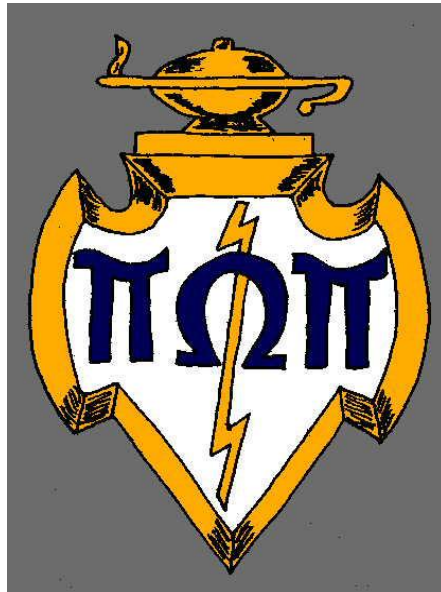


The National Handbook
of
Pi Omega Pi



**National Business Teacher Education
Honor Society**

<http://www.piomegapi.org>
April 2011

The National Handbook of Pi Omega Pi

NATIONAL BUSINESS TEACHER EDUCATION HONOR SOCIETY

Table of Contents

Foreword iv

History..... 1

National Council Rolls..... 3

Chapter Roll with Installation Dates..... 16

Purpose and Aims 21

National Council 22

Honorary Members 23

National Convention 24

Qualifications for Membership 25

Procedures for Conferring Faculty Membership 26

College/University Requirements for a Pi Omega Pi Chapter27

Policies and Procedures for Installing a New Chapter28

Policies and Procedures for Reactivating a Chapter29

Selection of Chapter Members and Member-Elect Information Session 30

Initiation Service.....31

Installation of Officers Service 37

Local Chapter Procedures 40

Suggested Chapter Program of Work43

Instructions for Submitting Report of New Members 46

Instructions for Submitting Articles and Activity Reports to *Here and There*..... 47

Instructions for Submitting Chapter Activities Report 48

National Chapter Award Competition Guidelines 49

Procedure for Selection of National Council Members 51

Procedure for Selection of the National Student Representative 52

THE NATIONAL HANDBOOK

Foreword

The National Handbook was revised and updated in September 1976, January 1993, September 1999, and May 2004. The latest update in April 2009 will be posted on the national web site (<http://catpages.nwmissouri.edu/m/oisbe/piomegapi/>) for all chapters to access. Chapter advisors will be notified by email.

The *National Handbook* should be accessible to each chapter and used as a guide to the chapter's operation. All additions and modifications to *The National Handbook* should be incorporated by each chapter in its copy of *The National Handbook*.

HISTORY

To a group of students and faculty members in the business education division of Northeast Missouri State Teachers College, the fulfillment of many dreams and the beginnings of others took place June 13, 1923.

On this date concrete plans were formulated for the organization of a society for teachers in business education, and members of Alpha Chapter held the first initiation service and signed the first membership roll.

The students designed a badge for the organization, adopted the Greek God of Commerce, Hermes, as the patron saint of the organization, and approved a ritual for the infant organization.

The fifteen founders of Pi Omega Pi were:

Gertrude Vogel Holloway	Wyna M. Snyder	Paul O. Selby
Virginia Romans	Grace Loughead	Winifred Marie Conner
Isabelle Baker	Clara Marie Husted	Vera Dolan
Pauline Swanson	Getha Pickens	Edwin D. Myers
Hazel E. Brong	Glenn E. Richards	William F. Clark

From the beginning, members of the charter group exemplified the ideal of service. As provided in the original Constitution, Alpha Chapter governed the organization for about four years until five chapters had been formed.

On July 14, 1927, a fifth chapter was formed at the State University of Iowa; and the group took the second step toward becoming a national society.

At the call of Alpha Chapter, representatives of the five existing chapters held a meeting on December 29, 1927, for the purpose of forming a national organization. Dr. P. O. Selby, who steered the formation of Alpha Chapter, served as temporary chair and was later elected first National President of the Society. Each chapter was allowed as many as two delegates, who assisted in forming a constitution for the national group and established an initiation fee of \$2 to finance the national organization. The first National Convention, held in Kansas City, was attended by 18 delegates and a number of other members.

By the end of the next two-year period, when the second National Convention was called in Chicago, the Society had grown to 14 chapters and had a total membership of 603 members. When the twentieth anniversary was celebrated in 1943 on the campus of Alpha Chapter, the number of chapters had increased to 56 and the membership roll included 6,400. At this time, chapters were located in 28 states. By the National Convention in 1946, the number of chapters had grown to 61, and during the next ten-year period the number increased to 99.

As of January 1993, the Society had a total membership of over 50,000 and a roster of 154 chapters. The chapters are located in all sections of the country. The greatest concentration of chapters remains in the Midwest, where the organization had its beginning.

Through the years since its beginning, Pi Omega Pi grew, not only in number and chapters, but also in administration and achievement. The National Council was increased to include a Student Representative; and through the years, the office of Historian-Editor was changed to include a Secretary-Treasurer and an Editor. National Presidents and National Councils have headed the Society since it was organized.

In the publications field, Pi Omega Pi has limited its efforts largely to accounts of the Society's history, the compilation of directories, *The National Handbook*, the newsletter, and the yearbook. Published directories appeared for several years, and in 1946 the *Here and There* was first published.

In an effort to encourage high scholarship, a \$100 scholarship award was made available in 1931 and was awarded nine times between the years 1932 and 1946. It was then decided to replace this award with one of a different nature designed to improve chapter activities. Consequently, the National Chapter Award competition was put into operation in the fall of 1951. The award has been in operation since that time.

The National Archives is hosted at Bowling Green University, and the archivist can be reached at:

Center for Archival Collections

Bowling Green State University

Bowling Green, OH 43403

419-372-2411

<http://www.bgsu.edu/colleges/library/cac/>

NATIONAL COUNCIL ROLLS

1927 - 1929

Position	Name	Chapter	City
President	Paul O. Selby	Alpha	Kirksville, MO
Vice-President	Katherine Munkhoff	Epsilon	Cedar Rapids, IA
Secretary	Minnie B. James	Beta	Maryville, MO
Treasurer	Nona M. Palmer	Delta	Bradshaw, NE
Organizer	Myrtle Gaffin	Gamma	Cedar Falls, IA
Historian-Editor	J. J. Pinkerton	Alpha	Cane Hill, AR

1929 - 1931

President	Myrtle Gaffin	Gamma	Cedar Falls, IA
Vice-President	Frances Botsford	Epsilon	Muncie, IN
Secretary	Minnie B. James	Beta	Maryville, MO
Treasurer	George W. Carlson	Epsilon	West Allis, WI
Organizer	Katherine Munkhoff	Epsilon	Iowa City, IA
Historian	M. E. Studebaker	Xi	Muncie, IN
Editor	Frank Drendell	Theta	West Aurora, IL

1931 - 1933

President	Frances Botsford	Epsilon	Muncie, IN
Vice-President	Jane Church	Theta	Normal, IL
Secretary	Margaret Mill	Gamma	Greene, IA
Treasurer	R. F. Webb	Kappa	Indiana, PA
Organizer	Paul O. Selby	Alpha	Kirksville, MO
Historian	Mary Watters	Eta	Denton, TX
Editor	Arthur Williams	Theta	Normal, IL

1933 - 1935

President	Alberta Kappeler	Xi	Indianapolis, IN
Vice-President	Carolina Crawford	Omicron	Pittsburg, KS
Secretary	E. G. Blackstone	Epsilon	Iowa City, IA
Treasurer	H. D. Shepherd	Eta	Denton, TX
Organizer	Frances Botsford	Epsilon	Muncie, IN
Historian	Paul A. Carlson	Psi	Whitewater, WI
Editor	Freda Bruns	Alpha	Kirksville, MO

1935 - 1937

President	Katherine Munkhoff	Epsilon	Cedar Rapids, IA
Vice-President	Winifred West	Xi	Indianapolis, IN
Honorary Secretary	E. G. Blackstone	Epsilon	Iowa City, IA
Treasurer	Freda Bruns	Alpha	Kirksville, MO
Organizer	Alberta Kappeler	Xi	Indianapolis, IN
Historian	Vernal Carmichael	Xi	Muncie, IN
Editor	Margaret Buchanan	Epsilon	Columbus, MS

1937 - 1939

President	R. F. Webb	Kappa	Indiana, PA
Vice-President	Inez Ray Wells	Delta	Columbus, OH
Secretary	Clyde Beighey	Omega	Macomb, IL
Treasurer	W. A. Larimer	Eta	Denton, TX
Organizer	J. Frances Henderson	Alpha	Stillwater, OK
Historian	Julia Meyers	Gamma	Cedar Falls, IA
Editor	Margaret Buchanan	Epsilon	Columbus, MS

1939 - 1941

President	J. Frances Henderson	Alpha	Stillwater, OK
Vice-President	Mildred Payne	Nu	Kearney, NE
	Margaret O'Briant	Alpha	Stillwater, OK
Secretary	John C. Crouse	Xi	Lawrence, KS
Treasurer	Albert E. Brumheller	Kappa	Indiana, PA
Organizer	Arnold E. Schneider	Gamma	St. Cloud, MN
Historian	Irma Ehrenhardt	Chi	Terre Haute, IN
Editor	Marian W. Speelman	Epsilon	Hammond, IN

1941 - 1945

President	Lloyd V. Douglas	Epsilon	Cedar Falls, IA
Vice-President	John C. Crouse	Xi	Lawrence, KS
Secretary	E. G. Blackstone	Epsilon	Los Angeles, CA
Treasurer	J. Roy Wells	Phi	Huntsville, TX
Organizer	Irma Ehrenhardt	Chi	Terre Haute, IN
Historian	Ruth L. Roberts	Alpha	Kirksville, MO
Editor	Jessie Graham	Sigma	Los Angeles, CA

1945 - 1947

President	Ruth L. Roberts	Alpha	Kirksville, MO
Vice-President	Raymond R. White	Alpha Lambda	Norman, OK
Secretary	Mary Ferro Bierstadt	Theta	Famington, IL
Treasurer	George A. Wagoner	Xi	Bloomington, IN
Organizer	Lloyd V. Douglas	Epsilon	Cedar Falls, IA
Historian	Earl Clevenger	Alpha Mu	Edmond, OK
Editor	Audrey V. Dempsey	Zeta	Greenville, NC

1947 - 1949

President	Raymond R. White	Alpha Lambda	Norman, OK
Vice-President	Arnold E. Schneider	Gamma	St. Cloud, MN
Secretary	Earl Clevenger	Alpha Mu	Edmond, OK
Treasurer	George A. Wagoner	Xi	Bloomington, IN
Organizer	Paul F. Muse	Alpha Psi	Bowling Green, OH
Historian	Inez Ray Wells	Delta	Columbus, OH
Editor	E. Dana Gibson	Beta Theta	Las Vegas, NM

1949 - 1951

President	George A. Wagoner	Xi	Knoxville, TN
Vice-President	Inez Ray Wells	Alpha Xi	Columbus, OH
Secretary-Historian	Margaret Buchanan	Epsilon	Columbus, MS
Treasurer	J. R. Neill	Alpha Upsilon	Oxford, OH
Organizer	Paul F. Muse	Alpha Psi	Terre Haute, IN
Editor	Mina M. Johnson	Epsilon	Muncie, IN

1951 - 1953

President	George A. Wagoner	Xi	Knoxville, TN
Vice-President	Paul F. Muse	Alpha Psi	Terre Haute, IN
Secretary-Historian	Marie Vilhauer	Beta Upsilon	Fayette, MO
Treasurer	Vernon Payne	Beta Theta	Las Vegas, NM
Organizer	Mina M. Johnson	Epsilon	Muncie, IN
Editor	William R. Pasewark	Beta Delta	Raleigh, NC

1953 – 1955

President	Paul F. Muse	Alpha Psi	Terre Haute, IN
Vice-President	Mina M. Johnson	Epsilon	Muncie, IN
Secretary-Historian	Marie Vilhauer	Beta Upsilon	Fayette, MO
Treasurer	James T. Blanford	Gamma	Cedar Falls, IA
Organizer	Audrey V. Dempsey	Zeta	Greenville, NC
Editor	Jane F. White	Gamma Nu	Milledgeville, GA
Student Representative	George A. Chambers	Gamma	Cedar Falls, IA

1955 - 1957

President	Mina M. Johnson	Epsilon	Muncie, IN
Vice-President	Marie Vilhauer	Beta Upsilon	Fayette, MO
Secretary-Historian	Ardath Stedman	Alpha Eta	Denton, TX
Treasurer	James T. Blanford	Gamma	Cedar Falls, IA
Organizer	Audrey V. Dempsey	Zeta	Greenville, NC
Editor	Willadene Rominger	Alpha Upsilon	Oxford, OH
Student Representative	Lona Malde	Gamma Epsilon	Grand Forks, ND

1957 - 1959

President	Audrey V. Dempsey	Zeta	Greenville, NC
Vice-President	James T. Blanford	Gamma	Cedar Falls, IA
Secretary-Historian	Wilverda Hodel	Alpha Phi	Pittsburgh, PA
Treasurer	Norman F. Kallus	Epsilon	Iowa City, IA
Organizer	Hulda Vaaler	Gamma Iota	Vermillion, SD
Editor	Ralf Thomas	Omicron	Pittsburg, KS
Student Representative	Oliver Williams	Beta Kappa	Greenville, NC

1959 - 1961

President	James T. Blanford	Gamma	Cedar Falls, IA
Vice-President	Marie Vilhauer	Beta Upsilon	Cape Girardeau, MO
Secretary-Historian	Alice M. Harrison	Delta Delta	East Lansing, MI
Treasurer	Ralf J. Thomas	Psi	Pittsburg, KS
Organizer	Hulda Vaaler Barton	Gamma Iota	Vermillion, SD
Editor	Edna Barbour	Delta Gamma	DeKalb, IL
Student Representative	Janet J. Glidden	Zeta	Greeley, CO
Past President	Audrey V. Dempsey	Zeta	Greenville, NC

1961 - 1963

President	Marie Vilhauer	Beta Upsilon	Cape Girardeau, MO
Vice-President	Ralf J. Thomas	Psi	Pittsburg, KS
Secretary-Historian	Clifford Fagan	Alpha Chi	Charleston, IL
Treasurer	George Cooper	Gamma Alpha	Kalamazoo, MI
Organizer	Edna Barbour	Delta Gamma	DeKalb, IL
Editor	Mearl R. Guthrie	Xi	Bowling Green, OH
Student Representative	Judith Ann Perkins	Gamma Iota	Vermillion, SD
Past President	James T. Blanford	Gamma	Cedar Falls, IA

1963 - 1965

President	Ralf J. Thomas	Psi	Pittsburg, KS
Vice-President	Edna Barbour	Delta Gamma	DeKalb, IL
Secretary-Historian	Clifford Fagan	Alpha Chi	Charleston, IL
Treasurer	George Cooper	Gamma Alpha	Kalamazoo, MI
Organizer	Mearl R. Guthrie	Xi	Bowling Green, OH
Editor	Frances Daniels	Beta Kappa	Greenville, NC
Student Representative	Marilyn Renner	Alpha Psi	Bowling Green, OH
Past President	Marie Vilhauer	Beta Upsilon	Cape Girardeau, MO

1965 - 1967

President	Edna H. Barbour	Delta Gamma	DeKalb, IL
Vice -President	George K. Cooper	Gamma Alpha	Charleston, IL
Secretary-Historian	Frances Daniels	Beta Kappa	Greenville, NC
Treasurer	Jerre E. Gratz	Beta Lambda	Shippensburg, PA
Organizer	Mearl R. Guthrie	Xi	Bowling Green, OH
Editor	Charles Kuhn	Beta Rho	Warrensburg, MO
Student Representative	Elizabeth Taylor	Gamma Chi	Murfreesboro, TN
Past President	Ralf J. Thomas	Psi	Pittsburg, KS

1967 - 1969

President	George K. Cooper	Gamma Alpha	Charleston, IL
Vice-President	Mearl R. Guthrie	Xi	Bowling Green, OH
Secretary-Historian	Carol Maples Wilson	Omicron	Pittsburg, KS
Treasurer	Jerre E. Gratz	Beta Lambda	Iowa City, IA
Organizer	Roland C. Waterman	Zeta	Greeley, CO
Editor	Normajean Anderson	Beta Phi	Ypsilanti, MI
Student Representative	B. Scot Ober	Beta Kappa	Greenville, NC
Past President	Edna H. Barbour	Delta Gamma	DeKalb, IL

1969 - 1971

President	Mearl R. Guthrie	Xi	Bowling Green, OH
Vice-President	Jerre E. Gratz	Beta Lambda	Iowa City, IA
Secretary-Historian	Carol Maples Wilson	Omicron	Pittsburg, KS
Treasurer	Roland C. Waterman	Zeta	Greeley, CO
Organizer	W. Arthur Allee	Delta Phi	Houston, TX
Editor	George K. Walters	Mu	Emporia, KS
Student Representative	Emmett W. Toombs	Gamma Chi	Murfreesboro, TN
Past President	George K. Cooper	Gamma Alpha	Charleston, IL

1971 - 1973

President	Jerre E. Gratz	Epsilon	Iowa City, IA
Vice-President	Roland C. Waterman	Zeta	Greeley, CO
Secretary-Historian	W. Arthur Allee	Delta Phi	Houston, TX
Treasurer	George K. Walters	Mu	Emporia, KS
Organizer	Martha Bickley	Theta	Normal, IL
Editor	Tom Inman	Epsilon Theta	Bowling Green, KY
Student Representative	Mary Jo Herwick	Alpha Psi	Bowling Green, OH
Past President	Mearl R. Guthrie	Xi	Bowling Green, OH

1973 - 1975

President	Roland C. Waterman	Zeta	Greeley, CO
Vice-President	George K. Walters	Nu	Emporia, KS
Secretary-Historian	W. Arthur Allee	Delta Phi	Houston, TX
Treasurer	Ron C. DeYoung	Gamma Alpha	Kalamazoo, MI
Organizer	Thomas Inman	Epsilon Theta	Bowling Green, KY
Editor	LeVerne C. Ryan	Gamma Upsilon	Murray, KY
Student Representative	Jan Kaster	Psi	Whitewater, WI
Past President	J. E. Gratz	Epsilon	Iowa City, IA

1975 - 1977

President	George K. Walters	Mu	Emporia, KS
Vice-President	W. Arthur Allee	Delta Phi	Houston, TX
Secretary-Historian	LaVerne C. Ryan	Gamma Upsilon	Murray, KY
Treasurer	Ron C. DeYoung	Gamma Alpha	Kalamazoo, MI
Organizer	Thomas H. Inman	Epsilon Theta	Bowling Green, KY
Editor	Carolyn Lewis	Alpha Sigma	Hattiesburg, MS
Student Representative	Carol Meis	Mu	Emporia, KS
Past President	Roland C. Waterman	Zeta	Greeley, CO

1977 - 1979

President	W. Arthur Allee	Delta Phi	Houston, TX
Vice-President	Thomas H. Inman	Epsilon Theta	Tempe, AZ
Secretary-Historian	LaVerne C. Ryan	Gamma Upsilon	Murray, KY
Treasurer	Robert Sprehe	Alpha	Kirksville, MO
Organizer	Ron C. DeYoung	Gamma Alpha	Kalamazoo, MI
Editor	Carolyn M. Lewis	Alpha Sigma	Hattiesburg, MS
Student Representative	Anita Yana	Chi	Terre Haute, IN
Past President	George K. Walters	Mu	Emporia, KS

1979 - 1981

President	Thomas H. Inman	Epsilon Theta	Tempe, AZ
President-Elect	Ron C. DeYoung	Gamma Alpha	Kalamazoo, MI
Secretary-Historian	Carolyn M. Lewis	Alpha Sigma	Hattiesburg, MS
Treasurer	Robert L. Sprehe	Alpha	Kirksville, MO
Organizer	LaVerne C. Ryan	Gamma Upsilon	Murray, KY
Editor	Eugene Jones	Epsilon Chi	Monroe, LA
Student Representative	Elizabeth McKenzie	Alpha Sigma	Hattiesburg, MS
Past President	W. Arthur Allee	Delta Phi	Houston, TX

1981 - 1983

President	Ron C. DeYoung	Gamma Alpha	Kalamazoo, MI
President-Elect	Robert L. Sprehe	Alpha	Kirksville, MO
Secretary-Historian	Carolyn M. Lewis	Alpha Sigma	Hattiesburg, MS
Treasurer	Eugene Jones	Epsilon Chi	Monroe, LA
Organizer	LaVerne C. Ryan	Gamma Upsilon	Murray, KY
Editor	Donald A. Nellerhoe	Zeta Epsilon	Mt. Pleasant, MI
Student Representative	Brenna Switzer	Alpha	Kirksville, MO
Past President	Thomas H. Inman	Epsilon Theta	Tempe, AZ

1983 - 1985

President	Robert L. Sprehe	Alpha	Kirksville, MO
President-Elect	Donald A. Nellerhoe	Zeta Epsilon	Mt. Pleasant, MI
Secretary-Historian & Organizer	Karen Lee Woodall	Alpha Zeta	Springfield, MO
Treasurer	Mary Ellen Adams	Chi	Terre Haute, IN
Editor	Carl Ganser	Psi	Whitewater, WI
Student Representative	Nancy Artmann	Psi	New Berlin, WI
Past President	Ron C. DeYoung	Gamma Alpha	Kalamazoo, MI

1985 - 1987

President	Donald A. Nellerhoe	Zeta Epsilon	Mt. Pleasant, MI
President-Elect	Carl Ganser	Psi	Whitewater, WI
Secretary-Historian	Sandra Rupp	Lambda	Hays, KS
Treasurer	Karen Lee Woodall	Alpha Zeta	Springfield, MO
Organizer-Promoter	Robert N. Sullivan	Alpha Chi	Charleston, IL
Editor	Robert Gryder	Alpha Iota	Tempe, AZ
Student Representative	Melody Rose	Alpha Zeta	Springfield, MO
Past President	Robert Sprehe	Alpha	Kirksville, MO

1987 - 1989

President	Carl Ganser*	Psi	Whitewater, WI
President-Elect and Acting President	Karen Lee Kothenbeutel	Alpha Zeta	Springfield, MO
Secretary-Historian	Robert N. Sullivan*	Alpha Chi	Charleston, IL
Treasurer	Sandra Rupp	Lambda	Hays, KS
Organizer-Promoter	Gayle Stelter	Epsilon Eta	Mankato, MN
Editor	Robert Gryder	Alpha Iota	Tempe, AZ
Student Representative	Sue Fronberry	Psi	Whitewater, WI
Past President	Donald A. Nellerhoe	Zeta Epsilon	Mt. Pleasant, MI

* Died while in office

1989 - 1991

President	Karen Lee Kothenbeutel	Alpha Zeta	Springfield, MO
President-Elect	Robert Gryder	Alpha Iota	Tempe, AZ
Secretary-Historian	Clarence White	Epsilon Zeta	Radford, VA
Treasurer	Sandra Rupp	Lambda	Hays, KS
Organizer-Promoter	Gayle Stelter	Epsilon Eta	Mankato, MN
Editor	Larry Pagel	Alpha Omicron	St. Cloud, MN
Student Representative	Cheryl Huffman	Alpha Zeta	Springfield, MO

1991 - 1993

President	Robert Gryder	Alpha Iota	Tempe, AZ
President-Elect	Gayle Stelter	Epsilon Eta	Mankato, MN
Secretary-Historian	Clarence White	Epsilon Zeta	Radford, VA
Treasurer	Ivan Wallace	Beta Kappa	Greenville, NC
Organizer-Promoter	Patricia Leonard	Epsilon Epsilon	Lawrenceville, NJ
Editor	Larry Pagel	Alpha Omicron	St. Cloud, MN
Student Representative	Jodi Helgeson	Psi	Whitewater, WI
Past President	Karen Lee Kothenbeutel	Alpha Zeta	Springfield, MO

1993 - 1995

President	Gayle Stelter	Epsilon Eta	Mankato, MN
President-Elect	Larry Pagel	Alpha Omicron	St. Cloud, MN
Secretary-Historian	Georgia Hale	Alpha Kappa	State University, AR
Treasurer	Ivan Wallace	Beta Kappa	Greenville, NC
Organizer-Promoter	Janet Buzzard	Mu	Emporia, KS
Editor	Patricia Leonard	Epsilon Epsilon	Lawrenceville, NJ
Student Representative	Shawna Heldenbrand	Beta	Maryville, MO
Past President	Robert Gryder	Alpha Iota	Tempe, AZ

1995 - 1997

President	Larry Pagel	Psi	Whitewater, WI
President-Elect	Ivan Wallace	Beta Kappa	Greenville, NC
Secretary-Historian	Georgia Hale	Alpha Kappa	State University, AR
Treasurer	Clarence White	Epsilon Zeta	Radford, VA
Organizer-Promoter	Janet Buzzard	Mu	Emporia, KS
Editor	Nancy Zeliff	Beta	Maryville, MO
Student Representative	Tanya Brown	Beta	Maryville, MO
Past President	Gayle Stelter	Epsilon Eta	Mankato, MN

1997 - 1999

President	Ivan Wallace	Beta Kappa	Greenville, NC
President-Elect	Patricia Leonard	Epsilon Epsilon	Lawrenceville, NJ
Secretary-Historian	Bernadine Chube-Jenkins	Delta Lambda	Baton Rouge, LA
Treasurer	Clarence White	Epsilon Zeta	Radford, VA
Editor	Nancy Zeliff	Beta	Maryville, MO
Student Representative	Denise Herbers	Beta	Maryville, MO
Past President	Larry Pagel	Epsilon Delta	Marquette, MI

1999 - 2001

President	Patricia Leonard	Epsilon Epsilon	Lawrenceville, NJ
President-Elect	Nancy Zeliff	Beta	Maryville, MO
Secretary-Historian	Ginny Richerson	Gamma Upsilon	Murray, KY
Treasurer	Clarence White	Epsilon Zeta	Radford, VA
Editor	Ken Hoffman	Mu	Emporia, KS
Student Representative	Deanna Welden	Epsilon Epsilon	Lawrenceville, NJ
Past President-Organizer	Ivan Wallace	Beta Kappa	Greenville, NC

2001-2003

President	Nancy Zelif	Beta	Maryville, MO
President-Elect	Ginny Richerson	Gamma Upsilon	Murray, KY
Secretary-Historian	Thelma King	Gamma Phi	Greensboro, NC
Treasurer	Clarence White	Epsilon Zeta	Radford, VA
Co-Editors	Darla Stone and Ann Jankovich	Zeta Eta	Manhattan, KS
Student Representative	Melissa Schram	Beta	Maryville, MO
Past President-Organizer	Patricia Leonard	Epsilon Epsilon	Lawrenceville, NJ

2003-2005

President	Ginny Richerson	Gamma Upsilon	Murray, KY
President-Elect	Thelma King	Gamma Phi	Greensboro, NC
Secretary-Treasurer	Marcia James	Psi	Whitewater, WI
Co-Editors	Darla Stone and Ann Jankovich	Zeta Eta	Manhattan, KS
Student Representative	Melissa Schram	Beta	Maryville, MO

2005-2007

President	Thelma King	Gamma Phi	Greensboro, NC
President-Elect	Lana Carnes	Alpha Beta	Richmond, KY
Secretary-Treasurer	Marcia James	Psi	Whitewater, WI
Editor	Darla Stone	Zeta Eta	Manhattan, KS
Student Representative	Allison Wagner	Psi	Whitewater, KS

2007-2009

President	Lana Carnes	Alpha Beta	Richmond, KY
President Elect	Darla Stone	Zeta Eta	Manhattan, KS
Secretary-Treasurer	Marcia James	Psi	Whitewater, WI
Co-Editors	Connie Forde	Alpha Pi	Mississippi State, MS
Co-Editors	Wayne Moore	Kappa	Indiana, PA
Student Representative	Erin Goepfert	Psi	Janesville, WI

2009-2011

President	Darla Stone	Zeta Eta	Manhattan, KS
President Elect	Connie Forde	Alpha Pi	Mississippi State, MS
Secretary-Treasurer	Marcia James	Psi	Whitewater, WI
Co-Editors	Wayne Moore	Kappa	Indiana, PA
Co-Editors	Barbara Railsback	Mu	Emporia, KS
Student Representative	Brookes Mayes	Alpha Pi	Mississippi State, MS

2011-2013

President	Connie Forde	Alpha Pi	Mississippi State, MS
President Elect	Ivan Wallace	Beta Kappa	Greenville, NC
Secretary-Treasurer	Darla Stone	Zeta Eta	Manhattan, KS
Editor	Barbara Railsback	Mu	Emporia, KS
Student Representative	Jared Schelp	Zeta Eta	Manhattan, KS

2013-2015

President	Ivan Wallace	Beta Kappa	Greenville, NC
President Elect	Emma Faulk	Zeta Delta	Montgomery, AL
Secretary-Treasurer	Darla Stone	Zeta Eta	Manhattan, KS
Editor	Elizabeth Hodge	Beta Kappa	Greenville, NC
Student Representative	Samantha Shirley	Zeta Eta	Manhattan, KS

CHAPTER ROLL WITH INSTALLATION DATES

1.	Alpha	Northeast Missouri State University	Kirksville, MO	1923
2.	Beta	Northwest Missouri State University	Maryville, MO	1924
3.	Gamma	University of Northern Iowa	Cedar Falls, IA	1925
4.	Delta	Peru State College	Peru, NE	1927
5.	Epsilon	University of Iowa	Iowa City, IA	1927
6.	Zeta	University of Northern Colorado	Greeley, CO	1928
7.	Eta	University of North Texas	Denton, TX	1928
8.	Theta	Illinois State University	Normal, IL	1928
9.	Iota	Northern State College	Aberdeen, SD	1929
10.	Kappa	Indiana University of Pennsylvania	Indiana, PA	1929
11.	Lambda	Fort Hays State University	Hays, KS	1929
12.	Mu	Emporia State University	Emporia, KS	1929
13.	Nu	Kearney State College	Kearney, NE	1929
14.	Xi	Ball State University	Muncie, IN	1929
15.	Omicron	Pittsburg State University	Pittsburg, KS	1930
16.	Pi	Valley City State University	Valley City, ND	1930
17.	Rho	Northeastern State University	Tahlequah, OK	1930
18.	Sigma	Southeastern Oklahoma State University	Durant, OK	1931
19.	Tau	Northern Arizona University	Flagstaff, AZ	1931
20.	Upsilon	Trenton State College	Trenton, NJ	1934
21.	Phi	Sam Houston State University	Huntsville, TX	1934
22.	Chi	Indiana State University	Terre Haute, IN	1934
23.	Psi	University of Wisconsin-Whitewater	Whitewater, WI	1934
24.	Omega	Western Illinois University	Macomb, IL	1934
25.	Alpha Alpha	San Jose State University	San Jose, CA	1934
26.	Alpha Beta	Eastern Kentucky University	Richmond, KY	1935
27.	Alpha Gamma	Mississippi University for Women	Columbus, MS	1935
28.	Alpha Delta	Bloomsburg University of Pennsylvania	Bloomsburg, PA	1935
29.	Alpha Epsilon	Mary Washington College	Fredericksburg, VA	1936
30.	Alpha Zeta	Southwest Missouri State University	Springfield, MO	1937
31.	Alpha Eta	Oklahoma State University	Stillwater, OK	1938
32.	Alpha Theta	Chadron State College	Chadron, NE	1938
33.	Alpha Iota	Arizona State University	Tempe, AZ	1938
34.	Alpha Kappa	Arkansas State University	State University, AR	1939
35.	Alpha Lambda	University of Oklahoma	Norman, OK	1939
36.	Alpha Mu	University of Central Oklahoma	Edmond, OK	1939

37.	Alpha Nu	Northwestern State University of Louisiana	Natchitoches, LA	1939
38.	Alpha Xi	Ohio State University	Columbus, OH	1939
39.	Alpha Omicron	St. Cloud State University	St. Cloud, MN	1939
40.	Alpha Pi	Mississippi State University	Mississippi State, MS	1939
41.	Alpha Rho	Wayne State College	Wayne, NE	1940
42.	Alpha Sigma	University of Southern Mississippi	Hattiesburg, MS	1940
43.	Alpha Tau	University of Southern California	Los Angeles, CA	1940
44.	Alpha Upsilon	Miami University	Oxford, OH	1940
45.	Alpha Phi	Duquesne University	Pittsburgh, PA	1940
46.	Alpha Chi	Eastern Illinois University	Charleston, IL	1940
47.	Alpha Psi	Bowling Green State University	Bowling Green, OH	1941
48.	Alpha Omega	Drexel University	Philadelphia, PA	1941
49.	Beta Alpha	Peabody College at Vanderbilt University	Nashville, TN	1942
50.	Beta Beta	University of Akron	Akron, OH	1942
51.	Beta Gamma	University of Tennessee	Knoxville, TN	1941
52.	Beta Delta	New York University	New York, NY	1941
53.	Beta Epsilon	Montana State University	Bozeman, MT	1942
54.	Beta Zeta	Southern Illinois University	Carbondale, IL	1942
55.	Beta Eta	State University of New York-Albany	Albany, NY	1942
56.	Beta Theta	New Mexico Highlands University	Las Vegas, NM	1942
57.	Beta Iota	Wayne State University	Detroit, MI	1942
58.	Beta Kappa	East Carolina University	Greenville, NC	1944
59.	Beta Lambda	Shippensburg University of Pennsylvania	Shippensburg, PA	1944
60.	Beta Mu	Tennessee Technological University	Cookeville, TN	1945
61.	Beta Nu	James Madison University	Harrisonburg, VA	1945
62.	Beta Xi	Boston University	Boston, MA	1946
63.	Beta Omicron	University of Arizona	Tucson, AZ	1947
64.	Beta Pi	Concord College	Athens, WV	1948
65.	Beta Rho	Central Missouri State University	Warrensburg, MO	1948
66.	Beta Sigma	Montclair State University	Upper Montclair, NJ	1948
67.	Beta Tau	East Texas State University	Commerce, TX	1949
68.	Beta Upsilon	Central Methodist College	Fayette, MO	1949
69.	Beta Phi	Eastern Michigan University	Ypsilanti, MI	1949
70.	Beta Chi	San Diego State University	San Diego, CA	1949
71.	Beta Psi	Tennessee State University	Nashville, TN	1950
72.	Beta Omega	New Jersey State Teachers College	Paterson, NJ	1950
73.	Gamma Alpha	Western Michigan University	Kalamazoo, MI	1950

74.	Gamma Beta	West Liberty State College	West Liberty, WV	1950
75.	Gamma Gamma	Florida State University	Tallahassee, FL	1950
76.	Gamma Delta	California State University-Chico	Chico, CA	1950
77.	Gamma Epsilon	University of North Dakota	Grand Forks, ND	1951
78.	Gamma Zeta	Pennsylvania State University	University Park, PA	1951
79.	Gamma Eta	Bluefield State University	Bluefield, WV	1951
80.	Gamma Theta	Lincoln Memorial University	Harrogate, TN	1951
81.	Gamma Iota	University of South Dakota	Vermillion, SD	1951
82.	Gamma Kappa	Southwest Texas State University	San Marcos, TX	1951
83.	Gamma Lambda	Virginia Polytechnic Institute and State University	Blacksburg, VA	1951
84.	Gamma Mu	Marshall University	Huntington, WV	1952
85.	Gamma Nu	Georgia College	Milledgeville, GA	1952
86.	Gamma Xi	Texas Tech University	Lubbock, TX	1952
87.	Gamma Omicron	University of Central Arkansas	Conway, AR	1952
88.	Gamma Pi	Kent State University	Kent, OH	1953
89.	Gamma Rho	Bethune-Cookman College	Daytona Beach, FL	1953
90.	Gamma Sigma	California State University-Fresno	Fresno, CA	1953
91.	Gamma Tau	University of California-Los Angeles	Los Angeles, CA	1953
92.	Gamma Upsilon	Murray State University	Murray, KY	1953
93.	Gamma Phi	North Carolina A & T State University	Greensboro, NC	1954
94.	Gamma Chi	Middle Tennessee State University	Murfreesboro, TN	1954
95.	Gamma Psi	Appalachian State University	Boone, NC	1955
96.	Gamma Omega	University of Texas	Austin, TX	1955
97.	Delta Alpha	Salem State College	Salem, MA	1956
98.	Delta Beta	University of Miami	Coral Gables, FL	1956
99.	Delta Gamma	California State University-Long Beach	Long Beach, CA	1956
100.	Delta Delta	Michigan State University	East Lansing, MI	1957
101.	Delta Upsilon	Northern Illinois University	DeKalb, IL	1957
102.	Delta Zeta	Southeast Missouri State University	Cape Girardeau, MO	1957
103.	Delta Eta	University of Detroit	Detroit, MI	1957
104.	Delta Theta	University of Hawaii	Honolulu, HI	1958
105.	Delta Iota	Georgia Southern College	Statesboro, GA	1958
106.	Delta Kappa	West Texas State University	Canyon, TX	1959
107.	Delta Lambda	Southern University and A & M College	Baton Rouge, LA	1959
108.	Delta Mu	Delta State University	Cleveland, MS	1960
109.	Delta Nu	Virginia State University	Petersburg, VA	1960

110. Delta Xi	University of Kansas	Lawrence, KS	1960
111. Delta Omicron	California State University-Sacramento	Sacramento, CA	1960
112. Delta Pi	Ferris State College	Big Rapids, MI	1961
113. Delta Rho	Longwood College	Farmville, VA	1961
114. Delta Sigma	Baylor University	Waco, TX	1961
115. Delta Tau	Colorado State University	Fort Collins, CO	1961
116. Delta Upsilon	Mississippi College	Clinton, MS	1962
117. Delta Phi	University of Houston	Houston, TX	1962
118. Delta Chi	Temple University	Philadelphia, PA	1963
119. Delta Psi	University of Mary Hardin-Baylor	Belton, TX	1964
120. Delta Omega	Minot State University	Minot, ND	1964
121. Epsilon Alpha	Edgewood College	Madison, WI	1964
122. Epsilon Beta	Southern Illinois University	Edwardsville, IL	1966
123. Epsilon Gamma	Norfolk State University	Norfolk, VA	1966
124. Epsilon Delta	Northern Michigan University	Marquette, MI	1967
125. Epsilon Epsilon	Rider University	Lawrenceville, NJ	1968
126. Epsilon Zeta	Radford University	Radford, VA	1968
127. Epsilon Eta	Mankato State University	Mankato, MN	1970
128. Epsilon Theta	Western Kentucky University	Bowling Green, KY	1970
129. Epsilon Iota	Texas Southern University	Houston, TX	1971
130. Epsilon Kappa	Moorhead State University	Moorhead, MN	1972
131. Epsilon Lambda	Fayetteville State University	Fayetteville, NC	1973
132. Epsilon Mu	Wichita State University	Wichita, KS	1973
133. Epsilon Nu	Bishop College	Dallas, TX	1973
134. Epsilon Xi	Jackson State University	Jackson, MS	1973
135. Epsilon Omicron	Prairie View A & M University	Prairie View, TX	1973
136. Epsilon Pi	Jarvis Christian College	Hawkins, TX	1974
137. Epsilon Rho	Grambling State University	Grambling, LA	1974
138. Epsilon Sigma	University of Wisconsin-Eau Claire	Eau Claire, WI	1974
139. Epsilon Tau	New Hampshire College	Manchester, NH	1974
140. Epsilon Upsilon	Mississippi Valley State University	Itta Bena, MS	1975
141. Epsilon Phi	Pan American University	Edinburg, TX	1975
142. Epsilon Chi	Northeast Louisiana University	Monroe, LA	1976
143. Epsilon Psi	Missouri Southern State College	Joplin, MO	1976
144. Epsilon Omega	Wiley College	Marshall, TX	1977
145. Zeta Alpha	Florida A & M University	Tallahassee, FL	1977
146. Zeta Beta	University of Mississippi	University, MS	1978

147. Zeta Gamma	University of South Alabama	Mobile, AL	1978
148. Zeta Delta	Alabama State University	Montgomery, AL	1978
149. Zeta Epsilon	Central Michigan University	Mount Pleasant, MI	1979
150. Zeta Zeta	University of Alabama	University, AL	1981
151. Zeta Eta	Kansas State University	Manhattan, KS	1983
152. Zeta Theta	University of Montana	Missoula, MT	1991
153. Zeta Iota	State University of New York	Oneonta, NY	1991
154. Zeta Kappa	University of Missouri-Columbia	Columbia, MO	1992
155. Zeta Lambda	North Carolina State University	Raleigh, NC	2014

PURPOSE AND AIMS

Pi Omega Pi is a national honor society in business teacher education. The Society is primarily for undergraduate students, although graduate students and faculty members may also seek membership. On the national level, its purpose is to establish and direct chapters of Pi Omega Pi in colleges and universities engaged in business teacher education.

The aims of our organization as given in the National Constitution are:

1. To create a fellowship among teachers of business subjects.
2. To create and encourage interest and promote scholarship in business education.
3. To encourage civic responsibility.
4. To foster high ethical standards in business and professional life among teachers of business.
5. To teach the ideal of service as the basis of all worthy enterprise.

At the chapter level, student members put into practice the aims of Pi Omega Pi. Student members demonstrate high scholarship before they become eligible for membership in Pi Omega Pi. They take an intelligent and active part in community affairs and acquire and develop desirable traits and attitudes through participation in chapter activities.

NATIONAL COUNCIL

The National Council of Pi Omega Pi is composed of the officers elected at the National Convention.

The National Council of Pi Omega Pi governs the organization between the National Conventions. The activities of the National Council are:

1. Plan for the National Convention.
2. Approve, reactivate, and install chapters of Pi Omega Pi.
3. Approve national honorary members.
4. Direct and approve procedures in all aspects of Pi Omega Pi work.
5. Specific duties of each officer are described in the Handbook of Officers' Duties.

2. HONORARY MEMBERS

Honorary membership may be conferred on persons of national reputation the National Council believes worthy. Individuals who have received honorary membership at National Conventions include:

Dr. Herman Enterline
Dr. T. James Crawford
Dr. Alan C. Lloyd
Dr. Marion E. Wood
Dr. Elvin S. Eyster
Dr. Walter A. Brower
Dr. Hamden L. Forkner
Dr. Ellis Jones
Dr. Floyd L. Crank
Dr. Russ Hosler
Dr. Doris H. Crank
Dr. Leonard J. West

NATIONAL CONVENTION

The National Convention is held every two years at a time and place designated by the National Council. Each local chapter is entitled to send one or two official delegates. A chapter may send more than two members but only two can serve as voting delegates. Each chapter sending a voting delegate or delegates to the National Convention may be partially reimbursed by the national organization of Pi Omega Pi. General planning for the National Convention is the responsibility of the National Council under the direction of the National President-Elect.

Regulations and procedures of Pi Omega Pi are determined at the National Convention. Chapter delegates submit and discuss proposals, exchange ideas and procedures, and take official action.

QUALIFICATIONS FOR MEMBERSHIP

1. Membership in Pi Omega Pi is classified as active, associate, alumni, honorary, and faculty.
 - a. Active membership is for undergraduates and graduates who are enrolled as bona fide students in a college or university having a chapter of the Society and who have met the following requirements:
 - (1) Each candidate must have expressed an intention of becoming a teacher of business subjects.
 - (2) Each candidate must possess the following qualifications:
 - (a) Completion of at least three semesters or five quarters of college courses including at least 15 semester hours or 22-quarter hours in business and education subjects.
 - (b) Attainment of general scholarship sufficient to place the candidate within the upper 35 percent of his college class (sophomore, junior, senior, or graduate) and the achievement of an average grade of "B" or higher, or its equivalent in other grading systems, in all courses in business and education.
 - b. Alumni membership is for graduates of colleges and universities who were active members while they were in school and for those who graduated before a chapter was established but who, since they attained the scholarship standards while a student, have been elected by the chapter to membership.
 - c. Faculty membership in a local chapter may be conferred on members of the department responsible for business teacher education. Chapter sponsors must be members of Pi Omega Pi, either as a member of another chapter or initiated as a faculty member of a local chapter.
 - d. Associate membership may be conferred on persons the chapter believes worthy.
 - e. Honorary membership may be conferred on persons of national reputation the National Council believes worthy. Honorary membership will be conferred at a national convention.
2. Each chapter will be limited to one faculty or associate member during the year, the privilege being cumulative.
3. Membership in any chapter entitles one to participate in the activities of any other chapter.
4. Membership may be revoked by action of the local chapter in accordance with the local bylaws, and the name will be struck from the national membership records on proper notification to the National Secretary-Treasurer.
5. Membership dues are \$40 per member.

PROCEDURES FOR CONFERRING FACULTY MEMBERSHIP

Established Chapters

Sponsors of Pi Omega Pi chapters **must** be a member of the local chapter he/she sponsors or be a member of another chapter. Other faculty may be selected as faculty members, electing no more than one faculty member per year.

New Chapters

Sponsors of Pi Omega Pi chapters **must** be a member of the local chapter he/she sponsors or be a member of another chapter. Other faculty may be selected as faculty members, electing no more than one faculty member per year.

Both Established and New Chapters

At the time faculty membership is contemplated for a faculty member, there should be some plan of recognition—recognition of the fact that he/she has been given membership because of his/her contribution to teaching. Honor is paid to one who has done something to deserve it.

COLLEGE/UNIVERSITY REQUIREMENTS FOR A PI OMEGA PI CHAPTER

A chapter may be established and maintained in any accredited college or university that offers a business teacher education curriculum which is approved by the respective state department of public instruction for the certification/licensure of teachers. Accreditation in one of the following agencies is also required: National Council for the Accreditation of Teacher Education (NCATE), New England Association of Colleges and Secondary Schools, Middle States Association of Colleges, North Central Association of Colleges and Secondary Schools, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, or Northwest Association of Secondary and Higher Schools.

More than one chapter may be established and maintained at a college or university which has two or more separate campuses that are for all practical purposes separate entities.

A chapter will be named in order of the Greek alphabet according to date of installation. The local chapter will be given its Greek letter name by the National Council. Once a name is given to a local chapter, that name will never be assigned to another chapter.

The petitioning chapter must complete the Chapter Petition Form, signed by the Dean and/or Chair of the chapter's respective college or department, and provide written documentation as evidence of each of the following:

- Business Teacher Education program accredited by the state in which the university/college is located
- Business Teacher Education program accredited by one of the above listed accrediting agencies

POLICIES AND PROCEDURES FOR INSTALLING NEW CHAPTER

1. Request from the President of the National Council for information to begin a Pi Omega Pi Chapter. You will then receive a *Procedures for Installing/Reactivating Chapters* folder. Enclosures should include: Policies and Procedures, National Constitution and Bylaws, Chapter Petition Form, Sample Chapter Program of Work, *This is Your Society*, and recent copies of *Here and There*.
2. Submit the Chapter Petition Form, signed by the Dean and/or Chair of the chapter's respective college or department, to the National President, which shows evidence your college or university meets the requirements of the Society.
3. When the National President verifies the eligibility of your college or university, you will receive a copy of *The National Handbook* to help you in the chapter application process. Submit within 3-6 months the following required items:
 - Chapter Bylaws
 - Name and contact information of Sponsor(s) and Vita
 - Names of eligible members
 - Chapter Program of Work
4. When the required items are submitted, the National Council will vote to move your petition on to the three-fourths majority vote of all active chapters.
5. Upon approval by the Council and active chapters, you will receive a charter for your new chapter.
6. Submit the installation fee of \$100 to the National Secretary-Treasurer.
7. With assistance from the National President, arrange for an installing officer (a National Council member or person chosen) to conduct your chapter installation service. Officers will also be installed and charter members initiated. Costs of travel to the installation service are born by the Society or the person/organization so chosen. There are no travel costs incurred to your chapter.
8. Submit dues of \$40 per member and \$40 for the sponsor (if not already a member) along with the Report of New Members to the National Secretary-Treasurer.
9. An active chapter will be named as your "Mentor Chapter" for two years to help you with chapter activities.

POLICIES AND PROCEDURES FOR REACTIVATING A CHAPTER

1. Officially contact the President of the Pi Omega Pi National Council that your chapter wishes to reactivate. You will be sent the *Procedures for Installing/Reactivating Chapters* folder that contains: Policies and Procedures, National Constitution and Bylaws, Chapter Petition Form, *This is Your Society*, Sample Chapter Program of Work, and recent copies of *Here and There*. A copy of *The National Handbook* will also be sent.
2. Complete the following items and submit to the National President:
 - Chapter Petition Form
 - Chapter Bylaws
 - Name and contact information of Sponsor(s)
 - Names of eligible members
 - Chapter Program of Work
3. Refer to the national web page of the Society for information.
<http://catpages.nwmissouri.edu/m/oisbe/piomegapi/>
4. When the President and National Council have reviewed your submitted item and you are named a reactivated chapter, you can then proceed to elect officers, initiate members, and continue your renewal with Pi Omega Pi!
5. Submit dues of \$40 for each new member and \$40 for the sponsor (if not a current member) along with the Report of New Members to the National Secretary-Treasurer.
6. You will be assigned to an active chapter who will serve as your “Mentor Chapter” for two years. Mentoring from the chapter could include:
 - Assisting with the installation of officers
 - Assisting with initiation of members
 - Chapter Activities
 - Submission of *Here and There* items
 - Networking

SELECTION OF CHAPTER MEMBERS

AND

MEMBER-ELECT INFORMATION SESSION

Enlist the assistance of a university/college's Advising Office or Registrar's Office to identify majors and minors in business education, students pursuing business teacher certification and graduate students pursuing advanced degrees in business education. Such students are potential Pi Omega Pi members. Follow the membership qualifications to identify those students eligible for membership. Invite these students to join Pi Omega Pi.

In order to prepare for active membership, plan a member-elect meeting so prospective members can learn about the national structure of Pi Omega Pi, make acquaintances with current members, and know about activities of the local chapter.

Information for Prospective Member

- Society emblem
- Colors of blue, gold, and silver
- Flower
- Name—Pi Omega Pi, National Business Teacher Education Honor Society
- Greek letters of local chapter
- Lifetime membership dues
- Aims of Pi Omega Pi
 - To create, encourage, promote, and extend interest in scholarship
 - To promote the ideal of civic betterment through the practice of good citizenship
 - To encourage and promote high ethical standards in business and professional life
 - To teach the ideal of service as the basis of all worthy enterprise
- History of Pi Omega Pi
 - When and where founded
- National Council
- National Competition
- *Here and There*
- History of Local Chapter
 - When founded
 - Sponsor(s) of the chapter
 - Special activities of chapter
- National Convention
- Local Constitution and Bylaws of Pi Omega Pi Chapter

INITIATION SERVICE

The following materials will be needed for the initiation:

- Table
- Membership pins
- Roses (if chapter wishes to give to new members)
- Membership Book and pen, in which new members sign
- Initiation Ceremony script
 - President
 - Three other readers

Ceremony Procedures

New members are asked to stand in alphabetical order in front of the table. The President and other readers stand behind the table. The script for the Initiation Service (to include four readers) follows.

Reader 1

“Pistis” or Loyalty

The _____ Chapter was established at _____ University
on _____ (date).

The first word of our motto is "Pistis"* or Loyalty, symbolized by the blue of our colors and for which the first Pi in our name stands Loyalty embodies the very spirit of Pi Omega Pi.

Loyalty to one's self, church, community, state, and nation has long been impressed on American citizens. In organizations such as fraternities, clubs, and lodges, the same characteristic of loyalty may be found. In Pi Omega Pi are the developed certain ideals for the world of business. To achieve these ideals, each member of this Society must constantly increase his or her interest in it and goodwill for it. Establish, as a distinct part of your personality, the loyalty you will show Pi Omega Pi, your fellow members, your school, and your profession.

Will you pledge yourself to this ideal of Pi Omega Pi? Will you be loyal to Pi Omega Pi, your fellow members, and your profession? If so, answer: "I promise so to do."

*Pistis - pis' tis

Reader 2

“Ophelia” or Service

The second word of our motto is "Ophelia" or Service, which is symbolized by the silver of our colors and for which the Omega in our name stands.

The world of business is the world of service. The fields, the forests, the mines of the world are for the service of mankind. Transportation is public service. Trade, too, is service to the public—to mankind, to you, and to me. While the world of business obtains compensation for its service, yet service is its principal contribution.

Service was given by the first great Teacher, not to one but to many. To you then is given this ideal of service—service to the world through work in business which, for most of us, will be teaching. There is no field of work which reaches more lives than that of business. You will have an opportunity in business teaching to influence, direct, and guide many who will engage in that work.

Will you pledge yourself to this ideal of Pi Omega Pi? Will you carry the light of service and pass it on to others? If so, answer: "I promise so to do."

*Ophelia - oh feel' ya

Reader 3

"Prokope"* or Progress

The third word of our motto is "Prokope"* or Progress, whose color is gold and for which the last Pi in our name stands.

You have come up the path to the altar of progress, the goal and ambition of Pi Omega Pi. Often the path seems a long, rough one; but we cannot let this defeat us, as our path must lead onward always.

It is the ever-advancing and illuminating rays of progress which have led men through the ages to do greater and better deeds, to accomplish things.

Our civilization is an accumulation of the progress of man. Progress is the path to a goal which is never fully attained but one for which we continue to strive for through loyalty and service.

Will you pledge yourself to this ideal of Pi Omega Pi? Will you continue to walk the path of progress? If so, answer: "I promise so to do."

*Prokope - pro' ko pay

President

You have been conducted up the path of the lightning which symbolizes progress. You have been taught the meaning of our name, Loyalty, Service, and Progress. You have pledged yourself to maintain and uphold these ideals in your daily life as a student and as a teacher.

Our pin is shaped as a shield, reminding us of the strength to be gained from unity of purpose. On the pin is the lamp of scholarship, the symbol of the true student. Across the face of the pin is emblazoned the lightning which symbolizes the path of progress. The Greek letters Pi Omega Pi are representative of our motto, "Pistis, Ophelia, Prokope"—Loyalty, Service, Progress.

Our colors are blue, silver, and gold; blue for Loyalty, silver for Service, and gold for Progress.

Our flower is the red rose—our constant reminder of the sacrifices made by others for us and of our pledge to serve mankind. Dedicate your life as a student and a teacher to the ideals of Loyalty, Service, and Progress; and you will reflect credit on Pi Omega Pi.

Are you ready to take the final pledge that will make you a member of Pi Omega Pi, a pledge to be loyal to _____ Chapter, to serve mankind to the best of your ability, and thus to strive to realize our goal of progress? If so, raise your right hand and repeat after me:

I do solemnly pledge / that I will be loyal to _____ Chapter / and that I will serve mankind / to the best of my ability. / I promise on my honor / to abide by the National Constitution and Bylaws / and to uphold the principles / that bind this Society together.

Welcome to _____ Chapter!

Prepare this page for new members to sign. Use your chapter local ritual number for each member. If this is not known, contact the National Secretary-Treasurer. Have new members sign in alphabetical order with each initiation class. A new page can be created for each initiation ceremony or a continuous one as shown below.

PI OMEGA PI PLEDGE

I do solemnly pledge that I will be loyal to _____ Chapter and that I will serve mankind to the best of my ability. I promise on my honor to abide by the National Constitution and Bylaws and to uphold the principles that bind this Society together.

October 23, 2008

436.

437.

438.

439.

February 18, 2009

440.

441.

442.

443.

October 16, 2009

444.

445.

INSTALLATION OF OFFICERS SERVICE

The following installation of Chapter officers is suggested. Chapters can adapt to fit the officers elected and the manner in which they are elected.

Materials needed for the installation can include

- Table
- Chairs, two for each office
- Gavel
- Installation scripts
- Secretary's Book
- Treasurer's Book
- Historian/Reporter's records
- Copy of *Here and There*

At the opening of the service the retiring and new officers should be seated in their respective places in the two semicircles. The retiring president should be seated behind the table and begin the ceremony by addressing chapter members and retiring officers. As the president calls, each retiring officer rises, he/she escorts his/her successor to the table, faces him/her and proceeds with the installation. After the installation, he/she escorts the new officer to a chair in the first semicircle while the retiring officer takes the chair immediately behind.

In the event that a retiring officer is being installed to a new office, the service should be followed in order. For example, if the retiring historian is the new secretary, he/she should install the new historian and then take his/her place as the new secretary. If the retiring vice-president is the new treasurer, he/she should be installed as treasurer and then install his/her successor.

By the end of the service, the new officers should all be seated in the inner semicircle, and the retiring officers should be seated behind them. The president should be seated during the installation of all officers with the exception of the new president. As he/she is installed, the new president should be seated to the left of the retiring president.

Ceremony Procedure

Retiring President: (Addressing the members) Each year, at the time of the installation of the new officers for Pi Omega Pi, those of us who are retiring from a year of service to _____ Chapter do so thankfully, yet regretfully. We are glad our term of office is at an end in that the responsibilities of our offices are to be assumed by our successors. We can only hope that we have contributed in some measure to the progress of the chapter and ask for our successors the full support of each individual whose name is registered on our membership roll.

(Addressing the retiring officers) On behalf of _____ Chapter of Pi Omega Pi, I wish to express to each of you the gratitude and appreciation of the chapter for the manner in which you have carried on the activities of the Society.

The historian/reporter has faithfully and conscientiously kept the record of the activities of the chapter.

The treasurer's books are accurate and in order. Our finances have been well cared for.

The minutes of our business meetings have been carefully recorded and our correspondence has been promptly dispatched. The secretary can well be proud of the year's work.

The vice-president has discharged well the duties of assisting the president in planning the programs.

May I add my personal thanks and appreciation for the cooperation and assistance you have given me as president. We will now proceed with the installation of officers.

Retiring President: Historian/Reporter (new Historian/Reporter comes forward with retiring one)

Retiring Historian/Reporter: To you has been entrusted the duty of keeping the permanent records of _____ Chapter of Pi Omega Pi. As historian, you are to keep a full and complete history of the activities of the chapter, which will be a part of the permanent records of the Society. You are responsible for sending to the National Secretary-Treasurer a yearly report of the activities of the chapter. You contribute news items to the *Here and There*. I present you the records of _____ Chapter. They are your responsibility.

Retiring President: Treasurer (new Treasurer comes forward with retiring one)

Retiring Treasurer: I surrender to you the records of the finances of _____ Chapter. As treasurer you will receive and take charge of all money. You will pay all bills as authorized by the chapter. You will keep proper books of account and report regularly at Society meetings. You are responsible for seeing that the dues are forwarded to the National Secretary-Treasurer. Your books must be ready for inspection at any regular business meeting and for an audit at the end of the year.

Retiring President: Secretary (new Secretary comes forward with retiring one)

Retiring Secretary: Your principal duty will be to keep the minutes of all Chapter meetings. You will notify all currently enrolled members of meetings and keep accurate records of their attendance. You will conduct the general correspondence of the chapter and keep copies of all important papers and letters pertaining to the Chapter. I present you the record book of the chapter's business meetings and the official membership roll. You are responsible to the chapter for these records.

Retiring President: Vice-President (new Vice President comes forward with retiring one)

Retiring Vice-President: As vice-president, you are the chief assistant to the president. In the absence of the president, you will assume the duties of that office.

Retiring President: Will the sponsor please present the new president of _____ Chapter for installation. (new President comes forward with Sponsor)

As executive officer of this chapter, you have the greatest responsibility of any of the officers. The progress made by the chapter depends chiefly on your leadership. As president you will preside at all meetings of the chapter. It is your duty to uphold the National Constitution and enforce all Bylaws. You will be an ex-officio member of all committees. You will assume a three-fold responsibility: first, that of leading the chapter members to realize more fully our ideal of loyalty to our school, our profession, and our country; second, through your leadership, the ideal of service should be more nearly realized than ever before; and third, on the progress made by the chapter under your direction depends the future progress of _____ Chapter of Pi Omega Pi. It is an honor to declare you and the other newly elected officers duly installed for the school year.

LOCAL CHAPTER PROCEDURES

Local chapter bylaws must be written by the local chapter and approved by the National Council before the local chapter is installed. Any change in the local chapter bylaws, thereafter, must be approved by the National Council. The content of the local chapter bylaws must conform to that of the National Constitution and Bylaws. Naturally, modifications need to be made in terms of the local situation. A copy of the local chapter bylaws must be placed in the chapter file kept by the National President.

Each local chapter is required to make reports to National Council members who request them. National Council members indicate the form that reports are to take and the manner in which reports are to be made. Regular reports to be made by the local chapters to the National Council members are:

1. National dues are to be sent to the National Secretary-Treasurer within ten days of the date of initiation. Also included with the dues is the report of new members.
5. Four chapter activity news reports are to be sent to the National Editor(s). Four articles can be sent as well. These will be published in the quarterly *Here and There*, which is published on the national home page.
6. The National Secretary-Treasurer report is due by January 31 of each year, giving a complete report of the activities of the chapter between January 1 and December 31 of the preceding year.
7. A report of the chapter projects and publications completed each year between January 1 and December 31 of the preceding year should be sent by January 31 to the judges for the National Chapter Award Competition.

Sources of Chapter materials

1. Copies of the initiation service and the installation of officers are in *The National Handbook*, which is mailed to each chapter after a recent revision. Copies are available from the national web page, also.
2. Forms for reporting new members and submitting dues are available from the National Secretary-Treasurer.
3. *Here and There* activity reports and articles are submitted to the Editor(s) through the national web page.
4. The National Secretary-Treasurer mails the format for that report to local chapters.
5. The National President provides information on the national competition to local chapters.

6. The President-Elect provides convention registration during the Biennial Convention year to chapters. During the “off year,” the President-Elect provides information at the Pi Omega Pi Breakfast held at the NBEA Convention.

Local chapter officers will perform their duties as specified in the local chapter bylaws and will keep such chapter records as are appropriate to their offices. A suggested list of records is:

- *The National Handbook*
- Membership record showing date of initiation and national and local ritual numbers for past and current members (will need national ritual numbers to register members for Biennial Convention)
- Member Initiation Ceremony Script
- Installation of Officers Script
- Correspondence with National Council members
- National Convention reports, instructions, information, minutes
- Copies of *Here and There* printed from national web page
- Information on faculty and associate members
- Alumni file of names and addresses (permanent)
- Chapter officers
- Chapter committees
- Information to share at Prospective Member Meeting
- Copies of local publications
- Secretary's minutes in continuous form
- Treasurer's books
- Scrapbook of pictures

Each chapter is encouraged to conduct such activities as are desirable and appropriate for attaining its objectives.

Each chapter will determine its practices relative to chapter jewelry. The National Council, however, urges each chapter to encourage its members to purchase Pi Omega Pi jewelry at the time of initiation. Prices and methods of ordering can be secured by contacting the National Secretary-Treasurer or official jeweler.

Awards Concepts, Inc.
110 South 11th Avenue
St. Charles, IL 60174
1-800-659-7801
630-513-7809 - FAX

Honor cords for members to wear during graduation ceremonies are available for purchase. Prices and methods of ordering can be secured by contacting the National Secretary-Treasurer or official vendor:

Schoen Trimming and Cord Co. Inc.
151 West 25th Street
New York, NY 10001
1-877-827-7357
212-924-4945 – FAX

Pi Omega Pi Chapter Suggested Program of Work

<i>Month</i>	<i>Activities</i>	<i>Points Towards National Competition</i>
January	January 1 – Pi Omega Pi year begins	
	Begin Membership Recruitment Efforts- contact Registrar’s Office for prospective members who are eligible for membership; plan prospective member meeting and Initiation Ceremony	
	If Biennial Convention year, submit hotel registration and NBEA convention registration. Submit POP convention registration form by deadline; convention in odd years – 2009, 2011, etc. OR Submit registration forms for attending NBEA Convention and POP Breakfast during even years 2008, 2010, etc.	5 points for sending in POP registration to President-Elect by deadline
	Plan projects for year: Local, Community, National and Publication	
	Assign four members to write <i>Here and There</i> articles. Chapter Reporter responsible for activity reports for <i>Here and There</i> .	
February	February 1 - <i>Here and There</i> article and activity report due	7 points article 3 points activity report
	Celebrate “Career and Technical Week” (usually 2 nd week in February)	
	Initiation Ceremony – submit New Member form to National Secretary-Treasurer with dues no later than 10 days after Initiation	5 points for Initiation Ceremony; initiation of new members needed to remain of “active” chapter standing
March	Begin Local Chapter project	10 points
	Help with local high school business/FBLA/DECA/BPA contests	
	Practice presentation for National Convention and/or other conferences. Present on campus, to business education groups, FBLA/DECA/BPA chapters or service groups for feedback	

Month	Activities	Points Towards National Competition
April	April 1 – <i>Here and There</i> article and activity report due	7 points article 3 points activity report
	Attend Biennial Pi Omega Pi Convention held with NBEA Convention in odd years – 2009, 2011, etc. OR Attend POP Breakfast on Friday of the NBEA convention in even years 2006, 2008, etc. (Some years it is in late March; it’s always Easter/Holy Week)	5 points for attending Convention; chapters need to attend convention to remain of “active” chapter standing. OR Credit given, but no points, for chapters attending Pi Omega Pi Breakfast; attendance needed at breakfast to remain of “active” chapter standing
	Elect officers for following academic year	
	Hold annual Chapter awards banquet/social for end of school year	
Summer Break, May-August		
September	Begin membership Recruitment Efforts; contact Registrar’s Office for prospective members who are eligible for membership; plan prospective member meeting and Initiation Ceremony	
	Install Officers	
	Assign Chapter Secretary to collect data for Chapter Activities Report due to National Secretary-Treasurer for competition year ending January 31	15 points
	Begin National Project	30 points
October	October 1 – <i>Here and There</i> article and activity report due	7 points article 3 points activity report

Month	Activities	Points Towards National Competition
October	Plan fund raising activities for year	
	Initiation Ceremony – submit New Member form to National Secretary-Treasurer with dues no later than 10 days after Initiation	5 points for Initiation Ceremony; initiation of new members needed to remain of “active” chapter standing
	Begin Community Service Project	15 points
	Plan for a panel of “rookie” business teachers or experienced business teachers as a chapter activity or program for meeting; excellent opportunity to hear suggestions “from the trenches”	
November	Celebrate and promote “Business Month;” posters and activity suggestions available from NBEA/ACTE	
	Begin work on Publication and its report	25 points
	Work on Chapter reports – assign committees or individuals to be responsible for each report; have drafts due to sponsor by specified date. If individuals are attending Biennial Convention, then this work should be responsibility of those attending.	
	Submit proposal for chapter members to present a Pi Omega Pi concurrent session for Biennial Convention (held in odd years, 2009, 2011, etc)	
December	December 1 – <i>Here and There</i> article and activity report due	7 points article 3 points activity report
December 31 Pi Omega Pi competition year ends!		
	Chapter Social for holiday	
	Pi Omega Pi year ends	

INSTRUCTIONS FOR SUBMITTING REPORT OF NEW MEMBERS

After each local initiation, a report of the new members initiated into Pi Omega Pi should be submitted to the National Secretary-Treasurer within 10 days after the local initiation.

- Each report should be accompanied by a check or money for dues. The current dues amount will be listed on the national web page.
- Each report should list the name of the local chapter, the location of the chapter, the name of the sponsor, and the date that the initiation was held.
- Retain a copy for the local chapter files, so that a record of the local ritual numbers is maintained.
- The local ritual numbers should be consecutive on each report. The National Secretary-Treasurer will check this item by checking the last local ritual number assigned on the preceding Report of New Members submitted by the chapter.

If the report is completed properly, membership certificates will be prepared and returned to the local chapter to distribute to new members. Chapters should record the national ritual numbers on the Chapter's copy of the Report of New Members. This national ritual number is needed to register members for the Biennial Convention. The names of the new members will also be entered into the permanent membership ledger, which is maintained by the National Secretary-Treasurer. If there is any discrepancy on the report, membership certificates cannot be processed until the discrepancy is cleared.

Common errors found on Reports of New Members include:

- Local ritual numbers do not match those of the National Secretary-Treasurer's records.
- Reports are submitted later than ten days after the initiation.
- The sponsor's name and/or initiation date are omitted.
- Proper approval is not obtained for initiation of honorary members other than faculty.
- Faculty members who are already members of Pi Omega Pi have been reinitiated.
- The report is not submitted on the proper form. Use the forms supplied by the National Secretary-Treasurer only until the dates specified on them. If you do not have the correctly dated forms, write or call the National Secretary-Treasurer for more.

Check the national web page for the current National Secretary-Treasurer's name and contact information.

INSTRUCTIONS FOR SUBMITTING ARTICLES AND ACTIVITY

REPORTS TO *Here And There*

The newsletter, *Here and There*, is published quarterly during the year by the National Editor. The local chapter should submit articles and chapter news reports for publication. The newsletter is distributed electronically from the national web page.

The newsletter is a medium by which the National Council members can disseminate plans and instructions to local chapters. It also serves as a chapter exchange of activities and a forum for student writings.

Forms for submitting chapter news reports and articles to *Here and There* may be obtained from the national web page. Use the forms supplied by the National Editor only until the dates specified on them. Deadlines for submitting items are:

- February 1
- April 1
- October 1
- December 1

Check the national web page for the current National Editor's name and contact information.

INSTRUCTIONS FOR SUBMITTING CHAPTER ACTIVITIES REPORTS

The National Secretary-Treasurer requests annually from each Chapter a report that is due January 31. The report describes the activities of the chapter between January 1 and December 31 of the preceding year.

National Secretary-Treasurer awards points for the timely submission of the activities report. Proofreading, grammar and punctuation correctness, depth of description, and quality of activities may affect the number of points awarded.

Use the template supplied by the National Secretary-Treasurer sent annually to chapters.

Check the national web page for the current National Secretary-Treasurer's name and contact information.

NATIONAL CHAPTER AWARD COMPETITION GUIDELINES

The National Chapter Award competition was first put into action in the fall of 1951.

Explanation of the National Chapter Award Competition

The award will be in the form of a permanent plaque given to the Chapter. This plaque will be awarded annually to the chapter obtaining the most points in the National Chapter Award competition. A certificate will be given to each of the other Top Ten chapters receiving the highest number of points. The competitive year will be from January 1 through December 31.

The award is to be presented before the end of the current academic year so that the participants may receive recognition while in school. In successive years, the previous year's first place chapter, in cooperation with the National Council, will determine the Top Ten chapters. A member of the National Council will present the award.

The National President will serve as chair for operation of the competition. An annual written report of the points awarded each chapter will be made by the President and sent to all chapters indicating their ratings for the competition year.

Bases of the Points

Annual reports that earn points for Chapters include:

Report of New Members - 5 points for each Report of New Members following an initiation; maximum of 10 points regardless of the number of initiations.

Chapter Activities Report - maximum of 15 points for the Chapter Activities Report with a postmark of January 31.

Here and There Submission - maximum of 40 points - 12 points for submission of chapter news reports and 28 points for submission of articles. The breakdown of the 40 points is: 3 points for each chapter news report submitted on time with news and 7 points for each article submitted on time. Deadlines for submissions to *Here and There* are February 1, April 1, October 1, and December 1.

Convention Pre-registration - maximum of 5 points each year. The pre-registration earns 5 points for each chapter submitting the Pi Omega Pi pre-registration forms by the deadline set by the President-Elect. In the next competition year, 5 points is awarded each Chapter that sends student voting delegates to that convention.

Special Projects - Prompt responses to requests for information from National Council members (providing the same request is made of all chapters) will be awarded points. The tabulation of points will be made by each officer and forwarded to the President for compilation of the final point standings. Only responses and reports received within prescribed deadlines will be considered for points. A maximum of 5 points for each specially requested report may also be received. These special reports, which must be requested of all chapters, are not standard reports

and are only requested as needed. Officers requesting these special reports will determine points awarded and deadlines for submission.

Reports to the Judging Chapter - must be postmarked on/before January 31.

Project Reports - maximum of 50 points on maximum of three projects - one national project, one community project, and one local project. Criteria and scoring guides for each project will be sent to Chapters annually.

- National Project—maximum of 25 points. This type of project will make a contribution to business education and/or Pi Omega Pi on a nationwide basis. A copy of the project report will be sent to the judging chapter only.
- Community Project—maximum of 15 points. This type of project will make a contribution to business education in the state or region where your school is located.
- Local Project—maximum of 10 points. This type of project will make a contribution to your own chapter or the business education department of your college or university.
- Publication Report—maximum of 30 points. Publications such as newsletters, directories, and web pages will be assigned points based on the effort put forth, quality, value, organization, appearance, and content. Publication reports based on *Here and There* articles will not be considered for points.

PROCEDURE FOR SELECTION OF NATIONAL COUNCIL MEMBERS

The National President of Pi Omega Pi in cooperation with other members of the National Council appoints three sponsors as a nominating committee to present a slate of officers to serve Pi Omega Pi for the next biennium. The nomination procedure is:

- The chair of the committee secures nominations and suggestions from the sponsors and chapters before the National Convention.
- The committee then completes its selection of a slate of officers and sends this slate to the chapters before the National Convention.
- The slate is officially presented at the National Convention. Provisions are made for nominations from the floor. Voting is done at this time.

All officers must be members of Pi Omega Pi and must be located on the campus of an active chapter. Officers, except for the Student Representative, must be chapter sponsors. The National President must be a former member of the National Council.

Suggestions may be made for particular offices or names may be presented for nomination without specifying the office. The nomination must include a resume of the nominee as well as a completed nomination form showing information about the background and experience of the nominee, which would qualify him/her to be a member of the National Council. National Council members will serve a two-year period without compensation. A travel stipend to the annual National Council meeting is awarded each member.

The officers nominated and their major duties are:

President - Supervise activities of the National Council, plan all business meetings, direct publicity, and preside at meetings. Administer the National Chapter Award competition, update *This is Your Society*, serve as chair of the Nominating Committee, answer all inquiries about the installation of new chapters, and distribute updated copies of *The National Handbook* to chapters.

President-Elect - Supervise special projects, assist the President, and make arrangements for the National Convention.

Secretary-Treasurer - Keep minutes of all national council meetings and national conventions, summarize annual reports from chapters, and maintain a history of the Society. Handle all money, keep membership records, and pay bills.

Editor(s) - Prepare the quarterly newsletter.

Student Representative – Assist the Editor(s) with the publication of the *Here and There* and attend all national council meetings. The student representative will also give greetings at the annual NBEA convention and announce the Top Ten Chapters. The Student Representative's travel expenses to conventions are paid for by the Society according to procedures established by the National Council.

PROCEDURE FOR SELECTION OF THE NATIONAL STUDENT REPRESENTATIVE

Term of Office

The term of the Student Representative is two years, the same term as other members of the National Council. If the Student Representative is unable to serve the entire term, the office will be filled by the same procedures as other vacancies on the National Council. Another student will be appointed by the President with the approval of the majority of the National Council.

Eligibility

A nominee for Student Representative must be an active member of Pi Omega Pi at the time of the National Convention.

Method of Nomination

Each chapter may present the nomination of one student to the nominating committee preceding a National Convention. Nominations must include a resume of the nominee as well as a completed nomination form showing occupational plans, the expected date of graduation (month, year), and other qualifications specified by the National Council. The President will send the nomination forms for Student Representative to all Chapters.

The nominating committee will select no more than five nominees who it believes are best suited to the office and will notify the chapters before the National Convention of its nominations.

Election

The election of the Student Representative will take place at the same time as the election of the other National Council members. The candidate with the highest number of votes will be declared elected. Each chapter has two votes.

Duties

The duties of the Student Representative are to assist the Editor(s) with the publication of the *Here and There* and attend all national council meetings. The student representative will also give greetings at the annual NBEA convention and announce the Top Ten Chapters. The Student Representative's travel expenses to conventions are paid for by the Society according to policies established by the National Council.