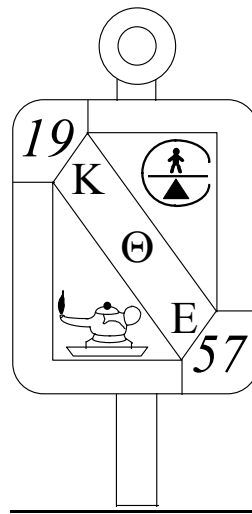


Kappa Theta Epsilon The Cooperative Education Honor Society

Process of Forming a New Chapter



Steps to Forming a New Chapter of Kappa Theta Epsilon

There is a three-step process a group of students must complete to become a recognized Chapter of Kappa Theta Epsilon. The steps are as follows:

I. Petitioning the Society for Membership

II. Organizing a Prospective Chapter

III. Chapter Induction

I. Petitioning the Society for Membership

In this step, you will determine if your school is eligible to form a chapter, determine how interested students are in forming a chapter, and gather and submit information about your school and its Cooperative Education Program to the Kappa Theta Epsilon National Executive Council.

- 1) Determine eligibility of your College or University to form a Chapter. To be eligible, a College or University:
 - a) Must be a regionally accredited baccalaureate college or university in the United State of America.
 - b) Must award at least forty Cooperative Education Certificates to its graduates each year.
- 2) Fill out Part A of the attached Petition to Establish a Kappa Theta Epsilon Chapter.
- 3) Contact students who meet the requirements for membership.
 - a) To be eligible for membership, students must be:
 - i) An undergraduate student:
 - Be in the Cooperative Education Program of his or her institution.
 - Have completed at least twenty-five percent of the requirements towards his or her degree.
 - Be scholastically ranked in the top fifth of his or her class.
 - ii) A graduate student:
 - Be in the Cooperative Education Program of his or her institution
 - Be scholastically ranked in the top fifth of his or her class.
 - b) All eligible non-members shall be considered for selection.
 - c) Neither race, sex, creed, nor membership in any other organization shall be used as criteria for membership.

- 4) Hold a meeting for interested students.
 - a) The following topics should be covered at this meeting:
 - Purpose and goals of the Kappa Theta Epsilon Society.
 - What does the Cooperative Education Department views as the role of Kappa Theta Epsilon.
 - Requirements of National Bylaws in order to maintain a chapter in good standing.
 - Is there enough interest to establish a chapter right now?
 - Who might want to take a leadership role in establishing a chapter at the school?
 - What type of activities would the group like to do this academic term?
 - Do they wish to perform a service project?
 - Do they wish to have some social activities?
 - Type of initiation your prospective chapter will require. (Initial Initiation at your School or National Convention?).
 - Schedule of general group meetings.
 - Have students and a faculty member interested in forming a Kappa Theta Epsilon chapter complete Part B of the Petition to Establish a Kappa Theta Epsilon Chapter.
- 5) Contact the appropriate person(s) at your institution about starting an honor society and complete any necessary requirements in order for you to start a Kappa Theta Epsilon chapter at your school. Have the appropriate authority at the institution complete Part C of the Petition to Establish a Kappa Theta Epsilon Chapter.
- 6) Send the following documents to the Vice-President of the National Executive Council by mail, fax, or email to:

Kappa Theta Epsilon National Headquarters
Virginia Tech c/o Career Services
Career Services Bldg. (0128)
Blacksburg, VA 24061-0128
Email: Vice-President@kappa-theta-epsilon.org
Fax: (540)231-8018

 - A copy of the Petition to Establish a Kappa Theta Epsilon Chapter
 - A copy of the College/University's recruitment brochure.
 - A copy of the College/University's Cooperative Education brochure.

Upon receipt of the above-mentioned documents, the National Executive Council will review your petition and will determine if the petitioners are qualified according to the Constitution and Bylaws of the Society. Upon approval, the group of students will then be granted *Prospective Chapter* status.

II. Organizing a Prospective Chapter

Now that your petition for membership has been accepted, you should now start to organize interested students. Each chapter shall have an Executive Council, which shall consist of officers and Faculty Advisor(s). The Executive Council shall perform duties specified in the Society's or Chapter's Bylaws.

1) Hold Officer Elections:

- The following positions are to be filled at each Chapter:
 - President
 - Vice President
 - Secretary
 - Treasurer

NOTE: Chapters may define additional elected positions in their Bylaws and hold elections for those positions at this time.

- Candidates for office shall be nominated from the floor at a general meeting of the Prospective Chapter.
- A secret ballot election shall be held at the same meeting.
- The Candidate receiving the majority of the votes shall win that office.

2) Choose Faculty Advisor(s):

- The Faculty Advisor(s) shall be from the school's Cooperative Education program.
- The Faculty Advisor should have approval from his/her supervisor to take on this additional responsibility.

3) Schedule at least two meetings for the current school term.

NOTE: Although not required, it is often helpful for the Prospective Chapter officers to meet in advance of the general meeting.

4) If you enter a new academic term, contact students who meet the requirements for membership, as prescribed in Step I Section 3 above.

5) Write your Chapter Bylaws (See Sample Chapter Bylaws)

- a) Chapter Bylaws shall be enacted by each Chapter for its own guidance and shall serve to clarify and refine the National Constitution and the Society Bylaws with respect to the operations of a particular Chapter, for example, in membership criteria or requirements.
- b) Each Chapter shall have full control of its individual affairs as long as the Chapter Bylaws do not conflict with the National Constitution or Bylaws of the Society. The authority over such issues shall reside in the National Executive Council.
- c) Define criteria for membership in Chapter. (i.e. Top fifth of class and at least a 3.5 GPA)

NOTE: The selection process for membership must comply with membership guidelines set forth in the National Constitution and Bylaws and listed in Step I Section 3 of this document. Adding additional membership criteria in the Chapter Bylaws is at the discretion of the institution.

- d) Chapters also have the option of assessing additional membership fees in the Chapter Bylaws payable to the Chapter for operational expenses.

- 6) Submit Dues to the National Treasurer:
- There is a \$300.00 fee for the establishment of a new Chapter.
 - There is a \$25.00 fee per student being inducted into a Chapter.
 - The fees should be payable to **Kappa Theta Epsilon National Organization** and mailed to:

Kappa Theta Epsilon National Headquarters
Virginia Tech
c/o Career Services
Career Services Bldg. (0128)
Blacksburg, VA 24061-0128

- 7) Once finished, send the following documents to the Vice-President of the National Executive Council by mail, fax, or email to:

Kappa Theta Epsilon National Headquarters
Virginia Tech c/o Career Services
Career Services Bldg. (0128)
Blacksburg, VA 24061-0128
Email: Vice-President@kappa-theta-epsilon.org
Fax: (540)231-8018

- A summary report detailing what activities your Prospective Chapter has done, and what goals they have accomplished.
- A copy of your Chapter's Bylaws
- Copies of the minutes from your Chapter meetings and optionally from your Officer meetings.
- A listing of all Prospective Chapter members with their names printed as they wish them to appear on their membership certificates.
- A listing of Prospective Chapter officers and Faculty Advisor(s) and their contact information (Address, Email, Phone).

Upon receipt of the above-mentioned documents, the National Executive Council will review your progression. It will also approve your Chapter's Bylaws. Upon approval, the Prospective Chapter will be ready for induction as a full Chapter of the Society.

III. Chapter Induction

The final step in the process is to induct the members into the society, and to formally establish a Chapter at your school.

- 1) The Induction Ceremony can be held at the Prospective Chapter's school or at the annual National Convention.
 - a) If the ceremony is held at the Prospective Chapter's school, it shall be conducted by officers of the National Executive Council, or by officers or members of an existing chapter.
 - b) At the Chapter Induction Ceremony, the society members conducting the initiation ceremony will present your Prospective Chapter's President with the Chapter's Charter and all appropriate regalia of the Society.
 - c) Each member will be inducted into the society using the appropriate induction ceremony. This induction is to be carried out by current members of the society.

Once you have members inducted, those members can proceed to induct others at your school. Also, once your College/University is a recognized Chapter of Kappa Theta Epsilon Society, they must annually comply with the "Accountabilities of a Recognized Kappa Theta Epsilon Chapter in Good Standing."