

CUM LAUDE SOCIETY

New Chapters - Getting Started

Immediately after the Regents have granted a Charter, the school should send the Charter fee of \$1000.00 to the Central Office, and then proceed to select Officers and Charter Members for the new Chapter.

The Charter Members, including the President and Secretary of the Chapter, usually number from 6 to 12, (12 being the maximum number of charter members permitted) and are selected from members of the faculty, administrative officers (including department heads), graduates who would have qualified had a Charter been in existence, distinguished alumni, trustees, or others associated with the school. Students, except a student who is a Chapter President, may NOT be Charter Members.

The names of the Officers and Charter Members should be sent on the membership application form to the Central Office of the Society, along with the appropriate membership fee for each person elected. Membership forms, order forms, and other necessary materials are sent to the school shortly after a Chapter has been notified that it has been accepted into the Society. At the same time, the Secretary should order, and send payment for, the pins, certificates and seals for the Charter Members and for the anticipated elections during the current school year. A Charter plaque will be prepared by the Central Office and forwarded school in time for the installation ceremony. The District Regent will be glad to assist the school in planning an installation ceremony and to advise about an appropriate program. If the District Regent or another Cum Laude Officer is invited, it is customary for the school to cover travel expenses. Please allow at least six weeks for preparation of the Charter.

There should be a ceremony at the installation of the Chapter, which is frequently planned to coincide with the initiation of the first Members-in-course (student members). Procedures governing the election of the student and faculty members are found in the Chapter Manual on the web page (www.cumlaudesociety.org).

The District Regent should be advised at the earliest possible time of the Chapter installation date in order to assist in planning the installation service and arrange to present the Charter.

CEREMONY FOR THE INSTALLATION OF A NEW CHAPTER

There is no set program for the installation ceremony, but it should be a formal occasion. Most schools have a special assembly, inviting a speaker or guests from among the parents, trustees, and other school officials.

The District Regent will be glad to assist the school in planning an installation ceremony and to advise about an appropriate program. The program for presenting the Charter to a new Chapter should include the following:

An explanation of the background and purpose of the Society, its history, its ideals, and its motto.

Presentation of the Charter by the Regent (or other Cum Laude representative) to the Head of the School.

Presentation by the Regent (or representative) of the membership certificates, pins and/or seals to the Charter members.

If the Members-in-course (students) are also being initiated at the time of the installation, the President of the Chapter should conduct that part of the ceremony.

Instructions relating to the ceremony for induction of members into a Chapter are found in the Chapter Manual and on the CLS web page < www.cumlaudesociety.org >.