

# Alpha Chi

National College Honor Scholarship Society

## CHAPTER HANDBOOK Document I: Sponsor's Guide



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National College Honor Scholarship Society

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# An Overview of Alpha Chi

Alpha Chi is a coeducational society whose purpose is to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. Its name derives from the initial letters of the Greek words ΑΛΗΘΕΙΑ, meaning TRUTH, and ΧΑΡΑΚΤΗΡ, meaning CHARACTER.

As a general honor society, Alpha Chi admits to membership students from all academic disciplines. A member institution, which must be a regionally accredited, baccalaureate degree-granting college or university, may invite to membership no more than the top 10 percent of the junior, senior, and graduate classes.

Membership in Alpha Chi recognizes previous accomplishments and provides opportunity for continued growth and service. As a phrase from the society's constitution suggests, Alpha Chi seeks to find ways to assist students in "making scholarship effective for good."

## Organization

### National Level

The ultimate decision-making body of Alpha Chi is the National Convention, which meets annually in the spring in a major city chosen by the National Council. Recent cities have been Indianapolis (2009), San Diego (2011), Baltimore (2012), Nashville (2013), St. Louis (2014), and Chicago (2015). Typically between 400 and 500 students and chapter sponsors attend the national meeting, which conducts the business of the society, including the election of faculty members to the National Council. The focus of the convention, however, is the program of scholarly papers, academic posters, and performances by student members (more than 300 in recent years). In addition, there are guest speakers, large banquets, sightseeing opportunities, chapter workshops, service efforts, and presentations of awards and honors to individuals and chapters.

The National Council is the planning and executive arm of Alpha Chi. Its membership varies, but includes a constitutional minimum of eight faculty members elected by the National Convention, seven other faculty who are regional secretary-treasurers, and seven undergraduate students representing their regions. From the faculty are elected the three National Officers: president, vice president, and secretary. These, along with the executive director, who serves *ex officio*, compose the executive committee.

The National Council also names the executive director and the archivist and supervises their activities on behalf of the society. Duties of the National Council include initiating amendments to the constitution, electing honorary members, interpreting the constitution, establishing new chapters, awarding national scholarships and fellowships, providing program leadership for the society, and selecting annually the recipients of the President's Cup for outstanding chapter and the Distinguished Alumni Award.

### Regional Level

Each chapter of Alpha Chi is affiliated with one of seven regions, which convene every year to conduct their business. As the constitutional changes of April 2013 reflect, the regions now meet annually in conjunction with the National Convention. This started in 2010 when the first combined regional convention (we called it a "super-regional convention") was held, with each region meeting in Little Rock for both regional and combined regional events. This format continued in 2012, after which a decision was made to begin a pattern of annual national conventions that always include time for separate regional business meetings. Each region still elects from faculty sponsors a president, vice president, and secretary-treasurer; they, along with the elected student representative, compose the executive committee.

The regions are as follows:

Region I—New Mexico, Oklahoma Panhandle, West Texas

Region II—Arkansas, Louisiana, Oklahoma, East Texas

Region III—Alabama, District of Columbia, Florida, Georgia, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia

Region IV—Colorado, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, South Dakota, Wyoming

Region V—Illinois, Indiana, Kentucky, Michigan, Ohio, West Virginia, Wisconsin

Region VI—Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey,  
New York, Rhode Island, Pennsylvania, Vermont  
Region VII—Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, Washington

## Local Level

Active chapters are found on some 300 campuses in 45 states. Member institutions range in size and type from large state universities to small private colleges.

Each chapter has an official faculty sponsor appointed by the president of the institution and may have two additional sponsors chosen by the chapter and three additional sponsors appointed by the head sponsor. Student members elect their own officers and provide the leadership for chapter activities, including the induction of new members and sponsorship of local programs to promote scholarship. These may take the form of lectures, panel discussions, academic contests, tutoring services, and many other programs.

## The Student's Role in Alpha Chi

Among the major general honor societies, Alpha Chi is distinctive in its commitment to involve members in the full range of operation of the society. Although faculty sponsors are important for the continuity of the organization, student members are the focus of Alpha Chi's programs and play major roles in Alpha Chi's leadership from the local to the national level.

At the local chapter level, all offices are held by students, supported by a faculty sponsor who is appointed by the president of the institution or other chief executive officer. Chapters not only induct new members but also promote scholarship through sponsoring at least one scholarly or academic activity each year for their college communities.

Student involvement is also central at the next organizational level, the regional. Each chapter belongs to one of Alpha Chi's seven regions, which hold business meetings each spring. These regional business meetings elect regional officers, including an undergraduate student representative who serves for two years.

These seven student representatives also sit on the National Council, a 22-member board that meets annually to set policies and oversee administration of the society. These students have full voting rights, participate on committees of the National Council, and fill important responsibilities at the national conventions, which center on student scholarly presentations. Typically, each chapter in attendance at the convention has at least one faculty/sponsor voting delegate and one student voting delegate. To encourage student participation in national conventions, Alpha Chi supports chapter attendance by reimbursing many expenses through national and regional travel grants.

In addition to the student roles mentioned, the society also offers several scholarships and fellowships, as noted elsewhere in this handbook. The point is this: Alpha Chi does not intend merely to induct members and then ignore them. Policies and programs are in place to involve students in the society's activities and to further their scholarly development.

## A Role for Alumni

The society's publications and other communication about programs of interest, such as conventions and the Joseph E. Pryor Alumni Fellowship, are available at [www.alphachihonor.org](http://www.alphachihonor.org). Alumni may also form alumni chapters or affiliate with nearby campus chapters.

## Publications

In the spring of 2016, Alpha Chi published the first issue of *Aletheia*, the society's online journal of undergraduate scholarship. The official Proceedings Issue of the *Recorder* continues to be published annually online. The *Newsletter*, reflecting chapter life and convention news, is produced electronically twice a year—shortly after the spring semester ends and again after the fall semester begins. (The *Recorder* was previously published annually until 1994; it contained scholarly or creative works by undergraduate members and the official proceedings

of the national and regional organizations. From 1995 to 2014, the *Recorder* was published in three issues a year. Previously published copies of the Undergraduate Issue, the Alumni Issue, and the Proceedings issue are archived online.)

## Symbols

In 1935 Alpha Chi adopted its official shield and key, colors, and song. The shield and key bear a lamp of learning and the initials AX in raised letters. The colors are emerald green and sapphire blue, signifying victory and truth. The motto of the organization is taken from the Gospel of John: “You shall know the truth and the truth shall make you free” (John 8:32 KJV). Lyrics for the official song, “Hail to Alpha Chi,” were written by a Southwest Texas State University student, J. M. Brandstetter, in 1935. Since Alpha Chi is not a secret organization, there are no hidden symbols and programs are open to the public.

## History

Alpha Chi celebrates as its birthday an auspicious date, February 22, 1922. On that day representatives from five Texas institutions of higher learning met on the campus of Southwestern University in Georgetown, Texas, for the purpose of organizing a scholarship society that would encompass all of the “Class A” colleges and universities in the state. The local chapters of the new organization, which was to be called “The Scholarship Societies of Texas,” were to be modeled after the honor society begun by President Charles M. Bishop at Southwestern in 1915.

Representatives from thirteen schools approved a constitution for the new organization a year later at the University of Texas at Austin. Six others mailed affirmative votes to the conference. The two principal founders of the state organization, Prof. John C. Granbery of Southwestern and Dean Harry Y. Benedict of the University of Texas, were chosen as president and secretary-treasurer, respectively. In annual elections Granbery was succeeded by several of the other founding sponsors, but Benedict continued to hold the secretary-treasurer’s job.

Interest in the Scholarship Societies of Texas spread to other states. At the 1926 meeting, applications were accepted from colleges in Arkansas and Louisiana, and the 1927 meeting at Fort Worth changed the name of the society to The Scholarship Societies of the South. Dean Alfred H. Nolle of Southwest Texas State College was chosen as president of the expanded group, and in 1928 he succeeded Benedict as secretary-treasurer. He held the post continuously through 1969, rendering distinguished leadership to the society under its various names for nearly five decades.

By 1934 the Scholarship Societies of the South comprised 31 chapters in Arkansas, Louisiana, and Texas, but they had eyes on expansion. At the annual meeting, held that year at Texas Woman’s College in Denton, the Scholarship Societies of the South voted to become a national organization under the name Alpha Chi. A new constitution was adopted to facilitate that growth. However, with the exception of a school in Oklahoma, no real expansion was experienced until 1950, when Hastings College in Nebraska and Springfield International College in Massachusetts joined Alpha Chi.

In 1955, now with 36 active chapters, Alpha Chi created two regions to carry out its activities. It was not until 1958 that other states were added when South Carolina’s Lander College and Utah’s Westminster College joined the society. In the 1960’s, however, the organization expanded rapidly, especially in the South and Midwest. By the end of 1971, Alpha Chi had installed chapter number 120 and restructured itself under a new constitution. Growth continued strong through the next 25 years, so that by 1998 chapter number 347 was approved, with more than 300 still being active, organized into seven regions. More than 400,000 members have been inducted since Alpha Chi’s beginning in 1922.

Harry Benedict, by then president of the University of Texas, became the first president of the newly renamed society in 1934, serving until his death in 1937. Prof. Paul J. Schwab of Trinity University served as president from 1949 until his death in 1966. Dr. Edwin W. Gaston, dean of Stephen F. Austin State University, himself a member of Alpha Chi while a student, became president in 1967. It was under his leadership, coupled with that of the vice president, Dr. Jesse G. Carnes of Trinity University, and the secretary-treasurer, Dr. Joseph E. Pryor, dean of Harding University, that the major growth of Alpha Chi took place. Dr. Pryor served in his office from 1970 to 1983, when a constitutional change created the office of executive director and he took that role. Upon his retirement at the end of 1993, he was succeeded by Dr. Dennis M. Organ, also of Harding University, who had been editor of the society’s publications since 1976. After the retirement of Dr. Organ in 2012, the Council elected Dr. Trisha Yarbrough as the society’s third executive director. In 2018 Lara Noah, who had served nearly two decades

as the Society's director of operations, was selected by the National Council to serve as the fourth executive director of Alpha Chi.

Serving as president since Dr. Gaston have been Dr. Robert W. Sledge of McMurry University, Dr. James Divelbiss of Westmar University, Dr. Gayle White of Southern Arkansas University, Dr. Patricia Williams of Sam Houston State University, Dr. Clark Youngblood of Grand Canyon University, and Dr. Margaret FitzGerald of Pace University Westchester. In 1990 an official National Office for Alpha Chi was established on the campus of Harding University in Searcy, Arkansas. The National Office moved off campus in June, 2016, and to its current location in June of 2018.

## A Welcome to the Chapter Sponsor

Serving as sponsor of a chapter of Alpha Chi is a significant honor and carries with it the distinct privilege of working with many of the brightest students on your campus, but it also carries duties and responsibilities. The official, primary sponsor is typically appointed by the president or chief academic officer of the institution for a three-year term. The most effective sponsors have served many terms and have built Alpha Chi into a highly meaningful organization on their campuses. At those institutions Alpha Chi membership is recognized as the highest academic honor on campus; in addition, membership is seen not only as a reward for academic excellence but also as an opportunity for developing further student leadership and scholarship through active participation. Encouraging this active involvement of students, which sets Alpha Chi apart from many other honor societies, is largely the responsibility of the sponsor.

This guide provides an outline of the duties of the sponsor and answers many of the questions that are asked concerning the functioning of a chapter. The national website and the Constitution provide important details about the nature and history of the organization. Whenever other questions arise, sponsors are encouraged to contact the National Office at 800-477-4225. We look forward to working with you!

## Successful Chapter Operations

### **Make sure your invitation is attractive and accurate.**

With Alpha Chi's new online CMS (Chapter Management System), sending invitations is easier than ever before.

- Include only up-to-date information.
- Carefully check spelling, grammar, and format using the preview window.
- Be concise. Our electronic invitations drop the invitee directly into Alpha Chi's website, so you don't have to explain every detail about what Alpha Chi is in the text of the invitation.
- Include local contact information in each message.
- Put details like what new inductees are to do in your Welcome Message—not the invitation itself.
- Use the CMS to include a Mid-Way Reminder and a Final Reminder to accept the invitation to join.
- Periodically ask the National Office to review your invitation letter.

Contact the national office if you would like access to the CMS video tutorial.

### **Hold the induction ceremony at a time and place that will accommodate visitors.**

Parents and other faculty members should be able to attend. Some chapters hold their inductions in conjunction with Homecoming activities or similar campus activities. You might send letters of congratulations to the parents or spouses of the students to be inducted. Ask students to invite a faculty member who has made an impact on their college learning experience. These faculty members should be treated as honored guests. The more people that attend the induction ceremony, the better known Alpha Chi will be.

**Have an effective orientation for all new officers.**

Each spring when new officers are elected and installed, take the opportunity for the outgoing officers to train the incoming officers in their duties. Each chapter officer should maintain a log of the requirements of the position. This log should be passed on to the next officer.

**Have a chapter business meeting at least once each semester.**

Take the opportunity to discuss induction ceremonies, chapter activities, service projects, scholarship applications, etc. Don't have a meeting just to have a meeting. Make sure you have a planned agenda. Reward people who show up at meetings with small surprises, such as a visit from a well-known and well-liked faculty member or administrator. Or perhaps surprise the tenth person entering the meeting with a coupon for a free sandwich in the student center.

**Stay on schedule with the National Office.**

Send reports when they are due. Procrastination can destroy even the best efforts at good chapter operations. Keep a special file or calendar specifically of Alpha Chi deadlines. Involve chapter officers in any clerical work.

## Alpha Chi's National Office

The National Office of Alpha Chi is located in Little Rock, Arkansas, and is a great resource for chapter sponsors. In addition to supplying chapters with materials needed for inviting, registering, and inducting new members, it is also where approximately 13,000 new member registrations are processed each year. Each member receives a lapel pin and a certificate suitable for framing. Those items are prepared by the National Office and then sent to chapter sponsors for distribution to student members. The National Office also sends each new member a welcome mailing outlining all of the benefits of membership available to them.

The National Office is staffed with several full-time employees. Call the office any time you need supplies, have questions about the CMS or website, or when you have a question about your role as sponsor.

**Alpha Chi National Office  
124 West Capitol Avenue, Suite 1630  
Little Rock, AR 72201**

**800-477-4225 (toll free)  
office@alphachihonor.org**

**[www.AlphaChiHonor.org](http://www.AlphaChiHonor.org)**

In addition to certificates and pins, the National Office provides many supplies at no charge to the chapter. These supplies may be ordered through the online Chapter Portal, which can be used by the primary sponsor, as well as by assistant sponsors and clerical staff listed as contacts in the Chapter Profile.

If you'll be issuing the new CMS e-mail invitation, you don't have to order brochures, because the CMS invitation transports the invitee directly into the Alpha Chi website. If you choose to continue sending paper invitations that direct students online to register, the National Office can provide you with the *Alpha Chi* and *A Matter of Honor* brochure for each invitation. If you'd like brochures for use at an informational meeting or at an exhibit/display/fair, they can be ordered at any time by logging in to your Sponsor Portal or by contacting the National Office.

**Brochures**

“Alpha Chi” (general information about Alpha Chi)—may send a copy with mailed invitations

“A Matter of Honor” (general information from the Association of College Honor Societies)—may send copy with mailed invitations

AX Jewelry & Merchandise Catalog—official society products; chapters may wish to keep copies on hand

## **Society Publications**

*Alpha Chi Chapter Handbook*—available online

*Aletheia*—semiannual online peer-reviewed undergraduate journal

*Recorder*—annual *Proceedings* issue—available online

*Newsletter*—semiannual online news bulletin

*Scholarship and Character: 75 Years of Alpha Chi* by Robert W. Sledge, 1997; one free copy per chapter; additional copies \$15.

## **Jewelry, T-shirts, diploma seals, honor cords, etc.**

The National Office does not supply or distribute society regalia or merchandise. Members or chapters may contact Brown's Graduation Supplies & Awards Company at 1410 Franklin Street, Jonesboro, AR 72401. Their phone number is (870) 932-4832, and their web address is [www.brownsawards.com](http://www.brownsawards.com).

# ***FAQs: Electing and Inviting Undergraduate Members***

## **How often should members be elected?**

Preferably once a term, but at least once a year.

## **If we have only one induction a year, when is the best time?**

For the life of the chapter, fall is best. A fall induction gives seniors a full year of membership, including opportunities for attending the spring convention and applying for the Benedict Fellowship. If you worry that you'll miss some students who qualify later in the year, you could add a smaller induction in the spring. A chapter that inducts a majority of members shortly before graduation is not likely to be very active.

## **Who elects members?**

The faculty or a committee of the faculty. In practice, this usually means that faculty approval is implicit by virtue of course grades leading to GPA standing that qualifies students, and that the sponsor or group of sponsors acts on behalf of the faculty.

## **Which undergraduates qualify?**

According to Article X of the Constitution, active membership is based on good reputation and character as well as high scholarship. Further:

- 1) One must be a regular (that is, a student pursuing a degree, not necessarily a full-time student in terms of course load) undergraduate student of junior or senior standing.
- 2) One must have been a regular student in the electing institution for not less than one academic year prior to election, that is, at least 24 semester hours. However, an institution without freshman and sophomore classes may elect to membership students who have completed at least 12 hours at the institution.
- 3) Ordinarily, the entire record of the student should be considered; however, an institution may choose to consider only grades earned at that institution.



- 4) Not more than the top 10 percent of juniors and the top 10 percent of seniors, including those previously inducted, shall be elected by the institution.
- 5) The faculty of the institution may set its own academic standard for induction, within the 10 percent guideline.

### **May we apply the 10% guideline to subgroups rather than to the entire group of eligible students?**

Yes. Since the Constitution does not address the basis for arriving at the 10 percent quota—for example, whether it is 10 percent of the entire group of juniors and seniors or 10 percent of the full-time students and 10 percent of the part-time students—the National Council ruled that the faculty or an appropriate faculty committee of an institution may apply the 10 percent rule to subgroups. Chapters with large non-traditional populations, such as those in online degree programs, have found it useful to treat groups separately.

### **How do we cope with grade inflation?**

The 10 percent guideline should insure the integrity of membership. But sponsors may need to alter local GPA standards for membership from time to time to stay within the 10 percent limit.

### **How is good character to be determined?**

The National Council has chosen not to define standards more specifically. Each institution should make such determinations using its own judgment.

### **Can evidence of or promise of service be used as a qualification?**

No. The National Council has ruled that no test such as *service*, past or future, may be applied as a local requirement for membership.

### **Can attendance at the induction ceremony be required?**

No. Attendance should be encouraged, but requiring invitees to be present adds an unconstitutional stipulation to membership.

### **What are some different ways of inviting new members?**

#### **CMS E-mail Invitations**

Alpha Chi spent a year developing and testing the CMS so that your workload will be greatly decreased. No more late night envelope-stuffing parties! No more paper cuts! Even if you invite hundreds of students each year, the time it will take for your invitations to leave your hands will be measured in minutes instead of hours or days. Not only that, but the invited student registers for him/herself, online—including dues payment. Our website and all payment processes operate on a secured server. And, via your “Dashboard,” you can watch registrations come in while you sit at your office or home computer. Contact the national office if you would like access to the video tutorial.

#### **Non-CMS E-mail Invitations**

If for some reason you choose not to use the CMS to send your invitations, invitation by e-mail is still possible; however, you are still required to upload your invitee list (first names, last names, email addresses) to the online Chapter Management System before your invitations are e-mailed. In your e-mail, include things like links to information on Alpha Chi’s national website and the website of the Association of College Honor Societies. E-mailed invitations should be attractive, professional, and sent from the university e-mail account of a chapter sponsor. Don’t forget to include the Acceptance Link and Invitation Code (a specific code assigned by the CMS to each different Invitation Campaign) in your e-mail, so that invitees can register and pay dues online directly from your e-mail.

## **Paper Invitation Letters**

Written invitations consist of a personalized letter to each invitee accompanied by two brochures of explanation: the Alpha Chi brochure and the ACHS brochure “A Matter of Honor.” However, you are still required to upload your invitee list (first names, last names, email addresses) to the online Chapter Management System before your invitations are mailed. This will generate an Invitation Code and acceptance instructions that you will place in your mailed invitation letter. With this code students accepting membership from a mailed invitation will register and pay their dues online, just like students invited electronically.

## **Tapping Ceremonies**

A tapping ceremony can be a very successful method of inviting students to membership. Tapping is not mandatory, but it’s a very effective way to invite and recognize members and potential members among their peers. Depending on the chapter’s size, the precise procedure is flexible. The bottom line is that students are surprised during a class by the invitation being publicly announced with recognition given to those invited candidates and then any other Alpha Chi members in the class. One chapter goes as far as to assign or invite specific faculty members to tap his or her student(s).

This kind of public ceremony at the early stage of invitation creates excitement and ensures a greater acceptance rate as each student is made personally aware of the purpose and benefits of Alpha Chi membership well before they register or pay dues.

# ***FAQs: Electing and Inviting Graduate Student Members***

## **When did Alpha Chi begin inducting graduate students?**

In 2007 the Alpha Chi Constitution was amended to create a new class of membership for graduate students.

## **Which graduate students qualify?**

The Constitution includes these guidelines:

- a. Membership shall be restricted to graduate students who have completed not fewer than fifteen semester hours of graduate credit.
- b. The faculty, or appropriate committee thereof, of any institution shall have the sole power of selection for graduate members of Alpha Chi. It shall set its own standard of scholarship for induction, except that not more than the top-ranking 10 percent of students classified as graduate students, including those previously elected to membership, may be elected to membership.

## **What kind of graduate student is eligible?**

Although we use the term *graduate student*, this category includes those in seminaries or in what are often called professional programs rather than graduate programs, such as those in the health sciences.

## **How do you find the top 10 percent of graduate students? How do you deal with the differences among graduate programs on your campus?**

1. Note that prospective members must have completed at least 15 semester hours of graduate credit. However, for purposes of determining the number of available spaces within the top 10 percent, all graduate students should be counted, including those with fewer than 15 hours earned. (Example: 200 total graduate students = potential AX membership of 20; but only those with 15 or more hours earned are eligible for the 20 places.) The rationale for the 15-hour rule is to defer membership until students are

approximately halfway through the course work in a typical master's program. **Note that 15 hours is the minimum; you have the right to require more hours. See also note 8 below.**

2. The National Council's interpretation of the intent of the amendment is that only grades in graduate courses should be considered. **See also note 6 below.**
3. Undergraduate Alpha Chi members who move on into graduate programs in Alpha Chi schools are already full members and should not be invited again, though of course they are encouraged to participate in chapter activities. Remember to count them against the 10 percent eligible. (Using the example above, if five graduate students are already Alpha Chi members, then there are 15 remaining spaces for new graduate student members.)
4. Although the process should be similar to that used in identifying the top 10 percent of juniors and top 10 percent of seniors, grades in graduate programs tend to be higher. If you use a GPA cutoff for inviting undergraduate members, you will not want to use the same GPA cutoff for graduate students.
5. In many institutions and programs, it will not be unusual to find more than 10 percent of graduate students with a 4.0 average. In such a case, the philosophy used by other honor societies is to invite all with a 4.0, because *statistically* each one of them truly is in the top 10 percent based on grades. This means that you might indeed invite and induct *literally* more than 10 percent of your graduate students if you have statistical ties.
6. If your institution wishes to invite only 10 percent and needs to distinguish among those with 4.0 averages, probably the fairest tiebreaker is the *undergraduate* GPA. In any case, try to use the most objective criteria possible.
7. Because graduate programs differ in rigor, you are advised to consider the programs separately, inviting the top 10 percent of each program or college rather than of the collective graduate enrollment. This will insure the top students in each program can be invited, thus protecting the interests of students in programs with more rigorous grading standards. The National Council has already approved such an interpretation of the Constitution with regard to the undergraduate selection process, and this approach is used by some of our chapters, especially at those schools with extension campuses or complete online programs.
8. Because graduate programs also differ in length, treating the programs separately will also allow you, if you wish, to require more than 15 hours of credit in longer programs; a suggested level is approximately halfway through the program.

## **FAQs: Registration of Members**

### **What is involved?**

Thanks to the CMS your invitees will now pay dues and complete their registration online. Your Welcome Message can give them any local chapter instructions. The CMS also allows for the sending of ad hoc chapter communications to certain groups.

### **How do I log on to access the Chapter Management System and my Chapter Profile?**

- Step 1: Go to [www.alphachihonor.org](http://www.alphachihonor.org) and click "Forgot Password?" to request a link to reset your password.\*
- Step 2: Log in with your new password.
- Step 3: Now click on the **Chapter Profile** tab under the Dashboard tab.
- Step 4: Set your local chapter dues, choose the payee for your local dues reimbursement checks, and click the **Save General Info** button at the bottom of the screen.
- Step 5: Explore the CMS. Start working on your invitation and welcome message. Contact the national office if you would like access to the video tutorial.

\*Use the e-mail address you've provided to the national office. If the system doesn't recognize your e-mail address, contact the national office at 800-477-4225.

### **What do I need to have ready for my next invitation?**

All you need is an electronic copy of the text for your invitation letter and an electronic file containing three fields of data for each eligible invitee (first name, last name, and e-mail address). With just a few modifications, the invitation letter you used last year can easily be ready to go, and the National Office will be glad to help you revise it.

### **How will the national office know how much to charge for my local dues?**

Once logged into the CMS, click on the Chapter Profile tab (on the left side). On the General tab screen, which is the first one you'll see, the eighth editable field down from the top is where you tell the national office how much local dues to collect per student. If you've always kept \$15 to cover local chapter expenses, simply enter 15.00 in that field. Then select whether your local dues reimbursement check should be made payable to the chapter or to the college. Once you've added data to these two fields, you must click the "Save General Info" button at the bottom of that screen to save your entries. Now when your invitees are ready to pay dues online, they will see that they owe, in the case above, \$70 for dues. There's no need to differentiate local from national dues in your invitation letter. When registering, your invitees will see the total dues amount only.

### **How and when will I receive my local dues?**

After an invitation campaign closes, the national office will mail to the primary chapter sponsor a check for local dues collected on a chapter's behalf. The amount of local dues will be for any new member registrations received in the campaign. If that will not suffice for your chapter, please contact Katie Holmes in the national office to see what might be done to address your local cash flow concerns.

### **What do I do about students wanting to accept their invitation after my deadline?**

You will need to create a new invitation campaign using dates that allow a window of time for your students to register. You may want to adapt the original invitation so that the information applies to the late group. Add each student's information, and queue these invitations to be sent just as you did with the original group. You'll still receive a notification on your "Dashboard" when they register, and you'll still need to offer them all local benefits of membership possible—given their late acceptance.

### **What about certificate reprints?**

Since a student will now be entering his or her own name as it is to appear on a certificate, students will be responsible for ordering their own reprints at \$5 each. They can do this easily through their Member Portal, similar to the Sponsor Portal.

If a sponsor receives a damaged certificate, just contact the National Office by phone or e-mail to have a duplicate made and sent back to the chapter for distribution.

### **What if an invitee can't afford dues or doesn't have a credit or debit card?**

The CMS has a dues waiver process that will allow you to send a special code to any invitee preferring to pay dues with cash or a check. This "Dues-Bypass Code" allows them to bypass the payment part of registration. Some chapter sponsors also tell us that occasionally they have students who can't afford to pay the dues or need more time to do so. This will work for those cases as well. The chapter is still responsible for paying these "bypassed dues" before certificates can be printed. This can be done by credit card or by a deduction from your next local dues reimbursement.

### **How do I know who has accepted membership?**

Your sponsor portal "Dashboard" will display a notification with each student's name as he or she registers using the online Invitation Code. You can also get chapter membership data by selecting the Reports tab. By

using the Column Chooser and the Filters, you can get the data needed for creating a list of members in your induction ceremony program or for sending to your campus registrar for inclusion in a graduation program. You'll also receive e-mails from the system and can set how often the system sends those e-mails under the Preferences section of the Chapter Profile.

### **When will we receive membership certificates and lapel pins?**

Ideally we'd like you to receive certificates and pins for distribution at your induction ceremony. Your invitation period should close at least two weeks before you need your certificates. As soon as our system shows us that your invitation period has closed, certificates and pins are automatically processed and shipped to your chapter. If you don't leave at least two weeks between when your invitations expire and your induction date, the CMS will automatically charge you the \$28 express processing fee.

### **What date will the certificates bear?**

The Constitution states that all certificates will be dated February 22 of the year of the spring term for the sequence fall-winter-spring-summer induction of a given school year. (February 22 is the anniversary of Alpha Chi's founding in 1922.)

## ***FAQs: Induction Ceremonies***

### **When should it be held?**

Conduct the ceremony as soon as possible after the invitation of members.

### **What is required?**

The Constitution (Article XI) makes only two specifications:

- 1) The following pledge is to be made by each person upon induction: "I pledge myself to uphold the purposes of Alpha Chi, striving to make its ideals my ideals in scholarship and in service."
- 2) The induction of members and installation of officers shall use "dignified and worthy rituals."

### **How do I create a meaningful ceremony?**

- 1) Encourage each inducted student to ask the faculty member who has had the greatest impact on him/her to come to the ceremony and pin him/her. Most faculty members are quite pleased to hear that a student has found their teaching transformative and willingly go to the extra effort to attend the ceremony. Some of the best faculty will be there to pin more than one student. If the student can't/won't ask or the faculty member can't/won't attend, the Alpha Chi sponsor can continue to pin the students as usual.
- 2) Encourage the inducted students or graduating members to nominate faculty members in each division, school, or college for outstanding faculty awards. Recognize one faculty member per academic unit at the induction ceremony. This gets good faculty members to come to your induction ceremonies, see your best students, and appreciate what Alpha Chi does.
- 3) If you're not inducting too many students, for each student, ask a faculty member who knows the student (their advisors, major professors) to write a brief statement about the student's qualities. Have a student officer or Alpha Chi sponsor read the faculty comment as the student is pinned, or signing the chapter "book", or lighting the candle (if you can have a candlelit ceremony in your facility).

- 4) Ask a student to speak at the induction—sometimes this is one of your soon-to-graduate students who can give a motivational speech or tell of special circumstances they've experienced of interest to a general crowd.
- 5) Ask a faculty member to speak at the induction—as long as they will keep this brief. They can tell of some academic project they've been involved in, some civic project they've participated in, or some interesting hobby they engage in that frees up their mind for better work. Many of your faculty have fascinating hobbies, travel to places your students would want to hear about, work in community service organizations that would inspire your students, and do advanced academic work they may not have time to discuss in the classroom. If you arrange a faculty talk during the induction, it will double as the annual “program of an academic nature” we encourage each chapter to plan, and which brings your chapter another step closer to Star Chapter status.

### **What does the National Office supply?**

- 1) A Manual of Rituals is included in the Chapter Handbook for guidance in the induction ceremony.
- 2) A certificate of membership and a lapel recognition pin should be given to each inductee. Certificates and pins can be available for the induction for all members registered by the Invitations Close date.
- 3) Other induction items suggested in the Manual of Rituals may be purchased by the chapter locally or from Brown’s Graduation Supplies and Awards Company.

### **How much leeway is permitted in following the Manual of Rituals?**

The Manual of Rituals gives sample ceremonies that are not mandatory and may be modified by individual chapters. However, the suggested rituals “embody enough form and symbolism to promote a spirit of simple dignity and abiding inspiration.”

### **What if an invited individual cannot be present?**

Although attendance at the ceremony should be encouraged, membership should not be denied simply because an individual does not or cannot attend the induction. It is a violation of the Constitution to impose any other requirement for membership than scholarship and character.

## ***FAQs: Honorary Membership***

### **Who elects honorary members?**

The National Council receives nominations and confers membership.

### **Who makes a good nominee?**

Persons who have shown special interest or proficiency in scholarship and whose election is deemed to be in the interest of the society. Since currently enrolled students may qualify for regular membership, they are not normally eligible for honorary membership.

### **How are they nominated?**

Each chapter and National Council member may petition the Council on behalf of no more than one person a year. Many chapters find it appropriate to nominate the president and chief academic officer of their institution. The petition should include relevant information supporting the nominee’s scholarly interest and/or achievement. An application form is on the website, and there are quarterly deadlines for a chapter’s convenience.

### **Is an induction fee required for honorary membership?**

Yes, but it is paid by the nominating chapter rather than by the honoree. The fee is the same as that of national dues. The National Council furnishes the honoree with a certificate of membership and a recognition pin.

### **What about faculty members who were elected to Alpha Chi as undergraduates?**

Membership in Alpha Chi is for life. Such faculty members may be considered members of the chapters at the institutions where they teach.

### **How are elected honorary members notified?**

If a nominee is approved, the National Office sends a certificate to the person who nominated the individual. That person or chapter may decide how to present the certificate and a recognition pin to their nominee.

### **Who may be granted automatic honorary membership?**

Honorary membership is routinely extended to the following: 1) all members of the National Council; 2) all regional officers, and 3) all official chapter sponsors. Automatic nomination request forms may be obtained from the National Office at any time.

## ***FAQs: Chapter Finances***

### **How is a chapter financially supported?**

Each chapter determines its own needs and means of financial support for its various activities. A number of ways have been used:

- 1) The institution itself may be asked to provide some support, especially for younger chapters. Two features of Alpha Chi—its representation of all disciplines of the institution and its tradition of active student involvement in annual conventions—make institutional support appropriate and often necessary.
- 2) Most chapters add local dues to the \$55 registration fee required of new members.
- 3) Chapters may sponsor various money-raising activities such as a used book sale, a white elephant bazaar, a walkathon, or the publication/sale of a student directory.

### **Are funds available from the National Council or the regions?**

The National Council traditionally supports attendance at the national convention by providing housing allowances for one faculty delegate and one student delegate from each chapter. In addition, it provides a travel subsidy for each chapter in Region VII. Regional treasuries provide varying subsidies for convention attendance to chapters within the regions. The regional secretary-treasurer will inform chapters of the amount of subsidization prior to the convention.

Chapters may apply biennially for a \$250 Chapter Grant for a scholarly, on-campus activity or project. (p. 17)

### **How do I open an account in which to deposit our local dues?**

- 1) Many chapters can open an account through their institution's business office. If you do so, we advise that primary chapter sponsor be the signatory.
- 2) If you decide to open a checking or savings account at a local bank, your chapter has a tax identification number that can be used. Contact the national office if you can't find your chapter's official name and number in your CMS Profile. The national office is in the process of getting your chapter under Alpha Chi's national tax exemption.

## ***FAQs: Chapter Activities***

### **What kinds of activities are expected?**

The Constitution specifies three kinds of activities each chapter should engage in:

- 1) The annual or semi-annual induction ceremony. Many chapters combine these ceremonies with banquets and/or some formal program, such as a scholarly lecture.
- 2) Attendance at the annual national convention by at least one faculty sponsor and one student delegate. Attendance at these meetings has proven to be important in stimulating interest in local chapters.
- 3) Regular meetings, including at least one annual open meeting “for the purpose of presenting a subject relating to scholarship and the advancement of knowledge.”

### **What kinds of open meetings are suggested?**

The best kinds of meetings for a general honor society probably are those on topics with interdisciplinary interest. Here are possibilities:

- 1) A panel discussion on graduate study, selection of a graduate school, and procedures for seeking graduate scholarships, assistantships, and fellowships.
- 2) A public address by a guest speaker.
- 3) A panel discussion on topics such as academic integrity, bioethical issues, campus issues, etc.
- 4) A panel or forum on some current topic of national or international significance.
- 5) Scholarly papers presented by student members.
- 6) A panel of civic leaders discussing the relevance of higher education to current social problems.
- 7) “Quiz Bowl” types of competition.

### **What other types of meetings are recommended?**

Each chapter will differ in its desire for frequency of meeting and amount of business to transact. Some chapters rarely convene, especially very large ones, while others find profit in monthly meetings or activities. The following meeting occasions may be used:

- 1) Election and/or installation of officers.
- 2) Plans for convention attendance. (pre- and post-convention meetings)
- 3) Social get-togethers at sponsors’ homes.
- 4) Presentation of chapter awards or scholarships.
- 5) Field trips.

### **What about service and other projects?**

- 1) Tutoring for other students in the institution.
- 2) Informative programs on graduate study, current topics, etc.
- 3) Essay contests.
- 4) Awards to local high school scholars.
- 5) Honors banquet for freshmen and sophomores.
- 6) Library orientation for foreign students.
- 7) Contribution to local hospital fund.
- 8) Donation of books to the library.
- 9) Scholarships to chapter members.
- 10) Outstanding teacher awards.



- 11) Contests in the arts.

### **How do we promote interest in Alpha Chi on campus?**

- 1) Sponsor and publicize programs like those mentioned above.
- 2) Seek ways to promote Alpha Chi using Honors Program events, campus television or radio stations, or other small group meetings.
- 3) Invite campus administrators to participate in inductions and other programs.
- 4) Some chapters involve faculty by having each new member select a favorite teacher to participate as a “sponsor” at the member’s induction or as Alpha Chi Professor of the Year.
- 5) Some chapters invite as guests to their inductions all freshmen and transfer students who hold scholarships.

### **Where can we get other ideas?**

- 1) Chapter-strengthening sessions and workshops which are part of most national conventions.
- 2) The semiannual *Newsletter* with its chapter news.
- 3) “Sample Chapter Activities” at [www.alphachihonor.org/sponsors/chapter-activities/](http://www.alphachihonor.org/sponsors/chapter-activities/)
- 4) Talking with representatives from other chapters at regional and national conventions.

### **Is there any monetary assistance for funding a chapter activity?**

Yes, a chapter may apply for a **Chapter Grant** once every two years for a scholarly project or activity. A fund of \$5,000 will supply grants of no more than \$250 each to chapters to help them finance these. Proposals will be evaluated by the National Office on the basis of the extent to which they encourage scholarship and promote the visibility of Alpha Chi on the campus. The National Office begins reviewing proposals on October 1 each year. Accepted grant proposals will be funded until the fund is expended. (Programs that involve direct payments to student members will not be funded.) The application is always available on Alpha Chi’s website.

### **May chapters recognize their graduates in any special way at commencement?**

Yes, the National Council has approved several modes of recognition that a chapter may choose at its own expense:

- 1) Gold seals embossed with the society insignia may be affixed to diplomas. The seals are available in packets of 25 from Alpha Chi’s official supplier, Brown’s Graduation Supplies and Awards Co.
- 2) A chapter may order honor cords, stoles, medallions, tassels, or other dignified symbols from Brown’s. See Brown’s current brochure or their website.
- 3) Some chapters award a plaque or a piece of Alpha Chi jewelry to the top graduate.

### **Should a record be kept of chapter activities?**

The National Office collects an Annual Chapter Report, which can be helpful in several ways:

- 1) The copy that the chapter keeps will provide a tradition within the chapter, whose membership changes annually. This report and minutes of meetings will help the next class of students.
- 2) It will also communicate the news of activities to other chapters through the society’s *Newsletter*, which will provide a concise but permanent record as well.

### **Does Alpha Chi have an archive?**

The official archive of Alpha Chi, established in 1983 and housed at Southwestern University at Georgetown, Tex., is a depository for materials that chronicle organizational activities at the national, regional, and local level throughout the history of the organization. The current archivist, elected by the National Council, is Dr. Howard Smolleck, chapter sponsor for Alpha Chi at New Mexico State University.

Chapters are invited to submit to the archive such items as invitations, initiation programs, photographs and literature relating to special activities, important correspondence, etc. Please contact the national office or the Archivist for instructions concerning submittal.

## ***FAQs: Conventions (Conferences)***

### **What conventions does Alpha Chi hold?**

Alpha Chi holds an annual national meeting each spring. The national convention is always held in a major U.S. city with historical and/or cultural attractions, such as Chicago, New Orleans, Philadelphia, Savannah, St. Louis, or Washington, D.C.

### **What happens at the conventions?**

The national convention normally begins on a Thursday afternoon with an evening banquet and guest speaker, followed by a social time for delegates to get acquainted—although student presentations may begin after the banquet. Friday and Saturday mornings involve student presentations, breakfast, other keynote speakers, and often include chapter-strengthening sessions or chapter workshops of some kind. Friday afternoon and evening are left free for sightseeing, and the convention adjourns on Saturday after a closing dinner banquet and awards ceremony.

### **What are the student presentations?**

Alpha Chi has always made these presentations the focus of its conventions. More than 300 student presentations are typical at a national convention. With delegates representing a wide range of academic fields, the national convention devotes several hours to concurrent sessions in which students present research papers and give creative or artistic performances. Each student has a 12-minute slot that can include a brief time for questions and discussion by the audience. Although the audience for a given session could range from fifteen to one hundred persons, the format gives students an opportunity to participate in a scholarly program similar to that of professional organizations.

### **How can a chapter afford to send a delegation?**

Attending can be much less expensive than you would think. Registration fees are kept low and rarely even cover the cost of food events like the banquet and the breakfasts. Both the national and the regional organizations give liberal travel grants to encourage attendance. To save on housing costs, Alpha Chi will help assign roommates from different chapters so that a delegate can be guaranteed a quad rate. Information on travel grants is available well in advance of the meeting, so that chapters can decide how many students and faculty can attend. Of course, most chapters will also use local funds to cover travel costs. Some institutions supplement chapter funds to encourage participation in conventions, especially if one or more students are presenting on the program. You should check with the chief academic officer or president's office to see if that is a possibility.

### **Are chapters required to attend conventions?**

No, attendance is not required, but the conventions are a wonderful feature of Alpha Chi that we strongly recommend to every chapter. The benefits to the delegates attending are numerous, but even the chapter back on campus is energized when students and sponsors return with new ideas and enthusiasm. Getting next year's officers to the spring convention is a great way to develop their leadership and their vision for the local chapter.

## ***FAQs: Fellowships and Scholarships***

### **What are the national awards?**

The National Council annually awards a total of \$74,000 through twenty-four national awards to undergraduate members and two awards to graduate student members.

### **Sledge and Benedict Fellowships for Undergraduate Members**

The Robert W. Sledge and H. Y. Benedict Fellowships are for the first year of graduate study toward the master's, doctor's, or professional degree at any recognized institution. For eligibility, a nominee must plan to complete his or her undergraduate degree in the academic year in which application is made and must enroll full-time in a graduate or professional program in the fall semester of the award year. Two Sledge Fellowships worth \$4,000 and ten Benedict Fellowships worth \$3,000 each are awarded each year. All nominees automatically compete for both awards.

### **Gaston and Nolle Scholarships for Undergraduate Members**

The Edwin W. Gaston, Jr. and Alfred H. Nolle Scholarships are for the senior year of undergraduate study. For eligibility, a nominee must be a full-time undergraduate student in the fall of the academic year following his or her nomination in the spring. Two Gaston Scholarships worth \$3,000 and ten Nolle Scholarships worth \$2,000 each are awarded each year. All nominees automatically compete for both awards.

### **What are the competition rules?**

- For the awards above, each chapter may submit no more than two nominations (either two Fellowships, two Scholarships, or one of each).
- Nominations must be submitted through the official chapter sponsor, and only complete nominations will receive consideration.

### **What application materials are required?**

- 1) The official nomination form (provided to the chapter sponsor each fall) completed and saved into an electronic Dropbox.com folder that is shared with the National Office. (see website for details)
- 2) A letter of application from the student outlining his/her plans for study and detailing his/her extracurricular activities—maximum length of two pages, double-spaced.
- 3) An academic paper or other appropriate work in the student's major field. *This is the most important aspect of the application*; it will be judged for clarity, originality, and correctness of form. In the case of a submission that emphasizes nonverbal material, the application must also include the student's written explanation that demonstrates an understanding of the theoretical basis for the project or subject matter.
  - If the paper represents a cooperative project, both nominee and faculty director of the project must specifically delineate the nominee's contribution; if this is not done, the entry will be disqualified.
  - Scientific papers or projects require an abstract.
- 4) One letter of recommendation/evaluation from a faculty member in the field represented by the paper or project; this letter must address the significance of the work. No other letters will be accepted.

### **Pryor Graduate Fellowships for Graduate Student and Alumni Members**

Alpha Chi will award up to two Pryor Fellowships, one of \$6,000 to a student in a doctoral program who has completed at least two years of graduate or professional study beyond the baccalaureate degree and one of \$4,000 to a student for the first or second year of graduate or professional study beyond the baccalaureate degree.

### **Who is eligible?**

This competition is for graduate student members (that is, members enrolled in a graduate program at an Alpha Chi institution at the time of application) and Active Alumni Program members no longer attending an Alpha Chi institution. The stipend is to be used for full-time graduate or professional study and will be paid to the recipient upon official notification of his or her enrollment in such a program for the following fall semester. This fellowship may only be received one time per person.

### **What are the competition rules?**

- A chapter may nominate only one graduate student member for this competition. Nominations must be submitted through the official chapter sponsor. Active Alumni members may apply individually.
- Application materials differ from those required for the undergraduate scholarship programs above. For complete information, visit the *Scholarships* page of the website. The deadline for all electronic applications is usually February 15.

### **Are there regional scholarships?**

Most of the regions have annual or biennial scholarship competitions. Regional officers provide chapter sponsors with detailed information.

## ***FAQs: Awards Programs***

### **How many award programs are there?**

In addition to fellowships and scholarships, the Society has five different award programs: the President's Cup, the Distinguished Alumni Award, Star Chapter Awards, Distinguished Service Awards, and an Executive Director's Award.

### **What is the President's Cup for Outstanding Chapter?**

Alpha Chi's most prestigious chapter award is the President's Cup, given at every national convention since 1987 to the chapter judged most outstanding. The beautiful President's Cup trophy and an honorarium of \$200 are presented to the recipient at the annual convention. The President's Cup then travels to the recipient's campus where it resides for one year. At the end of that year, the winning chapter returns the President's Cup to the convention and receives a plaque as a permanent remembrance of their achievement. A permanent trophy, the one created in 1987, resides in the national office and contains engraved bars denoting each recipient. Chapters cannot win the award in successive years.

### **President's Cup selection criteria, in order of importance, are as follows:**

- 1) Campus activities (lectures, tutorials, discussions, competitions, etc.)
- 2) Community activities that are academically oriented
- 3) Number of student presentations at annual conventions
- 4) Number of nominees for Nolle Scholarships and Benedict Fellowships
- 5) Number of sponsor delegates at annual conventions
- 6) Number of student delegates at annual conventions
- 7) Number of Star Chapter Awards received
- 8) Number of articles accepted for publication in the Recorder
- 9) Number of faculty nominated for honorary membership
- 10) Social media or internet projects that promote campus awareness of Alpha Chi (such as Facebook, Twitter, or a chapter web page)
- 11) Number of times the chapter or a chapter member has been mentioned in campus print media or online campus publication.

Each regionally-nominated chapter should present an application specifically addressing each of these criteria in sequence, devoting a separate section of the application to each criterion, with each section arranged chronologically with the most recent year first. The Awards & Honors Committee will consider only this specific, detailed information. Although the committee will not evaluate supplementary material such as photographs, news clippings, brochures, scrapbooks, etc., nominated chapters are encouraged bring such material, separated from their applications, for display at the convention.

#### **Procedure for President's Cup Selection:**

- 1) At the annual conventions, chapters let their regional presidents know their interest in applying for the award to be given at the next convention. This can best be accomplished at the region's business meeting.
- 2) Regions nominate chapters for the award, with each region allowed one nominee for every twenty chapters or part of twenty chapters (a region with 1-20 chapters can have one nominee; a region with 21-40 chapters can have two nominees, etc.).
- 3) Each competition covers chapter activity for two full years, beginning with the prior year's convention, up to and including the convention at which the award will be made. Nominated chapters will therefore submit activities for a period that includes three conventions.
- 4) No later than two weeks before the national convention, each nominated chapter sends a document\* detailing how it met the Outstanding Chapter criteria to [office@alphachihonor.org](mailto:office@alphachihonor.org). It will then be electronically forwarded to the chair of the Awards & Honors Committee.

\*The following information should head the submitted document

- Name of Institution
- Chapter Name (State & Greek letter) and Number
- Region of Alpha Chi

#### **How is the Distinguished Alumni Award chosen?**

An outstanding alumnus or alumna of the Society is selected from nominees supplied by individuals or chapters (up to three nominees may also be named by the Awards & Honors Committee of the National Council). A recipient is chosen annually at the spring meeting of the National Council held during the convention. The recipient is then asked to accept an expenses-paid trip to speak at the next national convention and for the presentation of the award in the form of a plaque. Persons or chapters are asked to submit a nominating letter and supporting evidence (vita, resume, publications, e.g.) to the national office by March 1. If a chapter is responsible for instigating the nomination of the recipient, that chapter will receive a \$200 honorarium.

#### **How does a chapter earn a Star Chapter Award?**

Any chapter may receive Star Chapter designation annually by meeting the following criteria:

- 1) A minimum of one sponsor and one student delegate must attend the annual national convention.
- 2) A minimum of one student presentation must be made at the annual national convention.
- 3) At least one national Nolle, Benedict, or Pryor application (for national scholarships) must be submitted each academic year.
- 4) At least one scholarly/academic program must be sponsored on campus during the academic year.
- 5) New members must be inducted and registered during the academic year.
- 6) The Annual Chapter Report must be filed with the National Office by September 1.

Beginning September 1 each year, the National Office will review the Annual Chapter Reports for chapters that meet the Star Chapter requirements. Certificates will be shipped to the Star Chapters for presentation locally. A list of the chapters will be published in the *Recorder* and *Newsletter* and on the Alpha Chi National website.

### **How does a chapter earn a Notable Chapter Award?**

Any chapter may receive Notable Chapter recognition annually by achieving these benchmarks:

- 1) New members must be inducted and registered during the academic year.
- 2) The Annual Chapter Report must be filed with the National Office by September 1.

*And, additionally, any three of the following:*

- 1) A minimum of one sponsor and one student delegate must attend the annual national convention.
- 2) A minimum of one student presentation must be made at the annual national convention.
- 3) At least one national Nolle, Benedict, or Pryor application (for national scholarships) must be submitted each academic year.
- 4) At least one scholarly/academic program must be sponsored on campus during the academic year.

Beginning September 1 each year, the National Office will review the Annual Chapter Reports for chapters that meet the Notable Chapter requirements. Certificates will be shipped to the Notable Chapters for presentation locally. A list of the chapters will be published in the *Recorder* and *Newsletter* and on the Alpha Chi National website.

### **Who may receive a Distinguished Service Award?**

Alpha Chi began giving these awards in 2001 to honor the individuals whose service to the society has been the most influential. The majority of the recipients are current or very recent faculty sponsors recommended by their respective regional councils. The National Council also may consider individuals now retired but with significant past service to Alpha Chi, or others who have made important contributions to the work of the society. A region may recommend one sponsor for every 20 active chapters in the region. Each recipient will be presented with a commemorative award during the convention.

### **What is the Executive Director's Award?**

An additional award Alpha Chi began giving in 2007 is an honorarium called the Executive Director's Award. The recipients are usually sponsors chosen by the national office staff based on the knowledge it has of their dedication to their students, to the chapter, and to Alpha Chi in general. This annual cash award of \$200 is to be used by the recipient as he or she desires.

## ***FAQs: Publicity***

### **Is publicity important?**

Publicity can greatly assist every local chapter in several ways:

- 1) Makes the name and purposes of Alpha Chi better known on and around campus.
- 2) Helps to establish Alpha Chi as the most significant academic honor at the institution.
- 3) Gives further recognition to deserving students.
- 4) Promotes an interest in scholarly activity.
- 5) Promotes attendance at open meetings and programs of the chapter.

### **What are possible media outlets?**

- 1) The institution's Information Office (this office may take over the publicity task to a great extent if you ask and if you provide full information).
- 2) The campus newspaper.
- 3) The campus radio or TV station.
- 4) The local news media.
- 5) Hometown media of student members.

- 6) National Alpha Chi publications.
- 7) Library displays on Alpha Chi or similar bulletin board methods.
- 8) Locally published journals with students' scholarly works.
- 9) Local chapter newsletters.
- 10) School, chapter, or national Alpha Chi website.
- 11) School, chapter, or national Alpha Chi Facebook, Twitter pages.

### How do we go about it?

The very best chapters of Alpha Chi are chapters that are well-known on their respective campuses. Students want to join an organization that is active and well known. Some ways to publicize your chapter:

- 1) News releases. It may sound old-fashioned, but these things actually work. Make it a habit to send news releases to the campus newspaper, radio and television stations. Also, send releases to your college publicity office. Most schools publish some sort of magazine or newsletter. Your college publicity office most likely sends news releases to hometown newspapers of students. If not, then a student officer can be assigned this duty. News releases can cover such topics as: induction ceremonies, chapter activities, and recognition of a student member who has achieved some sort of scholarly recognition. If you have a scholarship winner, let everyone on campus know!  
(National Press Releases at [www.alphachihonor.org/news-publications/press-releases/](http://www.alphachihonor.org/news-publications/press-releases/))
- 2) Introduce the chapter officers to your college's Admissions Office staff. Offer to have chapter members work as tour guides for prospective students. Hand out Alpha Chi brochures at all activities sponsored by the Admissions Office. If your school sponsors a high school honors day, offer to help.
- 3) Make sure that Alpha Chi is listed in your school catalog, school annual, and on your website.
- 4) Invite members of the local newspaper and campus newspaper to cover any chapter activities or induction ceremonies. A picture in the campus newspaper is a great way to receive attention.
- 5) Always invite school administrators to attend induction ceremonies. Personal invitations to such distinguished guests would certainly be in order.
- 6) Chapter Activities, chapter activities, chapter activities. An organization that doesn't do anything probably isn't going to get recognized. Come up with an activity each semester that is beneficial for the entire school. Host a poetry reading at a local coffee shop; invite favorite teachers to present. Host a campus-wide academic bowl. Involve your student members in the decision process, and try to come up with activities that will be both scholarly and entertaining.  
(Sample Chapter Activities at [www.alphachihonor.org/sponsors/chapter-activities/](http://www.alphachihonor.org/sponsors/chapter-activities/))
- 7) Establish (and regularly update) a chapter Facebook page, Twitter account, or blog. Chapters can use Facebook to promote activities, spark discussions, and share news from the national office. Twitter might also be useful to your chapter. A blog can be used to describe and promote activities even more thoroughly.

### How do I write a press release?

#### *CONVENTION STORY*

Alpha Chi Convention  
 Chapter sponsor name  
 Sponsor's telephone number  
 Date



#### For Immediate Release

Four Eastern University students and two faculty sponsors attended the national convention of Alpha Chi, the national college honor society, March 22-24 in Savannah, Ga.

Two of the students, Jennie Long of Edmond, Okla., and Michael Platt of Texarkana, Tex. presented papers at the convention. Long, a senior English major, presented her research, "Jane Austen's Heroines." Platt, a junior chemistry major, presented his paper entitled, "Some Properties of Galatosemia."

Also attending the convention were Maria Miller of Las Vegas, Nev., Eastern University's voting delegate to the convention, Monty Green of Philadelphia, Penn., Dr. Neal Nichols, professor of English, and Dr. Jennifer Wilson, professor of history.

Nationally, Alpha Chi has more than 300 chapters in 45 states, the District of Columbia, and Puerto Rico. Membership is the highest academic honor on any campus.

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### ***INDUCTION STORY***

Alpha Chi Induction  
Chapter sponsor name  
Sponsor's telephone number  
Date



#### **For Immediate Release**

Fifty-two Eastern University students were inducted into the Washington Eta chapter of Alpha Chi, a national college honor society, at the Oct. 7 induction ceremony.

Membership in Alpha Chi is limited to no more than 10 percent of the junior, senior, and graduate classes. At Eastern, students must have at least a 3.75 grade point average on 80 hours or more or a 3.50 average on 104 hours or more.

The new members are: *(list names and hometowns, paragraphing every four or five lines if necessary for longer lists.)*

Officiating at the initiation were chapter sponsors Dr. Don England and Dr. Arthur Shearin.

The objectives of Alpha Chi are to promote and to recognize superior scholarship and those elements of character which make scholarship effective for service. The society, founded in 1922, has more than 300 chapters. Membership is the highest academic honor on campus.

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### ***HOMETOWN INDUCTION STORY***

*(suitable for students' hometown newspapers)*

Alpha Chi Convention  
Chapter sponsor name  
Sponsor's telephone number  
Date



WYNNEWOOD GAZETTE

#### **For Immediate Release**

Searcy, Ark. – Stephanie Anderson, daughter of Bob and Janice Anderson of Wynnewood was among 52 Eastern University students inducted Oct. 7 into the Washington Eta chapter of Alpha Chi, a national college honor society.

Anderson, a senior English major, is a member of Ko Jo Kai social club and JOY service club. She is also active in Sigma Tau Delta, the English honor society, and currently serves as the president of her chapter.



To be eligible for Alpha Chi, a student must have been in the top 10 percent of the junior, senior, or graduate class. Membership is the highest academic honor on the Eastern campus.

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*HOMETOWN CONVENTION STORY*  
(suitable for students' hometown newspapers)

Alpha Chi Convention  
Chapter sponsor name  
Sponsor's telephone number  
Date



TEXARKANA TIMES

**For Immediate Release**

Searcy, Ark. – Michael Platt, son of Doyle and Anne Marie Platt of Texarkana, presented a paper, “Some Properties of Galatosemia,” at the national convention of Alpha Chi, the national college honor society, March 22-24 in Savannah, Ga.

Platt, a junior chemistry major, is a member of the Washington Eta chapter of Alpha Chi at Eastern University. He currently serves as the chapter secretary and is a member of Alpha Tau social club.

To be eligible for Alpha Chi, a student must have been in the top 10 percent of the junior, senior, or graduate class. Membership is the highest academic honor on the Eastern campus.

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## Communication

### **The important thing to remember is to communicate.**

Just because *you* happen to know that national scholarship deadlines are always in February doesn't mean that every member of your chapter has the same information. Make information readily available to the chapter. Many church-affiliated schools have a regular chapel assembly, which can be an excellent forum to make announcements. Implement a chapter web page or Facebook group, and use it to disseminate information to members. Use the campus newspaper, campus radio, campus television. Use whatever means of communication available and necessary.

### **E-mail and Facebook**

After sending out your formal invitation for new members (whether by mail or CMS e-mail), follow up with a reminder message via your university e-mail account. Use e-mail (or Facebook) to communicate with members about meetings, scholarships, activities, deadlines, etc.



The National Office relies heavily on e-mail to communicate with chapter sponsors. If you are a sponsor, check your e-mail regularly for messages from the National Office, and be sure you are subscribed to the AXList listserv.

Correspond with the National Office via e-mail. Send us your questions, and we'll respond in a timely manner.

## Snail-mail: U.S. Mail or Campus Mail

In this day of electronic correspondence, it is especially significant to receive a hand-written note. Keep track of the achievements of your student members. If a member wins an award, send a personal note of congratulations. Send thank you notes to student members who work especially hard to make a chapter activity successful.

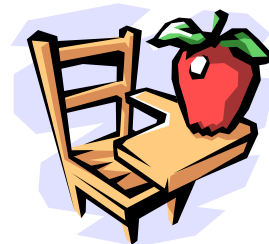


# Appendices

## Calendar of Important Dates

### August

- Notify National Office of any sponsor changes for the new year.
- Review the AXList listserv message from the National Office regarding any procedural changes to inviting and/or registering members.
- Consider what supplies you might need for the upcoming year. Submit a supply order through your online Chapter Sponsor Portal or call the National Office.
- Update your Chapter Profile with any new information..



### September

- Sept. 1 - If you have not filed your Annual Chapter Report for the previous academic year with the National Office, please submit it now. The National Office uses annual reports to determine Star Chapter status. Access the report on the *Forms and Documents* page of the sponsor's section of the website.
- Sept. 1 - If you're planning a fall induction, ask the registrar to identify the top 10% of juniors, seniors, and graduate students in order to begin the process of identifying your list of eligible invitees. Plan the ceremony, compose your Invitation and Welcome messages, and send out your invitations using Alpha Chi's Chapter Management System (CMS).
- Sept. 30 - Quarterly honorary membership nomination deadline (one per chapter per year)

### October

- Oct. 1 - National review of Chapter Grant applications will begin. (a \$250 biennial grant for local, scholarly programming)
- Oct. 1 - If planning a fall induction, determine your eligible students, plan the ceremony, and send out invitations. Allow approximately two weeks for the National Office to return certificates and pins in time for your induction or certificate presentation.
- Oct. 15 - Meet with your officers or with your chapter to plan the year's activities.

### November

- Nov. 1 -Remind members of national and regional scholarship and fellowship competitions. The national deadlines for application are Feb. 15 for undergraduates and graduates. Most regional scholarship deadlines are around that same time.

### December

- Dec. 1 - Plan your annual spring convention attendance. Information about the convention and how to register will be e-mailed to the listserv and posted on the Conventions web page. Encourage student participation, and try to send at least one student delegate to the convention.
- Dec. 31 - Quarterly honorary membership nomination deadline (one per chapter per year)



### January

- Begin thinking about a spring invitation campaign and/or induction ceremony.
- Estimate your convention attendance costs given the national and regional travel grants.

### February

- Feb. 1 - If you're planning a spring induction, ask the registrar to identify the top 10% of juniors, seniors, and graduate students in order to begin the process of identifying your list of eligible invitees. Plan the ceremony, compose your Invitation and Welcome messages, and send out your invitations using Alpha Chi's Chapter Management System (CMS).
- Feb. 1 - Finalize plans to attend the national convention. Exact dates will vary. You'll receive detailed information from the National Office regarding the national convention.
- Feb. 1 - Deadline to declare your chapter's nominees for the undergraduate and/or graduate competitions (Benedict Fellowship, Nolle Scholarship, and Pryor Graduate Fellowship), by sending one email to [scholarships@alphachihonor.org](mailto:scholarships@alphachihonor.org), inserting your institution's name as the subject line, and listing in the body the information for each nominee.
- Feb. 15 - Nolle, Benedict, and Pryor electronic application packets due

### March

- Mar. 1 - Deadline for submitting your chapter's nomination for the Distinguished Alumni Award
- Order any graduation regalia you will need from Brown's Graduation Supplies at 870-932-4832 [www.brownsawards.com](http://www.brownsawards.com).
- Mar. 31 - Quarterly honorary membership nomination deadline (one per chapter per year)

### April

- Elect and install officers for the next year.

### May

- National Office will e-mail the Annual Chapter Report link to each chapter.

### June

- Submit your chapter's Annual Report to the National Office. (A chapter's report will be considered delinquent after Sept. 1.)
- June 1 - Submit student material for publication in the *Undergraduate Recorder* by this date. Papers or exhibits given at a convention may be submitted to the National Office or the regional secretary-treasurer at the convention or mailed in after the convention. Material not presented at convention requires an accompanying written recommendation by the chapter sponsor.
- June 30 - Quarterly honorary membership nomination deadline (one per chapter per year)



### July

- All new member registrations for the previous year are due to the National Office

**Alpha Chi National Office**  
**800-477-4225**  
[office@alphachihonor.org](mailto:office@alphachihonor.org)

## Logo/Trademark Usage Policy

**Chapter Advisory:** Use of the Alpha Chi name, logo, or other intellectual property belonging to the Society, in whole or in part.

**Purpose:** Instances of trademark, service mark, and/or copyright infringement have recently come to the attention of various organizations within the Association of College Honor Societies, of which Alpha Chi is a member. In a number of these cases, local chapters of these organizations have been responsible, albeit perhaps from a position of innocent misunderstanding rather than cabal. It is important for Alpha Chi chapters, their advisors, and their members to understand the nature and scope of acceptable use of the Alpha Chi name, logo, and other protected intellectual property of the society by its chapters, because the society's failure to enforce its right dilutes (and may possibly eliminate) the ability to protect these marks in the future. That, in turn, is a dangerous situation for both the national organization and your chapter should any non-society (i.e. a for-profit operation somewhere) entity ever attempt to violate our service mark rights or copyrights. The National Office is therefore issuing this advisory to clarify its policies regarding use of its name and logo, in the hopes that chapter advisors will be of assistance in helping all members of the Alpha Chi family nationwide protect our shared stake in the good name and reputation of the society.

**Guidelines:** Please take note of and respect the following rules in your chapter's use of the name, logo and/or related materials of Alpha Chi National College Honor Scholarship Society (hereinafter "Alpha Chi"):

1. Bona fide, authorized chapters of Alpha Chi at colleges and universities, by virtue of the granting of their chapter charter, are given a limited license to use the name and/or logos of Alpha Chi in conjunction with the Greek letter chapter designator assigned to them upon issuance of the charter—e.g. "X Chapter of Alpha Chi." Informally and with clearly limited, local use, this license extends to referring to the chapter as "Alpha Chi" as long as the nature of said use makes it clear to recipients that the reference is to the local chapter only (e.g. the chapter advertises a departmental "Alpha Chi Brownbag Seminar," where it is clear the local chapter alone is the sponsor).
2. Any use of the Alpha Chi name or logo in public (and particularly graphic and written) materials—e.g. flyers advertising an event to the public—must be accompanied by use of the Greek letter chapter designator, e.g.: "X Chapter of Alpha Chi National College Honor Society—announces..." or "Alpha Chi, X Chapter presents..."
3. If a chapter locally produces commemorative or honorific items for members (trophies, lapel pins, items of clothing, certificates, etc.), said items must not be available in any form for purchase or other acquisition by the public but must be intended for and distributed to Alpha Chi members only. The only generally allowable exception to this rule is certificates, plaques, etc. that are given from time to time to special guests or honorees of the local chapter, e.g. a speaker at an initiation ceremony who is given a Certificate of Appreciation irrespective of whether he/she is a registered Alpha Chi member. In that case, however, chapters should make clear with any inscription or other indicia that the honor comes from "X Chapter of Alpha Chi" specifically.
4. Chapters must be aware of the fact that the types of items they make available to members, even if they are in compliance with the above rules regarding proper disclosure of the specific chapter providing them or an additional license or permission has been granted (see Rule 6 below), may nevertheless be of an objectionable nature to the National Office given the tax-exempt status, reputation, purpose and/or name of the society (simple awards or pins are nice; a line of Alpha Chi-logo designer underwear or something labeled "Alpha Chi and Coca-Cola present..." are more objectionable, for example). The National Office reserves the right to revoke, wholly or in part and permanently or temporarily, the license granted to any chapter to use or incorporate the society's name and logo for any reason and/or in any manner depending upon circumstances in any case that comes to its attention. Furthermore, advisors are strongly encouraged to make inquiry of the National Office prior to creation of permanent items bearing the Alpha Chi name or logo if they have any questions whatsoever about the propriety of items they or their chapters may plan to create.
5. Advisors should take reasonable steps to ensure that student members of their chapters understand these rules; students should recognize clearly that membership or status as a student officer in the chapter does not give them any right or legal ability whatsoever to produce merchandise, stationery, business cards, etc. containing the society's name or logo for private purposes. This prohibition extends to the creation of same for chapter purposes or benefit, except as they may be authorized to do under license from or permission of Alpha Chi.
6. Chapters may be provided additional licenses, rights, or privileges to use the Alpha Chi name, logo, or other intellectual property by the National Office at any time and under any circumstances or in any primary or derivative form, but only upon the making of a written request to the National Office describing with sufficient particularity the nature, form, intent and/or duration of the use, and only after receiving in writing a reply from either the executive director or the administrator or the National Office, personally or electronically signed, granting said request. In this case, the written chapter request and the written granting of permission, as well as any written communications of clarification prior to the written granting of permission, shall be taken together as a fully integrated agreement, and no additional or subsequent oral discussions, understandings, or agreements shall be construed to modify the terms of the agreement.
7. It is the intent of the National Office to provide assistance, support, and guidance to chapter advisors as to all matters, including this one, of a legally or administratively complex nature. As such, advisors should feel absolutely free and entitled to contact the National Office through any preferred medium at will to request reasonable assistance in complying with and administering these rules or any other issues that they believe may affect the successful and enjoyable operation of their chapter. The National Office is here to help you.

**Alpha Chi National College Honor Society  
Logo/Trademark Use Agreement**

**Chapter** (if not a chapter of Alpha Chi, please explain affiliation): \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Purpose** (ex: t-shirts, flyers, certificates, etc.): \_\_\_\_\_

**Quantity:** \_\_\_\_\_ **Usage begins:** \_\_\_\_\_ **Usage ends:** \_\_\_\_\_

**Are you requesting to use the AX logo for internal/non-profit use?**                      **Yes**                      **No**

**Are you requesting to use the AX logo for retail/profit use?**                      **Yes**                      **No**

**Other comments:** \_\_\_\_\_

**Approval Process and Terms of Use:**

You agree to the terms and conditions for usage of the Alpha Chi logo as defined in the Alpha Chi Logo Usage Guidelines. You agree to end use of the Alpha Chi logo at the end of the specified time period. Permission extends only to the specified use requested in each form submitted. If you wish to use the Alpha Chi logo in additional materials, you must submit a new request.

If Alpha Chi approves the use of the Alpha Chi logo, this does not grant any right, title or interest in the logo to requested parties, other than the rights specifically granted in the actual approval. The user will not make any representation or do any act which may be taken to indicate that it has any right, title or interest in the logo except under the terms of the consent issued by Alpha Chi. The user should not assign, transfer or enable usage of the Alpha Chi logo to others, without the prior, written consent of the Alpha Chi National Council or national office.

**Reservation of Rights:**

Alpha Chi reserves the right to terminate, revoke, modify or suspend its approval of the Alpha Chi logo usage and any rights arising out of or in connection with the approval, in whole or in part, without cause, at its sole discretion at any time.

Permission to use the Alpha Chi logo will only be granted to specific projects, programs, initiatives and the Alpha Chi logo must not be attached to other projects programs, initiatives promoted by the same user without prior written consent. If the user completes, terminates or withdraws from the specific activity the Alpha Chi logo was approved for, then they must immediately cease to use all printed material/stationery containing the Alpha Chi logo, as well as delete the logo from their electronic records.

**I have read and agree to the above terms and to the Alpha Chi Logo Use Policy.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

\*\*\*\*ATTACH ARTWORK FOR APPROVAL\*\*\*\*

FOR INTERNAL USE ONLY: Date: _____ Approved      Approved w/changes      Disapproved One time use: _____ Other: _____ Comments: _____ _____ Approval Signature: _____
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## Sample Distribution of Sponsors' Duties

The official sponsor's responsibilities are made easier if assistant sponsors are actively involved (see Bylaw 10b, paragraph 2). Following is the way one chapter distributes its sponsor's duties. (Not all duties listed here are required nationally.)

### Official Sponsor:

1. Select dates for fall and spring new member inductions; distribute that information.
2. Review your Chapter Profile on the CMS, updating your local dues amount and any new sponsor contact information.
3. Using the CMS, upload data on eligible invitees and send invitations to membership; send letters to parents to attend induction ceremonies.
4. Distribute certificates and recognition pins to new members.
5. Distribute the Alpha Chi *Newsletter* (via e-mail) and *Recorder* (print or e-mail).
6. Distribute materials received from the National Office and other relevant agencies to other chapter sponsors for appropriate action to be taken by them.
7. Receive local dues checks from the National Office for deposit in the chapter account.
8. Receive travel grants from the National Office and your Region for convention attendance for deposit in the chapter account.
9. Co-sign with chapter treasurer all authorizations for expenditures from the chapter account.
10. Submit lists of new inductees to the registrar's office, all deans' offices, public relations office, and institution's yearbook office.

### Assistant Sponsor 1:

1. Maintain all articles (candelabra, candles, runners, etc.) necessary for induction ceremonies.
2. Plan, coordinate, and execute induction ceremonies including reservation of facilities.
3. Plan, coordinate, and execute annual installation of chapter officers.
4. Work with chapter officers or an appropriate committee appointed by the chapter president for the purpose of planning programs in conjunction with the induction of new members and/or installation of officers.

### Assistant Sponsor 2:

1. Work with sponsor and student officers in planning, coordination, and execution of details pertaining to the annual reception for all new students entering the institution on an academic scholarship.
2. Work with the student officers in the planning and execution of any other social functions.
3. Respond to requests from academic vice president's office to see that graduating seniors who are members of Alpha Chi are appropriately recognized on commencement program.
4. Plan, coordinate, and execute details pertaining to distribution, sale, or retrieval of honor cords to be worn by Alpha Chi members at graduation.
5. Replace honor cords as necessary and collect any funds from the sale of honor cords; deposit these funds in the chapter account.

### Assistant Sponsor 3:

1. Coordinate all details pertaining to the election of chapter officers (securing a location for the meeting to elect officers, notification of members, maintenance of the secretary's manual, treasurer's ledger, etc.)
2. Work with chapter officers during the school year for planning, coordination, and execution of chapter projects except for projects specifically assigned to other sponsors.
3. Plan, coordinate, and execute details (reservation of travel vehicles, identification of students presenters, correspondence with the convention program chairman, etc.) pertaining to students and sponsors in attendance at national and regional conventions.
4. Maintain an electronic chapter scrapbook and other materials for submission of application for Outstanding Chapter if deemed appropriate or desirable by chapter officer, members, and sponsors.
5. Attend regional and national conventions.

### Assistant Sponsor 4:

1. Select chapter nominees for the Nolle Scholarship, Benedict Fellowship, and Pryor Fellowship.
2. Assemble and submit nomination materials or portfolios for those awards.
3. Notify scholarship nominees of either the acceptance or rejection of their application for an award.
4. Notify the public relations officer, deans' office, etc., of the success of nominees.
5. Plan, coordinate, and execute details pertaining to presentation of awards to graduating seniors to be recognized by the chapter for exceptional academic achievement. A framed certificate is presented to each senior graduating with a 4.0 GPA.

# Sample Chapter Bylaws

*(Chapter bylaws are optional. However, they must be approved by the regional executive committee.)*

## BY-LAWS OF WEST VIRGINIA BETA CHAPTER OF THE ALPHA CHI HONOR SOCIETY

### Preamble

The founders and builders of Alpha Chi in 1922 were motivated by a profound conviction that there was a real, unfilled need for an honor scholarship society for accredited colleges and universities; that such an organization should provide for an active chapter in close cooperation with members of the faculty and with frequent meetings at which matters of scholarly interest could be discussed to the profit of both faculty and student groups; that such an organization should be restricted to institutions primarily academic in character so that there might be a large degree of harmony in experience and viewpoint and that the governmental structure of the society should be substantial and reasonably democratic in form so that it might not become aristocratic or ultraconservative, but remain responsive to current needs and spirit

### ARTICLE I

#### Name

The name of this organization shall be the West Virginia Beta Chapter of the Alpha Chi National Honor Society, the initial letters of the Greek words ΑΛΗΘΕΙΑ, meaning TRUTH, and ΧΑΡΑΚΤΗΡ.

### ARTICLE II

#### Purpose

The purpose of Alpha Chi shall be the promotion and recognition of scholarship and of those elements of character which make Concord University scholarship effective for good among the students in the academic divisions of colleges and universities in the United States of America and other countries.

### ARTICLE III

#### Membership

SECTION I. By vote of the Concord College (now Concord University) Faculty Senate, a student must be enrolled at Concord University, have completed at least 60 credit hours (either at Concord University or by transfer from an a regionally-accredited university to Concord University) of a bachelor's degree program, and have earned a cumulative grade point average of 3.80 to be eligible for membership in the West Virginia Beta Chapter of the Alpha Chi Honor Society.

SECTION II. Good reputation and character as well as scholarship shall be essential for membership.

SECTION III. The names of those students found to be eligible for membership by the Membership Committee shall be presented to the faculty for nomination, based upon exemplary reputation and character. The Faculty of Concord University shall have the exclusive right to nominate a student for membership in the West Virginia Beta Chapter of the Alpha Chi Honor Society.

SECTION IV. Election and induction of active members may take place once each term, except that seniors who qualify on the basis of grades received during the final term may be elected at the time of graduation with the baccalaureate degree.

SECTION V. Membership may be forfeited for cause by a majority vote of the Faculty Senate of Concord University and subsequent approval by the National Executive Committee. Record of such action shall be made in the minutes of the local chapter, the Regional Convention, and the National Council. A member removed for cause shall be requested to return his/her certificate and the recognition key to the National Council.

SECTION VI. There shall be a Faculty Advisory Committee of three (3) composed of the Official Sponsor of the chapter (appointed triennially by the President of the College) and two (2) members of the faculty (elected annually by chapter members of the meeting quorum). Such faculty advisors shall have the privilege of attending meetings of the Chapter, of participating therein, and of voting. They shall not have the right to wear the key unless it has been awarded.

SECTION VII. Active members transferring to this Chapter from an institution having a chapter of this Society shall have all rights of membership in the West Virginia Beta Chapter.

SECTION VIII. Honorary membership is granted in two (2) ways. First, the local chapter may nominate for honorary membership not to exceed one (1) person per year, such nominations to be submitted to the National Council. These persons must “. . . have achieved signal success in postgraduate work . . .” or “. . . have distinguished themselves in a field of scholarship after graduation.” The West Virginia Beta Chapter shall pay all membership fees of any person(s) selected for honorary membership. The National Council must approve honorary membership applications before said membership may be conferred by the West Virginia Beta Chapter. Second, the National Council may confer honorary membership by its appointment. All members of the National Council shall be honorary members ex officio, as shall all regional officers and official chapter sponsors. The West Virginia Beta Chapter will not pay membership fees for any person granted honorary membership by the exclusive action of the Alpha Chi National Council.

#### ARTICLE IV Meetings

SECTION I. The chapter meetings shall be the first month of the fall and spring semesters, respectively, at a time and place on the Concord University campus, to be determined by the Chapter Sponsor.

SECTION II. A quorum shall consist of at least four (4) members and the sponsor(s) of the Chapter on campus.

SECTION III. Any subsequent meetings shall require that all active members be notified in writing no less than seven (7) days in advance, under the supervision of the Official Sponsor of the Chapter.

#### ARTICLE V Election of Officers

SECTION I. The officers of the Chapter shall be a president, secretary/treasurer and a student delegate to the conventions of the Society. The Official Sponsor shall serve as the executive secretary/treasurer and see that the records of the Chapter are filed with the Registrar of the College or in an approved office for continuity and safekeeping.

SECTION II. The duties of the officers shall be as are customary with the exception that the student secretary/treasurer shall affirm by his/her signature in the chapter financial record book, no less than once each semester, that the chapter financial records are in accord with the chapter's official bank account statement. All officers shall hold office for one (1) year or until their successors are elected and installed.

SECTION II. The officers of the Chapter shall be elected by nomination on secret ballots in the spring of every year. The acting president and Official Sponsor shall count the ballots unless the president is a nominee, in which case, an active member who is not running for office shall assist the Official Sponsor.

#### ARTICLE VI Fees

SECTION I. The installation fee for a new chapter shall be fixed by the National Council.

SECTION II. The induction fee for each new member shall be fixed by the National Council.

SECTION III. The West Virginia Beta Chapter of Alpha Chi at Concord College shall collect fees or dues for their own use.

#### ARTICLE VII Amendments

SECTION I. Amendment to the chapter by-laws can be prepared and submitted by any active member of the West Virginia Beta Chapter. The Official Sponsor of the Chapter shall provide copies of proposed amendments(s) to the current members.

SECTION II. Any amendment should not conflict with the National Constitution.

SECTION III. Adoption of proposed amendment(s) shall require the affirmative vote of two-thirds of all members of the chapter on campus.

SECTION IV. Amendments, such as an Article, shall remain to be numbered as the final Article of the Constitution/By-Laws.



ARTICLE VIII  
Dissolution of the Chapter

SECTION I. In the event that it seems necessary to the membership of WV Beta to dissolve the West Virginia Beta Chapter of the Alpha Chi Honor Society, a proposal for dissolution must be accomplished in accord with the procedure for adoption of an amendment, outlined in Article VII of these by-laws.

Should a proposal for dissolution be passed, it must then be presented to the President of the University who shall have the exclusive right to accept or deny the proposal. If approved by the President of the University, Article VIII, Sections II and III shall determine the disposition of West Virginia Beta Chapter assets, if any, and chapter properties.

SECTION II. If the chapter is formally and officially dissolved in accordance with these by-laws, all monies remaining in account shall be transferred to the Concord University Foundation. Alpha Chi funds shall remain with and be invested by the Concord University Foundation until sufficient principal has accrued to provide an undergraduate scholarship from the earnings of the fund. The Concord University Foundation shall determine when the earnings are sufficient to award a scholarship, the amount of the scholarship award, and the scholarship recipient. However, award of the scholarship shall be based on a person who demonstrates the characteristics set forth in Article III, Sections I and II of these By-Laws of the West Virginia Beta Chapter. The scholarship shall be stipulated as the Alpha Chi Scholarship.

It shall be further stipulated that should the Concord University Alpha Chi chapter be re-established, the restored Concord University Alpha Chi chapter shall be not be granted ownership of these funds invested by the Concord University Foundation, but the restored Alpha Chi Chapter shall be granted the authority to select the recipient(s) of any scholarship(s) funded from this account, so long as the Chapter shall remain active and in good standing with the Alpha Chi Honor Society National Council.

SECTION III. If the chapter is formally and officially dissolved in accordance with these by-laws, all chapter records, regalia, ritual materials, awards, AX plaque, and chapter charter certificate shall be transmitted to the Concord University Archivist at the J. Frank Marsh Library.

Should the chapter be re-established, the chapter plaque shall be returned to the restored chapter from the University Archive.

Revised: January 31, 2005 by vote a majority vote of the West Virginia Beta Chapter