

CUM LAUDE SOCIETY

CHAPTER MANUAL

FOR

SECRETARIES and PRESIDENTS

2009 Edition



Mission Statement

The Cum Laude Society recognizes academic achievement in secondary schools for the purpose of promoting excellence (*Areté*), justice (*Diké*) and honor (*Timé*).

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FOREWORD

This manual is issued as a guide for Presidents and Secretaries of Cum Laude Chapters.

As you can see from the Table of Contents, some basic information about the Society and its operations is included. However, the Constitution, historical information, procedures for applying for a Charter, and more detailed interpretations of membership as well as an interpretation of the Motto will be found on the Cum Laude Web Page < www.cumlaudesociety.org >.

The ability of the Society to realize its goal of recognizing and honoring scholarship is dependent upon the effective and efficient way in which the individual Chapters function. The Officers and Regents are well aware of the time, effort and care being given by the Presidents and Secretaries of the Chapters in this important work and are appreciative of these efforts. They wish to express their sincere thanks to the officers of the Chapters for their cooperation, thoroughness and dependability in carrying out the details of the Society's operations. They hope this manual may make the work a little clearer and a bit easier.

Inquiries about special problems, or requests for further information, should be addressed to your District Regent or to the Cum Laude Central Office.

GENERAL INFORMATION ABOUT THE SOCIETY

The Officers and Regents share responsibility for operation of the Cum Laude Society. The Officers are: President General, Deputy President General, Secretary General, and Registrar General, and there are eight District Regents. All are elected for three-year terms, and may be re-elected. In addition there may be Regents-at-Large who are former Presidents General and serve open-ended terms.

The daily affairs of the Society are conducted at the central office in Bonita Springs, Florida, under the supervision of the Registrar General. There all records and materials of the Society are kept; financial affairs are handled; correspondence is prepared for the Chapters; reports are collected; complete files of Cum Laude members, past and present, are maintained; and questions of operation and procedures are answered or directed to the proper Officer or Regent.

The Officers and Regents meet each November to review all operations of the Society and review membership applications and Ten-Year Reports. Any three Officers, in consultation, are empowered to act as an Executive Committee between annual meetings.

CHAPTER INFORMATION AND RESPONSIBILITIES

For administrative purposes, each Chapter is assigned to one of the eight geographical districts, and each district is under the supervision of a District Regent. Each district has 40 to 60 Chapters.

Some Chapters engage in a wide variety of activities, although the decision of whether or not a Chapter will be "active" is left to the Chapter. Many Chapters do sponsor lecture series, tutoring programs, or seminars on scholarly subjects, or produce special literary publications.

The degree to which a Chapter is active in promoting the intellectual life of the school depends upon the time of year it holds its elections and the number and types of other organizations and groups already functioning in the school. If a Chapter wishes, it may include in its activities students who are not yet members, but whose academic records and scholarly concerns meet the standards of the Society.

The officers of a Chapter are a President and a Secretary. The President may be either a student or a faculty member. The Secretary must be a faculty member and, for the sake of continuity, the Secretary should be a person who is likely to be at the school for a considerable period of time. **PLEASE NOTIFY THE CENTRAL OFFICE IMMEDIATELY OF ANY CHANGE IN OFFICERS.**

The Secretary of a Chapter is the key person in each Chapter and must be selected from the faculty members of the Chapter. In the spring of each year a form is sent to the Secretary for ordering the certificates and pins that are to be used during the course of the next school year, as is an Annual Report form. Chapters are asked to return one copy to the central office, another is to be sent directly to the District Regent, and a third is for the Secretary's file. Annual Reports have a July 1 deadline. If the Chapter is due for a Ten-Year Chapter Review, that report form, with a September 1 deadline, is sent to the Chapter Secretary in the spring of the year. Secretaries are responsible for submitting Induction Registration forms and fees to the central office for all newly elected members immediately after their initiations.

Duties of Officers

Records: The Secretary shall keep all the records of a Chapter. These shall include the names, home addresses and dates of election of all categories of Chapter members from the time of the installation of a Chapter.

Correspondence: The Secretary shall carry on correspondence with the District Regent, and with the central office of the Society, and will keep the files of such correspondence.

Notice of Elections: Immediately upon the election of new members to a Chapter, the Secretary shall send to the central office of the Society the form titled Induction Registration, providing names of the new members and all other information requested. The names should be in alphabetical order and be typed or printed, signed and dated by the Secretary. Such notification must be accompanied by the payment of the appropriate fees (see page 5).

Elections

Article II of the Constitution of the Society provides for four (4) types of membership:

1) Charter Members: Up to twelve Charter Members may be elected under authority given by the Board of Regents at the time of the granting of the Charter.

2) Student Members: Each Chapter may elect as student members not more than 20% of the graduating class who have demonstrated academic excellence in the college preparatory curriculum, choosing

- (a) the whole number toward the end of the Senior Year, or
- (b) up to 10% of the number at the end of the Junior Year or early in the Senior Year, and the remainder near the end of the Senior Year. (*N. B. Permission to exceed 10% in 'early' elections will not be granted.*)

The 20% maximum is not to be construed as a requirement that the full number permitted must be elected every year. Classes may vary in academic strength from year to year. Many schools elect smaller percentages to serve better the purposes and goals of the Society.

Should a Chapter find that they have an especially strong class in any one given year, and this would mean electing more than their 20% quota, the District Regent is the only person who can give permission to a Chapter to exceed its quota of elections. Permission must be sought in advance of the election.

The definition of what constitutes an honor record and the determination of how to select members is left to the discretion of the individual Chapter. However, from time to time Regents may question this definition and seek one they feel reflects more closely that practiced in other Chapters and recognizes excellence in scholarship more uniformly. (See Ten-Year Review information on page 7, and on the web page www.cumlaudesociety.org)

The Regents note that since the Motto of the Society stresses excellence, justice and honor in the broadest sense, they assume Chapters will elect to membership only students who have demonstrated good character, honor, and integrity in all aspects of their school life.

3) Faculty Members: While the by-laws provide for faculty membership, the primary purpose of the Society is to honor students who have excelled in scholarship. Faculty membership is provided to give continuity to the Chapter and to help maintain and operate it. The number of active faculty members should not fall below three. Those selected are usually earlier members of Phi Beta Kappa, of Cum Laude Society as students or teachers in another school, or others who have distinguished themselves through scholarly achievement. Chapters that have used the Society to honor faculty have frequently encountered internal political difficulties that distract from the primary purpose of the Society, namely, to honor students. The Board of Regents recommends restricting faculty membership to a small group whose responsibility is the operation of the Chapter.

4) Honorary Members: This category of membership is for distinguished guests, alumni, trustees, or other friends of the school upon whom the Chapter may wish to confer special honor. No more than two Honorary Members may be elected in any one year.

Fee Structure

Charter fee: \$1000.00 when a charter is granted for a new chapter.

Annual Chapter Dues: \$150.00 per year, invoiced in May, due by September 15 of each year.

Membership Fees: \$6.00 for each student, faculty*, or Charter member elected during period covered by the yearly Induction Registration. Payment is expected at the time the Induction Registration form is submitted.

* Faculty - there is no fee if faculty member is a transfer from another Chapter. You should, however, indicate on the Induction Registration form next to the name of the transferring member, the name of the original Chapter and year of election. ***There is no fee for Honorary Members.***

Ordering Supplies

**Order supplies from the Cum Laude Office in Florida. An order form is on the society's web page:
www.cumlaudesociety.org**

Certificates: \$3.00 each

Caution: A limited supply of extra certificates is printed for each Chapter every three years, expecting chapters to order enough for each annual installation. These are kept in the Central Office, and shipped upon request. To print additional copies is costly and requires at least six weeks advance notice.

Cum Laude Pin - Two styles: \$ 5.00 (gold electroplate) \$10.00 (1/20 double rolled gold plate)

Cum Laude Seals - Three sizes: 3/4" – 1" – 1 1/2" All sizes are 3 for \$1.00

Shipping and Handling Fee \$1 to \$100 order = \$12.00 (Orders over \$100 = \$15.00)

Rush orders: \$18.00 additional (fastest available shipping)

Payment must accompany the order. Chapters may order all supplies anticipated for a three-year period in the spring following the Triennial Convention, or may order on an annual basis. **Orders are sent to Chapter Secretary @ school, 4 weeks prior to requested date, if order receipt allows. Delivery requires a minimum of two weeks after Cum Laude receives the order. If not fast enough, please use 'RUSH' service.**

Induction Booklets

A three-year supply of books to distribute is sent to the Chapter Secretary upon publication so that a copy may be given to each new member at the time of induction. These will be shipped in the fall in the following years – (2005 – sent), 2008, 2011, etc.). The Chapter Secretary should make sure that copies are stored carefully so as to avoid loss or damage.

Additional Induction Booklets can be ordered if necessary, although the supply is limited.

Annual Reports

In the spring of each year, the Chapter Secretary will receive the Annual Report form. The Report gives vital information about the elections and activities of a Chapter for the year and the names of officers for the next year. The Reports are due by July 1.

Three copies of the Report should be distributed as follows:

1. Original to the Central Office
2. Copy to the Regent of your District
3. Copy for your own file.

Submission of Annual Reports

A responsibility of membership in Cum Laude is the timely submission of reports. Schools failing to meet deadlines should be aware of the following:

- a) On or about September 15th the Central Office will write a letter to the chapter secretary asking for the missing report/data.
- b) If (a) does not produce results, on or about October 15th, the Regent will write a letter to the chapter president requesting the information.
- c) If neither (a) nor (b) produce results, on or about November 1st, the Regent will write a letter to the school head of school or principal requesting the information.

Failure to submit required reports can cause the Society to impose a late fee and suspend chapter activity.

Ten-Year Reviews

Once every decade, each Chapter is asked to file a 10-Year Chapter Review (*see list on web page for this schedule*). The primary purpose of this review is to assure the Regents that the school is maintaining the high academic standards in the selection of student members. The Regents study these reports with great care.

In evaluating Ten-Year Chapter Reviews, the Regents examine a range of factors: resources, program, and student profile. Taken together, these factors relate directly to the school's capacity to maintain and recognize a high level of academic aspiration and achievement.

In the area of resources, the Regents are concerned with significant changes in the school's charter or by-laws, administrative organization, financial resources and physical plant and the effects these might have upon the academic life of the school. Perhaps most important is the strength and stability of the school's human resources, especially faculty and administration.

The Regents look at the academic program for evidence that the school continues to provide a strong college preparatory curriculum that is responsive to the intellectual needs of able students. Also, they are interested in the school's accreditation status.

In assessing the student profile of the school, the Regents consider the amount of attrition, the number of incoming students, and the number of seniors who are enrolled in the college preparatory curriculum and who have taken AP Exams. Of significance is the number of national merit semi-finalists and commended students in the graduating class as well as the number of students receiving recognition through the National Achievement Scholarship program for outstanding Negro students and the National Hispanic Scholar awards.

Particular attention is focused on the records of those student selected to Cum Laude over a three year period: their SAT and Achievement scores, Advanced Placement Test results and their college placement are closely examined and compared with a national profile of Cum Laude members.

Board Actions on Ten-Year Reviews

Following careful study by the Officers and Regents, each chapter submitting a Ten-Year Review is written a letter by the President General. Options include:

- A. Continuing Full Membership with praise for the Chapter;**
- B. Continuing Full Membership with praise for the Chapter** – with comments about report;
- C. Continuing Membership** – with elections limited to 10% of the senior class;
- D. Continuing Membership** – with 'occasional' elections permitted (less than 10% of the senior class);
Note: – Restrictions connected with responses 'C' and 'D' stay in effect until the next Ten-Year Report is submitted, or until an appeal is sought and granted. As long as the restriction remains in effect, Cum Laude annually will ask your school to attach to your Report descriptive materials for each student elected in order to verify that the restriction is sufficient. Materials requested will include:
 - SAT Verbal and Math scores
 - Advanced Placement tests taken and scores
 - Achievement tests taken and scores
 - College attending;
- E. Suspended membership** – no elections until the matter is discussed at the next General Convention;
- F. Report not received** – no elections until the matter is discussed at the next General Convention.

INTERPRETATION OF FACULTY MEMBERSHIP

This subject has emerged in recent years as a major concern for chapters and for the Officers and Regents. Frequently chapters are faced with political pressure while some few unwisely adopt membership in CLS as a major form of honoring faculty, sometimes simply for longevity with the school. At no time should there be more than a small minority of the entire faculty serving as members of the Society. We must keep in mind that CLS was founded to honor students, not faculty. All chapters should have at least three faculty members in order to carry on the business of the Society. In addition, there may be occasional elections of faculty.

Legitimate criteria for electing faculty members include election to Phi Beta Kappa as a student in college or university, membership in CLS as a student or faculty member in another school, distinctive contribution to the cause of scholarship in the school, or completion of distinguished scholarly work.

Unacceptable criteria include longevity on the faculty, yearbook dedication, balancing departmental or gender membership, or accomplishments not related to distinguished scholarship.

INTERPRETATION OF STUDENT MEMBERSHIP

As provided in the Constitution, a chapter may elect not more than 20% of the Senior class who have demonstrated academic excellence in the college preparatory curriculum. It may elect the whole number toward the end of the Senior year, or not more than 10% of the number at the end of the Junior year (strictly enforced) or at any time during the Senior year, and the remainder toward the end of the Senior year.

The 20% limit is not to be construed as a requirement to elect the full number permitted every year. If for some reason the chapter feels that in a particular year more than the 20% should be elected, they should seek permission to do so from the District Regent before the elections are held. Because classes do vary in academic quality from year to year, especially in smaller schools, it has been a judgment in many schools that the election of a smaller percentage will on occasion better serve the purposes and goals of the Society. In such cases the school is urged to restrict the number of students honored by election into the Cum Laude Society.

Since some schools have modified their grading systems, and in a few cases have discarded the ranking of students on the basis of grades, questions about the proper procedures in the selection of members have arisen. Often chapters in these schools have provided means other than rank-in-class for identifying academic excellence and they have, for example, selected candidates in consultation with the entire faculty and/or students. *The definition of what constitutes an academic honor record and the determination of how to select members are left to the discretion of the individual chapter.* Since the District Regent participates annually in evaluating the quality of schools seeking to establish chapters, as well as the quality of schools undergoing Ten-Year Chapter Reviews, he or she is always willing to confer with a school if it is having difficulty in determining these matters.

Chapters shall be free to elect members who have demonstrated academic excellence in accordance with the philosophy and policies governing their individual schools. In the broadest sense, the Regents assume chapters will elect to membership only students who have demonstrated good character, honor, and integrity in all aspects of their school life. Since there are other agencies for the rewarding of achievement in areas such as social services, extracurricular activities, citizenship and athletics, Cum Laude elections should be based on academic excellence, in keeping with the original purpose of the Society.

CEREMONY FOR INDUCTION OF MEMBERS INTO A CHAPTER - *Sample*

Chapters are encouraged to make the induction of members a significant occasion in the academic life of the school. The presence of the heads of various school constituencies, such as the Alumni Association, the Parents Club and the Board of Trustees, lend prestige to the ceremony. The presence of parents and friends of the initiates as well as upper level students can provide an audience. You may also consider an academic procession of the faculty members as well as any current student members. Many chapters find the provision for a reception after the ceremony an excellent opportunity for faculty, student members and families to congratulate the initiates in a congenial setting. To induct Student Members into a Chapter, the officers may follow the model below, or they are welcome to develop their own. However, the ceremony should include the elements below, which appear in Italics.

An invocation, if appropriate at the particular school, can be rendered. The Head of School or Principal delivers greetings and opening remarks. Distinguished guests are introduced.

The Chapter President invites the Student Members to come forward. The Student Members stand before the President and Secretary while the Secretary explains the background and purpose of the Society, its ideals, and its motto.

Example: The object of the Cum Laude Society is to promote learning and sound scholarship in secondary schools. The Society was founded in 1906 to recognize scholastic achievement of seniors in secondary schools. Chapters may be established in public schools and incorporated secondary schools that are not conducted for financial gain.

The constitution of the Society and that of the Chapter, if there is one, may be read in whole or in part.

The President of the Society reads the following charge: The distinguished record you have made at (name of school) has won for you membership in the Cum Laude Society. This Society is a fellowship of scholars whose purpose is to recognize excellence in academic work. As you pursue your education, it is our hope that you will accept the honor of membership in this Society as a responsibility to make a contribution to the ongoing search for greater understanding of humanity and society.

The Secretary reads: The motto of the Society is Areté, Diké, Timé - Excellence, Justice, Honor. Areté includes the concept of excellence in the moral sense and is not limited to the ideal of superiority and scholarship, nor does it involve the endeavor of competing primarily for academic goals. Diké includes the concept of what is suitable and appropriate, as well as just. Timé includes the concept of dignity and truth, as well as honor.

The President then reads: In testimony of your admission to the Cum Laude Society, by the authority of the Society duly granted, I now present to you these certificates of membership.

As the Secretary reads the names, the individual Student Members come forward to receive the certificate of membership from the President and the Society pin from the Secretary as authorized by the constitution of the Society. If both seniors and juniors are being initiated, it is suggested that seniors be recognized first, followed by the juniors. The President can then introduce Student Members who have been previously initiated.

The President may address the Student Members in his or her own words, instead of reading the set form of the above words. If it is deemed helpful, the initiation may be preceded or followed by an appropriate address, but this address should not take the place of the charge of the President. The Head of School or Superintendent/Principal (headmaster/headmistress) may introduce a speaker or principal and the same administrator also may close the ceremony. A benediction may also be offered.

Many schools hold a special Cum Laude assembly, or banquet, to which are invited a guest speaker, newly elected students and their parents, faculty and honorary members. Various portions of the above ceremony are used.

Since many schools elect students to membership just before graduation, the Cum Laude initiation is made a part of that occasion. Often the names of electees are so indicated in the printed program. In some schools where caps and gowns are worn for graduation, the Cum Laude students wear gold-colored caps instead of the usual white or black caps, or wear a gold arm band to identify them as Cum Laude members. Even if the Cum Laude initiation is a separate ceremony, Cum Laude Student Members can be recognized at graduation.

There are additional examples and ceremony ideas on the web page:

www.cumlaudesociety.org

INTERPRETATION OF THE MOTTO

Areté
(Excellence)
ΑΡΕΤΗ

Diké
(Justice)
ΔΙΚΗ

Timé
(Honor)
ΤΙΜΗ

The Officers and Regents remind each chapter that the major objective of the Society is to recognize academic excellence. However, they hope the chapter will acquaint its members with the Motto. The Motto specifies qualities which, ideally, each member of the Society should have as personal goals and should endeavor to encourage in society as well. The Greek words carry with them far more than literal translation suggests, and surely the founders of the Society had in mind these fuller concepts of these words.

The word ***Areté*** includes the concept of excellence in the moral sense and is not limited to the ideal of superiority in scholarship, nor does it involve the endeavor of competing primarily for academic grades.

The word ***Diké*** includes the concept of what is suitable and appropriate as well as just.

An interpretation of the ***Timé*** includes the concept of dignity and true worth as well as honor.

CHAPTER DISTRICTS

District I - William C. Prescott, Jr., Regent
MAINE, MASSACHUSETTS, NEW HAMPSHIRE, RHODE ISLAND, VERMONT

District II – Elizabeth Duffy, Regent-elect
PENNSYLVANIA, NEW JERSEY

District III – Walter C. Johnson, Regent
NEW YORK, CONNECTICUT

District IV – Jean Waller Brune, Regent
DELAWARE, MARYLAND, VIRGINIA, WASHINGTON, D. C., PUERTO RICO
CANADA, ENGLAND, FRANCE, PHILIPPINES, SPAIN

District V - Edward J. Fox, Jr., Regent
ALABAMA, FLORIDA, GEORGIA, MISSISSIPPI, NORTH CAROLINA, SOUTH CAROLINA

District VI – Arlyce M. Seibert, Regent
INDIANA, KENTUCKY, MICHIGAN, OHIO, TENNESSEE

District VII – Donald C. North, Regent
ARKANSAS, ILLINOIS, KANSAS, LOUISIANA, MINNESOTA, MISSOURI,
OKLAHOMA, TEXAS, WISCONSIN

District VIII - Thomas C. Hudnut, Regent
ARIZONA, CALIFORNIA, COLORADO, HAWAII, NEW MEXICO, OREGON, WASHINGTON

LOCATION LIST OF INFORMATION

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Annual Report information	Chapter Manual, Web Page
Annual Report Form	Web Page, Spring mailing to all chapters
Application for a Charter	Web Page
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Becoming a Member	Web Page
Brief History	Web Page
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Chapter activities (examples)	Web Page
Chapter Responsibilities	Chapter Manual, Web Page
Duties of Officers	
Elections – categories of members	
Chapter Roll (alphabetically & by district)	Web Page
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Constitution	Web Page
Cum Laude Paper – Information	Web Page, Mailing to Chapter Secretaries
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Directory of Officers and Regents	Chapter Manual, Web Page
District organization – by state	Chapter Manual, Web Page
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Fees and Fee Structure	Chapter Manual, Web Page
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General Information about Cum Laude	Web Page, Chapter Manual
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Induction Registration form	Web Page, Spring & Fall mailings to all Chapter Secretaries
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Member Schools - Links	Web Page
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Ten-year Reviews – schedule	Web Page
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Ten-Year Report form
Triennial Conventions & Themes

Web Page, Spring mailing to eligible chapters
Web Page