
<td>Room and Board</td>
<td>$________</td>
<td>per</td>
<td></td>
</tr>
<tr>
<td>Headquarters Fund</td>
<td>$________</td>
<td>per</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$________</td>
<td>per</td>
<td></td>
</tr>
</tbody>
</table>
associated with this program are collected annually each fall.

Each chapter maintaining a house makes charges covering costs involved for room and board provided. Each chapter should regularly collect from each student member an obligatory payment into a headquarters fund to provide for the acquisition, remodeling, or equipping of a chapter headquarters or for replacing such a facility. In some chapters, this obligation may extend after graduation. Special assessments are sometimes levied by individual chapters to finance special purchases of furnishings, special dinners, parties, etc. It is preferable to have the chapter establish a dues level sufficient to support general activities and to rarely have need for such special assessments.

There are no national alumni dues, but a sizable number of alumni voluntarily continue their financial support of Theta Tau through periodic gifts to the Educational Foundation. Support of the Foundation as an alumnus, even in what may seem token (or substantial) amounts, is vital to the long term development of our student members and chapters. A gift to the Foundation has a greater impact than virtually any other gift you may make.

**Awards**

At each Convention, the **Erich J. Schrader Award** is presented to the chapter judged most outstanding during the previous (two year) biennium as calculated from information in the Annual Report. The **Founders’ Award** honors the chapter making the greatest improvement. Each of these is symbolized by a traveling plaque and certificate presented to the winning chapter. Awards also go to the best chapter in each region. Each year, awards are presented to chapters for best website, newsletter, photographs, service project, Adviser, chapter growth, achievement in chapter operation (as reflected in scoring in the Schrader Award competition),
and many more. Each chapter selects its Outstanding Student Member based on service to the fraternity during the previous school year. The national Fraternity provides an award dangle (worn on the recipient’s badge guard chain) and a certificate to the one honored by each chapter. From among all chapter nominees, one is selected the national Fraternity’s Robert E. Pope Outstanding Student Member. The highest award the Fraternity may confer upon a student member is the designation as Outstanding Delegate of the Convention (a selection made by the student Delegates). Each year, there may be inducted into the Alumni Hall of Fame a maximum of five alumni who have excelled in the Fraternity and/or in their chosen professions. Each chapter, alumni association, and the Executive Council may nominate up to two each year, and five may be selected by the Selection Committee. Those nominated remain eligible for selection for five years. Since its inception in 1986, just over 100 have been honored. The next page shows the many chapters and members who have received these most prestigious awards.

National and Regional Meetings

The Theta Tau Convention is held biennially, in August of even-numbered years. It provides an opportunity for each chapter and alumni association to be represented officially in adopting legislation and guiding the Fraternity’s progress. Theta Tau subsidizes a portion of the costs for the chapter’s Delegate and Alternate to attend the Convention. Each meeting can be found on Page 16.

During alternate school years between each Convention, Regional Conferences organized by the national Fraternity were held until 1979. There were replaced by National Conferences from 1983-1997. Regional Conferences are held at least annually in all regions since Dean W. Bettinger, Tau ’81, reinstituted the practice in 1983. Conferences provide an excellent opportunity for sharing professional development, recruitment other chapter activity ideas, and often have speakers sponsored by the national Fraternity. National and Regional events facilitate the development of friendships with Brothers from other chapters.

In 1999, the Theta Tau Educational Foundation created a Leadership Academy replacing National Conferences. The Foundation significantly subsidizes the cost of each attendee to the Leadership Academy. The purpose of the Academy is to enhance the personal and professional development of individual members.
**Erich J. Schrader Award** (Awarded Biennially to the Best Chapter)

- 1937-39 Pi
- 1939-41 Beta
- 1941-42 Beta
- 1946-47 Mu
- 1947-48 Beta
- 1948-50 Upsilon
- 1950-52 Sigma
- 1952-54 Beta
- 1954-56 Chi
- 1956-58 Zeta
- 1958-60 Zeta
- 1960-62 Omicron
- 1962-64 Phi
- 1964-66 Phi
- 1998-99 Chi Beta
- 1999-00 Kappa Beta
- 2000-02 Kappa Beta
- 2002-04 Mu
- 2004-06 Theta Gamma
- 2006-08 Kappa Gamma
- 2008-10 Chi
- 2010-12 Kappa Gamma
- 2012-14 Mu
- 2014-16 Lambda Gamma
- 2016-18 Epsilon Delta

**Founders’ Award** (Awarded Biennially to the Most Improved Chapter)

- 1972-74 Rho
- 1974-76 Upsilon
- 1976-78 Tau & Nu Beta
- 1978-80 Mu
- 1980-82 Alpha
- 1982-84 Tau
- 1984-86 Kappa Beta
- 1986-88 Lambda Beta
- 1998-99 Xi Beta
- 1999-00 Kappa Beta
- 2000-02 Kappa Beta
- 2002-04 Mu
- 2004-06 Theta Gamma
- 2006-08 Kappa Gamma
- 2008-10 Chi
- 2010-12 Kappa Gamma
- 2012-14 Mu
- 2014-16 Lambda Gamma
- 2016-18 Epsilon Delta

**Outstanding Student Members** (Awarded from chapter nominees)

- 1990 Steven M. Freedman, Rho ’92
- 1991 Kevin D. Groot, Gamma Beta ’92
- 1992 Justin G. Wiseman, Xi Beta ’95
- 1993 Douglas A. Barker, Chi Beta ’94
- 1994 Philip Sigler, Kappa Beta ’95
- 1995 Gene Klimov, Omega Beta ’96
- 1996 James D. Beckwith, Kappa Beta ’97
- 1999 Jennifer M. Pearson, Chi Beta ’01
- 2000 Tushar G. Shah, Gamma Beta ’02
- 2001 Matthew R. Grimm, Iota Gamma ’03
- 2002 Angela M. Kleman, Chi Beta ’04
- 2003 Allison Pollard, Tau Beta ’05
- 2004 Alex Allen, Kappa Beta ’06
- 2005 Rachael Stensrud, Xi Gamma ’06
- 2006 Brenda Martinez, Xi Gamma ’07
- 2007 Ian Lacy, Zeta ’08
- 2008 Alessandra DeSarno, Gamma Beta ’10
- 2009-10 Sagid El-hillali, Kappa Gamma ’10
- 2010-11 Ashley Chastain, Xi Gamma ’11
- 2011-12 Colin Davidson, Zeta ’12
- 2012-13 Sylvester Stafford, Kappa Beta ’13
- 2013-14 Zachary Spitzer, Epsilon Beta ’14
- 2014-15 Abraham Martinez, Psi Gamma ’15
- 2015-16 Nicholas Bely, Epsilon Beta ’16
- 2016-17 Sean Comerford, Zeta Gamma ’16
- 2017-18 Allen Chang, Pi Delta ’19
Alumni Hall of Fame Laureates
(Selected from chapter and Executive Council nominees)

Louis K. Acheson, Jr.
James H. Aylor
Douglas E. Aldrich
Norman B. Ames
Morris S. Arnold
James E. Ashton
Edward L. Ashton
Stephen J. Barth
Lawrence E. Bell
Dean W. Bettinger
Robert A. Bibb
Everett E. Bloom
Charles W. Britzus
A. Thomas Brown
Charles L. Brown, Jr.
Jeffrey S. Brown
Ross H. Bryan
Halbert D. Church
Gerald F. Cavanaugh
Henry W. Coill, Jr.
James D. Cote
Marcus B. Crots
Donald D. Curtis
Kenneth L. R. Daniel
John M. Daniels, Sr.
John M. Dealy
Joseph W. Dyer
Gerald J. Ditthberner
George G. Dodd
William C. Douce
James E. Drewry
John W. F. Dulles
Lloyd A. Duschka
Harvill C. Eaton
Paul S. Endacott
Joe H. Engle
William A. Estes
Harry E. Figgie, Jr.
William E. Franklin
Jerome A. Gilbert
Robert R. Gilruth
Russell G. Glass
William J. Goodrum
Lee C. Haas
Everett P. Hailey, Jr.
C. Ramond Hanes
Isaac B. Hanks
John W. Harrelson
Charles H. Hewitt
Samuel L. Higginbottom
A. Dexter Hinckley
William D. Hooper
Herman H. Hopkins
Joseph W. Howe
William L. Hughes
Franklin M. Ingels
Thomas Irwin
Mark R. Janssen
Wesley H. Johnson
Douglas L. Jones
Milo Ketchum
Tom L. Kirchner
James A. Klungness
Aelred J. Kurtenbach
Chester Lee
Curtis E. LeMay
William M. Lewis
George R. Lightsey
Michael D. Livingston
George D. Louderback
William G. Lowrie
Charles Luckman
James W. Martin
Thomas L. Martin
Andrew B. Marum
David T. McMillen
Carl H. Menzer
Paul L. Mercer
Jerrold M. Michael
Robert L. Miller
James A. Mitchell
James R. Moden
Charles D. Morgan
Winfield S. Morris
Stephen Moxley
Lawrence Mulholland
Ralph W. Nusser
Paul M. Pankratz
Wallace R. Persons
Howard C. Peterson
Robert E. Pope
David P. Post
Albert L. Pruden, Jr.
Simon Ramo
Lloyd E. Reuss
Roger R. Revelle
William K. Rey
Louis Riemenschneider
Robert W. Rose
Richard J. Russell
Donald Saari
Randall J. Scheetz
Erich J. Schrader
Milton D. Sills
Joseph W. Skovholt
Charles E. Spahr
James Spann
C. Maxwell Stanley
Cliff Stearns
Todd I. Stewart
Ralph R. Teeter
Maxwell R. Thurman
Spencer R. Tite
Robert Van de Graaff
J. Robert Van Pelt
Jamison Vawter
Elwin L. Vinal
Gus M. Vratsinas
Charles E. Wales
Richard C. Warder
William E. Wickenden
Janice L. Wiitala
Glen A. Wilcox
Justin G. Wiseman
## Executive Council over the Years

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1911-13</td>
<td>Schrader</td>
<td>Earling</td>
<td>Hopkins</td>
<td>Walling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1913-15</td>
<td>Schrader</td>
<td>Louderback</td>
<td>Hopkins</td>
<td>Walling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1915-19</td>
<td>Schrader</td>
<td>Vickery</td>
<td>Hopkins</td>
<td>Walling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1919-21</td>
<td>Louderback</td>
<td>Vickery</td>
<td>Schrader</td>
<td>Laurence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1921-23</td>
<td>Marine</td>
<td>Laurence</td>
<td>Davis</td>
<td>Anderson</td>
<td>Vawter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1923-25</td>
<td>Marine</td>
<td>Schrader</td>
<td>Vawter</td>
<td>Russell</td>
<td>Anderson</td>
<td>Baldwin</td>
<td></td>
</tr>
<tr>
<td>1925-27</td>
<td>Marine</td>
<td>Schrader</td>
<td>Vawter</td>
<td>Laurence</td>
<td>Coffman</td>
<td>Baldin</td>
<td></td>
</tr>
<tr>
<td>1927-29</td>
<td>Russell</td>
<td>Schrader</td>
<td>Vawter</td>
<td>Curtis</td>
<td>VanVelkinburg</td>
<td>Baldwin</td>
<td></td>
</tr>
<tr>
<td>1931-33</td>
<td>Coffman</td>
<td>Hopkins</td>
<td>Schrader</td>
<td>Vawter</td>
<td>Curtis</td>
<td>VanVelkinburg</td>
<td></td>
</tr>
<tr>
<td>1933-35</td>
<td>Coffman</td>
<td>Hopkins</td>
<td>Schrader</td>
<td>Vawter</td>
<td>Curtis</td>
<td>Daniels</td>
<td></td>
</tr>
<tr>
<td>1935-37</td>
<td>Hopkins</td>
<td>Daniels</td>
<td>Schrader</td>
<td>Vawter</td>
<td>Curtis</td>
<td>Glass</td>
<td></td>
</tr>
<tr>
<td>1937-39</td>
<td>Daniels</td>
<td>Glass</td>
<td>Schrader</td>
<td>Vawter</td>
<td>Curtis</td>
<td>Ames</td>
<td></td>
</tr>
<tr>
<td>1939-41</td>
<td>Glass</td>
<td>Schrader</td>
<td>Vawter</td>
<td>Curtis</td>
<td>Ames</td>
<td>Skovholt</td>
<td></td>
</tr>
<tr>
<td>1941-43</td>
<td>Glass</td>
<td>Schrader</td>
<td>Vawter</td>
<td>Curtis</td>
<td>Mercer</td>
<td>Hinckley</td>
<td></td>
</tr>
<tr>
<td>1946-48</td>
<td>Ames</td>
<td>Schrader</td>
<td>Vawter</td>
<td>Curtis</td>
<td>Hinckley</td>
<td>Carter</td>
<td></td>
</tr>
<tr>
<td>1948-50</td>
<td>Ames</td>
<td>Curtis</td>
<td>Schrader</td>
<td>Vawter</td>
<td>Carter</td>
<td>Edwards</td>
<td>T.Brown</td>
</tr>
<tr>
<td>1950-52</td>
<td>Curtis</td>
<td>Hinckley</td>
<td>Schrader</td>
<td>Mercer</td>
<td>Daniels</td>
<td>T.Brown</td>
<td>Edwards</td>
</tr>
<tr>
<td>1952-54</td>
<td>Vawter</td>
<td>Hinckley</td>
<td>Schrader</td>
<td>Mercer</td>
<td>Daniels</td>
<td>Trbovich</td>
<td>Noxon</td>
</tr>
<tr>
<td>1954-56*</td>
<td>Hinckley</td>
<td>Donnelly</td>
<td>Ames</td>
<td>Mercer</td>
<td>Daniels</td>
<td>Noxon</td>
<td>Britzuis</td>
</tr>
<tr>
<td>1956-58</td>
<td>Hinckley</td>
<td>Britzius</td>
<td>Pope</td>
<td>Berkshire</td>
<td>Daniels</td>
<td>Lynch</td>
<td>Rey</td>
</tr>
<tr>
<td>1958-60</td>
<td>Britzius</td>
<td>Roy</td>
<td>Pope</td>
<td>Mercer</td>
<td>Daniels</td>
<td>Lynch</td>
<td>Hanes</td>
</tr>
<tr>
<td>1960-62</td>
<td>Britzius</td>
<td>Roy</td>
<td>Pope</td>
<td>Mercer</td>
<td>Lynch</td>
<td>Hanes</td>
<td>C.Wales</td>
</tr>
<tr>
<td>1962-64</td>
<td>Roy</td>
<td>Hanes</td>
<td>Pope</td>
<td>Britzius</td>
<td>Lynch</td>
<td>Hanes</td>
<td>C.Wales</td>
</tr>
<tr>
<td>1964-66</td>
<td>Roy</td>
<td>Hanes</td>
<td>Pope</td>
<td>Britzius</td>
<td>Lynch</td>
<td>Hanes</td>
<td>C.Wales</td>
</tr>
<tr>
<td>1966-68</td>
<td>Hanes</td>
<td>C.Wales</td>
<td>Pope</td>
<td>Britzius</td>
<td>Lynch</td>
<td>Hanes</td>
<td>Thorpe</td>
</tr>
<tr>
<td>1968-70</td>
<td>C.Wales</td>
<td>Thorpe</td>
<td>Pope</td>
<td>Britzius</td>
<td>Lynch</td>
<td>Hanes</td>
<td>Torpe</td>
</tr>
<tr>
<td>1970-72†</td>
<td>C.Wales</td>
<td>Thorpe</td>
<td>Pope</td>
<td>Britzius</td>
<td>Lynch</td>
<td>Hanes</td>
<td>Dealy</td>
</tr>
<tr>
<td>1972-74†</td>
<td>Dodd</td>
<td>Dealy</td>
<td>Pope</td>
<td>Britzius</td>
<td>Lynch</td>
<td>Hanes</td>
<td>Dealy</td>
</tr>
<tr>
<td>1974-76†</td>
<td>Dodd</td>
<td>Barth</td>
<td>Pope</td>
<td>Britzius</td>
<td>Lynch</td>
<td>Hanes</td>
<td>Dealy</td>
</tr>
<tr>
<td>1976-78†</td>
<td>Barth</td>
<td>Daniel/</td>
<td>Pope</td>
<td>Dozier</td>
<td>Eaton/</td>
<td>Carlson/</td>
<td>R.Wales</td>
</tr>
<tr>
<td>1978-80†</td>
<td>Barth</td>
<td>Eaton</td>
<td>Pope</td>
<td>Dozier</td>
<td>Eaton/</td>
<td>Carlson/</td>
<td>Newell</td>
</tr>
<tr>
<td>1980-82†</td>
<td>Barth</td>
<td>A.Brown</td>
<td>Pope</td>
<td>Dozier</td>
<td>Newell/</td>
<td>Slavik/</td>
<td>Catledge</td>
</tr>
<tr>
<td>1982-84†</td>
<td>A.Brown</td>
<td>Slavik</td>
<td>Pope</td>
<td>Huffman</td>
<td>Sandoval</td>
<td>Scheetz</td>
<td>McCaslin</td>
</tr>
<tr>
<td>1984-86†</td>
<td>A.Brown</td>
<td>Slavik</td>
<td>Pope</td>
<td>Huffman</td>
<td>McCaslin</td>
<td>Newell</td>
<td>Saunders</td>
</tr>
<tr>
<td>1986-88†</td>
<td>Scheetz</td>
<td>Slavik</td>
<td>Pope</td>
<td>Bedinger</td>
<td>Sandoval</td>
<td>Partin</td>
<td>Paldary</td>
</tr>
<tr>
<td>1988-90†</td>
<td>Scheetz</td>
<td>Slavik</td>
<td>Pope</td>
<td>Church</td>
<td>Partin</td>
<td>Partin</td>
<td>Paldary</td>
</tr>
<tr>
<td>1990-92†</td>
<td>Bettiger</td>
<td>Church</td>
<td>Pope</td>
<td>Partin</td>
<td>Hamilton/</td>
<td>Paldary</td>
<td>Janssen</td>
</tr>
<tr>
<td>1992-94†</td>
<td>Bettiger</td>
<td>Besmer</td>
<td>Pope</td>
<td>Partin</td>
<td>Haas</td>
<td>Janssen</td>
<td>Abraham</td>
</tr>
<tr>
<td>1994-96†</td>
<td>Bettiger</td>
<td>Haas</td>
<td>Abraham</td>
<td>Partin</td>
<td>Wilcox</td>
<td>Janssen</td>
<td>Croce</td>
</tr>
<tr>
<td>1996-98†</td>
<td>Haas</td>
<td>Wilcox</td>
<td>Bettiger</td>
<td>Janssen</td>
<td>Wiitala</td>
<td>Livingston</td>
<td>Tschaepe</td>
</tr>
<tr>
<td>1998-00†</td>
<td>Haas</td>
<td>Wilcox</td>
<td>Wiitala</td>
<td>Janssen</td>
<td>Livingston</td>
<td>Wiseman</td>
<td>Vinarck</td>
</tr>
<tr>
<td>2000-02†</td>
<td>Wilcox</td>
<td>Livingston</td>
<td>Wiseman</td>
<td>Janssen</td>
<td>Livingston</td>
<td>Blanchini</td>
<td>Cline</td>
</tr>
<tr>
<td>2002-04†</td>
<td>Wilcox</td>
<td>Livingston</td>
<td>Livingston</td>
<td>Janssen</td>
<td>Stockman</td>
<td>Rooker</td>
<td>Rooker</td>
</tr>
<tr>
<td>2004-06†</td>
<td>Livingston</td>
<td>Wiseman</td>
<td>Wortman</td>
<td>Stockman</td>
<td>March</td>
<td>Grim</td>
<td></td>
</tr>
<tr>
<td>2006-08†</td>
<td>Livingston</td>
<td>Wiseman</td>
<td>March</td>
<td>Clark</td>
<td>Satterwhite</td>
<td>Meinecke</td>
<td></td>
</tr>
<tr>
<td>2008-10†</td>
<td>Livingston</td>
<td>Wiseman</td>
<td>Meinecke</td>
<td>Clark</td>
<td>Satterwhite</td>
<td>Washkuhn</td>
<td></td>
</tr>
<tr>
<td>2010-12†</td>
<td>Livingston</td>
<td>Wiseman</td>
<td>Stensrud</td>
<td>Clark</td>
<td>Satterwhite</td>
<td>Amin</td>
<td></td>
</tr>
<tr>
<td>2012-14‡</td>
<td>Satterwhite</td>
<td>Clark</td>
<td>Stensrud</td>
<td>Vann</td>
<td>Ferrera</td>
<td>Kardian</td>
<td></td>
</tr>
<tr>
<td>2014-16‡</td>
<td>Satterwhite</td>
<td>Clark</td>
<td>Stensrud</td>
<td>Vann</td>
<td>Lacy</td>
<td>Graor</td>
<td></td>
</tr>
<tr>
<td>2016-18‡</td>
<td>Vann</td>
<td>Collins</td>
<td>Ehiliali</td>
<td>Kardian</td>
<td>Lacy</td>
<td>Gernaat</td>
<td></td>
</tr>
<tr>
<td>2018-20‡</td>
<td>Vann</td>
<td>Kendrick</td>
<td>Collins</td>
<td>Ehiliali</td>
<td>Parker</td>
<td>McFalls-Brown</td>
<td></td>
</tr>
</tbody>
</table>

* 1954-62, Erich J. Schrader, serving as Counsellor, was a member of the Executive Council.  
† 1972-2016, Student Member and Delegate-at-Large (Past Grand Regent) were Executive Council positions.  
‡ 1994-2006, the Executive Director was a member of the Executive Council.  
○ 2018-present, the Executive Council includes two Delegates.
## Record of National Meetings

<table>
<thead>
<tr>
<th>Number</th>
<th>Year</th>
<th>Location</th>
<th>Named to Honor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1911</td>
<td>Minneapolis, MN</td>
<td><strong>OUTSTANDING DELEGATES</strong></td>
</tr>
<tr>
<td>2nd</td>
<td>1913</td>
<td>Houghton, MI</td>
<td>WAGNER (2010), BETTINGER</td>
</tr>
<tr>
<td>4th</td>
<td>1919</td>
<td>Cleveland, OH</td>
<td></td>
</tr>
<tr>
<td>5th</td>
<td>1921</td>
<td>Lawrence, KS</td>
<td></td>
</tr>
<tr>
<td>6th</td>
<td>1923</td>
<td>Iowa City, IA</td>
<td></td>
</tr>
<tr>
<td>7th</td>
<td>1925</td>
<td>Columbus, OH</td>
<td></td>
</tr>
<tr>
<td>8th</td>
<td>1927</td>
<td>Chicago, IL</td>
<td></td>
</tr>
<tr>
<td>9th</td>
<td>1929</td>
<td>Minneapolis, MN</td>
<td></td>
</tr>
<tr>
<td>10th</td>
<td>1931</td>
<td>Fayetteville, AR</td>
<td></td>
</tr>
<tr>
<td>11th</td>
<td>1933</td>
<td>Chicago, IL</td>
<td></td>
</tr>
<tr>
<td>12th</td>
<td>1935</td>
<td>Kansas City, MO</td>
<td>Jamison Vawter</td>
</tr>
<tr>
<td>13th</td>
<td>1937</td>
<td>Chicago, IL</td>
<td></td>
</tr>
<tr>
<td>14th</td>
<td>1939</td>
<td>Chicago, IL</td>
<td>H. H. Hopkins</td>
</tr>
<tr>
<td>15th</td>
<td>1941</td>
<td>St. Louis, MO</td>
<td>Max D. Crittenden</td>
</tr>
<tr>
<td>16th</td>
<td>1946</td>
<td>Louisville, KY</td>
<td>William L. Sparks</td>
</tr>
<tr>
<td>17th</td>
<td>1948</td>
<td>Chicago, IL</td>
<td>Donald D. Blanchard</td>
</tr>
<tr>
<td>18th</td>
<td>1950</td>
<td>Kansas City, MO</td>
<td>Thomas E. Mutcher</td>
</tr>
<tr>
<td>19th</td>
<td>1952</td>
<td>W. Lafayette, IN</td>
<td>Peter A. Minderman</td>
</tr>
<tr>
<td>20th</td>
<td>1954</td>
<td>Minneapolis, MN</td>
<td>Robert E. Pope</td>
</tr>
<tr>
<td>21st</td>
<td>1956</td>
<td>Columbus, OH</td>
<td>John M. Dealy</td>
</tr>
<tr>
<td>22nd</td>
<td>1958</td>
<td>Madison, WI</td>
<td>George Louderback</td>
</tr>
<tr>
<td>23rd</td>
<td>1960</td>
<td>Detroit, MI</td>
<td>Jack A. Grimmett</td>
</tr>
<tr>
<td>24th</td>
<td>1962</td>
<td>Louisville, KY</td>
<td></td>
</tr>
<tr>
<td>25th</td>
<td>1964</td>
<td>Columbus, OH</td>
<td></td>
</tr>
<tr>
<td>26th</td>
<td>1966</td>
<td>Minneapolis, MN</td>
<td>William M. Lewis</td>
</tr>
<tr>
<td>27th</td>
<td>1968</td>
<td>Tuscaloosa, AL</td>
<td></td>
</tr>
<tr>
<td>28th</td>
<td>1970</td>
<td>Houston, TX</td>
<td></td>
</tr>
<tr>
<td>29th</td>
<td>1972</td>
<td>Nashville, TN</td>
<td></td>
</tr>
<tr>
<td>30th</td>
<td>1974</td>
<td>Indianapolis, IN</td>
<td></td>
</tr>
<tr>
<td>31st</td>
<td>1976</td>
<td>Rapid City, SD</td>
<td></td>
</tr>
<tr>
<td>32nd</td>
<td>1978</td>
<td>Columbus, OH</td>
<td></td>
</tr>
<tr>
<td>33rd</td>
<td>1980</td>
<td>Tuscaloosa, AL</td>
<td></td>
</tr>
<tr>
<td>34th</td>
<td>1981</td>
<td>Madison, WI</td>
<td></td>
</tr>
<tr>
<td>35th</td>
<td>1982</td>
<td>Houston, TX</td>
<td></td>
</tr>
<tr>
<td>36th</td>
<td>1984</td>
<td>Lawrence, KS</td>
<td></td>
</tr>
<tr>
<td>37th</td>
<td>1986</td>
<td>St. Louis, MO</td>
<td></td>
</tr>
<tr>
<td>38th</td>
<td>1988</td>
<td>Detroit, MI</td>
<td></td>
</tr>
<tr>
<td>39th</td>
<td>1990</td>
<td>Convention</td>
<td></td>
</tr>
<tr>
<td>40th</td>
<td>1992</td>
<td>Convention</td>
<td></td>
</tr>
<tr>
<td>41st</td>
<td>1994</td>
<td>Convention</td>
<td></td>
</tr>
<tr>
<td>42nd</td>
<td>1996</td>
<td>Convention</td>
<td></td>
</tr>
<tr>
<td>43rd</td>
<td>1998</td>
<td>Convention</td>
<td></td>
</tr>
<tr>
<td>44th</td>
<td>2000</td>
<td>Convention</td>
<td></td>
</tr>
<tr>
<td>45th</td>
<td>2002</td>
<td>Convention</td>
<td></td>
</tr>
<tr>
<td>46th</td>
<td>2004</td>
<td>Convention</td>
<td></td>
</tr>
<tr>
<td>47th</td>
<td>2006</td>
<td>Convention</td>
<td></td>
</tr>
<tr>
<td>48th</td>
<td>2008</td>
<td>Convention</td>
<td></td>
</tr>
<tr>
<td>49th</td>
<td>2010</td>
<td>Convention</td>
<td></td>
</tr>
<tr>
<td>50th</td>
<td>2012</td>
<td>Convention</td>
<td></td>
</tr>
<tr>
<td>51th</td>
<td>2014</td>
<td>Convention</td>
<td></td>
</tr>
<tr>
<td>52th</td>
<td>2016</td>
<td>Convention</td>
<td></td>
</tr>
<tr>
<td>53th</td>
<td>2018</td>
<td>Convention</td>
<td></td>
</tr>
</tbody>
</table>
The Theta Tau Educational Foundation, a 501c3 charitable organization, was established in 1998 to further the aims of scholarship and leadership for our members. Then Grand Regent Lee C. Haas served as its first President and was instrumental in its founding. At that time, he shared these thoughts:

"Imagine engineers being recognized for what they are: those who have the skills and discipline to create technical marvels; those who are best able to solve complex problems of critical importance to our planet; those leaders, coordinators, organizers who effectively work with others; those who have a solid ethical foundation that serves them well in making the important decisions required of those with responsibility.

"Imagine Theta Tau chapters being recognized on their campuses for: helping recruit high school students for the engineering school; welcoming and orienting new students to their campus; leading engineering or university student government and other organizations; tutoring underclassmen in core subjects; helping instructors with research projects; working with administrators, faculty, and other student groups to further the educational mission of the engineering school; setting high standards of scholarship and academic achievement for others to follow. The Theta Tau Educational Foundation can achieve all this and more. The Foundation will promote education and training for leadership, teamwork, professionalism, responsibility, decision-making skills, and development of others ... with our enthusiasm and our financial help."

Theta Tau alumni accepted that challenge and nearly 200 joined together in becoming Founding Members, Founding Sponsors, or Founding Patrons of the Theta Tau Educational Foundation. Their names are shown on the Foundation's portion of the Theta Tau website. Since then, over thirty alumni have become members of the Second Century Society by naming Theta Tau in their estate plans. Each and every year, alumni contribute tens of thousands of dollars to support these goals and to ensure the long-term viability of the Foundation. As a charitable organization, these gifts are tax deductible. This support has enabled the Foundation to provide tens of thousands of dollars in scholarships.
to student members who have shown scholastic success and to host the Theta Tau Leadership Academy biennially. That Academy provides professional leadership training that our student members often cannot get elsewhere, and this training is invaluable for their personal and professional careers. More recently, an abbreviated version of this training has been conducted at Regional Conferences. As a result of hundreds of thousands of dollars in Foundation support, over 3,000 student members have graduated from the 1-day or 3-day leadership academy. In 2014, the Foundation began the All-Academic Team to recognize undergraduates who excel scholastically. One per region (8 total) is named a Team Captain and receives an honorarium.

In addition, the Foundation gladly discusses with members the potential for named-giving opportunities that fulfill a need in Theta Tau and that meet with a donor’s desires and interests. Several generous alumni have endowed permanent funds to benefit members of Theta Tau in perpetuity: the potential is nearly limitless and the needs many. As a result of generous alumni, the Educational Foundation’s future — that of the student members who benefit from its programs, and that of Theta Tau alumni who contribute, plan, and are recognized — is sound, strong, and secure.

Second Century Society

Members of this society assist Theta Tau beyond their lifetime. We honor these Brothers in the Second Century Society for remembering ΘΤ in estate planning.
Theta Tau Organization, Practices, & Traditions

Only those planning to complete requirements for an engineering-related degree may be initiated as student members. However, if a member transfers out of engineering as a student or as an alumnus, this does not affect membership in Theta Tau. Once initiated, one is a member for life. Since Theta Tau is an engineering fraternity, graduate students may be initiated; and those initiated as undergraduates are encouraged to remain as student members if they later enroll in graduate work. It is assumed that one initiated as a student will remain active throughout their college careers. If a student member wishes to be granted alumnus status prematurely, this must be requested and approved by as outlined in Theta Tau laws and policies. A student member transferring to another university with a Theta Tau chapter may affiliate with that chapter officially in accord with the procedure detailed in our laws and policies.

By 2010, unanimous selection for membership and a historical limit (most recently 100) on chapter size were both eliminated from our national laws. A chapter should always strive to reach this number to ensure its longevity and success. A chapter may initiate one honorary member per fifty other initiates. The distinction of honorary membership is reserved generally for those practicing or teaching engineering who are judged to have a great interest in Theta Tau and who can be expected to be of significant service to the Fraternity. Election requires vote of the student members and the chapter’s alumni in accord with our laws. Before pledging or initiating an honorary candidate for membership, the chapter should contact the Central Office for guidance in this process.

Once one ceases to be enrolled at the school where initiated, the student member becomes an alumnus in our Fraternity. The masculine and general plural form is alumni. Feminine forms are alumna(singular) and alumnae(plural). Since 1977, Theta Tau has initiated female members. Even so, our members widely prefer to be called “brother” or “brothers” regardless of gender. A feeling of identification with our Fraternity should be reflected in a member’s conversation, always refer to Theta Tau as “our Fraternity,” and say “we” and “our” rather than “you” and “your” when talking with brothers anywhere about Theta Tau. An alumnus says, “I am a member of Theta Tau” — not “was.” Acknowledging that one belongs to an organization over a century old and part of a system as old as our very nation, a member should call Theta Tau and chapter a “Fraternity,” not a “house” or “frat” (which are terms used by many non-greens in a derogatory, pejorative, and stigmatizing manner).
Organization and Government

Sovereignty in the Fraternity is vested primarily in the national Convention, but between these, this power resides in the Executive Council. The Executive Council comprises the Grand Regent (national president), Grand Vice-Regent, Grand Scribe (national secretary), Grand Treasurer, Grand Marshal, Grand Inner Guard, Grand Outer Guard, and two Delegates. The Grand Regent and Grand Vice-Regent are selected from those who have previously served as National Officers. Functions of the Executive Council are executive, judicial, legislative, and visitorial.

The Executive Council appoints members as Executive Director, Board of Editors of The Gear of Theta Tau, Archivist, Historian, and Regional Directors. The Executive Director is employed full time by Theta Tau and is responsible for the day to day operations and management of the Fraternity and Central Office. Regional Directors maintain contact with and mentor chapters in their region.

The Grand Regent represents the Fraternity, is charged with interpreting its laws, and appoints volunteer leaders and members of national committees serving the national Fraternity. A team of Advisers is recommended by each chapter from among its alumni. This team usually consists of a Faculty Adviser, House Corporation Adviser, a younger alumnus, and perhaps others. Each is expected to maintain personal contact with chapter officers and activities.

Each chapter is governed by its own bylaws in addition to the Theta Tau Constitution with which they must be consistent. The chapter elects a Regent, Vice-Regent, Scribe, Treasurer, Corresponding Secretary, and perhaps others. The Regent usually appoints the ritualistic officers and chapter committees. Much chapter work is accomplished through these committees.

Founders’ Day

Each Chapter commemorates Founders’ Day with an appropriate event on or near October 15 each year. Members join with their chapter or with others in their area in celebrating this event. This is also a good time to remember your chapter or the Educational Foundation with a donation.

Chapter’s Anniversary

Each chapter usually observes the anniversary of its installation as a chapter. Many hold “formals” or “semi-formals” at this time.

Campus Homecoming

This event on your campus is another great opportunity to hold events welcoming alumni and or student members parents to Theta Tau events, and to participate in campus wide events and celebrations.
Organizational Chart for Theta Tau
Community Service
Each chapter should organize and participate regularly in events and activities of service to the school of engineering, university, or surrounding community. Your participation demonstrates concern for fellow man, commitment to our chosen field, and support for alma mater.

Intramurals
Most chapters participate in intramurals or “rec league” sports with other campus organizations. Doing so builds brotherhood, fosters teamwork, and strengthens body as well as mind.

National Engineers Week (online here)
As a part of this event sponsored each February by the National Society of Professional Engineers, chapters are expected to sponsor or participate in school-wide activities on its campus. Visit www.discovere.org.

Professional Development
In accord with our purpose, each chapter maintains a regular schedule of professional development events for its members, pledges, and, often, for all engineering students.

Theta Tau Machine Contest
A Fraternity tradition that attracts much favorable attention and publicity is the Theta Tau Machine Contest. National Engineers Week is a good time for each chapter to sponsor such a contest on its own campus. Each machine winning a local contest may be entered in the national competition jointly sponsored by the Fraternity and corporate sponsors with hundreds of dollars in prizes to the winning teams.

Beyond Graduation
Membership in Theta Tau provides benefits for
the alumnus as well as the student member. Upon leaving school, the member becomes a part of the large body of successful alumni throughout the world — members ready and willing to advise and assist. The vast majority of our Brothers are alumni. In fact, about 90% of all living members are alumni. The tendency to think of a fraternity in terms of its student members is understandable since the chapter is the most visible and active part of any fraternity. However, one is a member for life so every member should remain active.

Many members continue to maintain their interest in their own chapter. They may simply participate in events when the occasion arises; they may offer guidance and insight to student members or new engineering graduates; or they may make financial contributions to the chapter. With the establishment of Theta Tau’s first alumni association, there has been an opportunity for alumni to participate in alumni clubs and associations located in major centers of engineering activity. Those who take on a greater role may hold a position in the local alumni club or association. Others may assist a chapter or alumni association by joining a chapter’s house corporation board, by serving as a chapter adviser, or by simply helping with a specific project or activity. Membership in each alumni organization is open to any alumnus (regardless of chapter) living in the area it serves. Upon locating in a new area, members should contact other local alumni or the officers of a nearby alumni organization. If there is none, contact the Central Office for information and assistance in organizing an alumni club or for the names of alumni in the vicinity. In 2007, the National Alumni Club was created to give alumni opportunities to participate with others.

Many alumni give tirelessly, year after year, to their chapter and its student members to their benefit and to that of our Fraternity as a whole. The final area of involvement is as a national officer or volunteer. With the exception of the Executive Director who is a paid staff person, all other national officers are volunteers for Theta Tau. The Executive Council, Regional Directors,
Advisers, Foundation Board of Directors, Committee Chairmen and members are alumni who have the interest, time, and talent to devote. There are many others who work for Theta Tau without asking title or recognition. The student member who enjoys a positive student experience becomes the alumnus who is willing to contribute most of his time, energy, experience, and even money, to the local and national organizations. Chapters can effectively guarantee this by ensuring membership contributes positively to academic success, professional development, personal relationships, & life experiences.

Initiation into Theta Tau should properly be viewed not as the goal of pledgeship, but rather as the beginning of a lifetime of brotherhood in an engineering atmosphere. To an even greater extent than a pledge, a member will represent to everyone else the Fraternity to which he belongs. As a member, he has a greater opportunity to improve the Fraternity through his proposals and his efforts. Gradual improvement in quality of membership is possible only through making sure that each successive generation of student members is better than the former. The new initiate should not anticipate making sweeping changes in his chapter or his Fraternity, but each member can have an impact. Persistent, unselfish efforts, to present well formulated ideas and then to carry them forward, are sure to benefit the Fraternity. The strength of any fraternity cannot be measured in the unanimity of opinions expressed in meetings, but in the devotion with which each member pursues an honorable/legal course approved by the majority.

**Publications**

The national magazine of the Fraternity is *The Gear of Theta Tau*. It was first published by Beta Chapter in 1908 under the name Hammer and Tongs. The following year the name was changed to *The Gear*. Issued twice annually (spring and fall), the magazine contains articles of interest about Theta Tau and the Greek letter system, biographical sketches of distinguished alumni, chapter letters, alumni notes, editorials, and other information issued by the Executive Council. The magazine is provided for life to each member in good standing whose current address is on file with the Theta Tau Central Office. Changes of address should be reported promptly so issues will not be missed. Other publications include the *Velocitas* Newsletter is emailed to each student member during the school year, and the Foundation’s *Theta Tau Difference* newsletter is emailed quarterly to members.
Constitution of Theta Tau

Theta Tau's Constitution and the more detailed Policies & Procedures Manual are available on the Publications and Presentations section of the Theta Tau website. Laws and policies are subject to change or amendment at any time in accord with the provisions within them. Each chapter maintains its own laws and policies which may not conflict with the national ones.

Theta Tau Ritual

Woven into the Ritual are the ideals and secrets of the Fraternity first revealed to a member during the Initiation Ceremony. The Ritual Book is a permanently bound volume loaned to each chapter. It also contains other Theta Tau ceremonies (such as Chapter Meeting Opening and Closing). A member may study the chapter's copy of the Ritual in the presence of the Regent. At the first chapter meeting after his initiation, the new member may be called upon to demonstrate knowledge of the secrets in the Ritual. Therefore, a closed session for reviewing these should be held promptly after each Initiation Ceremony.

Membership Directory

Theta Tau publishes a Membership Directory from time to time that contains current information about each chapter and member.

Roll Book Page

During initiation into Theta Tau, each member signs a page in the chapter's permanent roll book. Similar pages are provided for the colony roll books.

Membership Certificate

To each whose records with the Central Office are in order, the Fraternity issues a “shingle” or membership certificate attesting to the initiation and bearing the initiation date and signatures of the Grand Regent and Grand Marshal.

Pledge Form

An Online Pledge Form is completed by each prospective member of the Fraternity at the very start of pledging. It provides the Fraternity with information (to “onboard” each person into the Central Office database/CRM) and informs the candidate of the Fraternity’s aims, ideals, and obligations assumed upon initiation.

Other Publications

The Central Office provides numerous publications about professional development, scholarship, recruitment, parliamentary procedure, and more others to serve as guides in specific fields of activity or development. These and others are available on the Forms & Manuals page of the website.
Insignia

Flag
The official Theta Tau flag is in the form of a rectangle arranged horizontally and divided into four equal quadrants representing the four Founders. The upper right and lower left quadrants are fields of gold; the others are fields of dark red. On the upper left quadrant is the coat of arms in color, and on the lower right quadrant are the letters \( \Theta \) and \( \Lambda \) in gold.

An alternative flag is also available for use by members, chapters, or colonies. A rectangle arranged horizontally, it is divided along its length into three equal sections. The left and right sections are dark red, and the center one is gold with the letters \( \Theta \) and \( T \) in dark red arranged vertically.

Coat of Arms
This insigne comprises three elements: a crest (hand grasping hammer and tongs), a shield, and a ribbon scroll. It may also be reproduced on jewelry or in the form of a decal or blazer emblem to be used by members only. Colors in the coat of arms are as follows: The hammer, tongs, gear wheels, sleeve, and letters \( \Theta \) and \( T \) are black. The hand is flesh colored, and the bridge is gray. The torsade below the clasped hands has alternating dark red and gold strands. The chief (area behind the gear wheels) is dark red, and the remainder of the insignie is gold.

Seal
The Grand Seal of Theta Tau, shown in enlarged reproduction at the beginning of this Manual, is affixed to official instruments issued by and under the authority of the Executive Council of Theta Tau. The Grand Marshal's Seal is impressed on each certificate of membership. A Grand Regent's Seal (of similar design) may be impressed for items issued by the Grand Regent.

Fraternity Trademarks
Please consult our Style Guide The Theta Tau Brand and Trademark Policy regarding proper use and rendering of name, letters, symbols, and insignia. It also provides guidance in addressing media inquiries.
Jewelry

Items designated as official jewelry in the Theta Tau Bylaws (pledge insigne, member’s badge, gear pin, and official recognition button) may be ordered only from the official jeweler through the Central Office. Other jewelry may be ordered at the HerffJones ΘΤ Greek Store.

Pledge Insigne

This pin is a triangular gold shield with a dark red gear wheel in its field. It is the property of the chapter and is loaned to the pledge.

Member’s Badge

The official badge has the form of a gold gear wheel with crossed hammer and tongs and the letters Θ and T. In the center is a dark red garnet. The rim of the wheel is jeweled with pearls. The design is available in 5 models which look alike, but which are made of various materials which result in wide price differences. Each member must have a badge. It is worn on the left side of the chest on shirt, sweater, blouse, dress, or suit vest (never be worn on a coat or jacket).

Gear Pin

The Gear pin has the form of a gold wheel bearing the letters Θ and T. It is smaller than the official badge, and is similarly jeweled, but does not display the crossed hammer and tongs. The Gear pin is not worn by members; rather, it is used in pinning. Therefore, it may be worn by relatives and pin mates of members. The official badge may not be used in “pinning.”
**Official Recognition Button**

The Official Recognition Button is the same design as the pledge insigne but is smaller. It may be worn by members only, usually as a lapel pin.

**Other Theta Tau Items**

**Annual Award Key** - This gold key, when properly engraved on the back, may be presented by a chapter to a member in recognition of service or achievement.

**Colony Pin** - The Colony Pin is the insigne designed for use by members of Theta Tau colonies. It bears the Greek letters Θ and Τ in dark red on a triangular gold shield.

**Colony Pledge Pin** - The Colony Pledge Pin displays a dark red gear wheel on a circular gold field.

**Decals** - A wide variety and style of decals are available from the Central Office.

**Founders’ size Coat of Arms** - This insigne is available with or without a ring at the top for use as an item of jewelry or to decorate accessories such as jewelry cases and desk sets.

**Graduation Chords and Stoles** - Chords designed in our official colors or stoles/sashes with Greek letters or Coat of Arms are ideal for those graduating.

**Identification Pin with Annual Meeting Bars** - A member may wear an identification pin engraved with his name, chapter, and graduation year. This item displays the crest and gear wheels. An engraved bar may be attached for each Convention/Leadership Academy attended.

**Recognition Buttons** - A Greek letter recognition button or Coat of Arms recognition button may be worn by our members.

**Ring and Cufflinks** - A Coat of Arms ring and cufflinks are now available for purchase by members.

In addition to items at the Theta Tau website, additional merchandise (sportswear, affinity credit card, insurance, lavalieres) designed for Theta Tau are available from approved vendors by linking to them from the Online Store.
Map of Active Chapters and Colonies by Region (online map)
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Founded/Established Date</th>
<th>University/Established Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha</td>
<td>October 15, 1904 *</td>
<td>University of Minnesota</td>
</tr>
<tr>
<td>Beta</td>
<td>March 26, 1906 *</td>
<td>Michigan Technological University</td>
</tr>
<tr>
<td>Gamma</td>
<td>November 8, 1907 †</td>
<td>Colorado School of Mines</td>
</tr>
<tr>
<td>Delta</td>
<td>May 23, 1911</td>
<td>Case Western Reserve University</td>
</tr>
<tr>
<td>Epsilon</td>
<td>May 4, 1911</td>
<td>University of California</td>
</tr>
<tr>
<td>Zeta</td>
<td>April 17, 1912 *</td>
<td>University of Kansas</td>
</tr>
<tr>
<td>Eta</td>
<td>May 23, 1912</td>
<td>Massachusetts Institute of Technology</td>
</tr>
<tr>
<td>Theta</td>
<td>May 26, 1914 †</td>
<td>Columbia University</td>
</tr>
<tr>
<td>Iota</td>
<td>February 5, 1916 †</td>
<td>Missouri University of Science &amp; Technology</td>
</tr>
<tr>
<td>Kappa</td>
<td>March 25, 1916</td>
<td>University of Illinois</td>
</tr>
<tr>
<td>Lambda</td>
<td>April 29, 1920 †</td>
<td>University of Utah</td>
</tr>
<tr>
<td>Mu</td>
<td>January 3, 1922 *</td>
<td>University of Alabama</td>
</tr>
<tr>
<td>Nu</td>
<td>January 1, 1922 †</td>
<td>Carnegie-Mellon University</td>
</tr>
<tr>
<td>Xi</td>
<td>January 13, 1923 *</td>
<td>University of Wisconsin-Madison</td>
</tr>
<tr>
<td>Omicron</td>
<td>February 3, 1923</td>
<td>University of Iowa</td>
</tr>
<tr>
<td>Pi</td>
<td>May 26, 1923</td>
<td>University of Virginia</td>
</tr>
<tr>
<td>Rho</td>
<td>February 16, 1924</td>
<td>North Carolina State University at Raleigh</td>
</tr>
<tr>
<td>Sigma</td>
<td>November 29, 1924 *</td>
<td>The Ohio State University</td>
</tr>
<tr>
<td>Tau</td>
<td>December 12, 1925 *</td>
<td>Syracuse University</td>
</tr>
<tr>
<td>Upsilon</td>
<td>April 7, 1928 *</td>
<td>University of Arkansas</td>
</tr>
<tr>
<td>Phi</td>
<td>April 21, 1928 *</td>
<td>Purdue University</td>
</tr>
<tr>
<td>Chi</td>
<td>April 23, 1930 *</td>
<td>University of Arizona</td>
</tr>
<tr>
<td>Psi</td>
<td>May 7, 1932 †</td>
<td>Montana Tech of the Univ. of Montana</td>
</tr>
<tr>
<td>Omega</td>
<td>March 26, 1932 *</td>
<td>South Dakota School of Mines and Techn</td>
</tr>
<tr>
<td>Gamma Beta</td>
<td>March 16, 1935</td>
<td>The George Washington University</td>
</tr>
</tbody>
</table>

*Chapter House †Currently Inactive
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Established Date</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delta Beta</td>
<td>May 20, 1939 †</td>
<td>University of Louisville</td>
</tr>
<tr>
<td>Epsilon Beta</td>
<td>May 19, 1951 *</td>
<td>Wayne State University</td>
</tr>
<tr>
<td>Zeta Beta</td>
<td>May 7, 1960 †</td>
<td>Utah State University</td>
</tr>
<tr>
<td>Eta Beta</td>
<td>May 13, 1961 †</td>
<td>University of Houston</td>
</tr>
<tr>
<td>Theta Beta</td>
<td>March 2, 1963 †</td>
<td>University of Washington</td>
</tr>
<tr>
<td>Iota Beta</td>
<td>February 15, 1964 †</td>
<td>University of Detroit Mercy</td>
</tr>
<tr>
<td>Kappa Beta</td>
<td>November 21, 1964 *</td>
<td>Mississippi State University</td>
</tr>
<tr>
<td>Lambda Beta</td>
<td>September 28, 1968 *</td>
<td>Tennessee Technological University</td>
</tr>
<tr>
<td>Mu Beta</td>
<td>August 2, 1969 †</td>
<td>Kettering University</td>
</tr>
<tr>
<td>Nu Beta</td>
<td>April 26, 1975 †</td>
<td>University of Wisconsin-Platteville</td>
</tr>
<tr>
<td>Xi Beta</td>
<td>November 21, 1987</td>
<td>Lawrence Technological University</td>
</tr>
<tr>
<td>Omicron Beta</td>
<td>January 16, 1988</td>
<td>University of Michigan-Dearborn</td>
</tr>
<tr>
<td>Pi Beta</td>
<td>June 17, 1989</td>
<td>Western Michigan University</td>
</tr>
<tr>
<td>Rho Beta</td>
<td>November 4, 1989</td>
<td>The Ohio University</td>
</tr>
<tr>
<td>Sigma Beta</td>
<td>December 2, 1989 †</td>
<td>University of Wisconsin-Milwaukee</td>
</tr>
<tr>
<td>Tau Beta</td>
<td>May 4, 1990</td>
<td>Southern Methodist University</td>
</tr>
<tr>
<td>Upsilon Beta</td>
<td>November 3, 1990</td>
<td>Old Dominion University</td>
</tr>
<tr>
<td>Phi Beta</td>
<td>January 5, 1991 †</td>
<td>Oakland University</td>
</tr>
<tr>
<td>Chi Beta</td>
<td>May 4, 1991</td>
<td>The University of Toledo</td>
</tr>
<tr>
<td>Psi Beta</td>
<td>April 27, 1991</td>
<td>The University of Texas at Austin</td>
</tr>
<tr>
<td>Omega Beta</td>
<td>April 30, 1994</td>
<td>Hofstra University</td>
</tr>
<tr>
<td>Delta Gamma</td>
<td>May 6, 1995</td>
<td>Arizona State University</td>
</tr>
<tr>
<td>Epsilon Gamma</td>
<td>November 18, 1995 †</td>
<td>Northwestern University</td>
</tr>
<tr>
<td>Zeta Gamma</td>
<td>April 27, 1996</td>
<td>University of Florida</td>
</tr>
<tr>
<td>Eta Gamma</td>
<td>April 5, 1997</td>
<td>University of Colorado at Boulder</td>
</tr>
<tr>
<td>Delta Gamma</td>
<td>May 6, 1995</td>
<td>Arizona State University</td>
</tr>
<tr>
<td>Epsilon Gamma</td>
<td>November 18, 1995 †</td>
<td>Northwestern University</td>
</tr>
<tr>
<td>Zeta Gamma</td>
<td>April 27, 1996</td>
<td>University of Florida</td>
</tr>
<tr>
<td>Eta Gamma</td>
<td>April 5, 1997</td>
<td>University of Colorado at Boulder</td>
</tr>
<tr>
<td>Chapter</td>
<td>Established Date</td>
<td>University Name</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Theta Gamma</td>
<td>April 17, 1999</td>
<td>University of Michigan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ann Arbor, Michigan</td>
</tr>
<tr>
<td>Iota Gamma</td>
<td>May 22, 1999</td>
<td>University of Cincinnati</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cincinnati, Ohio</td>
</tr>
<tr>
<td>Kappa Gamma</td>
<td>September 9, 2000</td>
<td>Virginia Commonwealth University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Richmond, Virginia</td>
</tr>
<tr>
<td>Lambda Gamma</td>
<td>January 13, 2001</td>
<td>Clemson University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clemson, South Carolina</td>
</tr>
<tr>
<td>Mu Gamma</td>
<td>April 5, 2003</td>
<td>University at Buffalo</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Buffalo, New York</td>
</tr>
<tr>
<td>Nu Gamma</td>
<td>May 3, 2003</td>
<td>Binghamton University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Binghamton, New York</td>
</tr>
<tr>
<td>Xi Gamma</td>
<td>April 24, 2004</td>
<td>Texas A&amp;M</td>
</tr>
<tr>
<td></td>
<td></td>
<td>College Station, Texas</td>
</tr>
<tr>
<td>Omicron Gamma</td>
<td>April 29, 2007</td>
<td>University of California, Davis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Davis, California</td>
</tr>
<tr>
<td>Pi Gamma</td>
<td>August 25, 2007</td>
<td>University of North Carolina Charlotte</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Charlotte, North Carolina</td>
</tr>
<tr>
<td>Rho Gamma</td>
<td>September 8, 2007</td>
<td>University of Central Florida</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Orlando, Florida</td>
</tr>
<tr>
<td>Sigma Gamma</td>
<td>November 3, 2007</td>
<td>University of Rhode Island</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kingston, Rhode Island</td>
</tr>
<tr>
<td>Tau Gamma</td>
<td>March 29, 2008</td>
<td>University of Pennsylvania</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Philadelphia, Pennsylvania</td>
</tr>
<tr>
<td>Upsilon Gamma</td>
<td>April 5, 2008</td>
<td>University of South Florida</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tampa, Florida</td>
</tr>
<tr>
<td>Phi Gamma</td>
<td>April 19, 2008</td>
<td>Oklahoma State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stillwater, Oklahoma</td>
</tr>
<tr>
<td>Chi Gamma</td>
<td>January 31, 2009</td>
<td>University of Tennessee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Knoxville, Tennessee</td>
</tr>
<tr>
<td>Psi Gamma</td>
<td>April 10, 2010</td>
<td>Virginia Polytechnic Institute &amp; State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blacksburg, Virginia</td>
</tr>
<tr>
<td>Omega Gamma</td>
<td>July 24, 2010</td>
<td>Florida International University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Miami, Florida</td>
</tr>
<tr>
<td>Epsilon Delta</td>
<td>November 20, 2010</td>
<td>University of California, San Diego</td>
</tr>
<tr>
<td></td>
<td></td>
<td>San Diego, California</td>
</tr>
<tr>
<td>Zeta Delta</td>
<td>February 5, 2011</td>
<td>University of South Carolina</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Columbia, South Carolina</td>
</tr>
<tr>
<td>Eta Delta</td>
<td>March 5, 2011</td>
<td>University of Maryland</td>
</tr>
<tr>
<td></td>
<td></td>
<td>College Park, Maryland</td>
</tr>
<tr>
<td>Theta Delta</td>
<td>May 7, 2011</td>
<td>Johns Hopkins University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Baltimore, Maryland</td>
</tr>
<tr>
<td>Iota Delta</td>
<td>September 17, 2011</td>
<td>Vanderbilt University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nashville, Tennessee</td>
</tr>
<tr>
<td>Kappa Delta</td>
<td>April 15, 2012</td>
<td>Cornell University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ithaca, New York</td>
</tr>
<tr>
<td>Lambda Delta</td>
<td>April 22, 2012</td>
<td>University of the Pacific</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stockton, California</td>
</tr>
<tr>
<td>Mu Delta</td>
<td>April 29, 2012</td>
<td>University of California, Merced</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Merced, California</td>
</tr>
</tbody>
</table>
Nu Delta Established September 15, 2012 University of Pittsburgh Pittsburgh, Pennsylvania
Xi Delta Established October 6, 2012 George Mason University Fairfax, Virginia
Omicron Delta Established February 9, 2013 Rutgers University New Brunswick, New Jersey
Pi Delta Established April 13, 2013 University of California, Irvine Irvine, California
Rho Delta Established November 9, 2013 University of Nevada, Reno Reno, Nevada
Sigma Delta Established May 12, 2012 University of California, Riverside Riverside, California
Tau Delta Established December 13, 2014 Miami University Oxford, Ohio
Upsilon Delta Established April 25, 2015 University of California, Los Angeles Los Angeles, California
Phi Delta Established May 30, 2015 Florida State University Tallahassee, Florida
Chi Delta Established August 22, 2015 Marshall University Huntington, WV
Psi Delta Established April 9, 2016 Boston University Boston, MA
Omega Delta Established May 21, 2016 Christian Brothers University Memphis, TN
Zeta Epsilon Established September 10, 2016 Stony Brook University Stony Brook, NY
Eta Epsilon Established October 15, 2016 University of Maine Orono, ME
Theta Epsilon Established November 6, 2016 New York University New York, NY
Iota Epsilon Established April 8, 2016 University of Georgia Athens, GA
Kappa Epsilon Established September 3, 2017 University of Southern California Los Angeles, California
Lambda Epsilon Established September 23, 2017 University of San Diego San Diego, CA
Mu Epsilon Established September 30, 2017 Baylor University Waco, TX
Nu Epsilon Established April 14, 2018 Tulane University New Orleans, LA

Colonies of Theta Tau (in this Region)

<table>
<thead>
<tr>
<th>School/University</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This Chapter’s Heritage

Chapter ____________________ Region ____________________

Original name (if any) ________________________________

Date Established _______________ Telephone _______________

Address _____________________________________________

City ________________ State/Province ______ Zip Code ______

Chapter Website _______________________________________

Chapter Advisers _______________________________________

____________________________________________________________________________________

Other Chapters in this Region ______________________________

____________________________________________________________________________________

Past Grand Regents from this Chapter _______________________

____________________________________________________________________________________

Alumni Hall of Fame Laureates from this Chapter ________________

____________________________________________________________________________________

Some other outstanding alumni of this chapter __________________

____________________________________________________________________________________

Pledge Instructor _______________________________________

My Big Brother _________________________________________

Chapter Officers _______________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
<table>
<thead>
<tr>
<th>Greek Letter</th>
<th>English Name</th>
<th>Pronunciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Alpha</td>
<td>al’ pha</td>
</tr>
<tr>
<td>B</td>
<td>Beta</td>
<td>bay’ tah</td>
</tr>
<tr>
<td>Γ</td>
<td>Gamma</td>
<td>gam’ ah</td>
</tr>
<tr>
<td>Δ</td>
<td>Delta</td>
<td>del’ tah</td>
</tr>
<tr>
<td>E</td>
<td>Epsilon</td>
<td>ep’ si lon</td>
</tr>
<tr>
<td>Z</td>
<td>Zeta</td>
<td>zay’ tah</td>
</tr>
<tr>
<td>H</td>
<td>Eta</td>
<td>ay’ tah</td>
</tr>
<tr>
<td>Θ</td>
<td>Theta</td>
<td>thay’ tah</td>
</tr>
<tr>
<td>I</td>
<td>Iota</td>
<td>i oh’ tah</td>
</tr>
<tr>
<td>K</td>
<td>Kappa</td>
<td>kap’ ah</td>
</tr>
<tr>
<td>Λ</td>
<td>Lambda</td>
<td>lam’ da</td>
</tr>
<tr>
<td>M</td>
<td>Mu</td>
<td>myoo</td>
</tr>
<tr>
<td>N</td>
<td>Nu</td>
<td>new</td>
</tr>
<tr>
<td>Ξ</td>
<td>Xi</td>
<td>zi</td>
</tr>
<tr>
<td>Ο</td>
<td>Omicron</td>
<td>ohm’ ih kron</td>
</tr>
<tr>
<td>Π</td>
<td>Pi</td>
<td>pie</td>
</tr>
<tr>
<td>Ρ</td>
<td>Rho</td>
<td>row</td>
</tr>
<tr>
<td>Σ</td>
<td>Sigma</td>
<td>sig’ mah</td>
</tr>
<tr>
<td>T</td>
<td>Tau</td>
<td>taw</td>
</tr>
<tr>
<td>Υ</td>
<td>Upsilon</td>
<td>oop’ si lon</td>
</tr>
<tr>
<td>Φ</td>
<td>Phi</td>
<td>fi</td>
</tr>
<tr>
<td>Χ</td>
<td>Chi</td>
<td>ki</td>
</tr>
<tr>
<td>Ψ</td>
<td>Psi</td>
<td>si</td>
</tr>
<tr>
<td>Ω</td>
<td>Omega</td>
<td>oh’ may gah</td>
</tr>
</tbody>
</table>
Fraternity membership makes a difference. It is generally possible to distinguish a college graduate from one who has not had the opportunity of higher education. The same is true regarding a fraternity member and his contemporaries. This is to be expected, since each additional life experience should help to develop the complete person.

The pledge or member shares with others in Theta Tau the responsibility of encouraging his fellows to significant achievements. In return, the fraternity member should feel a greater motivation to contribute his efforts and resources to worthwhile endeavors, and always to conduct himself in an exemplary manner.

A member may expect that his Theta Tau affiliation might result in an opportunity to be considered for a campus or professional position. However, he should never expect to achieve or maintain such a position without deserving it through his abilities and efforts. Always avoid seeking or accepting posts for which one is unsuited or for which one has insufficient time.

The Fraternity has the responsibility of inspiring and challenging the member to his full professional development; of providing the atmosphere which recognizes academic achievement as an indication of likely future professional success; of requiring honesty in all efforts; of providing social activities and requiring socially acceptable behavior; of providing regular opportunities for athletic expression and recognizing physical fitness as an appropriate lifelong interest; of encouraging the free exercise of each member's individual religious beliefs; and of promoting an active participation in non-vocational fields such as the arts and government.
Interpersonal Skills

Healthy interpersonal skills reduce stress and conflict, improve communication, enhance friendships, increase understanding, and promote happiness. Some may refer to interpersonal skills as social skills, communication skills, conflict resolution skills, or anger management. Whatever the name, the development of your interpersonal skills is needed to get along with others. Some of these skills may come naturally; others must be developed just as engineering skills would. Learning these interpersonal skills will make one more effective in communicating thoughts and feelings and will enable one to develop more self-respect for and respect from others.

As a member of a fraternity chapter or any membership organization, interpersonal skills can help sway people to your cause or drive others away. They can influence our interactions either positively or negatively. Be aware of how our efforts and interactions may be effected by those influences. As one matures, advances professionally, or comes to supervise others, these skills will become increasingly important so it is wise to develop them fully now.

Effective communication requires that you learn to
Express yourself    Respond effectively
Listen    Be assertive, not argumentative

Strong interpersonal skills that follow require you to
Learn to recognize your feelings (good and bad)
Know your strengths and weaknesses
Accept different opinions as valid
Practice positive ways of dealing with anger and stress
Learn to recognize non-verbal communication

Ones with strong interpersonal skills effectively
Address problems    Evaluate possible solutions
Suggest solutions    Put a solution in place
Collaborate    Ask for feedback
Compromise    Realize that most is better than none

LAUREATE DULLES, X ’43
PROFESSOR
HISTORIAN
AUTHOR

Among the noblest goals of education is the ability to think critically. One’s mind is strengthened and sharpened by use just as exercise, diet, coaching, and motivation strengthens and sharpens an athlete. More than any other profession, the engineer depends on logic, reason, analysis, understanding, imagination, and creativity, and he learns these in his education and profession. As a maturing adult and an educated person, logic, reason, precision, and truthfulness must replace rationalization, exaggeration, generalization, and gossip as the basis for useful thought and respectable behavior. One must first be honest with oneself in developing educated opinions on life’s experiences or questions, and only then, can one be honest with others. And that honesty will be required by your Brothers in Theta Tau, and later in your professional career.
Successful Studying

Successful studying is an investment in your education, as well as your future. It can help you make the most of the time you devote to studying, as well as gain and maintain control of the subject matter. Many of the skills that make you a success in school can make you a success in the work world too.

Successful studying involves:

- Taking good notes
- Getting involved in class discussions.
- Listening attentively
- Getting the most out of reading

Be an active listener

- Focus on the speaker
- Move to front of the room
- Avoid distractions
- Evaluate what you hear
- Take notes
- Ask questions

What to record in notes

- Record main points in your own words
- Listen for key words
- Copy all information written on the board or overhead

Review Notes

- Highlight points that seem important
- Go over notes once a week
- Attend class regularly; don’t rely on someone else’s notes

Be active in class discussions

- Ease anxiety
- Complete assigned reading
- Participate
- Think of discussion topics
- Ask questions
- Respect others’ opinions
- Be courteous

Budget your time

- Develop a schedule that includes classes, job, meals, practice, meetings
- Schedule review for right after a lecture or right before a discussion
- Reserve time for sleep, exercise, and recreation
- Plan ahead for major projects and exams
- Take short breaks

Where you study is important

- Choose a quiet, well-lit place
- Avoid distractions such as phone, tv, music, computers, etc.
- Gather all materials before you begin
- Try to study in the same time/place each day
Perfect your study strategy
Preview the material
The chapter title and introduction
Headings, subheadings, and topic sentences
Boldfaced and italicized words
The chapter summary and any review questions
Pay attention to main ideas and supporting information
Examine graphs, charts, and illustrations
Evaluate the material
Think about what you've learned from the reading
Note any questions to ask your instructor
Do sample and/or homework problems until you “get it”
Do practice problems yourself, then compare result with text

Prepare for exams
Ask the instructor what will be covered
What should you concentrate on
Predict test questions; prepare answers
Look up old exams if available
Review notes and highlighted text
Get a good night’s sleep before the exam
Eat lightly, and do some light exercise

Request Help if Needed
Academic Adviser
Tutorial services on campus
Counseling Center
Class Instructor or Teaching Assistant
Time Management for Students

Time management is making the best use you can of that most precious resource, time. How you use your time reflects the kind of person you are and want to be. If you care about your future, then you’ll care about the way you organize your time. Time management really means managing yourself in a manner that makes you more effective, successful, and less stressed. It is a system for helping meet goals including tips for using time effectively, succeeding when facing procrastination, and knowing your habits, goals, and times of the day when you are most alert. Online calendars, cellphone applications, and automated reminders are excellent tools for time management available to today’s students so make good use of them.

Importance of time management
Achieve more, so you can get the most out of your academic career
Have more free time, so you can participate in activities that are important
Lead a balanced life, so you can better enjoy both work and play
Meet deadlines, so you can be firmly in control of your life and work

List Fixed Commitments
Meetings    Appointments    Classes    Sleeping    Meals    Job

List Flexible Commitments
Study times    Homework    Social events    Relaxing with friends

Prioritize Tasks
“A” priorities: tasks you should be working on now
“B” priorities: tasks that can wait until “A” tasks are done
“C” priorities: tasks that aren’t very important and can wait

Learn to schedule.
Use online Calendars or Cellphone Apps    Divide tasks into smaller parts
Schedule events, projects, deadlines    Focus on goals

Know the times when you
Have the most energy    Feel the most productive    Think most clearly

And the ones when you
Fade quickly    Have the least energy    Are irritable

Avoid common interruptions
Drop-in visitors    Noise    Telephone calls    Distractions you create

Control common interruptions
Schedule social time    Say no    Control distractions    Designate study area

Recognize procrastination
Acknowledge the problem    Divide the work into smaller pieces
Promise yourself a reward    Start with the easiest part of the job
Job Interview Skills

Finding a potential employer can at times be difficult. Once identified, prepare fully for the interview. **Know the following about yourself:**

- Your interests
- Your abilities and skills
- Your education
- Your work experience
- Your employment goals
- Your values
- Your strengths
- Your weaknesses

Where some interviewees often fail is in learning sufficient information about their potential employer. **Know the following about the employer:**

- History
- Locations
- Goods/services produced
- Marketing methods
- Business philosophy
- Organizational structure
- Prospects for growth
- Quality and Rank compared to similar corporations

When in the interview itself, **be conscious of these things:**

- Timeliness
- Friendliness
- Enthusiasm & Attitude
- Body language
- Maintaining eye contact
- Proper attire
- Listening carefully
- Expressing yourself fully
- Trying to relax

**Write down questions you wish to ask such as:**

- How would I be evaluated?
- Who would be supervising me?
- What would my responsibilities be?
- Is travel required?
- Is there opportunity for advancement?
- Who would be my peers?
- Does the company support on-going training & professional development?

**Be prepared with answers to these likely questions:**

- Why do you want this job?
- What are your strengths and weaknesses?
- Why should we hire you?
- What are your career goals?
- How will you measure success?
- How do you describe yourself?
- Are you willing to relocate?
- Do you work well under pressure?

Be sure during your interview to emphasize your strengths, be assertive, and avoid personal conflicts or political/controversial topics. Take care not to criticize others and instead prepare positive ways in which you can contribute to your employer’s success. As the interview seems to be coming near its end, it might be an appropriate time to discuss salary and benefits. Most benefits, especially for a large company and for young employees, will be fixed or non-negotiable. Some benefits with which a company may negotiate more openly are vacation, compensated time, and relocation expenses. Be fully prepared to state the amount you feel appropriate based on the salary range the company publicized, your education and experience level, your knowledge of others who work for the same company or in the same field or industry, and based on the region in which the company is located due to the cost of living for that state or city. Finally, thank the interviewer, ask when a decision might be made, make sure the interviewer knows how to contact you, and follow up with a thank you note. Once you’ve had some time to relax, think back on the experience and critique your performance so that you can do even better in the next interview.
Planning Your Career Strategy

As a professional, it is never too early to start planning your career. The basic method for doing so begins by recognizing your competencies and follows to the five steps as outlined below. This process is also helpful in conducting your employment searches and in preparing for job interviews.

Know Your Core Competencies
- Technical – Knowledge of theories, equipment, materials, processes, etc.
- Communication – Ability to converse professionally and intelligently
- Problem Solving – Ability to apply theory and creativity to a problem
- Decision Making – Ability to apply judgment to a situation
- Leading – Ability to lead a group, to motivate others, and to develop others
- Planning – Ability to establish method and order for a project
- Organizing – Ability to organize
- Goal Setting – Ability to define objectives and ability to think strategically

1. Visualize Goals
   - What type of job do you want?
   - In what corporate culture do you want to work?
   - What type of organization do you want to work for?
   - Where do you want to live?

2. Gather Knowledge and Skills
   - Assess your core competencies
   - Know your strengths and weaknesses
   - Take your education seriously
   - Take classes that relate to your career goal
   - Learn outside your curriculum
   - Identify other classes that apply to your goal
   - Attend local seminars
   - Attend events by a professional organization
   - Read books and articles
   - Join a professional or trade association
   - Tour a local facility
   - Read about current events in your industry
   - Learn about equipment and systems relevant to your career goal
   - Learn about practical applications within the industry and profession

Laureate
Cliff Stearns,
ΓΒ’63
Congressman,
US House of Representatives

Mrs. & Laureate
Gus Vratsinas, Υ’67
3. Apply Knowledge and Skills
   - Job experience (engineering & non-engineering)
   - Internship and/or co-op
   - Involvement with Faculty on special projects
   - Membership in college & local organizations
   - Organization leadership and project/committee leadership positions

4. Network
   - Identify possible mentors in your desired field
   - Get involved with professional and local groups
   - Contact alumni in groups you have joined
   - Build relationships between campus groups and local industry

5. Market Yourself
   - Learn how to present yourself to employers
   - Demonstrating your knowledge and skills
   - Gather information on resume writing and effective interviewing

**Theta Tau can help you with your career strategy by**
   - Providing alumni contacts in industry nationwide
   - Providing opportunities to learn, to test, and to apply abilities
   - Providing opportunities to attend regional & national conferences
   - Providing opportunities to hear local speakers or tour local organizations
   - Providing opportunities to strengthen interpersonal skills
   - Providing links to students at other colleges and universities
   - Providing additional career development resources
The Engineer Is A Professional

An erroneous belief sometimes held is that, “We’re engineers, and therefore it doesn’t matter what others think of us.” Engineers have to live, work, eat, and communicate with people every day of their lives. No successful engineer can get along without observing ordinary customs, and the best time to learn them is now.

Our appearance, our actions, and our communications determine what others think of us. One who is, or aspires to be, a professional should have more than the average interest in making sure that his behavior is acceptable at all times. Vandalism, cheating, or violation of laws or university rules is never acceptable behavior. Everyone who sees us, or hears us, and even some who do neither (but receive our letters), will gain an impression of us as individuals and as representatives of Theta Tau. What we do (or refrain from doing) will determine if that impression is favorable or unfavorable. There is never a second chance to make a first impression so make the most of that first opportunity.

It will generally be the case that those who make decisions on one’s professional employment and promotion will be of an older generation and therefore place greater importance on these matters than one’s contemporaries. No one was ever passed over for promotion for being too courteous.

Ethics

Because the mission of the engineer is the utilization of science for the benefit of society, the engineer’s work is open for all to see. As a result, one must make certain that work performed or information reported is accurate, truthful, and objective. Failure to do so is to fail the society the engineer purports to serve. Since all behavior is learned, ethical lapses often begin as an unprepared student trying to complete a lab report, homework, or exam. One must resist the temptation to cheat in these and any other situations. If one has arrived unprepared for class, he must take responsibility for this behavior. In the long run, doing so will ensure future success as a student and as a practicing engineer.

The next few pages contain the Faith of the Engineer and the Canon of Ethics for Engineers. Familiarize yourself with the concepts and principles it contains so that you may appropriately apply them in your professional career. Obviously, many of the concepts it contains are applicable now as a student and later regardless of one’s professional career.
Professional Growth & Development

Professional development is a lifetime process begun as a student and continuing through one's entire career. The development of technical and personal qualifications and adherence to professional standards are essential to the goal of achieving professional recognition. As early as possible, establish good habits of study, thought, friendship, and life which will promote your personal, intellectual, and social development and contribute to future success. After completing a rigorous curriculum, a graduate must establish his own program to achieve future objectives. In establishing this program, consideration should be given to several areas of growth. The young engineer should become acquainted with employer's objectives and to gain a broad understanding of the profession's demands as well as learning the specific details of an individual job.

Beyond working hours, the young engineer should give attention to continuing education: further college education in another field, graduate level education in his own field, or informal study to keep abreast of engineering developments. To establish proper professional identification, the engineer should be an active participant in local and national societies in his field. He should seek to qualify as soon as possible for registration as a Professional Engineer (P.E.) and observe exemplary personal conduct. Every professional should assume responsibilities as a citizen by making a personal contribution to the affairs of his community. The young engineer should embark upon a program of planned reading in books of general, professional, and technical interest to broaden his base of knowledge beyond his formal education and personal experience.

In keeping with our purpose, each chapter pursues a program of professional development activities, held throughout the school year. The topics included, or at least their manner of development, should be professional in character rather than technical. The chapter should avoid imitating a classroom lecture or a technical society meeting with a professional development meeting.

Format and nature of topics should be varied. An opportunity should usually be provided for general discussion and/or questions during part of the meeting. Leaders might be Theta Tau alumni, student members, faculty members, engineers or other professional persons (perhaps members of other professional fraternities) from the community, company interviewers, members of the State Board of Engineering Examiners, NSPE officers, et al.

Recommended sources of material either for selected programs or for series of coordinated programs are the ABET booklets *A Professional Guide for Young Engineers* by Brother William E. Wickenden, Delta '04, and *The Unwritten Laws of Engineering* by W. J. King. One of the nine chapters in *A Professional Guide for Young Engineers* or one of the three parts of *The Unwritten Laws of Engineering* might be used as a professional development topic on which to build a very worthwhile presentation, including material from other sources and personal experience. The chapter's Professional Development Chair is responsible for organizing the chapter's regular program of professional development activities such as Engineers' Week, Plant Tours, Seminars, Speakers, engineering projects/tasks, etc.
I am an Engineer. In my profession I take deep pride, but without vain glory; to it I owe solemn obligations that I am eager to fulfill.

As an Engineer, I will participate in none but honest enterprise. To him that has engaged my services, as employer or client, I will give the utmost of performance and fidelity.

When needed, my skill and knowledge shall be given without reservation for the public good. From special capacity springs the obligation to use it well in the service of humanity; and I accept the challenge that this implies.

Jealous of the high repute of my calling, I will strive to protect the interests and the good name of any Engineer that I know to be deserving; but I will not shrink, should duty dictate, from disclosing the truth regarding anyone that, by unscrupulous act, has shown himself unworthy of the profession.

Since the Age of Stone, human progress has been conditioned by the genius of my professional forbears. By them have been rendered usable to mankind Nature's vast resources of material and energy. By them have been vitalized and turned to practical account the principles of science and the revelations of technology. Except for this heritage of accumulated experience, my efforts would be feeble. I dedicate myself to the dissemination of engineering knowledge, and, especially to the instruction of younger members of my profession in all its arts and traditions.

To my fellows I pledge, in the same full measure I ask of them, integrity and fair dealing, tolerance and respect, and devotion to the standards and the dignity of our profession; with the consciousness, always that our special expertness carries with it the obligation to serve humanity with complete sincerity.
Canons of Ethics for Engineers Fundamental Principles of Professional Engineering Ethics
(Courtesy ECPD)

The Engineer, to uphold and advance the honor and dignity of the engineering profession and in keeping with high standards of ethical conduct:

Will be honest and impartial;
Will serve with devotion his employer, his clients, and the public;
Will strive to increase the competence and prestige of the engineering profession;
Will use his knowledge and skill for the advancement of human welfare.

Relations with the Public
The Engineer will have proper regard for the safety, health, and welfare of the public in the performance of his professional duties.

The Engineer will endeavor to extend public knowledge and appreciation of engineering and its achievements, and will oppose any untrue, unsupported, or exaggerated statements regarding engineering.

The Engineer will be dignified and modest in explaining his work and merit, will ever uphold the honor and dignity of his profession, and will refrain from self-laudatory advertising.

The Engineer will express an opinion on an engineering subject only when it is founded on adequate knowledge and honest conviction.

The Engineer will preface any ex parte statements, criticisms, or arguments that he may issue by clearly indicating on whose behalf they are made.

Relations with Employers and Clients
The Engineer will act in professional matters as a faithful agent or trustee for each employer or client.

The Engineer will act fairly and justly toward vendors and contractors, and will not accept from vendors or contractors, any commissions or allowances, directly or indirectly.

The Engineer will inform his employer or client if he is financially interested in any vendor or contractor, or in any invention, machine or apparatus, which is involved in a project or work of his employer or client. He will not allow such interest to affect his decisions regarding engineering services which he may be called upon to perform.

The Engineer will indicate to his employer or client the adverse consequences to be expected if his engineering judgement is over-ruled.
The Engineer will undertake only those engineering assignments for which he is qualified. He will engage or advise his employer or client to engage specialists and will cooperate with them whenever his employer’s or client’s interests are served best by such an arrangement.

The Engineer will not disclose information concerning the business affairs or technical processes of any present or former employer or client without his consent.

The Engineer will not accept compensation — financial or otherwise — from more than one party for the same service, or for other services pertaining to the same work, without the consent of all interested parties.

The employed engineer will engage in supplementary employment or consulting practice only with the consent of his employer.

**Relations with Engineers**

The Engineer will take care that credit for engineering work is given to those to whom credit is properly due.

The Engineer will provide a prospective engineering employee with complete information on working conditions and his proposed status of employment, and after employment will keep him informed of any changes in them.

The Engineer will uphold the principle of appropriate and adequate compensation for those engaged in engineering work, including those in subordinate capacities.

The Engineer will endeavor to provide opportunity for the professional development and advancement of engineers in his employ or under his supervision.

The Engineer will not injure maliciously the professional reputation, prospects, or practice of another engineer. However, if he has proof that another engineer has been unethical, illegal, or unfair in his practice, he should so advise the proper authority.

The Engineer will not compete unfairly with another engineer.

The Engineer will not invite or submit price proposals for professional services, which require creative intellectual effort, on a basis that constitutes competition on price alone. Due regard should be given to all professional aspects of the engagement.

The Engineer will cooperate in advancing the engineering profession by interchanging information and experience with other engineers and students, and by contributing to public communication media, to the efforts of engineering and scientific societies and schools.
**Etiquette**

Since private manners will often come to the fore (embarrassingly) when guests are present, our everyday behavior should also meet acceptable standards. Although many rules of etiquette change over time, a person is still expected to observe certain standards of behavior. These standards should especially be followed in formal gatherings or in the company of those who are older. Gender equality does not relieve a man of traditional courtesies expected of him. It means only that a woman may elect to assume some of these. The most important principle of etiquette to remember is to behave (by action, by written, text, or oral word) in a way which will not be offensive to others. If someone considers your adherence to certain etiquette rules to be patronizing or chauvinistic, take note and modify your actions accordingly. In the same way, communicate such concerns in a respectful, not condescending, manner.

Unless he has a physical disability, a gentleman stands as a woman approaches or leaves his table, when she enters or leaves the room where he is seated (unless it is a vast room and she is not near his conversation group), and remains standing until she is seated or has departed. A gentleman removes his civilian hat or cap whenever indoors, except in a synagogue or in places equivalent to public streets, such as busses, lobbies, corridors, or crowded elevators of non-residential buildings. Apartment buildings and restaurants are classified as indoors. The hat is removed outdoors when witnessing a religious ceremony, when a national anthem or alma mater is played, or when the flag passes.

**Casual Conversation and Language**

Business conversation is not “small talk.” Have you ever watched a real conversationalist enter a room full of strangers and exit with a room of friends? The secret is having the desire to communicate, an interest in others, a relaxed but positive attitude, charisma, and knowledge. A polished professional avoids speech tics (“ya know;” “like;” “well;” “um”) and gets rid of local accent (“ya’ll”). Enunciate each word, syllable, and letter properly and clearly (say “doing” not “doin”). The quality of one’s voice is important. Try to compensate if your speech is normally too soft, too high pitched, or monotone. Read the news headlines and the first and last paragraphs of the stories. You will be informed enough to ask questions such as, “What do you think about...?” Another great way to begin a conversation is to ask questions. “Where are you from?” Then elaborate. A good conversationalist can discuss anything from dogs to delicatessens. The use of profane or obscene language or the telling of off-color stories is not justified; and it is especially offensive at a meal, or whenever guests are present or within hearing distance. A well-educated person should be able to express himself vividly using acceptable language.
Body Language
Everyone likes his or her own space so keep an arm's length away. Good posture tells the world that you are confident and feel good about yourself. Keep your nose in the air at a friendly angle, shoulders straight, and chin parallel to the floor. Take interest in what someone else is saying. Crossed arms can give a bored impression. A generous and frequent smile can help manage the most difficult situations.

Handshake
A traditional handshake is used in business: men always stand when introduced, when making introductions, or to shake hands. One should be eager to shake hands and do so with a firm grip when introduced, or when taking leave. Grasp the other person's palm firmly and hold it for 3-4 seconds. A handshake is a personal link between you and another. Shake hands when you meet someone, and again when leaving. Many women follow these practices, especially in a business setting. Do not grasp a woman's four fingers lightly as a handshake in any setting.

In a group, shake hands first with the host. The visitor should be greeted with a handshake. “How do you do. I'm Joe Undergrad,” would be a suitable greeting, if there is any chance the visitor might not be able to call your name. In making introductions, the name of the woman (or the older or more distinguished one when two men or two women are introduced) is spoken first, e.g., “Miss Coed, may I introduce Mr. Undergrad.” When introduced, a response which is always proper is “How do you do.” Introduce a guest to ones nearby or escort them to a conversation group.

The Fraternity grip is strictly a means of identification although some chapters use it traditionally in greetings between members. It should be offered only when the member is certain he is being introduced to another member.

---

**Do**
- Use new words
- Compliment people
- Ask unobtrusive questions
- Speak slowly/clearly
- Say what you mean
- Make eye contact
- Establish common ground

**Don't**
- Use slang
- Gossip
- Preach
- Interrupt
- Talk the loudest/fastest
- Go into great detail
- Complain
- Monopolize a conversation
- Flaunt vocabulary
- Correct/humiliate others
- Argue
Networking

Most people network with a purpose. Your purpose might be to recruit new members, clients, or customers, to get your name out in the community, to change your career, or to just network. Purpose aside, places to network are corporate functions, association meetings, seminars, social events, and every time you meet someone new. In recruitment, it helps if you wear Theta Tau letters and colors for activities. Whatever professional mission you have in mind, don’t forget these crucial strategies for effective networking:

- Smile and mingle
- Talk to strangers
- Make direct eye contact
- Do not monopolize others’ time or a conversation
- Do not hang out at the bar or the buffet table at length
- Start with an opening question such as, “Where are you from?”
- Clothing, behavior, and mannerisms will show how confident you are
- Forget shortcomings and be eager to convert acquaintances into friends
- Develop a mental list of those people who you want to approach
- Do not question doctors, lawyers, or other professionals for free advice
- Have business cards ready to present if the circumstance arises
- If you carry a drink with you, hold it in left hand with a cocktail napkin

Meetings

Keep cellphones in silent mode; avoid checking texts or emails. Be attentive; sit up straight. Contribute what you can to the meeting, avoid arguing, and give credit where due. If you have to leave early, let the chair know when you arrive, sit close to the door, and exit quietly. Should you be hosting a meeting, be selective about the participants and send an agenda. Be sure the room is comfortable and tablets/pencils are on the table. Name tents are nice if it’s a large meeting. Greet outsiders with your coat on, introduce everyone, and offer refreshments. A considerate host avoids having meetings early Monday morning or late Friday afternoon. Try to end early or on-time; meetings are generally too long, too dull, too unproductive, and too many.

Telephone

The telephone should be answered as promptly as possible and in a dignified manner. To the caller; the person answering the phone should convey spirit, enthusiasm, and professionalism. A phone should be answered with a friendly greeting and the company name if appropriate. If the one called is not available, this should be reported to the caller; and a message should be taken and transmitted to the one called. It is difficult to politely screen a call. It is improper to
ask “Who’s calling?” since it automatically puts the caller on the defensive. If you must screen calls, it is better to ask something such as “I’m speaking with?” after you have first introduced yourself. If the requested person is not available, ask, “How may I help you?” or simply take a name, number, and message (confirming the number). When making a call, the caller should always identify himself as soon as the phone is answered. Rarely is there an occasion when one properly prefaces his own name with a title when speaking or writing it. In consideration of others, phone calls should be brief. The use of a “hold” or “call-waiting” should be avoided. When absolutely necessary, keep their use to a very minimal amount of time. A proper alternative would be to take the caller’s name and number and offer to phone them back shortly.

Letters
What we write represents us to the vast number of members and others. They may never see us personally, and therefore, must base their appraisal of us on our letters to them. Spelling errors reflect carelessness which should not characterize an engineer’s work. Misspelling persons’ names is especially undesirable. Standard form for a business letter requires the mailing address of sender (if these are not part of the printed letterhead), and the complete date usually above and toward the right of the body of the letter. An inside address should be included above the salutation. A letter between members who are not on a first name basis should bear a salutation in the form, “Dear Brother Lastname:.” A standard complimentary close should be used except between Theta Tau members who should sign their letters and emails “In H and T,” Your handwritten signature should always appear below the complimentary close.

Email/Text Messages
Follow the above guidance for letters whenever possible. Since email has become a common form of business communication, it is unwise to use text abbreviations/shorthand in email messages. Never assume that the reader will know you based on your email address. Include a salutation at the start of the message (even if just a first name) and a closing at the end (even if just an email footer). Be alert to whether you are responding to an individual or a multiple persons. If a sensitive topic has been raised, do not hesitate to respond with a phone call instead of another email message. Never include Theta Tau Ritual secrets or signs in a message, attachment, or photo/image.

RSVP
RSVP is an abbreviation of a French phrase “respondez s’il vous plait,” or simply “please reply.” Do not confuse RSVP with “Regrets only” which use should be avoided. If time allows, respond by note, courteously accepting or declining the invitation in writing. If the invitation included a telephone number, use it to reply. One should say “I am calling to accept your invitation to dinner next week,” or “I’m replying to your...”. It is important that you reply as soon after receiving the invitation as possible (preferably within 24 hours). Once you have accepted an invitation you are bound by common courtesy to attend, even if something better comes along.
Thank-you notes
When someone does something for you, gives you something, or invites you to be his or her guest, send them a thank-you note or card. This is far more appropriate than a telephone call. Send the thank-you note within 24 hours or in as timely a manner as possible (even if months after the occasion). A written note is the most appreciated form of thanks, followed by a phone call, then lastly an email message.

Envelopes
Properly addressed envelopes include the individual's name and/or company name, street number and name, apartment/suite number (if applicable), city, state abbreviation, zip code, and country (if mailing to a foreign nation). A return address should be added in upper left corner and correct value postage in upper right corner.

Cars
When driving, don't becoming angry over traffic or others' driving habits. Cursing and losing your composure show you're unable to handle stressful situations. Don't smoke or raise your voice in the car. Should you borrow anyone's car, return it clean, on time, and with a full tank of gas. Keep your car clean inside and out when picking up clients, co-workers, or a superior. 28% of accidents are caused by texting or speaking on a cell phone. Those are not good odds to do not engage in such activities while driving.

Hospitality
Each member and pledge should feel personally responsible as a host for any chapter visitor or one attending a Fraternity activity whether he is a stranger, a distinguished guest, a Theta Tau alumnus, or a national officer. Each member and pledge should introduce himself to visitors immediately. If the host is not wearing a visible identifying insignie, it is desirable that he clarify his status (pledge or member) to a visiting member when introduced.
**Personal Appearance**

A professional has an appropriate interest in personal appearance. One should have suitably cut and combed hair, cleaned and trimmed fingernails, and observe standards of cleanliness. Clothes do not make a person, but they do proclaim him. Clean and freshly pressed clothes appropriate to the occasion, and polished shoes, will give a good impression. Fraternity practice on acceptable attire for various functions should be followed. When attending an event at which suits are worn, a professional does not remove his coat. One should not expect to be comfortable at all times.

---

**Attire for Men**

**Shirts:** A man’s shirt collar should be loose enough to insert one finger between his neck and collar. Cuffs should be approximately ½ inch longer than your jacket. If you prefer French cuffs, the cuff links should be tasteful, not gaudy.

**Jackets:** Seek quality and proper fit. Don’t wear the same jacket two days in a row. The sleeves end at wrist. Button jacket when standing and unbutton when seated.

**Pants:** Should have a slight break in front above the shoe. The back of the pant leg should not touch lower than the top of the shoe’s sole.

**Ties:** Should end at the top of the belt line. Buy silk ties.

**Belts:** Should be simple, leather, and classic. Avoid ornate buckles. The belt is an accessory and should not need to be cinched tightly to hold up one’s pants.

**Socks:** Color should match slacks or shoes and cover the calf.

**Shoes:** Should be quality leather, dark in color, and kept well-polished. Laced shoes are most customary, followed by slip-ons; avoid tassels.

**Braces:** Suspenders are acceptable as long as they button (not clip) inside trousers.

**Trench coat:** Tan colored with a belt. An all-weather coat will travel well.

**Overcoat:** Wool or cashmere, single or double breasted. Best colors are tan or dark.

**Watch:** Thin, leather bands are preferable.

**Jewelry:** Wear a wedding, class, or signet ring only. Avoid other jewelry.

---

**Attire for Women**

**Color:** Dark colors recede; light colors enlarge. Use to enhance your height or size.

**Lines:** Horizontal lines broaden, vertical heighten, and asymmetrical are flattering.

**Blouse:** A woman’s blouse should be silk, silk-like polyester, or cotton.

**Jacket:** Should be proper fit, quality fabric, and right style and length for your figure.

**Skirt:** The most professional skirt is a slim, simple skirt, A-line, pleated, or straight.

**Dresses:** Solid colored and fully-lined is preferred.

**Belts:** Choose leather belts for fall/winter with a small gold or silver buckle. For spring/summer, switch to natural, neutral tones, rope, or linen.

**Scarves:** Dots, checks, and plaid scarves bring energy to your looks.

**Shoes:** Sandals or extremely high heels should be avoided.

**Stockings:** Brightly colored pantihose have no place in the office.

**Jewelry:** Earrings, necklaces, bracelets, rings, and pins should be coordinated.
Table Manners

At a Fraternity dinner each guest should be escorted to the pre-arranged location at the table, ahead of the others. Others should then fill first the places near the guest(s). The woman at the head of a table should be seated first, then the other women, and finally the men. A man holds the chair of the one he is escorting, or for the one on his right, or for the elder first if he is escorting more than one. No one should start eating any course until all at the table have been served. Ideally, wait until the host has begun eating or invited all to begin. The one at the head of the table should be the first to begin.

Do

- Sit up straight, but not stiffly
- Blot lips with your napkin before drinking
- Forearms may rest on the table
- Elbows may rest there in between courses
- Put your napkin on your lap
- Place napkin on table if you get up
- Bring the food to your mouth
- Pass the salt and pepper when asked for one
- Offer to help clean up something you’ve spilled
- Serve food from the left and remove from the right
- Pick up a dropped utensil if you can do so easily
- Remove a seed or similar from your mouth with your cupped fingers
- Food that flies off your plate should be retrieved and put on your plate
- Wait for your host/hostess to begin eating or give similar sign to begin
- Excuse yourself to the rest room to wipe nose or pick food from teeth
- Say “No, thank you” when declining food

Don’t

- Slurp or blow on your soup
- Crunch the ice or chomp on hard candy
- Talk with food in your mouth
- Push your plate away or stack plates
- Chew with your mouth open
- Use your utensil as a serving utensil
- Use a toothpick
- Don’t put a serving utensil in your mouth
- Apply or touch up makeup
- Apologize for not eating something

A place setting will properly have the fork to the left, and knife (blade edge to left) and spoon (in that order) to the diner’s right. Multiples of any of these three are arranged in the order they will be used during the meal (from the outside to the plate). A spoon and/or fork laid horizontally above the place setting is used for dessert. American practice is to switch the fork to the other hand after using the knife and to eat from the fork with tines up. Fork or spoon is held much like one holds a pencil. Food should usually be passed to the right.
Beverages should be stirred quietly. A spoon should never be left in a glass or cup. Used flatware should be laid on a plate or saucer. Except when in use, the left hand should be in the lap. Others should be asked to pass items not easily within reach. Each diner should be alert to the possible needs of others and offer items nearby before helping himself.

**Smoking**

It should be assumed that a home, workplace, or business is smoke-free. An absent ashtray certainly means "No smoking." Do not ask for one. Never force a non-smoking guest to sit in a smoking section. If ashtrays are on a table, avoid smoking during a meal and in between courses. The only time to smoke is after dessert, if smoking is permitted.

**Alcohol Awareness**

The Theta Tau Bylaws state: "The possession or use of alcoholic beverages or controlled substances at any Fraternity activity shall be in compliance with federal, state, local, and university regulations." State laws make it a criminal offense to serve an alcoholic beverage to those underage or to those who are drunk. From the perspective of etiquette, one should assure that consumption of alcohol does not lead to improper behavior or speech before one’s peers or superiors. Doing so will likely affect future professional advancement.

Apart from the law and etiquette, a fraternity has a responsibility to the brothers, to its guests, and to society to avoid human tragedy by preventing (not encouraging) drinking to a state of drunkenness and by prohibiting an alcohol-impaired person from driving or walking home or elsewhere. Brothers don’t let Brothers drive drunk! If there is any question as to the condition of one who may have over-indulged, medical assistance should be summoned immediately.

Please consult the Risk Management Policies located on Page 78 of this Manual for information regarding alcohol, drugs, and other areas of operation.

**Visiting other Chapters**

It is appropriate for one visiting another chapter to bring a small gift for the chapter or to send a thank-you note to the chapter following the visit. Over the years, some student and alumnus members have developed a habit of “borrowing” things from other chapters. This may seem harmless enough, but it too quickly leads to problems. Some think that this practice builds brotherhood, encourages visits to other chapters, and that no ill feelings have resulted. They are wrong. Overwhelmingly, this is just not the case. The evidence is clear that over time it degenerates into misdeeds, accusations, vandalism, hard feelings, and bad blood. Instead of building brotherhood, it builds resentment; instead of encouraging visits to other chapters, it leads to breaking and entering; eventually it results in a member being injured or worse. These words mean a great deal to us so refrain from this so-called “borrowing” activity at all times and actively prevent others from doing so as well: “In a machine, if one gear is out of sync with another, it stops the machine... if a chapter is out of sync with another, it disturbs the harmony that exists among us.”
Welcome to the Digital Age

It still seems to surprise many students that the world has been digital for as long as they’ve been alive. Everything you do or say, or photo or video you take or send or even look at online -- on Facebook, Twitter, Instagram, GroupMe, a supposedly private email, chat window, site, page, app, including the ones invented after this was typed in 2017 may arise at the most awkward and inconvenient time for you or your chapter.

It should go without saying to never post publicly embarrassing, humiliating, or hateful audio, video, or text. Better yet, don’t ever record such drivel. Each year, however, we see this lesson forgotten, ignored, or tested to the chagrin of many friends, parents, employers, and oneself.

In this age, it is demanded that you know where to “draw the line” between fun and bias, and you will likely not be permitted to reconsider later where that line should be. Moreover, others will determine that line for themselves, for the campus, for their community, and it they may determine it differently than you. Campus officials in particular “walk on eggshells” for fear of being labelled as racist, sexist, homophobic, xenophobic, religiously intolerant, gender-identity biased, dismissive of those mentally or physically challenged, engaging in cultural appropriation, and on and on. Some also fear being accused of “enabling” those who may engage in such behaviors. When one’s greatest fear is an accusation, the truth or facts often have no bearing or impact on decisions. Those people or institutions that exhibited past hatred toward those of a particular race, religion, or gender are no better for redirecting that emotion towards the Greek community. It is still hatefulness and has no place in a college community or civilized society, but it remains present and is real.

You may know that the fraternity has a mixed history in some of these areas. Theta Tau has formally admitted those of any race since the 1950s and of any gender since the 1970s (before some engineering schools admitted women). There have never been restrictions based on religion, sexual preference or identity, nationality, or other such categories. In short, no restrictions have existed in your entire lifetime or likely your parents’ lifetimes. You, or your chapter; are not responsible for the (past or current) bigotry or hatred displayed by others. You may certainly choose to support those who are oppressed or harmed, and you should do so proudly. Some could say that instead of mixed, Theta Tau’s history is noble. Our principle Founder was a physically-challenged immigrant to this nation. Certainly, the three other Founders who joined with him in creating the Fraternity held no bias toward his immigrant status. Among our student members across the nation, Theta Tau is twice as diverse as the average undergraduate engineering population. We are often more diverse than other engineering organizations one may consider. Many who did not feel welcome in other organizations, have found a home in our noble Fraternity.

Obscene & Discriminatory Language

We are committed to providing an inclusive and welcoming environment for all members and guests. A few awful words spoken in jest to someone close, may be overhead by others who just “aren’t in” on your “joke” – and they have good reason for not wanting to be. Fraternity members should be mindful of their language and conduct and keep away from offensive behavior, comments, and remarks. We expect that you will avoid terms or expressions that are patronizing and demeaning as well as obscene language.

To uphold Theta Tau’s integrity, members shall not intimidate or ridicule groups based on race, gender or gender expression, sexuality, ethnicity, nationality, cultural practices, physical or mental disability, or socioeconomic status. Most importantly, any themed event should be consistent with our brand values.
The most important unit of any fraternity is the individual chapter. Accordingly, elected and appointed chapter officers have a special responsibility to maintain and improve the standards of the Fraternity. They are responsible for seeing that its laws and positive/beneficial traditions are observed in detail, and for establishing and maintaining the appropriate atmosphere within the chapter to fulfill the purpose of the Fraternity and to provide the maximum opportunity for each member's well balanced personal development — professionally, socially, and academically. Our members, brotherhood, and chapters are strengthened when we have the opportunity to work together and to interact with one another (and with ones outside the chapter) in different types of activities and events. Reliance on just one area comes at the expense of your full development as a professional and as a person as well as the greatest potential success of your chapter. Past Grand Regent Dean Bettinger spoke frequently about the manner in which a balanced program (of service, professional development, and brotherhood activities) uniquely ensures each chapter's ability to achieve our Fraternity's purpose. Today, that program is presented in the form of the Strategic Framework found on the opening page of this Manual. However it is expressed, it fulfills the vision of our Founders that Theta Tau be a professional engineering fraternity.

Professional Development distinguishes Theta Tau from other fraternities and contributes to the beginning of one's continued need for lifelong education as a practicing engineer. Speakers on technical topics, plant tours of engineering in its actual environment, the Theta Tau Machine Contest, etc. help our members develop as professionals and demonstrate to ones outside the Fraternity a benefit of membership in Theta Tau. Chapters commonly hold PD events like those listed below:

<table>
<thead>
<tr>
<th>Resume Writing Workshop</th>
<th>Financial Management Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Interview Skills Seminar</td>
<td>Egg Drop Contest</td>
</tr>
<tr>
<td>Robotics Competition</td>
<td>Theta Tau Machine Contest</td>
</tr>
<tr>
<td>Manufacturing Facility Tours</td>
<td>Campus Lab Demonstrations</td>
</tr>
<tr>
<td>Technical Presentations</td>
<td>Engineers Week demonstrations</td>
</tr>
</tbody>
</table>

Community Service for our chapters is defined first as service to the engineering school, next to university, and then to the community surrounding campus. Assisting with campus/building tours, organizing Engineers' Week activities, and similar will assure that the engineering school will also assist you when you need help. It encourages the development of relationships that contribute to your career. Additionally, the national Fraternity has designated
Habitat for Humanity as our philanthropy of focus. This is not only a worthwhile organization, but one which seems fitting for engineers to support. Working with Habitat, near your community, is an excellent way to support those less fortunate, but also committed to helping themselves. Some common service projects of our chapters are:

Adopt-a-Highway  Campus Blood Drive
Habitat for Humanity  Assisting the Elderly
Tours for students  Engineering Open House
Clothing Drives  Math/Science Fairs

Social/Brotherhood activities are what separate us from other technical or honor societies on campus. We assume most chapters don't need suggestions for social activities, but some thoughts in this area are appropriate. More than parties, social/brotherhood events include intramural sports with other Greeks on campus, formals for student members and alumni, mixers with sororities on campus, alumni activities, attendance at regional or national fraternity events, and interaction with other chapters. Students don't usually need any ideas for social events, but here are a few:

Paintball  Pool/Euchre Night  Game/ Movie Nights
Intramurals  Golf Outing  BBQ’s/Cookouts
Chapter Meals  Formals/Dinner Dance  Mixers

The Balanced Program includes activities in each of those 3 areas above. This does not mean precisely one-third of each them, and Theta Tau chapters are given (within reason and common sense) the flexibility to determine the best mix of each for their own chapter. Excellent chapters have a balance of activities in all three areas; and almost invariably, underachieving chapters likely do only one of the areas well. In a typical year, estimates show that chapters collectively hold over 250 community service activities, over 250 professional development activities, and over 300 social/brotherhood activities.

Fine chapter operation involves the proper handling of external as well as internal responsibilities. The chapter is obligated to observe the rules of the school where it is located and to contribute positively to the program of the institution. It also has an obligation to reflect favorably upon the Fraternity of which it is a part, carefully to follow its laws, and effectively to fulfill its mission.
Public Relations

Good fraternity public relations don’t just happen. They result from the maintenance of a worthwhile program about which others are informed. Professional fraternities have a particular problem in making their unique identity known. Each new engineering administrator or faculty member should be visited personally by a student member and welcomed to the campus. In some tasteful way, it should be determined if the new faculty member belongs to Theta Tau. Other engineering faculty members should be visited similarly perhaps every two or three years. Each semester, a personal invitation should be made to engineering faculty/administration to a specific chapter sponsored function or event.

Because each individual chapter and member represents the entire fraternity, the chapter’s public relations are very important. Any fraternity is viewed by many segments of the public. The most important are those found where the chapter is located: university-wide and engineering administrators, faculty members, students, other campus organizations, local alumni, and even neighbors on your block.

The best way to impress favorably administrators and faculty members is to follow regulations, collectively and personally, and to provide the proper chapter atmosphere in which the value of academic achievement is recognized by pledges and members. Beyond this, each should have an opportunity to get to know each administrator and faculty member personally while he is in school. Therefore, the chapter should invite these persons (and perhaps their families) to be the guests of the chapter at well-organized events. When appropriate, of course, they may be asked to speak, but it is also nice to have them sometimes simply as guests. Especially when the chapter maintains a house, it is desirable to invite representatives of neighboring or competitive fraternities to dinner occasionally. Of course, having guests includes the responsibility of being a good host, and making the guest feel that you are genuinely interested in them.

No amount of diversified effort on getting adequate publicity will take the place of a commendable chapter program which makes membership meaningful and which promotes group and individual participation in school and professional activities. When some worthwhile activity is undertaken, or when something involving the chapter is moderately newsworthy, officers should see that articles about it appear on the chapter’s website, in social media postings, in the student newspaper, the student engineering magazine, the local city newspapers, the hometown newspapers of those members particularly involved, and (when
Appropriate) in the school's alumni magazine. Often, the school has a public relations office which will be of help in getting articles in the last three publications cited. Do not fail to make use of this service. It is axiomatic that an editor cannot publish that which he doesn't know. One attribute of the engineer which is extolled in our Ritual is perseverance; this is often required in order to achieve the publicity deserved. Often a chapter must submit the same story repeatedly before publication on a large campus where the newspaper staff is not personally known to some members of Theta Tau. The result is worth the effort.

Newspaper stories should be submitted in typed form, carry a headline/title, and be error-free. A short, balanced, two-line headline is used as a column head by most newspapers. In order to gain the greatest benefit from such an article, the headline should begin: "Theta Tau..." and the article should begin: "Theta Tau, professional engineering fraternity,..." It should be written in journalistic style with the most important facts first, and include who, what, when, where, why, and how. Announcements, etc., should be attributed to someone by name and position. The news release should carry a release date at the top of page 1, along with the name, address, and telephone number of an individual who may be contacted for more information. Multiple page articles have pages numbered, with the word "more" at the end of all but the last page which carries some "end mark," traditionally "###." Start promoting before the event to ensure that the coverage is timely and to give the news outlet greatest flexibility.

For significant Fraternity events such as special anniversary celebrations, Regional Conferences, Conventions, etc., the host chapter should make every effort to obtain publicity in campus and local city newspapers. An important event is sometimes good material for radio or television coverage, also.

**Alumni Relations**

Attendance of an alumnus at chapter events depends upon several factors. The event should be scheduled at a time likely to be convenient for him. Alumni always recall (favorably or otherwise) previous chapter events attended, and the importance of good alumni relations cannot be overemphasized.

**Invitations**

The chapter's alumni, nearby alumni of other chapters, the Regional Director, and other nearby national officers should be urged to attend events through invitations received more than two full weeks before the date. Date, time, place, and event should be detailed. Through the envelope address, or otherwise, it should be made clear if the alumnus alone is being invited to the event or if his spouse or children are also invited. Make clear if reservations are necessary or requested. In addition to being invited by mail, each Theta Tau faculty member should be visited personally and invited by a student member. A convenient way to invite large numbers of alumni is through a newsletter or a well-crafted and attractive email message.
Initiation Day
This is a good time to invite nearby alumni (and alumni who are related to an initiate) to visit the chapter. Nearby national officers should also be invited.

House Improvements
Student members living in a Theta Tau facility have a special benefit many others do not have. It should be understood that the chapter is entrusted to care for and improve the facility during their relatively brief time as students. Doing so during your time as caretaker of the house shows your appreciation for those who obtained and cared for the house before you, and also ensures that you provide a better facility for those generations of students that will follow.

Football/Basketball Seasons
Football season (and especially each school’s homecoming) and basketball season provide an excellent opportunity to renew friendships with alumni and families. Buffet meals, coffee and doughnuts, or similar served before/after the games are good ways to welcome back alumni.

Newsletters, Website, and other communications
Chapter newsletters should be mailed or emailed by each chapter at least once a year (and preferably more often) to all its alumni (including honorary members), other chapters, alumni organizations, national officers, and Past Grand Regents. It is important that the newsletter be prepared primarily to be of interest to the chapter’s own alumni, regardless of the reader’s age. A common fault of chapter newsletters is that they contain news in which only a very recent alumnus is interested. Emphasis should be given to chapter accomplishments, honors to individuals, and, especially, news about alumni themselves. Foul language or a politically strident article should never appear in a newsletter. Your reader spans many decades, living throughout the country, representing nearly every religion, ethnicity, socio-economic background, and political affiliation you can imagine. Take care not to offend those whose support you will most surely want later. The best way to give a newsletter an objective perspective is to submit copy to an Adviser for a quick review prior to publication. The purpose is not to have it censored, but to get the feedback of a
typical alumnus. Alumni often react unfavorably without ever conveying their thoughts to the chapter. The newsletter should put the chapter’s best foot forward. **This applies equally to your chapter website, facebook page, twitter postings, and even an individual member’s online presence** that is linked to your chapter’s sites (since the student member’s site reflects on the chapter). A 2015 study indicated that **80% of employers consider an applicant’s online social media behaviors before hiring.** That percentage will only increase in future years.

**Hospitality**

All student members share a responsibility for making the visiting alumnus (and his family) feel most welcome. This takes prior planning, effort, and time on the day itself, before and after the event. It also pays big dividends. Often alumni will visit unexpectedly when in town for athletic or other events. Without exception, each member and pledge should introduce himself to each visitor as early as possible. If a large number is involved, a nametag should be provided for each one present.

**Fund Raising**

Some chapters use their website, email message, or the chapter newsletter as an effective medium for soliciting financial support from their alumni. Careful planning should precede such an effort. Requests should state at least generally the purpose for which the money will be used, and roughly the extent of the need. Contributions should never be requested to pay for chapter activities, but only for the purchase of items of lasting value or to improve chapter property. Contributions directly to a professional fraternity chapter should not be inaccurately described as being income tax deductible. A general request for gifts to a headquarters fund, not yet established, to be administered by student members, is sure to evoke little response. A well-organized, well-planned, and fully developed program involving alumnus leadership is necessary for obtaining significant gifts for a headquarters fund.

Some chapters have an ongoing program through which regular annual gifts are solicited for chapter improvements. This is transferred by the chapter to the house corporation to finance major house improvements, purchase of furnishings, etc. When well administered, such a program will include imprinted cards and addressed return envelopes enclosed with the newsletter, prompt notes of thanks to contributors acknowledging their gifts, listing of donors’ names on a framed certificate prepared annually and displayed in the chapter headquarters, and listing of their names in the next newsletter together with an article citing improvements the fund has made possible since the last issue.

**Officers**

Before being elected, or at least immediately after election, each officer should familiarize himself with the entire Chapter Officers Manual found online.
at www.thetatau.org. In addition, each officer should compile a notebook containing facts and opinions accumulated during his tenure to help guide his successor. Such a notebook can be of inestimable value to a new officer, especially when his predecessor may not be available to give him personal guidance. Many chapters have detailed binders with such information in the form of a “Procedures and Documentation Manual.” Each one should become completely familiar with his own duties, have a general knowledge of the duties of the other officers, and be familiar with chapter functions, laws, and customs. The Calendar of Duties should be carefully observed so that responsibilities may be discharged in a timely manner. Failure to do so will often result in unnecessary financial penalties to the officer and chapter.

**Regent**

With election to the office of Regent goes high honor, but also heavy responsibility to lead in an effective way. The effort and ability the Regent brings to the office will determine in large measure the success his chapter achieves during his tenure in office. His specific procedural duties are extensive, but of even greater importance are his intangible duties as chapter leader. In view of the importance of each chapter in our Fraternity, the Regent plays a very significant role in the development of the Fraternity as well as his own chapter. The Regent’s duties are outlined in the National Constitution and Bylaws, Ritual, and chapter bylaws. Theta Tau *Policies and Procedures Manual* indicates that the Regent preside at all meetings, initiate all pledges, appoint all committees, witness the records of all initiates, and fulfill such other obligations as may be imposed upon him by the chapter. He is specifically responsible for the Charter, Ritual, Constitution, and Chapter Roll Book. He appoints non-elective officers as required by the Ritual and shall cause at least one article of the Constitution to be read at each regular meeting. With the Treasurer, the Regent is jointly responsible for all financial reports and transmission of fees and dues; with the Scribe, for all general reports. These primary reports are gathered together as worksheets in a single online “Google doc” referred to as the Chapter Management Tool (CMT), looks much like an excel file, and is completed/submitted electronically. The Regent is required to ensure that the chapter’s Annual Report (tracking each member’s participation in all chapter activities) is contemporaneously maintained, accessible to Regional Directors, and the final version of which constitutes a chapter’s Annual Report at school year end.

In addition to these specifically stated duties, the Regent’s obligations are far more extensive since he has overall responsibility for every aspect of chapter activity. He should never forget that authority may be delegated, but responsibility cannot. He must be familiar with the laws and customs of Theta Tau, and
with its procedures, and see that the other officers discharge their duties, also. Only under extenuating circumstances, however, should the Regent discharge duties assigned to others. The chapter and its members benefit most when there is a distribution of the workload.

Chapter meetings should be held regularly at an established time and place, following a schedule planned at least a term in advance. The level of chapter activity and the extent of business to be handled will determine the frequency and length of meetings and the possible necessity of special meetings in addition to those regularly scheduled. Regular meetings should be held at least twice each month during the school year. Shorter meetings with the agenda outlined and distributed in advance, are preferable to longer meetings held less often. To be effective as presiding officer, the Regent must be familiar with parliamentary procedure, should exercise fairness, and should refrain from participating in discussion during a meeting unless he relinquishes the chair temporarily.

**Vice-Regent**

The Vice-Regent's duties are outlined in the *Policies and Procedures Manual*. This officer acts as presiding officer in the absence of the Regent, is in charge of the chapter room and of the examination of all visitors. The Vice Regent sees that the officers are at their stations at the opening of meetings and should memorize that short portion of the Ritual in which he participates. In some chapters, the Vice-Regent is charged with general supervision of committees. This seems a desirable responsibility for the member who (at the time of his election) should be the member second best qualified to serve as Regent. In some chapters, the Vice-Regent is charged with serving as Recruitment Chairman or Pledge Instructor. However, it is better to have these positions filled by appointment of the Regent since they require special interest and abilities not necessarily associated with general leadership capability and since members in these important positions should be subject to replacement without chapter action. Sometimes, of course, the Regent might select the Vice-Regent to serve in one of these positions if he has the interest, ability, and time to handle well the responsibilities of both offices.

The Vice-Regent should at all times be prepared to handle the duties of the Regent should he be called upon to temporarily assume that office. Therefore, he should be familiar with the Regent's duties and all chapter activities. The Chapter Bylaws should provide for the replacement of the Regent should he resign or become unable to discharge his duties for an extended period.

**Scribe**

The Scribe is charged with handling the chapter's official correspondence, maintaining membership records, and filing timely reports with the Central Office. The Scribe's diligent attention to details contributes much to proper chapter operation. As importantly, these details and data provide the infrastructure upon which the chapter builds. If they are incomplete or inaccurate, they are certain to cause problems in the future. The duties of the Scribe are outlined in the *Policies and Procedures Manual*. The Scribe must keep the chapter records, including minutes of meetings; register all visitors; witness the records
of all pledges and initiates; read all communications to the chapter; promptly respond to communications from the Executive Council; maintain necessary correspondence with the Executive Director; notifying him of those pledged and depledged, of elections of officers, and of the names, addresses, and other data on new alumni; and shall perform any other duty the Regent may require of him. With the Regent, the Scribe is jointly responsible for all general reports of the chapter. The importance of properly kept records cannot be overemphasized. They constitute a documentary history of the chapter, and stand as a permanent record of each Scribe’s tenure in office. The Scribe should maintain a fully up-to-date copy of the Chapter Bylaws. During each regular and special chapter meeting, the Scribe should take adequate notes recording each segment of the order of business and each action taken by the chapter. This includes the names of ones making and seconding motions and the vote on each.

At the time the written Pledge Tests are given, the Scribe completes most parts of the Initiation Report. The Initiation Report is then fully completed by the Treasurer for completion/submission to the Central Office. The most commonly completed forms (Officer Election, Membership Status Change, Co-op, and Initiation Report) are available as worksheets within the Chapter Management Tool enabling for electronic completion/submission to the Central Office and Regional Directors. With the Regent, the Chapter Management Tool (tracking each member’s participation in all chapter activities) is contemporaneously maintained by the Scribe, and the final version of it constitutes a chapter’s Annual Report at school year end.

Treasurer

To be successful, a chapter operation must be financially sound. Accordingly, the position of Treasurer is of great importance. Our laws require that the Chapter Treasurer keep the chapter funds and financial records; order official insignia; collect initiation fees and badge costs from new initiates before initiation, remitting them with the Initiation Report to the national Fraternity promptly after initiation; make semiannual reports and payment of dues to the national Fraternity; and complete the financial portion of the chapter’s Annual Report. Before assuming the duties of his office, the Treasurer should ask that an audit of the chapter’s financial records be made in accord with the Policies and Procedures Manual.

The Treasurer is responsible for completing the financial section of the chapter’s Annual Report at the end of each school year. Twice each year, the Treasurer is obliged to make payment of semiannual dues for all those on the chapter roll. The chapter is obligated to pay semiannual dues for a member through the half year in which he is officially granted premature alumnus status as an undergraduate or graduate student. The Treasurer also completes the
sections of the Initiation Report following each initiation ceremony and submits it along with payment to the Central Office within 2 weeks of the initiation date.

The Treasurer must insist upon payment of initiation fees, badge costs, and dues in advance, in accord with the laws. Should a prospective initiate be temporarily unable to pay his initiation fee or badge cost his initiation should be delayed, or he might obtain a personal loan from a member who sympathizes with his problem. In no case should the chapter provide this loan, or the equivalent — initiate one for whom it has not received payment of initiation fee. Such action would violate Theta Tau laws, customs, and policies, assuredly cause the chapter continuing problems, and set a poor example for others.

Proper financial management requires a budget setting reasonable estimates of income and of expenditures. Preparing an annual budget based on past chapter experience and expectations for the immediate future serves to point out to the Treasurer the necessity for balancing expenses with income [either through increasing fees and dues or through decreasing expenses]. Great care should be taken to avoid unjustified optimism in estimating income, and ample allowance should be made for expenditures in the important areas of alumni relations, public relations, and rushing.

The Treasurer should report on the chapter's overall financial position at each regular meeting. Monthly, each member should be given a note (or copy of accounting page) showing the current balance. Should a student member's account become overdue, the Treasurer (and later the Adviser and other officers) should counsel him about the problem. A Collection Referral Service is available from the Central Office for those who become delinquent. Such collection efforts should be pursued prior to any disciplinary action, before debt becomes a year old, and prior to the member becoming an alumnus. Invariably, the sooner a financial matter is confronted, the more easily it is solved.

Whether or not the chapter currently maintains a headquarters, it should follow a plan requiring regular obligatory payments into a headquarters fund by its members (preferably while each is a student). These payments should be kept separate from the general funds and transferred regularly to a nonprofit house corporation headed by an elected Board of Directors (alumni). Prior to initiation, it is suggested that each one to be initiated sign a Housing Note representing his obligation to make regular payments into the headquarters fund.

**Corresponding Secretary**

The duties of this important position may be briefly stated, but when diligently executed, they can be most extensive and of much service to the Fraternity. The Corresponding Secretary’s duties are outlined in the *Policies and Procedures Manual*. He shall correspond diligently with the other chapters, the alumni asso-
ciations, the Executive Director, and the alumni of the chapter, shall be the chapter’s correspondent to *The Gear*, and shall keep the chapter alumni records up-to-date. In order to correspond regularly with a large body of alumni, the Corresponding Secretary should prepare and distribute at least annually a newsletter. Also, the Corresponding Secretary is often required by his chapter to issue invitations to alumni to participate in chapter sponsored events. The Corresponding Secretary is the most logical elected officer to be responsible for the chapter’s website and timely social media postings about events/activities.

As the chapter’s correspondent to *The Gear*, the Corresponding Secretary is responsible for submitting chapter letters at times designated by the Editor for publication in *The Gear*. These should follow the theme specified for the issue, but may also contain material of general interest to the members of the Fraternity at large. Captioned photographs, news stories, feature stories, and alumni notes involving any members of the Fraternity should be submitted prior to the established deadline. The Corresponding Secretary should handle on a timely basis the correspondence of the chapter, including that with non-members — invitations, thank you notes and letters, congratulations, and sympathy when these are in order.

So long as there is one alumnus of the chapter whose address is unknown, the Corresponding Secretary’s work in this area is incomplete. Concerted effort to locate a “lost” alumnus will usually result in success.

Often, chapters maintain member address information in an Excel (or similar application) spreadsheet file. If doing so, please be sure to back up, store, and periodically save this information in multiple locations in case of catastrophic computer failure or loss. The Corresponding Secretary should inform the Central Office of new addresses which come to his attention. In this way, contact between the member, chapter, and national Fraternity can be maintained.

**Other Chapter Officers**

It is the standard practice for the Regent to appoint the Marshal, Inner Guard, and Outer Guard as required by the Ritual. In making appointments, the Regent should consider especially the degree of interest each has in the ritualistic aspect of fraternity operation and the likelihood of his discharging well the duties of his office. Chapters also appoint or elect numerous other committee chairs or leaders for specific events/activities. Some of these positions are:

In many cases, these chairs or committees are the first line responsible for events from conception through to implementation; therefore, careful consideration should be given to these appointments to ensure effective and successful administration. A chair or committee position is often a good way to learn and practice leadership skills that may lead a member to higher office. The progress which the chapter makes will largely depend on the interest and ability which each member brings to his post.

<table>
<thead>
<tr>
<th>Service Chair</th>
<th>Social Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website Chair</td>
<td>Recruitment/Rush Chair</td>
</tr>
<tr>
<td>Pledge Instructor</td>
<td>Fundraising Chair</td>
</tr>
<tr>
<td>House Manager/Steward</td>
<td>Machine Contest Chair</td>
</tr>
<tr>
<td>Professional Development Chair</td>
<td>Risk Management Chair</td>
</tr>
</tbody>
</table>
Adviser
The Executive Director appoints one or more alumni as Chapter Adviser. If there are more than one making up a Chapter Advisory Team (CAT), one may be appointed Senior Adviser. It is a rewarding position carrying responsibility for the proper conduct of chapter affairs. Through his mature guidance and understanding counsel, the Adviser can do much to assist the chapter officers and student members in personal, professional, and social development. He maintains close personal contact with the chapter. The Adviser is charged with maintaining a personal contact with the chapter officers and serves as an official representative of the Executive Council on his campus. The Adviser, or his agent, proctors the pledge tests, reviews submissions via the Online Pledge Form, and ensures completeness of the Annual Report. He witnesses the roll book page of each initiate when he is in attendance at the initiation ceremony. As an official representative of the Executive Council, he should make sure that the laws and customs of Theta Tau are observed by the Chapter.

At the beginning and again in the middle of the school year, the Central Office posts online a revised Pledge Test (Part A) to be passed by each prospective member before initiation. The chapter is to provide Part B. When an undergraduate member requests alumnus status and achieves the chapter's four-fifths approval, the Adviser should carefully review the case; and, if he concurs, he should indicate his approval then submit the matter to the Executive Director.

In addition to these areas in which the Adviser has specific duty, he has the general obligation to see that the student officers adequately discharge their duties at the proper times, and to follow through on any cases of failure to do so when called to his attention. Because of the importance of recruitment, membership selection, and new member education, he should provide guidance to the chapter in these areas. He should help in the preparation of an annual budget for the chapter, and participate in the annual audit of the chapter’s finances. Through advance counseling, he should try to avoid any problem which might result in disciplinary action against a member.

Operations
Chapter Bylaws
Chapters have Bylaws not inconsistent with the Theta Tau Constitution. The chapter bylaws should include a statement of duties of each officer in addition to those covered in the Theta Tau Constitution and Policies and Procedures Manual, and specifications of the term of office for each chapter officer. Standing committees should be covered as to composition, method of appointment, and duties. It is unnecessary to reiterate items in your local bylaws that are governed in our national laws. A standard and brief set of Chapter Laws is available from the Central Office. Chapters are encouraged to use this template and supplement it with your own separate Policies & Procedure manuals (not with amendments to bylaws).

Chapter Size
The accepted median for a group to maintain stable social cohesion is actu-
ally 150 (based on range of 100 to 230 for Dunbar’s Number). Remember, quantity drives quality. The spirit of brotherhood is stronger, the fraternal experience more significant, and the benefits of membership in Theta Tau more distinct, with 50 or so brothers in a chapter than with 20 or so. Further, fraternity studies show that smaller chapters have more frequent and more intense interpersonal conflicts among members. This results from the small number of members feeling overwhelmed by too few members having responsibility for too many duties that consume too much of their time. To avoid these serious conflicts, to ensure the long-term viability of your chapter, to alleviate too great a financial burden on too few, and to ensure a positive fraternity experience for all your members.

Pictures, Scrapbook, Web Site

A record of chapter membership should be maintained through annual group pictures or composites of individual pictures well-framed and appropriately identified and dated. Each chapter should maintain a scrapbook (hardcopy or online) reflecting group and individual activities of its members. Such a record is of great value in keeping a permanent history of the chapter. A scrapbook, well kept and discreetly used, can be invaluable in telling or reviewing the chapter’s story with rushees, guests, faculty members, and visiting alumni of all ages.

Although the written word is necessary to a scrapbook, photographs are most important. Pictures of activities as well as of posed groups will serve to keep memories fresh for all who review the scrapbook. However, to be worthwhile, all pictures need to be captioned, dated, and the individuals in each photo identified. Clippings from campus and city newspapers, and from magazines, will serve to record noteworthy group and individual achievements. Naturally, these should be identified as to source and date, and explanatory material included where needed. If such a record is maintained up-to-date, it will tend to show the need for continual effort to keep the Fraternity’s name favorably before others, through articles in periodicals.
With the development of web sites, chapters have an additional opportunity to present and preserve their history and to present it in a professional manner to the rest of the world. Appropriate digital pictures or printed ones that have been scanned should be posted in sections of your chapter’s website (and older ones should be preserved as they are changed for newer images). In the same way that your chapter should maintain activities in all areas of operation, your pictures, scrapbook, and website should reflect all those areas as well. Maintain and post a variety of images showing your members activities in the areas of professional development, community service, campus and social events. Avoid images which perpetuate and reinforce negative stereotypes of fraternities.

Contracts and Legal Documents

Chapters, colonies, alumni groups, and house corporations executing agreements for their respective entities must use their full name (e.g. Alpha Chapter of Theta Tau, National Capitol Alumni Club, Zeta House Corporation, Inc.) on any contracts, agreements, or documents only after having received permission to do so under the laws and procedures of their respective local group. They do not have authority to execute agreements, contracts, or documents on behalf of the national Fraternity in the name of “Theta Tau.” Chapters that receive requests that seek to bind the local group or indemnify another entity (such as the college, university, or athletic arena/venue) are required to contact the Central Office before executing such agreement. Consult the Risk Management Policies in this Manual.

Discipline

A chapter shall have the power to investigate the conduct of any member when it sees fit. For breaking any of the Laws and Customs of Theta Tau, or in any way acting in an unfrater nal manner in violation of the oath of membership, a member may be suspended from membership by a chapter after having been tried and found guilty in accord with the provisions detailed in Theta Tau Bylaws, Chapter VI. Upon suspending a member, the chapter shall immediately notify all members of the Executive Council (Bylaws, Chapter VI, Sec. 5). The Executive Council may expel a student member after suitable investigation (Bylaw, Chapter VI, Sec. 16). A suspended member has no Theta Tau rights except that of appeal. It is far better to prevent a problem through early counseling with the member by the officers and Adviser than to have to try to resolve it later through disciplinary action.

Library

Each chapter headquarters should include a library of selected books of interest and value to its student members. The library should not be just a depository for discarded textbooks, but a worthwhile collection of reference books, general interest books, books on professional topics, books authored by Theta Tau members, etc. Chapters often maintain a notes, homework, and test file for many engineering classes. Such information can be a valuable educational tool when used by students in a proper manner.
Parliamentary Procedure

Theta Tau has a set of laws under which it specifies how to operate in certain areas. Outside those specified areas, our Fraternity, like other groups, defers to Robert's Rules of Order for the conduct of its meetings. It is especially fitting that we do so since General Henry Robert was an engineer charged with developing a set of rules to keep order in meetings he chaired. Without these rules, the simplest meeting can become encumbered in meaningless, unproductive, or even caustic discussion, as opposed to deliberate, thoughtful debate leading to a concrete conclusion—an agreed upon course of action as evidenced by a motion which is adopted by vote of the chapter. Even when it may seem convenient to abandon these procedures, one should resist doing so. When its use is abandoned, members' rights are abused, conflicts are created, and productive results are less often achieved.

Basis of Parliamentary Procedure Parliamentary procedure is an established system that governs procedures in meetings. It procedure protects the rights of people to join together to accomplish common goals and enables them to debate and take action in a fair manner with the least controversy. It ensures:

**Key Rules of Parliamentary Procedure**

- The right of the majority to decide
- The right of the minority to be heard
- The rights of individual members
- The rights of absentees

A quorum must be present to do business. A quorum is the number of members who must be legally present to transact business. This is usually 51% though some special votes require greater percentages in person or proxy.

The majority rules. The minority has the right to be heard, but once a decision has been reached, the minority must then respect and abide by the decision. The chapter may not, however, by majority vote act in violation of its chapter/national laws. In the case of laws, one would be required to amend bylaws by the process specified within those laws.

Silence is not golden. Those members who do not vote agree, by their silence, to go along with the decision of the majority. And by extension, those who do not speak out have little room to complain about the outcome.
One question at a time and one speaker at a time. No motion is in order that does not directly relate to the question under consideration. Once a member has been recognized and granted “the floor”, he may not be interrupted.

Debatable motions must receive full debate. The presiding officer may not put a debatable motion to vote as long as members wish to debate it. Debate can be suspended by two-thirds vote or by a unanimous consent.

Personal remarks in debate are always out of order. Debate must be directed to motions and/or principles, not motives or personalities. Questioning motive or person is a strong sign that the motion cannot be opposed on a rational basis.

How to Present your Motion
1. Obtain the floor (be given permission to speak)
   - Wait until the previous speaker has finished
   - Rise and seek recognition of the Chair
   - When the Chair recognizes you, speak
2. Make your motion
   - Speak in a clear and concise manner
   - State a motion affirmatively. Say, “I move that we...”
   - Avoid questioning of motives; stay on subject
3. Wait for someone to second your motion
4. Another member will second your motion or the Chair will ask for a second
5. If no one seconds the motion, it fails and is not even discussed
6. Once a motion receives a second, the Chair will re-state the motion
   - The Chair will say, “it has been moved and seconded that ...
   - The membership then debates the motion or may vote immediately
   - Once the motion is presented to the chapter by the Chair, it belongs to the group and cannot be withdrawn, nor changed without chapter consent.
7. Debate the motion
   - The one making the motion should first speak in favor of the motion now (rather than at the time it was presented to the chapter)
   - All comments and debate must be directed to the Chair
   - Keep to any time limit for speaking that has been established
   - When possible, alternate between ones in favor and ones opposed
   - Ones may speak again after others are finished or unless called upon
   - If a secondary motion is made, the previous motion may be amended
8. Put the question to the membership
   - The Chair will ask, “Are you ready to vote on the question?”
   - If there is no more discussion, a vote is taken
## Kinds of Motions and What to Say

Main motions allow a group to do its work. Secondary motions are ones that can be made while the main motion is on the floor and before the main motion has been decided. They might be procedural in nature or might be made in an attempt to make the original motion more to one's liking. In this case, the secondary motion would be called an amendment. Here are examples of secondary motions:

<table>
<thead>
<tr>
<th>To Do This</th>
<th>Say This</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change a motion</td>
<td>&quot;I move to amend the motion by...&quot; (adding, striking out, substituting)</td>
<td>Majority</td>
</tr>
<tr>
<td>Send to committee</td>
<td>&quot;I move the motion be referred to...&quot; (include which committee (a standing committee or a new special committee)</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone action</td>
<td>&quot;I move the motion be postponed to...&quot;</td>
<td>Majority</td>
</tr>
<tr>
<td>Limit debate</td>
<td>&quot;I move that debate be limited to...&quot; (number of speeches, number of minutes)</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>End debate and immediately vote on the pending motion</td>
<td>&quot;I move the previous question.&quot;</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>Take care of an urgent request affecting the comfort, safety, dignity, of organization/individual</td>
<td>Examples: &quot;We cannot hear in the back.&quot; &quot;Not all members received materials&quot; &quot;The speaker is mis-stating my remarks.&quot;</td>
<td>Chair rules</td>
</tr>
<tr>
<td>Take a recess</td>
<td>&quot;I move that we recess for...&quot;</td>
<td>Majority</td>
</tr>
<tr>
<td>End the meeting</td>
<td>&quot;I move that we adjourn.&quot;</td>
<td>Majority</td>
</tr>
<tr>
<td>Enforce parliamentary procedures</td>
<td>&quot;I rise to a point of order.&quot;</td>
<td>Chair</td>
</tr>
<tr>
<td>Protest a ruling of the chair</td>
<td>&quot;I appeal the decision of the chair.&quot;</td>
<td>Majority</td>
</tr>
<tr>
<td>Request additional information</td>
<td>&quot;I rise to a point of information.&quot;</td>
<td>Chair</td>
</tr>
<tr>
<td>Request parliamentary help</td>
<td>&quot;I rise to a parliamentary question.&quot;</td>
<td>Chair</td>
</tr>
<tr>
<td>Demand a verification of the vote</td>
<td>Call out, &quot;Division!&quot; (Do not wait to be recognized by Chair)</td>
<td>On demand of anyone</td>
</tr>
<tr>
<td>Separate parts of a motion</td>
<td>&quot;I move the motion be divided.&quot;</td>
<td>Majority</td>
</tr>
<tr>
<td>Withdraw a motion</td>
<td>&quot;I request my motion be withdrawn.&quot;</td>
<td>Majority</td>
</tr>
</tbody>
</table>
It may be helpful to recognize that some aspects of Parliamentary Procedure are handled in parallel and other aspects in series. The most recent secondary motion or amendment is always handled first (since the outcome of the vote on it may change the original motion). Although an unlimited number of amendments (handled in parallel) to a main motion are permitted, only two layers of amendments (handled in series) following the original motion are allowed.

**Glossary of Terms**

**Motion:** Proposal to take action or express opinion (also called a “question”)

**Abstain:** To refrain from voting

**Amendment:** A motion that changes a motion

**Carried:** To adopt a motion

**Out of Order:** Not correct from a parliamentary standpoint

**Call the Question:** Placing the motion before the group for a vote

**Second:** A second person that agrees that the motion should be considered

Detailed reports should be distributed in writing or via email in advance of a meeting. Approval of reports is a good practice, but motions should generally be held for Old or New Business. Approval of a report does not constitute approval to carry out its recommendations, but merely recognizes that it has handled the project, performed the function, discussed alternatives, or reached conclusions as charged by the chapter to do. Expected motions should be written down and given to the Regent and Scribe in advance so that they may be read aloud and recorded accurately. Certain rules apply to certain types of motions. The table on the next page may be helpful to the one chairing the meeting in knowing how to properly handle requests made by the body. The Chapter Regent should be familiar with the most common among these so that he may rule immediately during the course of a meeting. The chart which follows should be kept handy for times when obscure motions/actions are made.

**Sample Agenda For a Theta Tau Meeting**

- Ritual Opening Ceremony for Chapter Meeting
- Roll Call
- Reading of previous meeting’s minutes (distributed in advance)
- Reading from Theta Tau Constitution and Bylaws
- Announcements
- Officers’ Reports
- Committee Reports
- Old/Unfinished Business
- New Business
- Ritual Closing Ceremony for Chapter Meeting
<table>
<thead>
<tr>
<th>Motion</th>
<th>Purpose</th>
<th>Second Needed?</th>
<th>Amendable?</th>
<th>Debatable?</th>
<th>Vote Needed</th>
<th>Interrupt?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postpone indefinitely</td>
<td>Defer action indefinitely</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>majority</td>
<td>no</td>
</tr>
<tr>
<td>Amend</td>
<td>Modify a motion</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
<td>no</td>
</tr>
<tr>
<td>Amend an amendment</td>
<td>Modify an amendment</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>majority</td>
<td>no</td>
</tr>
<tr>
<td>Refer to a committee</td>
<td>Further study</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
<td>no</td>
</tr>
<tr>
<td>Postpone to a certain time</td>
<td>Defer action to a definite time</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
<td>no</td>
</tr>
<tr>
<td>Limit or extend debate</td>
<td>Modify freedom of debate</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>2/3</td>
<td>no</td>
</tr>
<tr>
<td>Previous question</td>
<td>Close debate</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>2/3</td>
<td>no</td>
</tr>
<tr>
<td>Lay on the table</td>
<td>Defer action indefinitely</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>majority</td>
<td>no</td>
</tr>
<tr>
<td>Take from table</td>
<td>Consider tabled motion</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>majority</td>
<td>no</td>
</tr>
<tr>
<td>Reconsider *</td>
<td>Consider a defeated motion</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>majority</td>
<td>yes/no</td>
</tr>
<tr>
<td>Rescind (repeal or annul)</td>
<td>Repeal something previously adopted</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>2/3</td>
<td>no</td>
</tr>
<tr>
<td>Suspend the rules</td>
<td>Take action contrary to standing rules or agenda</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>2/3</td>
<td>no</td>
</tr>
<tr>
<td>Leave to modify/withdraw a motion</td>
<td>Change or withdraw a motion</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>majority</td>
<td>no</td>
</tr>
<tr>
<td>Divide a motion</td>
<td>Consider parts of motion separately</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>majority</td>
<td>no</td>
</tr>
<tr>
<td>Object to consideration of a motion</td>
<td>Suppress action</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>2/3</td>
<td>yes</td>
</tr>
<tr>
<td>Roll call vote</td>
<td>Verify a voice vote</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>1/5</td>
<td>no</td>
</tr>
<tr>
<td>Point of order</td>
<td>Correct procedure</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>decision of Chair</td>
<td>yes</td>
</tr>
<tr>
<td>Appeal decision of the Chair</td>
<td>Reverse a decision of the Chair</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>majority</td>
<td>yes</td>
</tr>
<tr>
<td>Call for orders of the day</td>
<td>Force consideration</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>decision of Chair</td>
<td>yes</td>
</tr>
<tr>
<td>Rise to a question of privilege</td>
<td>Make a personal request during debate</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>decision of Chair</td>
<td>yes</td>
</tr>
<tr>
<td>Adjourn/Recess</td>
<td>Terminate meeting</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>majority</td>
<td>no</td>
</tr>
</tbody>
</table>
Risk Management Policies of Theta Tau (online here)

Each chapter should have a Risk Management chair, charged with ensuring that the chapter obeys all of the risk management policies of the fraternity. It is recommended that this chair be a senior member of the chapter. If a chapter fails to select a separate Risk Management chair, this position is assumed by the chapter Regent by default.

The Risk Management form shall be signed by all chapter officers no later than ten days after the beginning of the Fall term. No chapter shall hold any social or rush event before this form has been received by the appropriate national officer(s). The chapter officers will also ensure that the provisions of the Risk Management Policy are followed for all Theta Tau functions. Chapter Officers (or Risk Management Chair) will organize chapter participation at least once per year in each of the following areas. The chapter’s university office of student affairs (or other similar department) likely has information and/or facilitators for each of these areas:

- alcohol and drug awareness program to educate its members on the responsibilities and consequences of alcohol consumption and drug use;
- anti-harassment program to assist members in recognizing, preventing, and reporting discrimination, sexual harassment, and hazing;
- mental health recognition program (such as suicide or depression) to help members in the recognition of warning signs, identification of referral resources, and skills to respond to members at-risk.

Policy on Alcoholic Beverages

The possession or use of alcoholic beverages or controlled substances at any Fraternity activity shall be in compliance with all federal, state, local, and university regulations. Members of Theta Tau shall abide by all applicable liquor control laws (including the legal drinking age) of the state, city, college or university, and the Fraternity at events and activities sponsored by Theta Tau, held on/in a Theta Tau property, or that an observer would reasonably associate with the Fraternity.

Hosting an event:

Intoxicating beverages shall not be consumed at any of the following ΘΤ programs:

- chapter meetings,
- pledge meetings and other pledge education activities,
- rush and other recruitment events,
- initiation ceremonies, and
- Convention sessions and meetings.

A chapter may exclude alcohol from any other event as deemed appropriate.

Events with Alcohol Must Be Organized In One of the Following Manners:

1. Use of a licensed site where the site is responsible for the control of alcohol.
2. Use of a properly licensed catering service where the catering service is responsible for the control of alcohol.
3. BYOB (Bring Your Own Beer or Wine) event – such events involves make each individual attending the party responsible for their own consumption.

No common source of alcohol, nor any hard liquor, is permitted at BYOB events.

Organizing / Monitoring an event

1. Open parties are strictly prohibited. Parties and other social activities are only open to members of Theta Tau and their guests by invitation only.
2. Precautions will be taken to prevent the excessive consumption of alcoholic beverages and prevent consumption by those under the legal drinking age.
3. Those who arrive at an event in an intoxicated state shall not be admitted.
4. At each event, there shall be designated non-drinking members.
5. Non-alcoholic beverages shall be provided at each event.
6. The event will end at a fixed and pre-determined time.
7. No “drinking games” shall be permitted.
8. Chapters are encouraged to call a cab or ride-sharing service to assist drivers who may be impaired.

**Officer Responsibilities:**
Chapter officers (or Risk Management Chair) will organize chapter participation at least **once per year in an alcohol and drug awareness program** at the chapter’s University to educate its members on the responsibilities and consequences of alcohol consumption. They will also ensure that the provisions of this alcohol policy are followed for all Theta Tau functions.

**Member Responsibilities**
Although the chapter officers are primarily responsible for promoting compliance with this and other policies, each student member is expected and obliged to assist in ensuring adherence to this policy. In an effort to maintain and abide by this policy, members shall use the following guidelines:

1. **No alcoholic beverages may be purchased using chapter, pledge class, or fraternity funds;** nor may any member coordinate the collection of funds from individual members (“pass the hat”) for such a purpose.
2. **No common source of alcohol** (including, but not limited to kegs, jungle juice/trash can “kool-aid”, or party balls) shall be available at events and activities (unless hosted by a third-party licensed and insured vendor or hosted at a licensed site). Consumption of alcoholic beverages by members of Theta Tau is strictly prohibited at any of the following programs: chapter meetings, initiation ceremonies, recruitment events, and pledge education activities.
3. No member shall share or provide alcohol to one who is not of legal age.
4. **No hard liquor** (including, but not limited to spirits, jungle juice, bottled mixed drinks) will be available at events and activities (unless hosted by a third-party licensed and insured vendor or hosted at a licensed site).
5. Individual members will alert local, university, or Fraternity officials of any event planned that does not comply with these requirements as may be necessary to prevent an unsafe event from being held.

**Policy on Controlled Substances**
1. The possession or use of controlled substances at any Fraternity activity shall be in compliance with all federal, state, local and university regulations.
2. Chapter officers are obliged to take disciplinary measures, in accordance with National Constitution and the Policies & Procedures Manual, when warranted, on any individual who negatively affects the chapter or Fraternity through misuse of controlled substances.
3. Each chapter will regularly participate in an alcohol and drug awareness program at the chapter’s University to educate its members on the personal consequences of drug abuse as well as how such use affects each individual chapter and the national Fraternity.
Website & Social Media Policy
A chapter website and social media site should reflect the purpose and mission (Engineering Leaders for Service, Profession, and Brotherhood) of Theta Tau. Content and design should recognize that we have several different audiences who may view and use a site: prospective members, current student members, chapter alumni, parents and family of members, and university officials.

1. Content must be appropriate, accurate, and portray Theta Tau favorably.
2. Content on any website, social media page, group, or site must promote a positive image of the chapter (its pledges, members, and alumni), the national Fraternity, and the chapter’s host institution.
3. Review Fraternity Risk Management Policy and Trademark Policy in developing and maintaining your site. Any page (including those showing policy violations) can be copied or saved, and screen shots of a site can be taken.
4. Ritual information should never appear on a site or in any electronic communication (post, email, text, tweet, etc.).
5. All photos, presentations, podcasts, artwork, audio, or video posted must be appropriate in nature and must adhere to the Risk Management and Trademark policies.
6. If individual member pages, sites, or posts that are linked from chapter sites do not also comply with this policy, their site should be blocked, unlinked, or deleted.
7. Chapters should promptly remove posts, messages, tweets, etc that do not adhere to this policy.
8. Appropriateness of content is the responsibility of the chapter but may be monitored by the national Fraternity.
9. Please review the related social media guidelines (for Facebook, Twitter, etc) on the Theta Tau website which provide additional suggestions and guidance.

Policy on Hazing and Abusive Behavior
The Fraternity strictly prohibits hazing, any acts which may endanger the physical or mental health or safety of members or nonmembers. The Fraternity will not tolerate or condone any form of abusive behavior on the part of its members or pledges (whether physical, mental, verbal, sexual or emotional) in violation of any federal, state, local and university regulation. This is to include any actions directed toward members, non-members, friends, or guests. Hazing means without limitation: Any act or situation created by any chapter or member; with or without the consent of another party; including punishment, harassment, disturbance, embarrassment, intimidation, ill-treatment, discomfort, personal abuse, persistent torment, criticism, or ridicule, of a physical or mental nature, which is imposed upon any person via the execution upon them, their subjection to, or the extraction from them of any unnecessary, needless, unpleasant, disagreeable, difficult, absurd, abusive, offensive, or ridiculous, tricks or tasks, including those of a foolish, deceptive, or fraudulent nature. No chapter, colony, student or alumni member shall conduct nor condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether located on or off Fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: Forced use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable laws. A chapter or colony must obtain prior written approval from the Risk Management Committee (risk.management@thetatau.org) before allowing any prospective new member(s) to attend any overnight portion of a chapter or pledge event (whether on or off campus)."
Policy on High-Risk Events
Theta Tau cannot condone and discourages participation in high-risk events. Examples of high-risk events include, but are not limited to: Bungee jumping, parachuting, sporting events such as boxing, etc. Individuals choosing to take part in these sorts of events do so at their own risk and with the full understanding of the inherent risks associated with them.

Policy on Transportation
Theta Tau chapters are encouraged to establish a transportation policy for chapter events which are not held at or within walking distance from the chapter facility. It is strongly recommended that the policy include the use of a form of mass transportation, such as charter buses, to transport members for such events, and particularly for events where alcohol may be consumed. When transportation is not arranged, alternative procedures should be used. Chapters are encouraged to call a cab or rideshare service to assist those who may be impaired.

Theta Tau Trademark Policy
The Fraternity name, letters, coat of arms, and various insignia are protected by trademark registration owned by Theta Tau (the national Fraternity). The design or representation of the coat of arms, various insignia, Greek letters “ΘΤ”, and the words “Theta Tau” are not to be manufactured, created, used or offered for sale by any person, company or firm except as specifically authorized by Theta Tau (the national Fraternity). The use of any text or design which casts Theta Tau in a negative light or is otherwise contrary to the ideals and values of Theta Tau, specifically including, but not limited to, materials deemed to be in conflict with Theta Tau’s Risk Management Policies, is prohibited. If instructed to do so by the national Fraternity, any entity will cease such use.

By virtue of their chapter charter or colony certificate, chapters and colonies are permitted to use trademarked property only in furthering the mission of the organization, only in such manner as may be prescribed under our national laws, policies, or instructions, and only in a manner which reflects favorably upon Theta Tau. Permission for specific use will not be interpreted as general permission for continual or expanded use. The determination of appropriate use of Theta Tau’s trademarked property rests solely with Theta Tau (the national Fraternity). This policy will apply to any form, manner, or media in which trademarked property may appear or be rendered.

Policy on Property Management
The chapter facility, along with its furnishings and landscape, are encouraged to provide for each member an environment for study, clean and safe living conditions, and recreation. Property should be maintained in a manner, which makes it inviting and attractive to parents, rushees, and alumni. A sound program focused on proper maintenance of the property, along with due regard for university, health, or fire department regulations, where applicable, shall be followed in each chapter. Rents and fees collected should be sufficient to meet not only annual expenses, but also sufficient to allow for savings toward significant renovations and/or new facilities.
Policy on Gun Safety

Individuals choosing to exercise their right to bear arms should do so only after undergoing appropriate courses on gun safety and use sponsored and conducted by a reputable organization. The Fraternity generally believes that the chapter house is no place for a firearm and it should instead be stored safely elsewhere by the owner (such as a parent’s home or a firing range). To prevent it from misuse or accidental use by its owner, another member, a guest, or an intruder, firearms kept on chapter premises shall be stored unloaded, in a locked storage area accessible only to the owner(s) of said firearms. Ammunition shall be stored in a separate locked area from the firearm. No loaded firearm shall be on Chapter premises. Notwithstanding the manner in which such a firearm is maintained or stored by its owner, firearms shall not be displayed, demonstrated, or cleaned on chapter premises or as part of any chapter activity. The possession of firearms on the Chapter premises shall be in compliance with all federal, state, local and university regulations. The chapter house landlord (typically a House Association or Corporation) can place addition restrictions, or bans, on firearms as deemed fit for the safety of the house residents and guests.

Indemnification, Authority, and Signatory Policy

Theta Tau (the national Fraternity) will not defend, nor indemnify, any college or university host institution against the institution’s own negligence. Chapters/Colonies, officers, members, advisers; alumni group members and officers; and house corporation members and officers are not officers of Theta Tau (the national Fraternity) and do not have authority to execute agreements, contracts, or documents on behalf of the Fraternity that would bind or otherwise obligate Theta Tau.

Pursuant to the Federal Volunteer Protection Act, 42 U.S.C. §§1450-14505, college or university host institutions may not hold Theta Tau volunteers at any level liable for harm caused by a negligent act or omission of a volunteer acting within the scope of his responsibilities as a Theta Tau volunteer.

The Grand Regent (national president) and Executive Director are the only officials who are authorized to sign contracts, agreements, or any other legal document on behalf of Theta Tau (the national Fraternity).

Chapters, colonies, alumni groups, and house corporations executing agreements for their respective entities must use their full name (e.g. Alpha Chapter of Theta Tau, National Capitol Alumni Club, Zeta House Corporation, Inc.) on any contracts, agreements, or documents only after having received permission to do so under the laws and procedures of their respective local group. Chapters that receive requests that seek to bind the local group or indemnify another entity (such as the college, university, or athletic arena/venue) are instructed to contact the Central Office before executing any such agreement.
Theta Tau Media Protocol

There may be times when media try to contact our members, especially should an incident take place. Our Media Protocol is detailed below and is intended to protect our chapters and members personally and legally. This protocol should be shared with all members so that the entire chapter is educated on this important matter related to media exposure. Included are the protocol for two primary types of media requests:

1) one regarding risk management incidents or crises
2) one regarding requests for stories that are general in nature or which cover the Fraternity in a positive manner.

Media Requests Regarding Incidents or Crises

1) Members of Theta Tau may not respond to media without prior consent from the Central Office. Those responses include digital communication, phone, or on-camera and live interviews.
2) Any member who is contacted by a member of the media should refer the request to the Regent. In addition, any member or officer who initially may be approached by media should never respond with “No comment.” That phrase most often leads reporters and readers or viewers to presume guilt or responsibility for an incident.
3) It is important that he or she notify chapter members of this policy immediately. However, that notification should not be shared via any e-mail messages, text messages, group chats or social media. Those methods may be seen by non-members and used in a negative manner. Instead, members must assemble together to discuss.
4) The Regent should, as soon as possible, contact the Central Office to inform the Executive Director of the request. If the Regent is the one being contacted by media, the same process applies. Our Regents or chapter members should never try to respond without prior consultation or to craft their own statements.
5) Theta Tau’s spokesperson will be contacted to issue an official statement on behalf of the Fraternity. If the need is determined, the spokesperson may also work with chapter leadership on what their response would be and, in turn, use that information as part of the official statement.
6) The spokesperson will respond directly to the media request(s).
7) In addition, once an official statement is issued, it will not only be provided to the media but also to the Regent, Officers, and Chapter Advisers.
8) Following any incident or crisis, members should not wear clothing or items with Theta Tau’s name or letters. Following this advice helps to mitigate any media from “camping out” and specifically targeting members for interviews or questioning.

Media Requests General in Nature

1) Any member who is contacted by a member of the media should refer the request to the Regent. A general rule of thumb, any member who has been contacted by media should try to secure the questions in advance of answering them.
2) The Regent should then, as soon as possible, contact the Central Office to inform the Executive Director of the request. In turn, the spokesperson for Theta Tau will be notified to evaluate the request.
3) If the spokesperson determines the interview is being requested for good intentions, he will then advise in return the Central Office on the best way to respond and the method by which to do so (e.g. e-mail, phone, or in-person interview).
4) Media coaching is always available from Theta Tau’s spokesperson in order to help our members prepare for any response or interview.
Membership Recruitment/Rush

Fraternity is fellowship; it is making friends. This natural process can be done seven days a week, 365 days a year where members actively seek to meet other individuals on campus. Create situations in which members will be able to meet quality individuals and form these friendships. These situations take place every day, week, and month of the year at your chapter’s scheduled social, service, and professional development activities. Make a special effort to invite prospective members to these events. Advertise them widely on campus and within the engineering student body and faculty. This promotion is effective in recruitment for your chapter later on even if non-members do not attend.

In short, every activity you execute and promote has a potential recruitment component and long-term benefit. Naturally, you will also design activities and events specifically for recruitment, and these are focused at the start of each semester.

Recruitment is the most important activity of any Fraternity chapter. When planning your recruitment activities, keep in mind that you’re more than a glorified social chairman. The recruitment committee has a responsibility to organize the chapter’s program and calendar of events, train the brothers to recruit, and plan constructive/effective events. Planning can never start too soon, but starting too late can be disastrous. Involve younger/newer members since they are usually more closely associated with other underclassmen that may join.

New member recruitment is nothing more than perpetuating our fraternity through the selection of quality individuals to join our brotherhood. Take care though that you do not use the old “quality not quantity” adage as a crutch. Most tend to invoke this argument to rationalize a poorly planned, poorly executed, or just plain unsuccessful recruitment effort. If your members do little or nothing to actively identify, meet, know, ask, and recruit quality new members then you have sought neither quality, nor quantity. Hanging up posters and flyers, sending out emails, or having parties isn’t enough, and isn’t in and of itself going to identify true quality rushees. That must be done one person at a time, by getting to know others, becoming friends, identifying in each one of them the values we seek in new members, and asking them to pledge. Remember: quantity drives quality (not the reverse).

Do you know the most common reason why people say they never joined a Fraternity? I couldn’t afford a fraternity, I was afraid it would hurt my grades, my parents didn’t want me to join one, the fraternities on my campus were like “animal house,” I liked living in the dorm. Actually, no, it isn’t any of those (though you should likely have a well-thought out response to any of those concerns if they are expressed). Overwhelmingly, the most common reason one gives for not joining is simply: “I was never asked.” Make sure you personally ask ones to learn about Theta Tau, to meet its members, and ask them to pledge! Don’t forget to use the resources available to you including the rush manual Rush the Right Way, the Central Office, Regional Directors, Alumni, and past recruitment chairs from your chapter. The mission of your recruitment efforts should be to attract quality individuals and develop them with lifelong bonds of trust, friendship, and unity providing a social, fraternal, professional, and academic atmosphere through which the individual, the chapter, and also the national Fraternity will prosper for decades to come.
Pledge/Member Education

The best pledge available will not become a good Theta Tau automatically — one must be taught the laws and duties of membership. It is the further obligation of the chapter to develop members who have professional interest and ideals, social compatibility, ability to work with a group or individually, and a strong bond of fraternal brotherhood. The pledge education program should strive to prepare its pledges upon the day of their initiation to be fully engaged, knowledgeable, and active members of Theta Tau. The attitude and spirit of chapter members carry over to the pledges. A spirit of pride in the chapter must exist to “teach” it to the pledges. This is also true of everything the chapter does and stands for — it is an intangible that cannot be replaced. Far from being just a work period, the pledge period is a time for the development of members and the improvement of the chapter as a whole. All members, whether they wish to be or not, serve as examples for each pledge so make sure your members set positive, productive, honest, and brotherly examples. Remember that the goal of the pledge period is to create good members, not obedient pledges.

Pledging — An Historical Perspective

How did fraternity education process get started in the first place? When our founders conceived Theta Tau, what training was envisioned? They never heard of it! That’s pretty amazing. A fraternity without pledges? That’s hard for us to imagine today, but it’s true. In the nineteenth century and on into the early twentieth century, when most fraternities were founded, there was no such activity as pledge education. Men became friends and were initiated immediately thereafter. After our fraternity’s founding on October 15, 1904, the next initiation was held just 5 weeks later (November 22), another the following month (December 17), and others on March 6 and April 16. The first mass initiation was held shortly after the next school year began on October 18, 1905. The period of preparation for initiation of new men grew gradually for two general reasons. Many college administrations were anti-Greek and forbade their younger students from joining. Having a “waiting” period during which the fraternity could honestly say “oh, no, he’s not a member,” (when in truth, the freshman had “pledged” himself to join) enabled the students to circumvent university regulations. The delay between rush and initiation allowed chapters to gain new members early, while technically obeying school rules. Second, human nature intervened, and men who were already members decided to make it tougher for others to be initiated. “Let’s make them earn their membership,” they thought. So brothers began to create tasks, challenges, and goals for pledges to complete during pledging. Then, things really went downhill quickly. Hazing was not common at universities until after World War II when veterans returned to colleges (and their fraternities) on the GI Bill. These
veterans had been exposed to hazing which was very common in the military. In fact, hazing is still considered acceptable at quasi-military schools such as VMI and The Citadel. It was outlawed at the service academies (West Point, Annapolis, etc.) only in the 1970s. So, contrary to popular belief, hazing is a fairly new "tradition" in over 230 years of fraternity history, having arisen primarily with the large influx of GI's returning and attending college following WWII and the Korean conflict. If not brought to your campus directly by students returning from war, it migrated to your campus from other schools later. Geography or size of your school will have played a part in when hazing reached your campus. Many of your alumni from the 40s, 50s, 60s, and 70s, have never heard or seen any of the so-called "traditions" that some may claim your chapter "has always done." That word "always" does not stand up to scrutiny. More to the point, however, the purpose of the new member education program is to educate pledges as to the purpose and mission of our fraternity, to find honest and true values in each one of us, and to hone the characteristics of brotherhood. The purpose of pledging is not to create robots who react immediately on command, without question, and without regard to himself, his values, or others. It is not even to create good pledges — the purpose is to create good members.

Design a fraternity education program

The first step you should take is to clearly lay out what the goals of your program are. Even with the tremendous diversity of pledge programs nationwide, there are three basic goals that any chapter should try to achieve:

1. The acclimation goal – to acclimate the pledges to the fraternity way of life. This means assisting the pledge in the socialization process by helping him learn to be a participating, contributing member of a group. It means helping him learn the rights and responsibilities of an individual within the group, and the rights and responsibilities of the group to the individual.
2. The practical knowledge goal – to teach the pledge the facts he needs to know to be an active member of Theta Tau, such as chapter and national government, committee work, history, maintenance of the house, etc.
3. The friendship goal – to promote the pledges getting to know each other and the brothers as well as possible.

Unity

Unity with the chapter (not pledge class unity) should be a primary focus of the education program. In fact, Executive Director Emeritus Robert E. Pope has spoken of the dangers of pledge class unity for decades. The bonds of brotherhood will naturally develop among the pledges; the challenge is in strengthening the bond between those already in the fraternity and those pledging themselves to Theta Tau. Although we cannot allow pledges to sit in during the ritual ceremonies, they may be involved in other aspects of the meeting to as much a degree as practical and may be involved in committee work which occurs outside of meetings. Even subtle things such as giving each pledge class a Greek letter name should be avoided. Doing so undermines efforts to unite the pledge class with the chapter during the education process; and, following initiation, it creates undesirable cliques among the initiation groups.
Evaluation

Following each initiation, the new initiates should collectively be asked to evaluate the education program – what did they like best and least, suggestions for improvement, etc. By having the initiates develop this critique as a group, you are most likely to get an objective evaluation instead of personal dislikes.

Positive elements in a pledge education program

It will be helpful for you to keep in mind the following list of elements that are usually present in superior fraternity education programs nationwide. Design your program using these concepts as general guidelines:

- The program is based on friendship and compatibility, not subservience
- The concept of pledge class unity is not emphasized
- Unity with the Chapter is encouraged through joint projects
- Each pledge is considered on his own merit
- Discipline is handled through the pledge instructor
- Arbitrary, individual sanctions are eliminated
- The pledge understands and accepts the purposes and aims of the program
- All aspects of the pledge program are written, duplicated, and distributed
- An effective big brother program is important
- Pledges are given basic duties/responsibilities, they attend regular pledge meetings, and they participate in chapter projects and activities.
- A members/pledge retreat should be held early in the term
- Time requirements are reasonable, defined, and communicated at the start
- Proper consideration is given to academic responsibilities of the pledges
- New initiates provide evaluation/critique of the program just completed

Outline of Education Program

There are four ultimate goals of the program, and each activity and event involved is built to achieve these four goals:

1. **Brotherhood** - The sense of brotherhood we gain through membership is one of the most valuable aspects of Theta Tau. Each time we initiate members, the brotherhood changes. The Education Program needs to account for this change by ensuring that pledges are effectively assimilated into the membership.

2. **History, Values, Purpose, and Symbols** - A fraternity is a unique organization in that it is ultimately governed/guided by a higher purpose and principles. Those principles come from its origins and are evident in its ceremonies, symbols, insignia, and values. Members should not only know this information, they should understand its relevance to their daily activities as a member.

3. **Operations** - A good brother will know, understand and be actively involved in the daily business of the fraternity. Throughout the program, pledges will work towards understanding the structure of the organization and how it operates. This involves everything from how chapter meetings are run, to what most specific officers do, to how to plan events and who reports to whom.

4. **Skills** - There are a number of skills that are essential to being a member of Theta Tau. Some include event planning, decision-making, learning, management, and leadership skills. Although many pledges may have these skills already, a certain basic skill set can help pledges become effective members. The intent is for all members to have an opportunity to develop and hone these skills.
Pledge Test Study Guide

This study guide has been prepared to summarize concisely for prospective members material needed to successfully prepare for their Pledge Test.

1. What is the purpose of Theta Tau?

2. List the Theta Tau Region in which your school is located, and name of its Regional Director(s):

3. Define Theta Tau:

4. List the original name; date of founding; and the names of the Founders of Theta Tau (given name, initial, and surname), and the founding school, city, and state.

5. Give the name of the national magazine of the Fraternity, name of its Editor-in-Chief, and the duration of the subscription included in the initiation fee.

6. On the following list, check those fraternities which are competitive with Theta Tau, i.e., dual membership is not permitted by Theta Tau:
   [ ] Alpha Rho Chi   [ ] Eta Kappa Nu   [ ] Sigma Phi Delta
   [ ] Alpha Phi Omega [ ] Kappa Eta Kappa [ ] Chi Epsilon
   [ ] Alpha Chi Sigma [ ] Pi Tau Sigma   [ ] Tau Beta Pi
   [ ] Delta Sigma Phi [ ] Sigma Beta Epsilon [ ] Triangle

7. What is the gem of Theta Tau?

8. What is the flower of Theta Tau?

9. Give the Open Motto of Theta Tau and identify its source.

(Continued next page)
10. List 5 chapters and the corresponding school within your region.

11. Who is the current Grand Regent?

12. Sketch the Theta Tau Coat of Arms and label its parts and colors.

13. Sketch the Theta Tau badge and label its parts and colors.

14. Sketch the Theta Tau Official Flag and label its parts and colors.

15. One point per sub item answered correctly related to Theta Tau's Risk Management Policies.
   a) Members < 21 are permitted to consume alcohol at fraternity events  T/F
   b) Chapters can hold a social activity with a common source of alcohol. T/F
   c) Hazing is permitted if the pledges approve/consent to the activity. T/F
   d) A portion of my dues money can be used to purchase alcohol. T/F
   e) Members can pool their own money to buy alcohol for an event T/F

16. One point per sub item answered correctly related to Theta Tau's membership practices.
   a) The financial obligations of membership have been explained to me. T/F
   b) If I transfer out of engineering, I am no longer a member of Theta Tau. T/F
   c) I can be suspended or expelled for failure to pay dues. T/F
   d) I can quit Theta Tau when I get tired of it. T/F
   e) I will pay/paid my initiation fee and badge cost prior to my initiation. T/F
New Member Education

By now, you've thumbed your way through all or most of this Manual and the pratical work and education has likely begun. Our chapters are given three model new member education programs to use depending on their campus or particular needs. The Basic Model for New Member Education workbook is found in the Appendix of this Manual. The other two models known as Standard Model and Non-Traditional Model are very similar, but may have a slightly different activities. If you find that your education period is deviating widely from these manuals, please contact the Theta Tau Central Office.

Resources Available from the Central Office

Many resources (forms, manuals, guides) are available from the Theta Tau website at http://thetatau.org. Some Manuals available online include:

- Adviser’s Manual
- Alumni Programs Guide
- Benchmarking Manual: What Good Chapters Do
- Chapter Officers’ Manual
- Fundraising Guide for National Events
- Housing Corporation Operations Manual
- Lock-In & Retreat Guide
- New Member Education & Workbook (see links top of page)
- Policy and Procedures Manual
- Professional Development Manual Professional Guide for the Young Engineer
- Rush Manual: Rush the Right Way
- Rush Workbook by Alpha Chapter
- Scholarship Manual
- Style Guide - The Theta Tau Brand
IN CLOSING

Theta Tau has many years of history, houses on numerous campuses, significant resources and investments, but its principle asset is its members, each one of them. Like the most valuable things in life, the one who gets the most from membership is the one who gives the most. As Past Grand Regent Scheetz has remarked:

“I received so much value from Theta Tau as a student that I became involved on the national level to repay Theta Tau for it had done for me. The interesting thing is that no matter how much effort I put in, I have always received more in return — it may come closer to the theoretical perpetual motion machine than anything else. We are a great Fraternity, and I have always placed more emphasis on it than any other technical or professional organization.”

It is our sincere hope and desire that this Manual remains a part of your lifetime of brotherhood in Theta Tau. We recognize though that it is just a small part of that Brotherhood. The larger, and far more important, aspect of membership is the members: student members with whom you will work, study, or just hang out, alumni who will inspire and mentor you, all Brothers in Theta Tau. Each one of them is the truest measure of the greatness of our Fraternity, and we expect that you will be also.

Credits and References

Within Theta Tau, the Membership Manual represents over 100 years of history, tradition, and experience. It is quite simply the collective wisdom of our Fraternity. Chapters and individuals are advised to hesitate, think, and debate before too quickly replacing that wisdom with personal or popular opinion. The Executive Director takes responsibility for any oversights, omissions, and errors that it may contain. Credits for material in this Manual are too numerous to mention (though just some are shown below).

A History of Theta Tau
Baird’s Manual of College Fraternities
Panache that Pays
Robert’s Rules in Plain English
Robert’s Rules of Order
Scriptographic Products

The Quest for Theta Xi
The Sigma Pi Manual
ΩT Officers Manual
ΩT Rush the Right Way
Young Engineer: A Professional Guide
New Member Education & Workbook (see links top of page 90)
Theta Tau
Professional Engineering Fraternity

Workbook

Basic Model
for New Member Education

ENGINEERING LEADERS for Service, Profession, and Brotherhood
# Table of Contents

Welcome Letter ..................................................................................................................................................3  
Hazing Policy ..................................................................................................................................................4  
Program Overview .......................................................................................................................................5  
Fraternity Information .................................................................................................................................7  
Expectations ..................................................................................................................................................8  
Schedule ......................................................................................................................................................11  
Meeting #1: Orientation ..............................................................................................................................12  
Personal Planning Worksheet .........................................................................................................................13  
Four Month Calendar ..................................................................................................................................14  
Meeting #2: Theta Tau Values ......................................................................................................................16  
Drawing Duel ................................................................................................................................................17  
Theta Tau Principles and Ideals ....................................................................................................................18  
Defining Our Future Instructions ................................................................................................................19  
Meeting #3: Professional Development ......................................................................................................21  
Academic Success Worksheet .......................................................................................................................22  
Personal Management Reflection ...............................................................................................................23  
Meeting #4: Chapter Operations ................................................................................................................24  
Officer Interview Notes ..............................................................................................................................25  
Chapter Event Instructions ..........................................................................................................................26  
Event Planning Worksheets ........................................................................................................................27  
Meeting #5: Creating a Legacy ...................................................................................................................28  
Creating a Legacy Instructions ....................................................................................................................31  
Big Brother to Little Brother Questions .....................................................................................................32  
Project Instructions .......................................................................................................................................33  
Project Planning Worksheets ......................................................................................................................35  
Meeting #6: Preparing for the Future ..........................................................................................................37  
Elevator Speech Worksheet ........................................................................................................................38  
Personal and Career Planning Reflection ..................................................................................................39  
Meeting #7: Chapter Planning .....................................................................................................................40  
Meeting #8: Chapter Event ........................................................................................................................41  
Chapter Event Evaluation ............................................................................................................................42  
Meeting #9: The Theta Tau Challenge ........................................................................................................43  
Decision-Making Framework ......................................................................................................................44  
Theta Tau Challenge Instructions ...............................................................................................................45  
Meeting #10: Brother-to-Brother ...............................................................................................................46  
Brother to Brother Questions .......................................................................................................................47  
National Exam ...........................................................................................................................................48  
Local/Chapter Exam ..................................................................................................................................49  
Education Program Evaluation ..................................................................................................................50  
Chapter Roster ............................................................................................................................................51  
Chapter History ...........................................................................................................................................52  

Welcome to Theta Tau!

We are proud and excited about your commitment to join Theta Tau. We are confident that you will feel that the same pride in becoming a member.

Although you may not realize it at this time, becoming a member of Theta Tau is an important step in your life. It is a lifelong commitment to the people, the organization and its ideals. You will make new friends and gain valuable experience during your time with the fraternity.

College should be rewarding for you, and Theta Tau can enhance your experience in more ways than you presently know. We offer much more than other organizations at [UNIVERSITY]. Theta Tau provides the educational opportunities of an academic organization, the scholastic and career advancement potential of a professional society, and the brotherhood, social and community service aspects of a traditional fraternity.

The first step in becoming a member is the Education Program. The objective of the program is simple; to provide you with everything you need to be an active, informed, and exemplary member. You will become thoroughly familiar with the fraternity and its members and have a powerful experience of learning, building new friendships, gathering new skills, and having a lot of fun!

This workbook provides important information that you will need throughout the Education Program; it will serve as a guide along the way. Please review the following pages, and feel free to ask any questions you might have.

We look forward to providing a positive experience for you, and to your growth and success as a future active member!

Sincerely,

NAME

Pledge Instructor

Phone

Email
Hazing Policy

Hazing is defined as, "Any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following:

- Use of alcohol
- Paddling in any form
- Creation of excessive fatigue
- Physical and Psychological shocks
- Quests, treasure hunts, scavenger hunts, road trips, or any other such activities
- Engaging in public stunts or buffoonery
- Morally degrading or humiliating games or activities
- Any other activities which are not consistent with fraternity law, ritual or policy or the regulations and policies of the educational institution

At no time should a pledge, or any brother for that matter, be coerced into activities in which they are unwilling to participate. It is essential to remember, especially in the case of the pledges that the individuals are in a vulnerable position when asked to conform to the will of the masses. “Consent by intimidation or through the fear of rejection from the group is not consent and will not be tolerated.” In legal/pseudo-legal cases, most states and schools prevent/preclude a pledge’s consent to be hazed from being used to defend the member/chapter in proceedings. The phrase used to define this concept is “consent cannot be used as an affirmative defense.” In other words, the pledge’s consent cannot even be raised/communicated to defend actions in violation of hazing rules and laws.

This is the description of hazing as it appears in the Theta Tau Membership Manual. I hope that you do not find yourself in any of the situations depicted above. Should you feel pressured for any reason to do things you are unwilling to do, contact me immediately. I understand that under certain circumstances it is very difficult to say no. However, I assure you that your decision to decline any activity will be thoroughly respected. This fraternity does not condone hazing.

Further information can be found in the Theta Tau Membership Manual. The university’s policy can typically be found in the student code of conduct or on its website. State laws and additional information about hazing can be found online at www.stophazing.org.
Program Overview

There are four ultimate goals of the Education Program:

- Build brotherhood among members and new members
- Learn the history, values, purpose and symbols of Theta Tau and their significance
- Learn the structure of Theta Tau and how it operates
- Gather skills that will be essential for membership

Each meeting, project, and activity helps you move progressively towards reaching these goals throughout the program.

Pledge Meetings

The core component of the new member program is the pledge meeting. Sessions range from 60 to 90 minutes and involve activities, discussion, lessons, and checkpoints to help you move easily through the process. A full schedule will be provided during the first meeting.

Theta Tau Membership Manual

The Membership Manual contains information (symbols, insignia, history, traditions, etc.) that you will need to reference, know, and learn not only during the Education Program, but throughout your membership.

Pledge Workbook

This is your Workbook, which provides information, a space for notes, and worksheets for many of the activities throughout the program. Bring it with you to each meeting.

Project

As a group, you will be responsible for planning a building project. The Pledge Instructor will provide more specific information during meetings and will guide you throughout the process. The goal of this project is to use your expertise, work together, and solve a problem as an exercise in teamwork and creativity.

Chapter Event

As a group, you will be responsible for planning a chapter event. The Pledge Instructor will teach a session in event planning and guide you throughout the process to ensure that this serves as a learn-by-doing exercise in leadership.
Academic Study Sessions
Academics are a priority of the fraternity and its members. Study sessions are scheduled throughout the Education Program in order to help you acclimate to the university and fraternity experience while maintaining a high academic standard. This provides you with the space and extra time you need for reading, homework, or projects.

Fraternity Study Sessions
There are also Fraternity Study Sessions scheduled throughout the program to help you learn important information about the fraternity.

Evaluation and Exit Interview
Exit Interviews are individual meetings between Big and Little Brother pairs and the Pledge Instructor. They provide an opportunity to evaluate the experience and identify improvements to the program for future years.

Getting Started
As you begin the new member program, take the following steps to become familiar with the materials:

- Read the hazing and program overview sections of this Workbook
- Add the schedule into your personal calendar
- Begin reading the information in the Membership Manual
- Get involved in as much as possible. The more you experience, the more you learn.
- Ask questions.
- Spend time with brothers and other pledges. The more time you spend together, the more you will learn about them and the closer you will get.
Fraternity Information

Pledge Pin
When you accepted your invitation to become an associate member of Theta Tau, you were given a Pledge Pin. This pin is symbolic of your pride in being a part of this fraternity. The Pledge Pin is worn near your heart. Your Pledge Pin should never be worn on a coat or jacket; it is not a lapel pin. The Pledge Pin is the property of the chapter and is loaned to the pledge. It must be returned when one is initiated, or for any other reason one ceases to be a pledge.

Dues
Every member, as an expectation of their membership, has a financial obligation to the fraternity. Dues are paid on a regular basis by all members. The financial commitments that you should expect during your pledge period may include some or all of the following:

- Pledging Fee $ ______
- Pledge Dues $ ______ per ______
- Initiation Fee $ ______
- Badge Charge $ ______ to $ ______
- Student Dues $ ______ per ______
- Liability Insurance $ ______ per ______
- Room and Board $ ______ per ______
- Headquarters Fund $ ______ per ______
- Other $ ______ per ______

If payment of dues, the amounts, or the due dates are an issue for you, please speak with the Pledge Instructor and the chapter Treasurer immediately.

Chapter Roster
A roster of all members is provided at the back of this Workbook.

Chapter History
Information about the history of our chapter not included in the Membership Manual can be found at the back of this workbook.
Expectations

Below you will find a set of basic expectation for how different individuals are involved in the new member program.

Pledge Instructor

The Pledge Instructor is the person who you will work most closely with throughout the Education Program. This person will run all meetings, provide all information, and guide your class.

- Plan and execute the new member experience
- Assist new members in learning the materials and completing projects
- Provide training, direction, and instructions to officers, big brothers, and members when they are involved in the Education Program
- Address all questions, concerns, or challenges of new members
- Facilitate the selection of big brothers.

Big Brother

During the Education Program, you will be given a Big Brother. This person will serve you as an individual guide and mentor throughout your membership in Theta Tau.

- Meet with new members regularly
- Provide guidance and assistance as necessary
- Assist new members in studying the materials and achieving their goals

Officers

Officers will be in attendance at a few meetings during the Education Program, specifically to help you learn about the operating structures and procedures for the fraternity. You may also work with them to ensure that your projects run smoothly. Their contact information is provided below.

- Assist with planning and executing the new member experience, including the Chapter Operations meeting, the project, the professional development session
Brothers

Members will be involved a few times throughout the new member program at new member meetings. You should also spend time with them at meetings, events, and activities, and in down time in order to learn more about one another and build your friendships.

- Carry themselves as role models
- Attend new member meetings when instructed by the Pledge Instructor, including the chapter event.
- Assist with educational activities when instructed by the Pledge Instructor

Pledges

As a new member to Theta Tau, your role is to participate fully and learn as much as you can during the Education Program. This is your time to prepare for a lifelong commitment to the organization.

- Attend new member meetings
- Complete two projects
- Learn material necessary to pass the local and national exams
- In all areas of life, carry yourself according to the principles of Theta Tau
- Invest in building relationships with new members and members
- Meet regularly with your big brother
- Communicate and problems or issues to the Pledge Instructor, big brother, chapter advisor, or Regent.
Theta Tau Central Office

The Central Office can serve as a resource for any member or pledge. The Central Office can be contacted at:

Theta Tau Central Office
1011 San Jacinto, Suite 205
Austin, TX 78701
800.264.1904
central.office@thetatau.org
www.thetatau.org
## Schedule

<table>
<thead>
<tr>
<th>Title</th>
<th>Time and Location</th>
<th>Agenda</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting 6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting 7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting 8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting 9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting 10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Meeting #1: Orientation Session

Agenda

**Orientation:** A review of the calendar, objectives, expectations, contents, Q&A, etc.

**Personal Planning Session:** A lesson, reflection, and planning exercise in time management

**Fundamentals of Theta Tau:** A brief activity to teach history and founding of Theta Tau and the chapter

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting
Personal Planning Worksheet

Write other important areas of your life in the empty columns (i.e. work, sports, clubs, volunteer work, etc.)

In each column, list any major projects, upcoming events, or things that you need to keep on your mind.

<table>
<thead>
<tr>
<th>Family</th>
<th>School</th>
<th>Theta Tau</th>
</tr>
</thead>
</table>

Use the calendar below to plot regularly scheduled commitments into your calendar. Include classes, work, any regularly-scheduled organization meetings, and any other confirmed times. For now, don’t use this to budget how you would like to spend your time, just use it to block off confirmed time commitments.

<table>
<thead>
<tr>
<th></th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the schedule above represented what you value, would it look different?

Theta Tau is a lifelong commitment and goes with you everywhere. How does it fit into each area and each minute in the schedule above?

Describe situations where you aren’t using the most of your time. How might you make better choices in those situations?
Four Month Calendar

Fill dates into the calendar below, or use our own monthly planner. Add specific events into your calendar. Include trips, meetings, fraternity events, campus activities or events, project deadlines, tests, etc.

<table>
<thead>
<tr>
<th>Month:</th>
<th>Su</th>
<th>Mo</th>
<th>Tu</th>
<th>We</th>
<th>Th</th>
<th>F</th>
<th>Sa</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month:</td>
<td>Su</td>
<td>Mo</td>
<td>Tu</td>
<td>We</td>
<td>Th</td>
<td>F</td>
<td>Sa</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Meeting #2: Theta Tau Values

Agenda

**Spirit of Theta Tau**: A brief introduction to the symbols and meanings of Theta Tau.

**Defining Our Future**: a discussion about purpose and development of a shared vision for the future

**My Values**: A personal reflection about integrating Theta Tau's ideals into members’ values set.

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting
**Drawing Duel**

Each team is competing against all other teams to create the most accurate representation of the Coat of Arms.

The challenge in this competition is that you will have to draw using only verbal instructions from your partner. You may not look at the Coat of Arms or at others’ paper. You may ask your partner questions, but you cannot turn to look at them. There are no prizes - this competition is good for pride only. You have up to 3 minutes. Use the space below to complete your drawing.
Theta Tau Principles and Ideals

Purpose
The purpose of Theta Tau is to develop and maintain a high standard of professional interest among its members, and to unite them in a strong bond of fraternal fellowship.

Core Values
From recruitment, through pledging, to lifelong brotherhood, our members are:

- Honest & Ethical
- Dependable & Trustworthy
- Respectful of Ourselves and Each Other
- Generous of Time, Talent, & Treasure for Each Other, Theta Tau, and our Community
- Proud that we are the oldest, largest, and foremost Fraternity for Engineers

Open Motto
"Whatsoever thy hand findeth to do, do it with thy might;..." --Ecclesiastes 9:10

Important Symbols
Hammer and Tongs
Gear
Jacqueminot
Dark Red Garnet

Guiding Principles
- Culture of brotherhood, lifelong relationships, and connection
- Mutual respect and professionalism
- Balance of social, service, and professional activities
- Diversity of engineering disciplines and demographics

Our Goals

For our Brotherhood
We forge lifelong bonds of fraternal friendship, a journey that develops and delivers a network of lasting personal and professional relationships. We foster an inviting, safe, and social environment in which our members become lifelong friends.
For our Profession
We develop and nurture engineers with strong communication, problem-solving, collaboration, and leadership skills that we demonstrate in our profession, our community, and in our lives.

For our Communities
We are known for our service to our college, university and the larger community. Our service projects create a unifying environment for learning and personal growth for our members.
Defining Our Future Instructions

Imagine we are fast-forwarding into the future, and our chapter of Theta Tau is fulfilling its purpose at the highest possible potential. Use the previous page and following questions to describe what the chapter looks like.

- What activities and events does it hold?

- How does it interact with the university and surrounding community?

- What systems are in place to manage the chapter?

- How do alumni interact with the chapter?

- How do people learn about Theta Tau and what compels them to join?

- What do members gain from their experience?

My Values Reflection Questions

How do Theta Tau's principles align in each area of your life?

What do you believe will be the hardest expectation to meet?

How might you do a better job of living up to this ideal?

How will you contribute to help the chapter to succeed?
Meeting #3: Professional Development

Agenda

**Commons**: A fast-paced activity to help pledges and members connect around common interests

**Academic Success**: Questions and answers about academic advice between brothers to pledges

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting
Academic Success Worksheet

In your group, introduce yourself by answering the following questions:

- What is your greatest career aspiration?
- What area do you feel like you need to develop to do well?
- How can the brothers of Theta Tau help you?

Ask brothers to share their advice

Ask the questions you developed for brothers.

If time permits, discuss other advice specific to your major.

Academic Success Reflection Questions:

What are your goals for the semester (including academic, personal, and professional aspects)?

What skills will you need to be successful?

How can Theta Tau be helpful? How can you help others?

List three brothers that might be able to help.
Personal Management Reflection

Review your schedule again. How has it changed in the past month?

How well are you investing your time in comparison with your goals? Your values? Your priorities?

What have you learned about managing your responsibilities in the past 4 weeks?

What could you do to continue improving?

What are you doing differently based on the academic success meeting?

Where are you still falling short of your goals?

What might you do to continue improving?
Meeting #4: Chapter Operations

Agenda

**Map of Theta Tau – Part 1**: a drawing and calculation exercise that teaches national and regional structure

**Chapter Activities Update**: a current snapshot of all chapter activities

**Officer Interviews**: A round-robin fireside chat with each officer about officer structure and leadership skills

**Event Planning**: introduction of the chapter event and a brief lesson in action planning

**Personal Progress Check-In**: a review of lessons learned about personal and time management

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting
Officer Interview Worksheet

During this activity, you have 5 minutes with five officers in your chapter: Regent, Vice Regent, Scribe, Treasurer, and Corresponding Secretary. These are dedicated members of your chapter who have taken on leadership positions, and have developed important skills along the way, and this provides you with a few uninterrupted minutes to hear their story.

Each officer will share one or more of the leadership skills they've been able to hone in their position, and offer advice for assuming a leadership position in the chapter. They'll have time for one question, so now is your time to ask. By the end of the exercise, you should have thoughts on how you can learn some of the following leadership skills as a member of Theta Tau. Jot down your thoughts as you hear from each officer.

Comments from the Regent:

Responsibilities

Skills required

Comments from the Vice Regent:

Responsibilities

Skills required

Comments from the Scribe:

Responsibilities

Skills required
Comments from the Treasurer:

Responsibilities

Skills required

Comments from the Corresponding Secretary:

Responsibilities

Skills required
Chapter Event Instructions

As a group, you will plan and coordinate a public event for students that benefits the chapter. The event should provide brothers and pledges an opportunity to work together, build brotherhood, and promote the organization in a positive light among other students and potential members. The goal of this project is to learn the mechanics of event planning and practice your leadership skills through a learn-by-doing experience.

The event should meet the following parameters:

- A fun, interactive event open to other university students that provides an opportunity to meet potential members
- Represents the Purpose and Goals of Theta Tau
- Takes place during Meeting 8
- One hour in length
- On or near campus
- Open and relevant to all students
- Planned and organized by pledges with advice, coaching, and support from the Pledge Instructor and other chapter officers
- Low-cost (less than $20 per attendee)
- Funding should be provided by the chapter
- Aligns with the principles, values, expectations, and policies of Theta Tau, the university, and local community

Consider philanthropic or service activities, professional development activities, study breaks, leadership workshops, and similar ideas. Remember that the objective is to be interactive, promote the fraternity, and build friendships, so events such as movies and video games don’t count.

Use the time and lessons provided during this meeting to begin develop your ideas and plans. The chapter officers in attendance and the worksheets on the next two pages will guide you through the planning process. Continue your work after the meeting, and be prepared to provide updates during Meetings 5 and 7.
Event Planning Worksheets

When you get caught up in the excitement of taking on a new project, it's easy to overlook the pitfalls, details and challenges that might come up along the way. To ensure that your project is successful, invest the time in mapping out your plans in advance.

Use the following questions to sketch out your idea in the space provided.

What is the purpose of this project? Why is it important?

What are your goals and objectives? How will you know that you are successful?

What are the features or highlights of this project? List every element that it contains.

What resources will you need? Think people, materials, time, money, etc.

List all the people you will need to help you carry out this project, including committee members, allies, peers, administrators, faculty members, advisors, etc.

Think through every aspect of your project and list anything that might possibly go wrong.
Now that you have a sketch of the project, break it down. Write major action areas in the category headings on the left, and list every action step that needs to be completed in each area. Be extremely specific. What phone calls do you need to make? Where do you have to go? What paperwork needs to be filled out? What meetings do you need to attend? And so on. Repeat this for each action area of your project, and then fill in who is responsible, when it is due, and what resources you might need.

Remember, things don’t happen overnight! Consider the timeline involved in implementing your project. What important milestones will you pass along the way? Work backwards from the event to determine critical deadlines for promotion, making reservations, holding meetings, setting up and completing other important tasks. Fill in due dates for each action item throughout the life cycle of your project.

<table>
<thead>
<tr>
<th>Action Area</th>
<th>Action Item</th>
<th>Resources Needed</th>
<th>Delegated to:</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Meeting #5: Creating a Legacy

Agenda

**Building a Legacy**: Creating a Legacy presentations and a discussion about members’ impact on Theta Tau

**Big Brother-to-Brother Activity**: Big and little brothers answer questions about their fraternity experience

**Event Planning Check In**: A progress report on the Chapter Event and review of lessons in event planning

**Project Launch**: Introduction and planning of the project and lessons in project management

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting
Creating a Legacy Project Instructions

You are responsible for writing a short summary of how a specific individual positively contributed to Theta Tau and to society. This person can be a founder, national officer, a family member, or some other prominent Theta Tau member.

Research and choose the person on whom you would like to report, and get approval from the Pledge Instructor during Meeting 2.

Write a one-page, single-spaced summary of how this person represented the ideals and purpose of the fraternity, and how their deeds benefited society as a whole.

Submit your written assignments during meeting 4, and be prepared to present a short, 30-second summary to the group.
Big Brother - to - Little Brother Questions

Pair up with your big brother. Pick one question on your worksheet, and ask it of your brother. When you are done, give them a chance to ask you a question. Continue asking questions for about 15 minutes.

When you’re in the role of listener please take notes about what you hear from each person. You don’t need to list who said what, but we need to compile all of the thoughts when we’re done, so please do what you need to do to remember what you heard.

What is your greatest priority outside the fraternity right now?

What can we do to support you?

What or who has made the biggest impact in your life and why?

What is one of your weaknesses and what can the fraternity do to help it become a strength?

What could you do differently to be a better brother?

What do you personally need from the brotherhood?

Why do you need this fraternity in your life right now?

What impact do you hope to leave on Theta Tau?

What impact do you hope Theta Tau helps you leave on the world?
Project Instructions

Now that you’ve had the chance to work on project planning with your fellow new members, it’s time to take on a time-honored tradition for engineers. As an engineering fraternity, we pride ourselves on our ability to solve problems, and create solutions where others might not see an easy answer. If someone tells us it can’t be done, our instinct is to prove them wrong. This is especially apparent around one of our most important values: outreach to the community.

As brothers of Theta Tau and students at colleges and universities around the country, we have access to education and resources that many people don’t, and it is one of the universal goals of our fraternity to use these resources and skills to better our community and our world. What better time to start than right now?

As a new member class, you’ll select one of the following projects. Your goal during this activity is to solve the problem at hand. Along the way, you’ll need to work together to create an excellent end product, practice your project management skills, create an action plan, and hold each other accountable. We know you can do it.

- As you walk around campus, the chapter house, or school office, imagine you were confined to a wheelchair. Is there a spot on campus that is not as accessible as it should be? Your project is to build a ramp for a wheelchair to access an important space at our school, house, or office.
- There are plenty of homes or yards in our community that could use some sprucing up. Your project is to approach one of these homes, and build, repair, or clean up a much-needed portion of their space.
- At large events on campus, many items that could be recycled are thrown in the trash. Your project is to create a campaign to improve our recycling statistics, and execute it at the next large campus event.
- Sometimes, the best way to use our engineering skills is as part of a larger goal. Your project is to participate in a day of work with Habitat for Humanity (or another charitable organization) as a full new member class.
- An often crucial role our chapters serve is to provide manpower or brainpower to benefit a larger event, activity, or need in the engineering school. Your project is to plan, improve, or participate in a regular activity or event for the engineering school such as EWeek, Open House, Career Day, campus tours, move in day, engineering picnic, etc.
- Want to think outside the box? After discussion with the Pledge Instructor, the chapter, or campus advisor, plan and execute an activity or project of your choosing that will benefit Theta Tau, our campus, or our community.
You should work together to finish planning and to execute this project outside of our meetings. The next time we meet, be prepared to answer the following questions:

How is the event fulfilling its purpose?

What categories and action steps might be missing from the plan?

What resources are needed?

What is the next thing that has to be done and who is responsible?
Project Planning Worksheets

Use the following questions to sketch out your idea.

What is the purpose of this project? Why is it important?

What are your goals and objectives? How will you know that you are successful?

What are the features or highlights of this project? List every element that it contains.

What resources will you need? Think people, materials, time, money, etc.

List all the people you will need to help you carry out this project, including committee members, allies, peers, administrators, faculty members, advisors, etc.

Think through every aspect of your project and list anything that might possibly go wrong.
<table>
<thead>
<tr>
<th>Action Area</th>
<th>Action Item</th>
<th>Resources Needed</th>
<th>Delegated to:</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Meeting #6: Preparing for the Future

Agenda

**Elevator Speech:** A lesson and reflection in interpersonal skills to prepare for the reception.

**Alumni/Faculty Reception:** A network opportunity where pledges practice their elevator speech.

**Lessons in Networking:** An alumnus or faculty member presents a short lesson in networking, interpersonal skills, and career building.

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting
Elevator Speech Worksheet

An elevator speech is a short summary that quickly and simply defines a person, profession, product, service, organization or event. It reflects the idea that it should be possible to deliver the summary in the time span of an elevator ride, or approximately thirty seconds to two minutes. The idea is that, if the conversation is interesting and valuable, it will continue and become a new opportunity for friendship or partnership.

How do you define yourself?

What is your mission and purpose?

How are your talents and interests distinct from others?

What are your professional aspirations?

After answering these questions, synthesize your answers into three short talking points that you would like to share with those you meet during the networking session.

What questions might you want to ask the alumni and faculty that you are about to meet?
Personal and Career Planning Reflection

Review your schedule again. How has it changed in the past month? Two months?

How well are you investing your time in comparison with your goals? Your values? Your priorities?

What have you learned about managing your responsibilities in the past 4 weeks?

How have you been managing your academic responsibilities differently since the academic success meeting?

What might you do to continue improving your academic focus?

Write down two lessons you learned from Alumni and Faculty.

How might you incorporate these into your life?
Meeting #7: Chapter Operations

Agenda

**Personal Progress Check-In:** A review of lessons learned about personal and time management

**Event Planning Check-In:** A progress report on the Chapter Event and review of lessons in event planning

**Project Check-In:** A progress report on the Chapter Event and review of lessons in event planning

**Map of Theta Tau – Part 2:** A review of chapter operations including meetings, procedures, and policies and a lesson in leadership

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting
Meeting #8: Chapter Event

Agenda

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting
Chapter Event Evaluation

What worked well?

What didn't work well?

What matched / didn't match your expectations?

If you were to hold this event again, what would you do differently?

How well did the event meet the purpose, goals, and parameters that were provided?
Meeting #9: The Theta Tau Challenge

Agenda

- **Chapter Event Evaluation**: A short post-event review of planning and execution
- **Leadership**: a lesson in handling difficult situations
- **Theta Tau Challenge**: a case study challenge with feedback and commentary provided by brothers

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting
**Decision-Making Framework**

Which elements of your and Theta Tau’s values, ideals, mottos, and code of conduct are called into question in this situation?

Sometimes values and principles conflict. Which of the following do you believe is most important in this situation?

- Fulfilling your duties and responsibilities
- Achieving the greatest good for the greatest number of people
- Preserving your relationship with all those involved
- Following the rules and guidelines
- Sticking to your own ideals and interests
- Aligning with culturally accepted norms and practices
- Doing that which is most effective
- Going with your gut instinct
- Finding the middle ground

What policies, laws, guidelines, protocols, or procedures are involved?

Name all the options you have for handling this situation.

What would mentors, friends, and family members advise?

Given your answers to the questions above, what path do you choose?
Theta Tau Challenge Instructions

You will receive a description of a real-life situation that Theta Tau has faced in the past. It represents the type of thing that you might face as a member. This activity - the Theta Tau Challenge – will prepare you for that situation.

Your job is to decide the best course of action. You should use what you know about our policies, our principles, our brotherhood, leadership and management practices, everything you have learned about the organization, and your own best judgment to develop a plan of action for how you would move forward in this situation.

You have 20 minutes to work
Meeting #10: Brother-to-Brother

Agenda

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting
Brother to Brother Questions

Look around the room. Find one person who is not from your pledge class, who is not your class year, not your major, and not your roommate. Ideally, this is a brother you see and talk to least often. Pair up with them. Pick any one question on your worksheet, and ask it of your brother. When you are done, give them a chance to ask you a question. Continue asking questions for about 15 minutes.

1. What is your greatest priority outside the fraternity right now?
2. What can the brothers do to support you?
3. When was a time in your life that you stood up for something that was right, but not popular?
4. How do you want the brotherhood to be different?
5. What could you do differently to be a better brother?
6. What do you personally need from the brotherhood?
7. How can you take responsibility for strengthening the brotherhood?
8. Why do you need this fraternity in your life right now?
9. When have you fallen short of being a good brother to other members of the chapter?
10. When have you let down this fraternity?
11. What is your biggest fear?
12. What or who has made the biggest impact in your life and why?
13. What is one of your weaknesses and what can the fraternity do to help it become a strength?
14. Describe a moment where you saw a true sense of brotherhood in the fraternity?
15. What one thing are you most strongly committed to and believe in?
National Exam
Local/Chapter Exam
Education Program Evaluation

In an effort to continue the great tradition of Theta Tau and provide the most comprehensive and effective Education Program, we need your feedback. Please answer the following questions. We thank you for taking the time to give us feedback and we look forward to reading your comments.

What was your favorite part of the new member process?  What was your least favorite?

Was it what you expected?  Why or why not?

Do you feel like any of the activities or experiences were inappropriate?  Why or why not?

How well did the activities help you learn something about yourself and your chapter?  Explain.

List at least one suggestion of how Theta Tau could improve the Education Program?

Please rate each of the following activities: (1= disliked, 2= somewhat disliked, 3= neutral, 4= somewhat liked, 5= liked)

Meeting #1: Orientation 1 2 3 4 5
Meeting #2: Theta Tau Values 1 2 3 4 5
Meeting #3: Professional Development 1 2 3 4 5
Meeting #4: Chapter Operations 1 2 3 4 5
Meeting #5: Creating a Legacy 1 2 3 4 5
Meeting #6: Preparing for the Future 1 2 3 4 5
Meeting #7: Chapter Operations 1 2 3 4 5
Meeting #8: Chapter Event 1 2 3 4 5
Meeting #9: My Leadership 1 2 3 4 5
Meeting #10: Brother-to-Brother 1 2 3 4 5
Chapter Roster
Chapter History
To promote fraternal spirit through singing, the Twenty-Fourth Biennial Convention of Theta Tau directed that a songbook be published. This collection of Theta Tau and engineering songs was compiled by William E. Franklin, Zeta ’57, then Editor of *The Gear of Theta Tau*, and first published as a book in 1966.

No attempt was made to include every appropriate song, and it is expected that chapters will supplement this book with other songs of their choosing. In the Foreword to the First Edition of the Song Book, Brother Franklin expressed his gratitude to Stuart D. Culp, Zeta ’56, who arranged the Theta Tau Sweetheart Song, and set to music some of the other songs contained herein; to Robert J. Rehagen, Zeta ’61, for the artwork; and to Zeta, Sigma, Phi, and Delta Beta Chapters whose individual chapter songbooks were made available to him.

It is hoped that these songs will provide the stimulus needed for new generations of student members to experience the joy of fraternal singing.

**Engineering Songs**

- Glory, Glory, Dear Old Thermo
- The Engineer
- Engineer’s Ramble Song
- Hyperbolic Tangent
- St. Patrick Was an Engineer

**Theta Tau Songs**

- Theta Tau
- Theta Tau Sweetheart Song (Zeta arr.)
- Sweetheart of Theta Tau (Sigma arr.)
- Theta Tau Forever
- Memories of Theta Tau
- We Are the Theta Taus
- To Theta Tau
Free energy and entropy
were swirling round his brain
With partial differentials
and Greek letters in their train
For deltas, sigmas, gammas, thetas,
epsilons, and pis
Were driving him distracted
as they danced before his eyes.

Glory, glory dear old Thermo
Glory, glory dear old Thermo
Glory, glory dear old Thermo
I'll get you by and by.

Heat content and fugacity
revolved within his mind,
Like molecules and atoms
that you never have to wind,
With logarithmic functions
doing cake walks in his dreams,
And partial molar quantities
devouring chocolate creams. (chorus)

They asked him on the final
if a mole of any gas,
In a vessel with a membrane
through which hydrogen could pass,
Were compressed to half its volume
what the entropy would be.
If 2/3 of Theta Tau equals the square
of xyz. (chorus)

He said he guessed the entropy
would have to equal four
Unless the second law
would bring it up a couple more.
But then it might be seven
if the thermostat was good
Or it might be 'most eleven
if once rightly understood. (chorus)

The professor read his paper
with a corrugated brow,
For he knew he’d have to grade it
but he didn’t quite know how.
Till a sudden inspiration
on his cerebrum was smote,
And he seized his trusty fountain pen
and this is what he wrote. (chorus)

Just as you guessed the entropy,
I’ll have to guess your grade,
But the second law won’t raise it
to the mark you might have made,
For it might have been 100
if your guesses had been good
But I think it might be zero
till they’re rightly understood. (chorus)
Who is the man designs our pumps
With judgment, skill and care?
Who is the man that builds them
And who keeps them in repair?
Who has to shut them down because
The valve-seats disappear?
It's the bearing-wearing, gearing-tearing
Mechanical Engineer.

Who buys his juice for half a cent
And wants to charge a dime,
And who when we've signed the contract
Can't deliver half the time?
Who thinks a loss of twenty-six
Percent is nothing queer?
The volt-inducing, load-reducing
Electrical Engineer.

Who thinks without his products
We'd all be in the lurch?
Who has a heathen idol
Which he designates Research?
Who tints the creeks, perfumes the air
And makes the land scapes drear?
It's the stink-evolving, grass-dissolving
Chemical Engineer.

Who is it takes a transit out
To find a sewer tap?
Who then with care extreme locates
The junction on a map?
Who is it goes to dig it up
And finds it nowhere near?
It's the mud-bespattered, torn and tattered
Civil Engineer.

Who is the man who'll draw a plan
For anything you desire
From a transatlantic liner
To a hairpin made of wire?
With "ifs" and "ands" "howe'ers" and buts," Who makes his meaning clear?
The work-disdaining, fee-retaining
Consulting Engineer.
Who take the pleasure out of life
And makes existence hell,
Who'll fire a real good looking girl
Because she cannot spell?
Who substitutes a dictaphone
For a coral-tinted ear?
It's the penny-chasing, dollar-wasting
Industrial Engineer.

Who builds a road for fifty years
That disappears in two
And changes his identity
So there's no one to sue?
Who covers all the traveled roads
With filthy oily smear?
The bump-providing, rough-on-riding
Highway Engineer.

Who drills a well half way to hell
In search of gas or oil?
With gadgets multifarious
To take away his toil?
But when the hole is empty
Then his alibis appear,
The optimistic, cabalistic
Petroleum Engineer.

Who is that wild bewhiskered coot
In boots and flannel shirt?
Who honeycombs the hills and dales
A-searching for pay dirt?
The only lode he ever reveals
Is a load of lager beer.
The boring, shoring, dynamite roaring
Mining Engineer.

Who is that pale myopic guy
In the Mother Hubbard gown?
With inky hands and smudgy face
Who tries to gain reown?
Who draws fantastic pictures
At a hundred bucks a smear
The lackadaisical, ne'er-do-well
Architectural Engineer.
Engineer's Ramble Song (Tune: Ramblin' Wreck)

There was a bold young engineer
Who just got out of school.
He had a lot of great big books
And knew he was no fool.
They set him marking station pins
But he didn't know the code,
So they ditched him 2 miles out of camp
And let him hunt the road.

(Chorus) Oh, didn't he ramble,
He rambled, he rambled all around.
In and out of town, oh, didn't he ramble,
He rambled, he rambled 'Til the butcher cut him down.

He got a job as an electric man,
And thought he'd make some tin.
They sent him up a big tall pole
To put a feeder in.
He lost his grip and tumbled back
But grabbed the wires bright.
Then hung there for a moment
'Til the juice put out his light.

(chorus)

He then went down in the depths
Where Satan runs the plant.

He wanted to see the chief engineer
But Satan said you can't,
There are no engineers down here
For that could never be.
Then he said “I guess I'll ramble on,
This is no place for me.”

(chorus)

An engineer once loved a maid
With pure dynamic passion.
His “Modus Operandi” was
Of scientific fashion.

(Chorus) A hyperbolic tangent
to a cyclic polar plane.
He was an engineer.

Oh, maiden fair of golden hair,
Come give me just one kiss
React forever thus with me
in osculating bliss.

(chorus)

With you my lass, the days will pass
in sweet synthetic thrills,
In kilowatts and BTU's
we'll pay our grocery bills.

(chorus)
St. Patrick was an Engineer
(Tune: When Johnny Comes Marching Home)

St. Patrick was an engineer, he was, he was.  
St. Patrick was an engineer, he was, he was.  
For he surveyed the Emerald Isle  
And made a map of its profile.  
Erin go brau, rah for the engineers.

For he invented the calculus,  
And handed it down for us to cuss.

For he invented the sliding rule  
To measure the size of the molecule.

For he invented electric lights  
So engineers could study nights.

For he was the guy with the monkey wrench  
That screwed the lawyers to the bench.

He ran his slipstick up in high  
And guessed at the answer as you and I.

For he invented the logarithm  
To count the whiskers of bolshevism.

For he invented the stresses and shears  
To make us giddy before our years.

For he invented machine design  
And elbow grease to make ‘em shine.

For he invented the steam and gas  
That make us sweat, so let that pass.

‘Twas he invented the faculty  
That chews the fat with you and me.

For he invented the city park  
So all couples could sit and spark.

For he invented the davenport  
That engineers might have their sport.

A runaway engine down the tracks, she flew, she flew,  
A runaway engine down the tracks, she flew, she flew, ...
THETA TAU

D. C. Blackmar, Beta '12

Our H and T we cherish thee and ever in our memory, we keep thy signs and symbols fast, stored up midst loved things we've amassed. The Hammer and the Tong and Gear, these emblems we held dear. And our good fraternal law we live and Theta Tau. Come all Theta Tau men. Drink the toast again. Here's to our brothers still young in years. Here's to our alumni, our real engi-neers. Ev'ry one be mer-ry. What if the world seems wrong. We'll each help the oth-er, we're each some one's broth-er. In good old Hammer and Tong.
THETA TAU SWEETHEART SONG

Arr. Zeta Chapter

Let us drink a toast together, to the girl of The-ta Tau. She's the one we've always dreamed of -- the sweetest girl of all -- With her eyes so brightly shining, tells a tale of loyalty -- and we'll love her forever, thru eternity. If you knew what we knew, how happy you would be. She wears the pin of The-ta Tau, our own fraternity.
SWEETHEART OF THETA TAU
Quartet Arrangement

Words and Music by Ruth Lambertus

To Sigma Chapter

Moderato

Thru the maze of memories, In those care-free college days, A

hum hum hum

thousand faces gleam and smile, But there's one that remains always Oh

a tempo

Sweet-heart of Theta Tau I love you, In all my dreams your dear face shines thru,

You are the one that I adore My The-ta Tau girl for-ever more.
THETA TAU FOREVER
(Tune: "There's a Long, Long Trail")

We are Theta Taus for ever, Wherever we chance to go,
And our hearts are ever yearning for the loyal boys we know,
Far away from halls of learning We'll face the world without fear,
For the Hammer and Tongs will reign o'er all good engineers.
MEMORIES OF THETA TAU

Slowly

Memories, Memories, Dreams of days gone by.

Football games and dances, too, and a chorus lingers through.

Good old days,

Happy days among the Theta Taus.

Now we've had our fun, and it is all done. They're our beautiful memories.
WE ARE THE THETA TAUS

(Tune: "Turkey in the Straw")

Lively

Oh, we are the Theta Taus, With our colors red and gold, And we

think we are the best in the engineering fold, With our slip-stick smoking and our

Hammer and our Tongs, If you trust Theta Tau, you can't go wrong.

Hurrah for — Hurrah for engineers! Here's to Theta Tau! We'll

never slip our gears, Watch us build our products fine, As we

carry off the honors in the engineering line. Sis! Bow! Hurrah! Theta Tau!
TO THETA TAU

Dedicated to Etich J. Schrader
Words and music by Wm. Ripley Dorr, Alpha '15

With dignity. dim

To Thee, O Vulcan, in the dim days of the past, The

ancient mechanics, in their ignorance held fast, Did

turn for assistance in the time of their distress, But

Thou didst prove fickle, and brought them not success.
Faster, with energy

But 'tis the power of the hammer, and the strength of the
tone, and the might of our oath, which is sworn life-

long, And the splendor of Nature, whose force we o-ver

cres.

come, That spurs us on to Victory, Till Tri-

umph is won!