

A

Brief Guide for Chapters

PLEASE UPDATE YOUR ONLINE ACCOUNT OF ANY
CHANGE IN OFFICERS,
ESPECIALLY IF THERE IS A NEW CHAPTER
SECRETARY.

CHECK LIST OF CHAPTER SECRETARY RESPONSIBILITIES:

- 1. Submit Annual Report Form by July 1 each year;**
- 2. Order certificates and seals (at least four weeks prior to date needed);**
- 3. Register Inductees using the online "Induction Registration Form" by July 1 each year;**
- 4. Renew Membership Dues by July 1 each year;**

Induction Booklets

'Welcome to Cum Laude'. A three-year supply is sent (gratis) to all chapters in the spring every three years (2012, 2015, etc.). We ask Chapters to store and distribute these to inductees only. We base each school's allocation on reported induction numbers, and cannot supply extras. Chapters must register their inductees to receive Induction booklets.

Chapter Secretary Information

The Society provides a Manual of Information to the Chapter Secretary; a revised version is available on our website.