

## GUIDELINES FOR SECRETARIES

- Establish the induction date as early as possible and be sure it is entered on the school calendar. You are urged to make it a part of an all-school honors day or convocation.
- Early in the year, prepare a list of names of all full-time juniors, seniors and graduate students.
- Obtain the GPA for all students on the list and arrange in order from high to low. Indicate the break (2.0, 3.0, B), and indicate which students are already members, since they must be included in the class average for seniors. Study Article III, Section 1 of the Constitution in the Handbook. You may not elect more than 20% of your seniors (including those elected as juniors the previous year) or 10% of your juniors.
- The GPA list should be marked confidential and treated accordingly. If for technical reasons the GPA's are not obtainable, alternate procedures may be followed - Article III, Section 1b, final phrase.
- Order supplies early - especially invitations - from National Office. Be sure your chapter has key-cards or "Greetings" pamphlets in ample time, so that you may hand something to each new member at the induction, even if pins/certificates have not arrived.
- A time should be set for the first meeting of the Faculty Committee to discuss the eligible candidates for membership. Nominations may be made at this meeting. Be sure to discuss musicianship qualifications.
- An alumnus may serve as an officer but only the Faculty Committee may vote at membership elections. See Article II, Sec. 6; and Article III, Sec. 2a.
- Send an invitation to membership to the nominees with a deadline for a reply. Photocopy additional copies of your fresh blank membership registration form as needed, before you fill out any forms. Forms may be downloaded from <http://pikappalambda.capital.edu/>
- Please fill out the **entire** form - including the total number of students in each class (line 2) and total number elected (line 3.) Chapter secretary (or president) should sign the form. Be sure to indicate pin or pendant. For direct mailing, individual addresses must be included. You will receive a validated copy of the form for your files.
- Send the original to the Executive Director with a COVERING check written to Pi Kappa Lambda. **Dues are \$70 per new member** (with an additional \$5 per member for direct mail).
- *Please no handwritten names!* Submit the names in their normal order, first name first - typewritten or printed out - in numerical order, using your chapter's next cumulative number.
- Allow about six to eight weeks for delivery of pins and certificates. If you have any questions, email the Executive Director — [pikappalambda@capital.edu](mailto:pikappalambda@capital.edu) And remember: you are expected to elect qualified students annually, and to notify the Secretary by July 1 if you have not elected, and why.