



PHILOSOPHIA

Important Information for Chapter Officers

September 2009

A MESSAGE FROM YOUR CHAPTER RELATIONS TEAM



*Front: Kelli Partin, Tenisha Bates
Back: Traci Payne, Jim Carlson, Molly Stauffer*

Welcome back! Chapter officers are the lifeblood of our organization, so we would like to offer our heartfelt thanks for your dedication to Phi Kappa Phi. We look forward to a great academic year and are ready to assist you in any and every way we can. We are excited to visit chapters this year so that we can learn what exciting things are happening on your campuses. We are eager to work with each of you, so please let us know how we can help.

RECOGNITION ITEM SALE

Recognition item sale starts October 1st. Note that the sale is for chapter orders only, so mark your calendars now.

Consider asking your college deans or provosts to buy recognition items for your outstanding graduates.



2007 REVISED SOCIETY BYLAWS

Bylaws have been a major focus for this triennium, but especially this past fiscal year. The Chapter Relations Department spent time reviewing and revising chapter bylaws. By now, all chapters should be in compliance with the national bylaws that were voted on and accepted in 2007. If you are unsure if your bylaws are in compliance, please e-mail Tenisha Bates (tbates@phikappaphi.org). In order to be a Chapter of Merit or a Chapter of Excellence in the 2009-10 year, your bylaws must be aligned with the national bylaws. We appreciate all the time and effort you put in revising your chapter bylaws.

As we prepare for the 2010 Biennium Convention, we will revisit the bylaws and propose changes and updates. If you have any suggestions for changes, please send them to Lourdes Barro (lbarro@phikappaphi.org) by September 10, 2009.

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CHAPTER RECOGNITION & REWARDS PROGRAM

The Society has established a program of chapter recognition and reward for the 2007-2010 triennium. The purpose of the program is to identify and reward chapters that meet or exceed Society standards. Chapter achievements will be reviewed and awards announced annually. To be considered for the program, chapters must submit an annual report by June 15 of each year. The annual report submission contains all the criteria used to identify Chapters of Merit and Chapters of Excellence.



Though some recognition and rewards programs are built on the concept of exclusivity, ours seeks to be inclusive. Every chapter can and should be a Chapter of Merit. Likewise, all can aspire to achieve Chapter of Excellence



status. Working as a team of active chapters is the best way to ensure a strong future for the Society as a whole. We would like nothing more than to have every chapter achieve Chapter of Merit or Chapter of Excellence status.

CHAPTER RECOGNITION REWARDS

CHAPTERS OF MERIT

- Presidential Citation
- Commendation letter sent to chapter officers and campus administration
- Recognition on Society web site
- Recognition in Society publications
- Recognition at next Convention
- Specially designed logo for use in chapter communications during the following year
- \$100 award

CHAPTERS OF EXCELLENCE

- Items listed above, plus...
- Recognition advertisements in local media, educational journals, etc.
- \$500 award

CHAPTER RECOGNITION AWARD RECIPIENTS

2008-09 CHAPTERS OF EXCELLENCE

Augusta State University
Brigham Young University
Mississippi State University
San Diego State University
Southern Illinois University-Carbondale

2008-09 CHAPTERS OF MERIT

Boise State University
California State University-Los Angeles
Eastern Kentucky University
Elon University
McKendree University
Middle Tennessee State University
Southeastern Louisiana University
Texas Woman's University
The Ohio State University
The University of Texas-Austin
University of South Alabama
University of Tennessee-Martin
University of West Alabama
University of Wisconsin-Milwaukee
University of Wisconsin-Stevens Point
Western Illinois University
Wright State University

NATIONAL COLLEGIATE HONORS COUNCIL ANNUAL CONFERENCE

The Chapter Relations Department will attend NCHC in Washington D.C. this October. If you plan to attend NCHC, please contact Jim Carlson (jcarlson@phikappaphi.org). We would love to coordinate time to speak with you about your chapter or answer any questions you might have.

AWARD PROGRAM CHANGES

At its spring 2009 meeting in Baton Rouge, Louisiana, Phi Kappa Phi's Board of Directors approved a recommendation from the Programs and Awards Review Committee (PARC) to make the following changes to the Society's award programs:

- Create three as-yet-unnamed Fellowships of \$15,000 each.
- Decrease number of \$5,000 Fellowships from 60 to 57.
- Discontinue the Awards of Excellence.
- Decrease funding for the Study Abroad program from \$50,000 to \$45,000 per year.
- Decrease funding for the Literacy Grants program from \$30,000 to \$25,000 per year.
- Decrease the Phi Kappa Phi Scholar and Artist stipends from \$5,000 to \$1,000 each per biennium.
- Create a Presidents' Award of \$1,000 per biennium.
- Expand the Love of Learning Awards program from \$25,000 to \$40,000 per year.
- Discontinue the Emerging Scholar Award program.

Changes to the programs were based on several factors, including current economic conditions, the number and quality of applications received. Additional details will be forthcoming. Updated materials will be distributed in September.

MEMBER PROFILES

Updated contact information for chapter officers is critical to Society operations. Please update your member profile online so that we have the most current contact information for you. By doing so, you will ensure timely receipt of materials from Society Headquarters. If you need help, please contact Ryan Aucoin (raucoin@phikappaphi.org).

STUDENT INVOLVEMENT

The Honor Society of Phi Kappa Phi is establishing the student's voice for the Society's Board of Directors through the creation of the Council of Students. This council will be comprised of two student vice presidents representing each of the five regions for a total of 10 total members. These 10 student vice presidents will then elect two to serve on the Society Board as Vice Presidents of Students. The remaining members of the Council of Students will serve as the student advisory panel to the two Vice Presidents of Students for the Society's Board. Look for the application details this fall. Contact Jim Carlson (jcarlson@phikappaphi.org) for more.

NEW MEMBER BENEFITS

We are excited to add the following partners to our member benefits:

- AT&T
- Avis
- Budget
- Princeton Review discount
- Facebook
- LinkedIn
- Twitter

For more information, visit PhiKappaPhi.org and click Member Benefits under the Members tab.

CONVENTION: SAVE THE DATE



Mark your calendars now! The 2010 Biennium Convention will be held August 5 – 7 in Kansas City, Missouri. Concurrent Partnering for Success Workshops will begin on Thursday. Governance sessions will begin on Friday. Watch your inbox for more details. If you have questions, please contact Kelli Partin (kpartin@phikappaphi.org).

FINANCIAL FRONT: IMPORTANT INFORMATION FOR CHAPTER TREASURERS

- Effective July 1, 2009, the Phi Kappa Phi initiation fee increased by \$5, from \$15 to \$20. Since new initiates also pay one year of annual dues, the total amount of fees to be collected by chapters will be \$45. The increase will allow Headquarters to continue to provide important services to members and chapters. Chapters were given the opportunity to vote on the increase. Two hundred and thirty-three chapters submitted a ballot and 189 (81%) voted in favor of the increase.

- **All Phi Kappa Phi chapters with gross receipts of less than \$25,000 are required by the IRS to file Form 990-N (e-Postcard) again this year.** The form is due November 15, 2009, and may be filed starting July 1, 2009. Chapters must use the July 1-June 30 fiscal year. The postcard may be found at <http://epostcard.form990.org/>. Once completed, please send a copy of the form or IRS confirmation to Headquarters. If you have any questions, you may contact Lourdes Barro, Associate Executive Director/CFO (lbarro@phikappaphi.org).

Failure to submit the e-postcard for three consecutive years will result in the chapter's loss of its exempt status. Consequently, the chapter will have to pay federal taxes at the corporate rate.

- All chapters must have their own Employer Identification Number (EIN). Please note that you cannot use the same EIN as your university or the Society. You must have a chapter-specific EIN assigned to you by the IRS. If you need your chapter's EIN, it can be found on the Phi Kappa Phi Web site. If you have questions regarding EIN's, please contact Tenisha Bates (tbates@phikappaphi.org).

- 2008-2009 Chapter Finance Reports were due August 31, 2009. Remember that in order to be recognized as a 2009-10 Chapter of Merit or Chapter of Excellence, you must have submitted this report by the deadline. Please submit the report immediately if you have not done so.
- The Society has funds set aside to reimburse Board members for travel to participate in various chapter activities. Unless the local chapter has inadequate funds to do so, it is expected that the chapter will pay for local expenses such as lodging, transportation to and from the airport, and any meals. If a chapter is experiencing financial difficulties, it is possible to arrange a visit funded by the Society. Please contact the Chapter Relations Department if you would like to make arrangements for a Society representative visit.
- Effective July 1, 2009, chapters will be responsible for paying the entire shipping cost on all supply orders. Prior to July 1st, chapters were responsible for only half of the ground shipping charges for all orders exceeding ten pounds. The rising cost of shipping and decreasing revenues due to the current economic environment led to this decision. Headquarters will continue to offer initiation supplies to chapters at no charge.
- Effective immediately, the Accounting Department will begin sending out monthly statements that reflect funds owed by chapters for merchandise or fulfillment orders.
- The Accounting Department would like to apologize for the delay in billing for fulfillment orders. The delay was caused by problems with RR Donnelley's billing system. Our accountant has identified the errors and established procedures so that, in the future, invoices will be sent to chapters on a timely basis.

PUBLICITY & COMMUNICATION

- The Chapter Relations Department is always interested in highlighting the exciting events happening with our chapters. If you have items or pictures that you would like to share or if you would like your chapter to be spotlighted, please contact Traci Payne (tpayne@phikappaphi.org).
- As you plan your initiations and chapter events for the fall, please keep in mind that Jeremy Garland (jgarland@phikappaphi.org) is available to assist you in promoting your events. He can help with newspaper ads, posters, flyers, and much more.
- All chapters are encouraged to create and maintain a chapter Web site. Guidelines are posted on the Web site, and assistance is available from Headquarters. Images are available for chapters wanting to create or update their Web sites. In order to become a Chapter of Excellence, chapters must have an updated chapter Web site.
- Does your chapter have famous or renowned members that were initiated into your chapter of Phi Kappa Phi? Please submit these notable members to comm@phikappaphi.org. We include these prominent members in our publicity efforts.

CHAPTER LIFETIME DUES

Has your chapter considered offering a chapter lifetime dues opportunity? Many chapters are now offering this option to its members. Most chapter lifetime dues range from \$120 - \$150. If you are interested in offering this lifetime membership option, please submit the request signed by the chapter president and treasurer in writing to Wanda Norwood (wnorwood@phikappaphi.org). Lifetime members are sent one notice (usually in January or February) that allows them the opportunity to contribute to the national foundation and chapter scholarship fund.

PARTNERING FOR SUCCESS: SAVE THE DATE



Dr. Yaw A. Asamoah talks with Andrea Dupuch during the Society's Partnering for Success workshop in June 2009

Trying to plan an escape from the cold winter? Join us for Partnering for Success in Baton Rouge January 5-7, 2010! This workshop allows you to meet other Phi Kappa Phi volunteers from colleges and universities throughout the nation and share ideas and strategies to help your chapter be the best it can be. Get advice about the challenges your chapter faces from your staff partners and other chapter volunteers who have faced similar problems. Meet with Headquarters staff and discuss what's new.

Registration is limited to 40 participants, so sign up early! In order to register for PFS, complete the delegate nomination form at http://www.phikappaphi.org/Web/Chapters/partnering_delegate. Once the Chapter Relations Department has confirmed that you have not attended a previous PFS workshop and that you will be in a chapter leadership role through 2010-11, you will receive further registration details including hotel and schedule.

Society Headquarters will reimburse each chapter for one delegate's airfare. Meals throughout the workshop are courtesy of the Society, but chapters are responsible for meals to and from the workshop as well as hotel costs. **Please do not book any travel until you have received a notice of confirmation.**

If you are interested in attending this workshop, please contact Traci Payne (tpayne@phikappaphi.org).

CHAPTER HIGHLIGHTS



Florida Tech faculty and staff members (left to right): Ms. Deborah Marino, Dr. Randall Alford, Dr. Robert Taylor, Dr. John Trefrey and Dr. Mary Bonhomme

In May, Florida Institute of Technology held its charter installation and initiation ceremonies for the Honor Society of Phi Kappa Phi. A chapter was approved for the university in autumn of 2008.

“We are honored and excited to have Phi Kappa Phi on campus and to begin this tradition of recognizing academic excellence at Florida Tech,” said Randall Alford, associate provost for graduate and international programs.

Alford was installed as chapter president at the ceremonies. Also installed were Mary Bonhomme, associate provost for online learning, vice president; Deborah Marino, nurse practitioner, secretary; John Trefrey, professor of oceanography, treasurer; and Robert Taylor, head of the Department of Humanities and Communication, public relations officer.

Additionally, eight faculty and staff members and 194 students were initiated. One student, Alexander Aydlett, came from North Carolina for the initiation. He is an online learning student working on a master’s degree in information technology.

Florida Tech President Anthony J. Catanese, who spoke at the ceremonies, said “The chapter is a welcome and prestigious addition to the academic life of Florida Tech. We are in very good company as we join the ranks of many top universities.”

Founded at the dawn of the Space Race 50 years ago, Florida Tech is the only independent, technological university in the Southeast. With more than 7,000 students enrolled on main campus, extended campuses and online, Florida Tech is ranked as one of the nation’s top 18 engineering technical institutes by the Fiske Guide to Colleges. The university offers undergraduate, graduate and doctoral programs. Fields of study include science, engineering, aeronautics, business, humanities, mathematics, psychology, communication and education.

WELCOME NEW CHAPTERS!

305 Muskingum College—April 26, 2009

306 University of Kentucky—April 27, 2009

307 Black Hills State University—May 2, 2009

308 The Florida Institute of Technology—May 5, 2009

2009-2010 CALENDAR OF EVENTS

Finance Reports due

August 31, 2009

Recognition item sale begins

October 01, 2009

990s due to IRS (submit copy to headquarters)

November 15, 2009

Partnering for Success: Baton Rouge, Louisiana

January 05-07, 2010

Fellowship applications due to chapters

January 20, 2010

Literacy Grant applications due at headquarters

February 03, 2010 (NO EXCEPTIONS)

Scholar & Artist applications due at headquarters

February 10, 2010 (NO EXCEPTIONS)

Fellowship applications due at headquarters

February 17, 2010 (NO EXCEPTIONS)

Study Abroad applications due at headquarters

February 24, 2010 (NO EXCEPTIONS)

2010-2011 Chapter Officer Lists due

June 15, 2010

2009-2010 Annual Reports due

June 15, 2010

2010-2011 Chapter Officer Lists due

June 15, 2010

Love of Learning applications due

June 30, 2010 (NO EXCEPTIONS)

2010 Biennium Convention in Kansas City, Missouri

August 05-07, 2010