INDUCTION AND CEREMONIES

1. **FOUNDING INDUCTION:** You will need to accomplish the following.
    a. Preparation
        - Watch the video on Organizing an Induction Ceremony https://docs.google.com/presentation/d/1iqrquIdUe_2eTwYIGlwDMCLHFFzzuDzQ/edit#slide=id.p1
        - By-Laws: Draft the by-laws to be ratified by the members on the day of the founding induction.
        - Chapter Coordinator: Select the person who will be the Chapter Coordinator.
        - Board of Directors: Draft a slate of candidates to be the initial officers and Board members of the chapter (i.e., president, vice-president, secretary, treasurer, student members (graduate and undergraduate, preferably sophomore or junior), and, should you wish, at-large members of your Board of Directors
        - Identify potential members. See selecting members below.
    b. Procedures – Onsite Induction
        - This will be a special occasion. Get the best auditorium or room available. The occasion should be treated amiably but with a sense of formality at the proper moments.
        - Invite the Regional Vice President of Phi Beta Delta, or a member of Phi Beta Delta from an adjacent campus, to preside over the actual induction. Contact your regional VP for advice.
        - Give inductees a copy of their acceptance statement to be handed to the person announcing their induction.
        - Have a reception after the induction, if possible, but not necessary.
        - Discuss details with other experienced chapter coordinators or your Regional Vice President. https://www.phibetadelta.org/PBDRegions.php.
    c. Procedures – Virtual Online Induction
        - If needed, a Virtual Induction is recommended with an in-person induction the following semester with certificates/medallions. Please follow the updated University and CDC guidelines for group gatherings, considering the Pandemic status in your state/country.

- Contact your IT for support for a virtual induction; do a test run with several of your board members.
- Invite the Regional Vice President of Phi Beta Delta, or a member of Phi Beta Delta from an adjacent campus, to present during the virtual induction. Contact your regional VP and a national board member for advice regarding the virtual induction.
- Have your new members introduce themselves as well as the founding members, and welcome them to the society.
- The medallions and certificates can be awarded during the onsite induction in the following semester. If the Chapter is not able to present the certificates while maintaining social distancing measures, then mail them out to the inductees, or hold them until the inductees or a representative can pick them up.

Draft Agenda for a Founding Induction
Suggested Initiation Ceremony Procedures

WELCOMING REMARKS	
Agenda of the Evening	Chapter Coordinator
Opening Remarks	Chair or Member of the Organization Committee
Remarks by the Regional VP of PBD	
KNOWING YOUR ORGANIZATION	
What is an honor society?	Member of the Organizing Committee
What is Phi Beta Delta?	Member of the Organizing Committee
Mission of Phi Beta Delta?	Member of the Organizing Committee
INTRODUCTION OF SPEAKER	TBA

SPEAKER	University President or Provost TBA
INDUCTION CEREMONY (see notes below)	
Reading of the Induction Statement	University President
Induction	
Initial Conferring of Membership	By Regional VP or designate
Guiding of the Candidates	Member of the Organizing Committee
	Member of the Organizing Committee
Reading of the Names	Chapter Coordinator, or designate
Presentation of Medallions (over the head) For Online – Mail it out	Various members of the Organizing Committee and/or the University President
Congratulations -Receiving Line	TBA
Certificates (handing them out) Online – Mail Out	By mail
BUSINESS MEETING	
Opening	Chair of the Organizing Committee

Approval of By-Laws Election of Officers	
Announcements: Activities of PBD	TBA
National Conference (face-to-face or webinar)	Annual by the end of May
Next Chapter Meeting	TBA
Discussion	TBA
Thank you	Thanks to the organizing committee, students, and others who participated in the establishment process and the founding induction ceremony.
Adjourn and Group Photo (physically or a screenshot)	
RECEPTION - TBA	

NOTES:

- Initial Conferring of Membership - This will be the Regional VP of PBD or a current member of PBD from another school. This person will confer the medallion to the Organizing Committee. Then the Chair of the Organizing Committee will confer the medallion to the University President and other honorary members. Then the other candidates will be inducted.
- Guiding the Candidates - Guide the inductees to know where to stand to await their turn to be announced by the Reader of Names.
- Reading of the Names - The person should be experienced in the pronunciation of international student names.
- Presentation of Medallions - This activity consists of placing the medallion on a ribbon over the head of the inductee. (Check with the inductees for any preference in terms of religion or other reasons.)
- Congratulations/Receiving Line - President, Provost, and a few others previously inducted
- Certificates - Have these alphabetically arranged to facilitate finding or mailing to inductees after the ceremony.