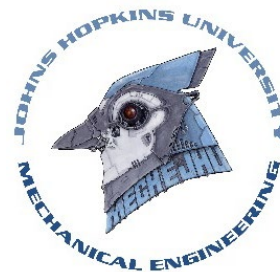


Pi Tau Sigma Tau Alpha Chapter Johns Hopkins University



PURPOSE

The Tau Alpha Chapter of the Pi Tau Sigma honors fraternity at Johns Hopkins University recognizes Mechanical Engineering and Engineering Mechanics juniors and seniors who demonstrate high academic and service achievement. Members of the chapter are expected to participate in service activities that benefit their fellow students, the Department of Mechanical Engineering, and Johns Hopkins University as a whole.

CONTACT INFORMATION

Website - <http://www.pitausigma.net/>

Facebook - <https://www.facebook.com/PiTauSigma>

PTS Board of Directors – e-mail addresses are at the bottom of the Pi Tau Sigma webpages

Tau Alpha Chapter

- Faculty Advisor – Prof. Gretar Tryggvason – gtryggv1@jhu.edu
- Academic Program Manager – Mike Bernard – me-academic@jhu.edu
- National Office – Dr. Arden Moore – sectreas@pitausigma.org

MEMBERSHIP

The Fraternity requires that members rank in the top 35% scholastically and that fitness for membership is demonstrated through a variety of qualities, such as soundness of character, principles, morals, honesty, neatness, and social adaptability. The minimum GPA is 3.25. Additional information is available in “The Story of Pi Tau Sigma.”

In the Department of Mechanical Engineering, students can be selected for membership twice a year, in the middle of the fall semester and the middle of the spring semester. The department follows the scholastic selection criteria of the national organization:

Consideration	Seniors		Juniors	
	Primary	Secondary	Primary	Secondary
Fall	33%	35%	17%	25%
Spring	33%	35%	25%	33%

Table 1 – Scholastic Rank Requirements for Membership Consideration

Current members will consider each student in the “Primary” ranks first to determine fitness for membership based on both scholastic and character attributes. Candidates from this group may be selected or rejected for membership. If anyone in the “Primary” ranks are rejected for membership, then students in the “Secondary” rank can be considered. Rejection of a “Primary” candidate should be carefully justified; for example, if the student has been convicted of academic misconduct. Once candidates for membership are selected, the officers notify those students to invite them to join the fraternity.



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INVITATION

Eligible students are usually invited by e-mail. Here is a sample welcome e-mail:

Dear Candidates,

This note is being blind copied to a number of students.

Congratulations! On behalf of the Tau Alpha chapter of Pi Tau Sigma, it is my great pleasure that I welcome you to join our chapter of this international mechanical engineering honor society. Pi Tau Sigma members exemplify sound engineering ability, scholarship, personality, and probable future success in their chosen field of mechanical engineering. We believe that your scholastic and character attributes have merited your acceptance into Pi Tau Sigma.

All of us in Pi Tau Sigma are looking forward to meet you. **Please reply with your decision regarding joining Pi Tau Sigma by (submit date here).** A date will be set soon for the induction ceremony, where we will join together in formal dress to welcome you to the organization.

Your fellow mechanical engineers of the Tau Alpha chapter of Pi Tau Sigma congratulate you on your achievement, and look forward to meeting you at the induction.

Best Wishes,
All of us at Pi Tau Sigma

Students will reply to the e-mail and the person responsible for collecting the responses will compile a list of those accepting the invitation and send it to the department's Academic staff, who will arrange with those students to receive a Pi Tau Sigma certificate and membership card.

INDUCTION CEREMONY

At the ceremony, the president, vice president, and secretary will read from the Ritual telling the story of Pi Tau Sigma and inductee responsibilities, as well as lead the pledge of inductees.

Per the Pi Tau Sigma national office, "the chapter is responsible for maintaining an 'Initiation Roll Book,' which will be part of the initiation ceremony. The chapter name, date of initiation, and names of the officers conducting the ceremony will be recorded.

"At the end of the ceremony, each initiate present, will then print her/his name and sign next to it. An electronic copy of the recorded page will need to be submitted along with the Certificate Order excel file for processing the initiation. An initiation will not be processed without the page copy from the Initiation Roll Book.



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“Please remember that all students and honorary members need to attend the induction ceremony, and that the inductees are not Pi Tau Sigma members until the registration of the initiation is processed by the national office.”

The “Initiation Roll Book” will be signed by the officers and all initiates and current members at each initiation ceremony.

OFFICER DUTIES

PRESIDENT

- Ensure that the three conditions for active [Chapter Status](#) are met, including holding two inductions, submitting an annual report, and attendance at the national convention.
- Preside over the two induction meetings held each year.
- Submits Roll Book page and group photo immediately after each induction to the national office.
- Fulfill the duties of the Vice President and/or Secretary upon his or her delegation of duties or in his or her absence.
- Organize service and social activities as the Tau Alpha chapter sees fit, including delegating duties to ensure success of the events. It is suggested that officers seek information on activities held by [other chapters](#) for inspiration.
- Hold a transition meeting with the Chapter faculty advisor or designated staff at the end of the academic year for the incoming officers.
- Coordinate or delegate coordination of distribution of stoles and cords for graduating seniors. Work with Senior Academic Program Coordinator John Soos to obtain the stoles and cords.
- Work with the advisors and officers to create an annual budget.
- Report actions periodically to the faculty advisor(s).

VICE PRESIDENT

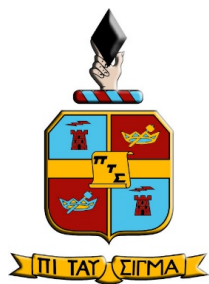
- Fulfill the duties of the President and/or Secretary upon his or her delegation of duties or in his or her absence.
- Help conduct the two induction meetings held each year.

SECRETARY

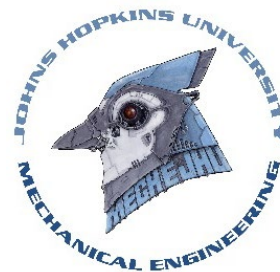
- Fulfill the duties of the President and/or Vice President upon his or her delegation of duties or in his or her absence.
- Help conduct the two induction meetings held each year, including taking minutes.

RESOURCES

- Rituals of Pi Tau Sigma: <http://www.pitausigma.net/ChapterBusiness/ChapterGuide/upload/RITUALS-OF-PI-TAU-SIGMA.pdf>
- Chapter Manual: <http://www.pitausigma.net/ChapterBusiness/ChapterGuide/upload/The-Pi-Tau-Sigma-Manual.pdf>



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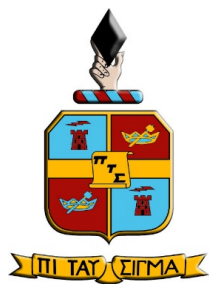


- Constitution: <http://www.pitausigma.net/ChapterBusiness/ChapterGuide/upload/Constitution-of-Pi-Tau-Sigma-Amend-2013.pdf>

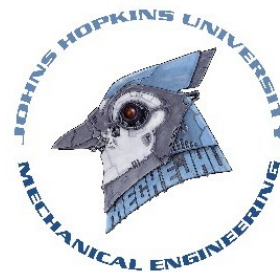
CALENDAR

Note that the calendar begins at the end of the academic year as the new officer duties begin then.

Action	Suggested Action Start Date	Firm Deadline / Activity Date
Officer Transition – outgoing officers and faculty advisor meets to explain duties and actions to incoming officers, create budget for next year.	April 30	May 15
Ask the Academic Program staff to update the me-pts@lists.johnshopkins.edu e-mail list with new members. Give the incoming officers ownership privileges of the list and instruct them in its use.	April 30	May 15
Activity Plan for Next Year <ul style="list-style-type: none"> Past activities included Advising Week Pizza Party and Undergraduate BarBQ. Suggested activities could include participation as a fraternity in the President's Day of Service or other service activity. Other activities can be chosen based on officer and member availability and willingness. Update the Activities Calendar with new or updated activities 	May 15	May 31
Write and upload Annual Report to national office website. <ul style="list-style-type: none"> Upload instructions are here Sign in name: Johns Hopkins Tau Alpha Password: um2:q?"Ya:.8kzHh 	May 15	June 30
Request Candidate List for Fall induction from the MechE department	July 1	September 1
Select candidates for Fall induction	September 15	October 1
Invite selected candidates for Fall induction – invitation, acceptance of invitation, request card and certificate orders	October 2	October 15
Plan Fall induction – select date, reserve room, plan dinner	October 15	October 30
Advising Week – pizza party and advising sessions (held in the past, can be held again)	October 15	Late-October or early-November
Conduct Fall induction , send Roll Book page and group photo to national office immediately after the induction.	Early November	Early November
Plan for Convention attendance in February or early-March	Early November	January



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CALENDAR (continued)

Action	Suggested Action Start Date	Firm Deadline / Activity Date
Request Candidate List for Spring induction from the MechE department	January 1	February 1
Select candidates for Spring induction	February 15	March 1
Invite selected candidates for Spring induction – invitation, acceptance of invitation, request card and certificate orders	March 2	March 15
Renew Tax Exempt Status - file Form 990-N. Visit for information: <ul style="list-style-type: none"> Pi Tau Sigma's site http://www.pitaisigma.net/sites/default/files/2016-09/TAX-EXEMPT-STATUS-2015.pdf IRS site – through Login.gov https://sa.www4.irs.gov/epostcard/secure/home/ EIN is 91-1877171 LogIn is me-academic@jhu.edu Password is MechE1MechE#23 	March 2	March 15
Have cords and stoles ordered for graduating seniors	March 2	April 2
Plan and host Undergraduate BarBQ with MUSC and ASME	Early March	Mid- to late-April
Plan Spring induction – select date, reserve room, plan dinner	March 15	March 30
Advising Week – pizza party and advising sessions (optional)	March 15	Late-March or early-April
Conduct Spring induction , send Roll Book page and group photo to national office immediately after the induction.	Early April	Early April
Distribute stoles and cords to graduating seniors	Late April	Late April
Continue activities at the top of this calendar		

Table 2 – Activities Calendar