

# PI OMEGA PI

## *THE HANDBOOK OF OFFICERS' DUTIES*



**Updated February 2009**

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## FOREWORD

Duties and responsibilities of the National Council members are numerous and involve a great amount of effort and consideration. The duties and responsibilities are detailed here to guide each National Council officer. They also serve as a source of information for all officers as they move into new officer positions.

Officers are elected at the National Convention. They then assume their new positions **immediately** following the National Convention for a two-year term.

Duties and responsibilities may change according to the varying needs and demands of Pi Omega Pi. This set of duties is updated by the President regularly to reflect the changes which may occur. Each officer has an obligation to review and recommend changes to the President.

## **PRESIDENT'S DUTIES**

National Bylaws of Pi Omega Pi, Article III, Section 2a

The duties of the President will be to preside at the National Convention or to appoint someone to preside; to preside at National Council meetings, to call National Council meetings when advisable; and to guide, direct, and coordinate the work of the National Council. The President will direct the publicity, except for new chapters, in major business education magazines. The President will administer the National Chapter Award competition, update *This is Your Society*, serve as chair of the Nominating committee, answer all official inquiries regarding new Chapters, direct all organization and installation activities of new chapters, reorganize inactive chapters, and distribute an updated *The National Handbook* to chapters.

1. Specific convention duties:
  - a. Convene the National Convention; preside at the National Convention with the Student Representative.
  - b. Meet, as scheduled by the President-Elect, with small groups of the official delegates from each chapter to secure from them their suggestions for improving Pi Omega Pi.
2. Six months before the National Convention, appoint two sponsors from active chapters to serve with the President on the nominating committee. The nominating committee, chaired by the President, will solicit nominations for Student Representative and for National Council positions. Article III, Section 1, of the National Bylaws lists the nomination guidelines.
3. Six months before the National Convention, write to chapters, with copies sent to NABTE representatives, that have missed three consecutive conventions and/or that have not initiated new members for three consecutive years. Inform them Article III, Section 3, specifies that:

A chapter will be considered inactive for either of the following reasons:

  - a. Not reporting the initiation of new members for three consecutive years.
  - b. Not sending a chapter representative (student delegate, sponsor, alumni member) to three consecutive Biennial Pi Omega Pi Conventions.
4. Notify, by certified mail with return receipt, the sponsor of each chapter which has been declared inactive by official action of the National Council. Send copies of the letter to the college or school dean and the president of the college or university.

5. Personally notify the sponsor of the first-place chapter of the National Chapter Award competition after the approval of the point presentation at the National Council meeting. Then, arrange to present to the first-place chapter, or have another National Council member, present the permanent plaque the chapter keeps.
6. Two months before the National Convention notify all chapters of any proposed changes in the National Constitution or the National Bylaws. (See Article X in the National Constitution and Article VI in the National Bylaws).
7. Receive from the Secretary Treasurer a copy of the bonding policy.
8. Immediately on taking office prepare a current letterhead paper with the names of the new National Council members and distribute to each officer.
9. Distribute to each National Council member, as appropriate, a copy of each notice going to all chapters.
10. Send letters of congratulations to all new chapters.
11. Send letters of congratulations to the Top Ten chapters after announcement of their achievement.
12. Approve vouchers submitted by members of the National Council and forward them promptly to the Secretary-Treasurer for payment.
13. Sign and forward membership certificates to the Secretary-Treasurer as requested.
14. Each fall send a letter of greetings to all chapters and indicate report deadlines for all reports.
15. Attend meetings of the ACHS (Association of College Honor Societies) during your term of office or appoint a National Council member to represent the Society.
16. Before the National Convention prepare Golden Certificate Awards for chapters active for 50+ years; and Distinguished Services Awards for sponsors with 5, 10, 15, 20, 25, 30, etc., years of service.
17. At the National Convention pass on the gavel to the incoming President.
18. Before the NBEA Convention obtain a room reservation for the National Council's meeting at the NBEA Convention.
19. Before the NBEA Convention arrange for the Student Representative to be on the NBEA Saturday program to give words of greetings and to announce the Top Ten chapters in the National Chapter Award competition.

20. By September 1, prepare and mail to all active chapters the information necessary for participating in the National Chapter Award competition.
  - a. A letter giving explicit information about the procedures for participating.
  - b. Regulations governing the National Chapter Award competition.
  - c. Suggested format for writing the National Chapter Award projects.
21. Inform the previous year's first-place chapter on the procedures for judging the National Chapter Award projects. Include information about the:
  - a. Routine for reviewing and judging the projects, publications, and scoring.
  - b. Scoring procedures which allow a maximum of 50 points for up to 3 project reports and a maximum of 30 points for publications.
  - c. Submission of a copy of each of the project and publication evaluation forms.
22. Inform the judging chapter to bring all the chapter reports and publications to be displayed at the next National Convention or the NBEA/Pi Omega Pi Breakfast. A summary sheet of the points awarded for the project reports and publications is to be sent to each chapter submitting these items.
23. Before the National Council meeting, obtain points from reports requested by all National Council officers and the judging chapter and compile them into a final report to be presented at the National Council meeting.
24. Take to the National Council meeting sufficient National Chapter Award competition certificates so that they may be signed by the National Council members.
25. Have individual certificates prepared and sent to the Top Ten chapters with letters of congratulations.
26. Arrange to have a permanent plaque made for the first-place chapter. If possible, a National Council member should present the permanent plaque to the first-place chapter.
27. Send to all chapters a copy of the National Chapter Award competition point report with a letter encouraging participation in the next competition year.
28. After each National Convention, update the Society's information booklet, *This Is Your Society*. Each fall, distribute copies to each chapter.

29. Update *The Handbook of Officers' Duties*, and see that a copy is available for each new National Council member.
30. Serve as chair of the nominating committee, and prepare a report for the National Convention.
31. By October 1, send letters to all chapters soliciting nominations for the Student Representative and other National Council officers according to Article III, Section 1A and 1B, of the National Bylaws.
32. Mail any point roster for chapters to each National Council officer.
33. Promote new chapters at leading business/teacher education colleges and universities. Promotion of new chapters should be limited to fully accredited colleges and universities. (See Article III of the National Constitution of Pi Omega Pi).
34. Answer all inquiries regarding new chapters and assist in the installation of new chapters.
35. Assist chapters that, because of low membership or other reasons, are having difficulty maintaining active status.
36. Assist in reactivating or reorganizing inactive chapters.
37. Keep *The National Handbook* up to date by sending revised pages as necessary to all chapters after each National Convention.
38. Send letters to chapter that have not reported initiations, have not attended National Conventions, or have not submitted reports for judging to determine their status and offer suggestions or assistance for reactivating.
39. Attend all National Council meetings.
40. Mail any point roster for chapters to each National Council officer.
41. Before sending the files of the office to the new officer, review the materials, discarding anything that does not have historical value.

## **PRESIDENT-ELECT DUTIES**

National Bylaws of Pi Omega Pi, Article III, Section 2b

The duties of the President-Elect will be to perform the duties of the President in the absence of the President or at such times as the President may direct. The President-Elect will be in charge of all local arrangements for the National Convention and will be responsible for other specific assignments made by the National Council.

1. Perform the duties of the President in the absence of the President or at such times as the President may direct.
2. Attend all National Council meetings.
3. Mail any point rosters for chapters to each National Council member.
4. Plan the Pi Omega Pi breakfast at the NBEA Convention in even years.
5. Suggest a discussion of National Convention times and places for the agenda of National Council meetings. The selection of dates and place for the National Convention will be based on the convention dates and sites of the National Business Education Association.
6. Pre-convention duties:
  - a. At the National Council meeting following the National Convention, lead a discussion on the general plans for the next convention.
  - b. Conduct site visitations utilizing hotel accommodation and convention requirement worksheets with the NBEA Planning Committee.
  - c. Work with the Student Representative in developing ideas for speakers, topics, program format, activities, and other items for the National Convention.
  - d. Plan hotel accommodations and costs from NBEA to disseminate among chapters.
  - e. Disseminate convention registration costs for both conventions among chapters and past Council members and past student representatives.
  - f. Chapter Presentations: Solicit presentation proposals from chapters.
  - g. Prepare and acquire materials for a pre-registration mailing. Prepare pre-registration forms, 1<sup>st</sup> and 2<sup>nd</sup> Official Delegate forms, and an appropriate



cover memo. Acquire other information to help “sell” attending the convention.

- h. During December before the National Convention mail pre-registration materials to chapters, National Council members, Honorary members, Past Presidents, and Past Student Representatives with the deadline for the return of completed materials approximately one month before the convention.
- i. Prepare name tags for the National Convention participants.
- j. Check the supply of name tag holders and ribbons for delegates, sponsors, Past Presidents, and National Council members; order if the supply needs replenishing.
- k. Prepare the Convention Handbook to include (but not limited to) the program, minutes of the last National Convention, and a copy of the National Constitution and Bylaws.
- l. Prepare programs for meals and evaluation forms.
- m. After the registration deadline, check the certification of each delegate as an official member of Pi Omega Pi with the Secretary-Treasurer.
- n. Work with the Student Representative for input where possible. Have the Student Representative contact the Top 5 chapters of the preceding year, requesting a summary of their activities.
- o. Prepare a roster of members attending with chapters. Include this information in the Convention Handbook, if possible.
- p. Order the Participation Award plaque to be awarded at the National Convention.
- q. Order plaques for outgoing President, other outgoing Council members, and the Student Representative to be awarded at the National Convention.

7. At-site convention duties:

- a. The day before the beginning of the National Convention arrive at the hotel to check all arrangements.
- b. Lead a short discussion of the National Convention during the National Council meeting preceding the opening of the National Convention registration.

- c. Carry out and supervise registration tasks, including checking participants against the registration list; providing folders, name tags, ribbons, Convention Handbooks, and other materials; and registering walk-in chapter delegates and others.
- d. Maintain contact with NBEA personnel for having rooms set up as needed, solving problems, and discussing other matters related to the National Convention.
- e. After the delegates are registered, determine which chapter receives the Participation Award. Multiply the number of convention participants from a chapter by mileage traveled. Present the Participation Award plaque to the chapter during the last day of the National Convention.
- f. Present plaques to outgoing Council members and the Student Representative.
- g. Provide announcements at the meetings as needed and encourage completion of the evaluation forms.

8. Post-convention duties:

- a. Send thank-you letters as needed.
- b. At the National Council meeting following the National Convention, present an evaluation report based on a tabulation of the evaluation forms.
- c. Mail copies of the Convention Handbook to active chapters that did not attend the National Convention with a cover letter encouraging attendance at the next convention.
- d. Determine the 5 points for pre-registration for the convention to be awarded in the current competition year. Points awarded for submitting registration forms for the National Convention on time and in the proper format.
- e. Award 5 points for attending the convention in the next competition year. Send the report on points to the Past President and the chapters in the next competition year.
- f. Send a copy of the Convention Handbook to the National Archives of Pi Omega Pi, Bowling Green State University, Bowling Green, Ohio.
- g. Before sending the electronic and print files of the office to the new officer, review the materials, discarding anything that does not have historical value.

## SECRETARY-TREASURER'S DUTIES

National Bylaws of Pi Omega Pi, Article III, Section 2c

The duties of the Secretary-Treasurer will be to secure an annual Chapter Activities Report from each active chapter and keep minutes of all national Council meetings and National Conventions. Minutes of National Conventions will be given to all chapters. Minutes of National Council meetings will be sent to all National Council members. The Secretary-Treasurer will receive national dues, to keep adequate records of receipts and disbursements, and to make annual reports to the chapters. Membership reports will also be made as required by the National Council. All payments will be made by check on authorization of the National Council. All matters relating to jewelry will be handled by the Secretary-Treasurer. The Secretary-Treasurer will be responsible for keeping the National Council up to date on chapter sponsors.

1. Keep accurate records of each National Council meeting and each National Convention. Send minutes of National Council meetings to all National Council members as soon after the meetings as possible. Send copies of the National Convention minutes to all National Council members; and when requested by the President-Elect, send minutes to be included in the Convention Handbook.
2. Chapter Activities Reports:
  - a. In September send a letter and a report-preparation guide to each chapter and request a Chapter Activities Report.
  - b. Store Chapter Activities Reports for two years.
  - c. Prepare a report showing points awarded to each chapter for the Chapter Activities Report. A maximum of 15 points may be awarded at the discretion of the Secretary-Treasurer. Send a copy of the point-distribution report to each chapter and to each National Council member.
  - d. By February 15, send a copy of the report to the Past President of the National Council.
3. Update or arrange to have the national history of Pi Omega Pi updated as directed by the National Council.
4. Maintain permanent records electronically and in print form. Transfer secretary-treasurer records in both electronic and print form to the National Archives.

5. Maintain a file of *Here and There* for periodic transfer to the National Archives at:  
Center for Archival Collections  
Bowling Green State University  
Bowling Green, OH 43403  
419-372-2411  
<http://www.bgsu.edu/colleges/library/cac/search.html>
6. Attend all National Council meetings.
7. Send any point rosters for chapters to each National Council officer.
8. Before sending the print and electronic files of the office to the new officer, review the materials, discarding anything that does not have historical value.
9. Immediately upon taking office, print and save to a backup medium the following forms:
  - a. Chapter Information Updates. One copy should be sent to each chapter electronically to request data on chapter and sponsor(s).
  - b. Report of New Members. One copy should be sent to each chapter electronically.
  - c. Acknowledgment of Report of New Members.
  - d. Voucher for Expense Records.
10. Open a checking account and have at least a minimum order of 200 organizational-sized checks printed.
11. Maintain a minimum balance of at least \$3,000 in the checking account. Invest any excess cash in a savings account or other investment (CD) as directed by the National Council.
12. Be bonded for an amount approved by the National Council and send the President a copy of the bonding policy.
13. Open a set of books and maintain a cash receipts journal, a cash payments journal, and a savings journal. Use an application software package such as Quicken to maintain financial receipts and payments.
14. Pay all bills after they have been approved for payment by the President. Record payments in the cash payments journal.
15. Collect and record interest on investments in the savings journal.

16. At the end of even years, have the books audited/reviewed. Submit a copy of the report, along with an annual Secretary-Treasurer's report, to the National Council at its meeting. At the end of the odd years, prepare an annual Secretary-Treasurer's report to be included in the Convention Handbook.
17. By September 1, send Chapter Information Updates to all chapters, Past Presidents, Past Student Representatives, and Honorary Members.
18. Prepare mailing list of all active chapters, probationary chapters, National Council members, Past Presidents, Past Student Representatives, and Honorary Members. By October 1 send the latest mailing list to the National Council. Send sets of the mailing labels to members of the National Council when requested.
19. Bring a copy of the latest mailing list for each Council member to each National Council meeting.
20. At the National Council meeting each year, provide the National Council with a list of the chapters that have not initiated for three years or more and the dates of their last initiations.
21. Processing of Report of New Members:
  - a. Record the checks in the cash receipts journal.
  - b. Deposit the checks and enter the deposit on the check stub.
  - c. Prepare a membership certificate for each member reported. Impress each certificate with the Society seal.
  - d. Record the certificate numbers on the Report of New Members in the column indicated.
  - e. Record the ritual number, certificate number, date of initiation, and name of each new member reported in the initiation database.
22. At the end of each initiation period, append the initiation database records into each individual chapter's database. File and then print a hardcopy of each chapter's historical initiation file to be added to the comprehensive membership list.
23. By February 15, determine annually the points awarded for initiations for each chapter, and send the initiation report to all chapters and to the President.
24. When information is received from IRS, make corrections on the form and return within 30 days.
25. Respond as necessary with all chapters regarding financial and membership matters.

26. Before the National Convention, the President-Elect will send a list of official delegates to the convention. The names of these delegates must be verified with the Chapter Card File to determine whether the named delegates are official members of Pi Omega Pi. Contact the President-Elect if any of the delegates are not listed in the Chapter database.
27. Give no refunds of registration fees or any other fees listed on the convention registration form after the date specified on the registration form, unless so ordered by the National Council.
28. During the National Convention, assist the President-Elect in running the registration desk.
29. During the National Convention, write checks for chapter travel reimbursement and other disbursements approved by the National Council.
30. Because of the value of the Secretary-Treasurer's records, carry them by hand to the incoming Secretary-Treasurer.

## EDITOR'S DUTIES

National Bylaws of Pi Omega Pi, Article III, Section 2d:

The duty of the Editor(s) will be to publish the newsletter, *Here and There*.

The newsletter should be published four times each year in October, December, February, and April. Each issue should contain chapter news items and articles when available. Supply a suggested guide to be used for format of articles submitted. Approximately two weeks before each submission deadline, send a reminder by email to chapter sponsors.

1. Secure from the National Treasurer the chapter sponsors' names and email addresses by September 15.
2. Produce *Here and There* in .pdf format and publish on the National web page.
3. Retain two printed copies of each issue of *Here and There* for the Editor's file. Also keep a copy of the document on a disk for at least two years.
4. Award points for chapter news reports received on or before February 1, April 1, October 1, and December 1. Points should be awarded as follows: 3 points for news reports submitted on time and 0 points for reports not submitted or submitted late. Partial credit may be awarded at the discretion of the Editor. A maximum of 12 points may be awarded for news reports in the competition year.
5. Award points for articles received on or before February 1, April 1, October 1, and December 1. Points should be awarded as follows: 7 points for articles received on time. Partial credit may be awarded at the discretion of the Editor. A maximum of 28 points may be awarded for articles in the competition year. No more than four articles a year—one for each newsletter—will be considered for publication from each chapter.
6. Keep an accurate record of the points awarded for chapter news reports and articles submitted.
7. After the February issue of *Here and There* and by February 15, determine the number of points earned by each chapter. A chapter may earn a maximum of 40 points: 12 points for news and 28 points for articles. Send this information to the President for incorporation into the National Chapter Award Competition.
8. At National Council meetings, distribute a report to all officers indicating points awarded for the previous year.
9. Mail any point roster for chapters to each National Council officer.

10. File all chapter communications received for the newsletter in monthly folders. Keep these folders two years after the announcement of the awards in case a chapter believes it has submitted news or an article for which it did not receive credit.
11. Work with the Student Representative in providing appropriate news to the membership.
12. Attend all National Council meetings.
13. Before sending the electronic and print files of the office to the new officer, review the materials, discarding anything that does not have historical value.



## STUDENT REPRESENTATIVE'S DUTIES

National Bylaws of Pi Omega Pi, Article III, 2g:

The duties of the Student Representative will be: (1) to faithfully represent the viewpoints of the students at the National Council meeting, (2) to work closely with the Editor of *Here and There*, (3) to work closely with the President-Elect in the planning of the National Convention, and (4) to be prepared to preside at the National Convention.

1. Serve as the representative of the chapters by faithfully presenting student viewpoints to the other members of the National Council.
2. Answer all correspondence from members of the National Council and the chapters.
3. Send letters of congratulations to the Top Ten chapters after announcement of their achievement.
4. Perform those duties which may be requested by the President and the National Council.
5. Represent Pi Omega Pi by attending the NBEA Convention and by bringing greetings and announcing the first-place chapter to the general assembly.
6. Represent Pi Omega Pi by attending one regional NBEA per year.
7. Submit regular news items to the Editor for publishing in the *Here and There*.
8. Work closely with the President-Elect in the planning of the National Convention.
9. Preside at the general sessions of the National Convention as requested by the President-Elect.
10. Contact chapters to act as hosts for the National Convention social hour.
11. Secure group leaders and recorders from chapters attending the National Convention that are not running candidates for the position of Student Representative.
12. Schedule a question-and-answer session with the candidates for Student Representative during the National Convention.
13. Attend all National Council meetings.
14. Mail any point roster for chapters to each National Council officer.
15. Before sending the electronic and print files of the office to the new officer, review the materials, discarding anything that does not have historical value.

## **POLICIES AND PROCEDURES FOR INSTALLING NEW CHAPTER**

1. When an inquiry is received, forward the *Procedures for Installing/Reactivating Chapters* folder. Enclosures should include: Policies and Procedures, Requirements of Petitioning Chapter, National Constitution and Bylaws, Chapter Petition Form, Sample Chapter Program of Work, *This is Your Society*, and recent copies of *Here and There*.
2. Check the Chapter Petition Form, signed by Dean/Chair of the respective chapter's college/department, to determine whether the college or university meets the requirements of the Society.
3. If the college or university qualifies, notify the college or university and ask that other required items be submitted within 3-6 months.  
Other Required Items:
  - Chapter Bylaws
  - Name and contact information of Sponsor(s) and Vitae
  - Names of eligible members
  - Chapter Program of Work
4. Send a copy of *The National Handbook* to help the chapter in the application process.
5. Check submitted items listed above for completion and accuracy and forward the Chapter's Petition to the National Council for approval. A majority vote by the Council is needed.
6. Submit the name of the petitioning chapter to the vote of all active chapters. New chapters will be activated on consent of three-fourths of the active chapters. Failure on the part of an active chapter to respond within thirty days from date of distributing the notification will be considered as a vote in favor of activation.
7. Prepare a charter for the new chapter.
8. Request installation fee of \$100 be mailed to the National Secretary-Treasurer.
9. Arrange for an installing officer (a National Council member or person chosen) to conduct the chapter installation service. Costs of travel to the installation service are born by the Society or the person/organization so chosen.
10. Name an active chapter to serve as a "Mentor Chapter" for two years. Mentoring could include:
  - a. Assisting with the installation of officers
  - b. Assisting with initiation of members
  - c. Chapter activities
  - d. Submission of *Here and There* items
  - e. Networking

11. Assist the new chapter with planning the installation service, installation of officers, and initiation of members.
12. Notify National Council members to send letters of congratulations to the new chapter.
13. Ensure all Council members have the new chapter's sponsor(s) contact information for distribution of Society matters.
14. After the installation, notify business education publications of the new chapter, submit an article and photo to the *Here and There*, and publicize the new chapter.

**Chapter Petition Form for Installing a Pi Omega Pi Chapter**  
(Please type)

Sponsor Name (with courtesy title) \_\_\_\_\_

University Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone \_\_\_\_\_ Work FAX \_\_\_\_\_

Email \_\_\_\_\_

*If more than one Sponsor, please list the same information for each sponsor on back/next page.*

Suggested chapter to serve as your Mentor Chapter \_\_\_\_\_  
(if you have a preference)

\_\_\_\_\_  
(Dean or Chair of College/ Department)

\_\_\_\_\_  
(Applying Chapter Sponsor(s) Signature)

\_\_\_\_\_  
Date

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Send this Chapter Petition Form and other required items to the *National President of the Pi Omega Pi National Council*.

You can get the address from the national web page at:

<http://www.nwmissouri.edu/~oisbe/piomegapi/>

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**National Council Use Only**

**Date Received** \_\_\_\_\_

**Date other items due** \_\_\_\_\_  
(3-6 months later)

**Items Received:** \_\_\_\_\_ Chapter Bylaws    \_\_\_\_\_ Sponsor(s) and Vita    \_\_\_\_\_ Eligible Members  
                          \_\_\_\_\_ Program of Work

**National Council Approval**    \_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ \$100 Installation fee received    \_\_\_\_\_ Date

**Active Chapter Approval**    \_\_\_\_\_ Yes    \_\_\_\_\_ No    **Date of Installation** \_\_\_\_\_

**Person to assist with installation** \_\_\_\_\_

**Chapter Greek Name** \_\_\_\_\_    **Chapter Number** \_\_\_\_\_

(Please type)

Sponsor Name (with courtesy title) \_\_\_\_\_

University Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone \_\_\_\_\_ Work FAX \_\_\_\_\_

Email \_\_\_\_\_

Sponsor Name (with courtesy title) \_\_\_\_\_

University Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone \_\_\_\_\_ Work FAX \_\_\_\_\_

Email \_\_\_\_\_

## **POLICIES AND PROCEDURES FOR REACTIVATING A CHAPTER**

1. When an inquiry is received from a chapter that wants to reactivate, forward the *Procedures for Installing/Reactivating Chapters* folder. Enclosures should include: Policies and Procedures, Requirements of Petitioning Chapter, 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. Notify the chapter of the required items that need to be submitted:
3. Check submitted items listed above for completion.
  - Chapter Petition Form
  - Chapter Bylaws
  - Name and contact information of Sponsor(s)
  - Names of eligible members
  - Chapter Program of Work
4. Submit the name of the reactivated chapter to the National Council.
5. Ensure all Council Members have the new chapter's sponsor(s) contact information for distribution of Society matters.
6. Name an active chapter to serve as a "Mentor Chapter" for two years.
  - Mentoring could include:
    - a. Assisting with the installation of officers
    - b. Assisting with initiation of members
    - c. Chapter activities
    - d. Submission of *Here and There* items
    - e. Networking
7. Notify National Council members to send letters of congratulations to the reactivated chapter.

**CHAPTER PETITION FORM FOR REACTIVATING PI OMEGA PI CHAPTER**

(Please type)

Chapter Greek Name \_\_\_\_\_ Chapter Number \_\_\_\_\_

Sponsor Name (with courtesy title) \_\_\_\_\_

University Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone \_\_\_\_\_ Work FAX \_\_\_\_\_

Email \_\_\_\_\_

*If more than one Sponsor, please list the same information for each sponsor on back/next page.*

Last year Chapter was active \_\_\_\_\_

Names of eligible Members \_\_\_\_\_  
\_\_\_\_\_

Suggested chapter to serve as your Mentor Chapter \_\_\_\_\_  
*(If you have a preference)*

\_\_\_\_\_  
*(Dean or Chair of College/ Department)*

\_\_\_\_\_  
*Applying Chapter Sponsor(s) Signature*

\_\_\_\_\_  
*Date*

Send this Chapter Petition Form and other required items to the *National President of the Pi Omega Pi National Council*. You can get the address from the national web page at:  
<http://www.nwmissouri.edu/~oisbe/piomegapi/>

(Please type)

Sponsor Name (with courtesy title) \_\_\_\_\_

University Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone \_\_\_\_\_ Work FAX \_\_\_\_\_

Email \_\_\_\_\_

Sponsor Name (with courtesy title) \_\_\_\_\_

University Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone \_\_\_\_\_ Work FAX \_\_\_\_\_

Email \_\_\_\_\_