

**CEREMONY
FOR
THE INSTALLATION OF NEW CHAPTERS AND
THE INDUCTION OF CHARTER MEMBERS**

PRELIMINARY REMARKS BY INSTALLATION OFFICER

Psi Beta, the national honor society in psychology for community and junior colleges, was founded in 1981 to recognize the scholastic achievements and interests in psychology of two-year college students. Psi Beta provides national recognition and serves as an aid for stimulating interest in psychology as an academic and professional field of endeavor. The knowledge gained from the study of psychology is applicable to any career the student may choose. Through Psi Beta, students feel a sense of community with others in psychology as they learn more about the larger field of psychology. Members are eligible to win national awards in research and community service. But above all, membership in Psi Beta is a well-respected credential for achievement and acknowledges interest in psychology early in one's educational career.

Psi Beta recognizes five classes of members: active, honorary, alumni, inactive, and faculty. The core of any chapter is its active members. These members must be enrolled in a two-year college with a Psi Beta chapter and must have completed at least 12 semester hours total college credit. *(If the chapter's eligibility criteria are more stringent than required by national Psi Beta, the appropriate changes should be noted in this paragraph.)* Also, members must have an overall grade average of "B" or better, or the equivalent of ranking in the top 35% of enrolled students, whichever standard is higher, and at least a "B" average in psychology. Active members are privileged to vote, to hold office and to participate in all Psi Beta activities, including paper or poster presentations and national award competitions. They may wear the emblem of the society.

Local chapters elect a president, vice-president, secretary, treasurer chapter delegate and any other officers necessary to plan and implement chapter programs and activities. The duties of these officers are those customarily performed by such officers in any organization. While fulfilling their responsibilities, chapter officers also must maintain their scholastic average in order to hold office and vote. With guidance from the national office, members develop their leadership abilities and reach out to serve their communities.

Inevitably, the active ranks each year will be depleted by graduation and transfers to four-year colleges. This fact emphasizes the importance of having an interested faculty advisor who will serve as guardian of the chapter and officers to mentor the incoming officers.

To be granted a Psi Beta charter is an honor. The charter speaks for the psychology curriculum, the training of the faculty, the college as an institution of higher learning, and the students for their serious and conscientious study of, and interest in, psychology. Eligibility standards are monitored by the Association of College Honor Societies, of which Psi Beta is a member.

I, personally, feel honored to participate in this historic event during the formation of the Psi Beta Chapter at (name of college).

**CHAPTER INSTALLATION AND
CHARTER MEMBER INDUCTION CEREMONY**

Installation Officer: Will the advisor of the charter group of Psi Beta come forward? *(Advisor approaches and stands before the table in front of the installation officer.)* You have heard the procedure for obtaining the right to establish a chapter of Psi Beta?

Advisor: I have.

Installation Officer: You have heard the requirements for active membership?

Advisor: I have.

Installation Officer: Do the members whose names appear on the petition meet these requirements?

Advisor: They do.

Installation Officer: You have consented to act as faculty advisor for the group upon its establishment as a regularly organized chapter?

Advisor: I have.

Installation Officer: Do you possess the qualifications required for this trust? Are you interested in maintaining a viable chapter of Psi Beta? Do you understand and agree with the guidelines in the Letter of Understanding for Faculty Advisors?

Advisor: I do.

Installation Officer: Then I welcome you as faculty advisor of the (name of college) Chapter of Psi Beta. You will now take into your charge the materials belonging to the office of the chapter.

(The advisor should have a permanent bound registration book to keep a list of members. The officer materials are handed to the advisor by the Installation Officer—a gavel, a copy of the Leadership Chapter in the handbook and a chapter copy of Robert's Rules of Order [optional] for the president; a notebook for chapter programs and activities for the vice-president; a notebook for the agendas, minutes, and committees for the secretary; a book for chapter financial records for the treasurer; a scrapbook

for the historian, and the Governance Policy for the chapter delegate. The advisor takes a seat at the table to the right of the Installation Officer.)

Installation Officer: The members of the charter group have been vouched for by the advisor; we shall now proceed with their induction as active (and alumni) members of Psi Beta. The advisor will now present the candidates for induction.

(The following short induction ceremony is presented for use before the induction of officers when a chapter is being installed, in order that all will first become members.)

Installation Officer: Members of the proposed (name of college) Chapter of Psi Beta, we are here to induct into the fellowship of the national organization this group of candidates whose chapter is a member of Psi Beta. Will the advisor present the candidates?

Advisor: (Name of installation officer), I wish to present to you, as installation officer representing the national organization of Psi Beta, the following candidates who will become active (or alumni) members of the (name of college) Chapter of Psi Beta. I recommend these candidates to you because I believe they possess interest in the science of psychology and show promise in the field by their academic records. *(Advisor reads the names of candidates. As the names are read, candidates take their place before the installation officer and the advisor.)*

Installation Officer: Candidates, please repeat after me:

Candidates: I, (stating full name), attest that I possess all the requirements for active membership in Psi Beta National Honor Society in Psychology for Community and Junior Colleges. In accepting membership in Psi Beta, I understand and accept the responsibilities which membership entails. On my honor, I pledge to maintain the ideals for which Psi Beta stands to the best of my ability. I further pledge as a member of Psi Beta to actively cooperate in activities and support Psi Beta with my time and resources as may be required.

Installation Officer: You are now members of the (name of college) Chapter of Psi Beta in evidence of which you will receive a membership certificate, card, and pin. In assuming the privileges and responsibilities of your memberships and offices, you have created this chapter. Those of you who are becoming members at this date are the charter members of this chapter. Evidence of the existence of this chapter is embodied in this charter, granted by Psi Beta and signed by the National President and Executive Director, which I present to your chapter.

(Present the charter to the advisor.) To you is entrusted the care of this charter. When your term of office expires, you will entrust it to your successor, and so on down the line as long as the chapter exists. May your chapter always be guided by capable leaders.

(Induction of chapter officers takes place at this time. The following form is used for all officers, the only variation being in the enumeration of the duties of the office. Historian and Student Senate Representative format was submitted by the North Central Missouri College Psi Beta Chapter.)

CEREMONY FOR THE INDUCTION OF OFFICERS

Installation Officer: Members of the *(name of college)* Chapter of Psi Beta, we are about to install in office those members of the group whom you have chosen to represent and to lead you. Leading is an honor and along with any honor goes responsibility. Only the person who accepts the responsibility together with the honor is truly happy and truly effective.

(Turning to the advisor):

Faculty advisor, has the group selected a **historian?**

Advisor: It has.

Installation Officer: Ask the historian of the chapter to come forward to be installed into office. *(The advisor reads the name of the elected historian who stands before the installation officer.)*

Installation Officer: As historian, you are required to maintain accurate records of the chapter's activities throughout the year and present to the chapter an annual report at the last regularly scheduled meeting. You are required to maintain the chapter's scrapbook and have the book ready and available for display at chapter activities. Are you prepared to assume and to discharge these responsibilities?

Historian: I am.

Installation Officer: The faculty advisor will now deliver to you the chapter scrapbook. *(The advisor hands the historian the chapter scrapbook.)*

I now declare you duly installed as the historian of the *(name of college)* Chapter of Psi Beta. Faculty advisor, has the group selected a **student senate representative?**

Advisor: It has.

Installation Officer: Ask the student senate representative of the chapter to come forward to be installed into office. *(The advisor reads the name of the*

elected student senate representative who stands before the installation officer.)

As the student senate representative, you become a voting member of the Student Senate. You are to represent the members of Psi Beta at all Senate meetings and to present a Senate report at chapter meetings. You are to effectively communicate any questions or concerns of chapter members to the Senate, and above all, be responsive to decisions that will benefit the campus community. Are you prepared to assume and to discharge these responsibilities?

Student Senate Representative: I am.

Installation Officer: I now declare you duly installed as the student senate representative of the (name of college) Chapter of Psi Beta. Faculty advisor, has the group selected a **treasurer?**

Advisor: It has.

Installation Officer: Ask the treasurer of the chapter to come forward to be installed into office. *(The advisor reads the name of the elected treasurer who stands before the installation officer.)* As treasurer, you are to hold the funds of the chapter and to pay them out only on the order of the Society. You are required to present to the Society an annual report showing the amount on hand at the beginning of the year, amount collected and spent, to keep accurate records of these several items so that an accurate check can be made at any time by the Society, and to see that the membership fees are sent to the national office before the induction ceremony takes place. Are you prepared to assume and to discharge these responsibilities?

Treasurer: I am.

Installation Officer: The faculty advisor will now deliver to you the equipment of your office. *(The advisor hands the treasurer the chapter financial records.)* I now declare you duly installed as the treasurer of the (name of college) Chapter of Psi Beta. *(The treasurer is assigned a chair at the installation table.)* Faculty advisor, has the group selected a **secretary?**

Advisor: It has.

Installation Officer: Ask the secretary of the chapter to come forward to be installed into office. *(The advisor reads the name of the elected secretary who stands before the installation officer.)* As secretary, you are required to keep an accurate record of the proceedings or "minutes" of each meeting in the form prescribed in Robert's *Rules of Order*; to have them ready for inspection by any member of the Society at any time; and to read them at meetings of the Society; to prepare an order of business for the president or

chairperson; to keep a list of all committees; to have custody of all papers of the Society not in the custody of other officers; to see that registration cards are properly filled out and sent to the national office before an induction takes place; to send news of the chapter activities regularly and the elections of officers as they take place. Are you prepared to assume and discharge these responsibilities?

Secretary: I am.

Installation Officer: The faculty advisor will now deliver to you the equipment of your office. *(The advisor hands the secretary the chapter records of minutes and memberships.)* I now declare you duly installed as the secretary of the (name of college) Chapter of Psi Beta.

Faculty advisor, has the group selected a **chapter delegate?**

Advisor: It has.

Installation Officer: Ask the chapter delegate of the chapter to come forward to be installed into office. *(The advisor reads the name of the elected chapter delegate who stands before the installation officer.)* As chapter delegate, you are required to be ready to assume duties of checking your chapter email regularly to maintain contact with the national office and Psi Beta National Council, submitting chapter votes to the National Council, and responding to online surveys as a representative of your chapter. Are you prepared to assume and discharge these responsibilities?

Chapter Delegate: I am.

Installation Officer: The faculty advisor will now deliver to you the equipment of your office. *(The advisor hands the chapter delegate a copy of the national Governance Policy and email address.)* I now declare you duly installed as the chapter delegate of the (name of college) Chapter of Psi Beta.

Installation Officer: Faculty advisor, has the group selected a **vice-president?**

Advisor: It has.

Installation Officer: Ask the vice-president of the chapter to come forward to be installed into office. *(The advisor reads the name of the elected vice-president who stands before the installation officer.)* As vice-president, you are required to be ready to assume duties of the regularly elected president in the absence of that officer. You also are to serve as program chair. As go the programs, so goes the interest in your meetings. You are to introduce speakers at meetings and to be responsible for obtaining speakers and meeting facilities, as well as arranging entertainment features of meetings. Are you prepared to assume and discharge these responsibilities?

Vice-President: I am.

Installation Officer: The faculty advisor will now deliver to you the equipment of your office. *(The advisor hands the vice-president the program records.)* I now declare you duly installed as the vice-president of the (name of college) Chapter of Psi Beta. *(The vice-president is assigned a chair at the installation table.)*

Faculty advisor, has the group selected a **president?**

Advisor: It has.

Installation Officer: Ask the president of the chapter to come forward to be installed into office. *(The advisor reads the name of the elected president who stands before the installation officer.)* As president, you will find a detailed statement of your duties in *Robert's Rules of Order*. In general, you are expected to call the meetings to order, to preside at all the meetings, to announce the business before the Society, to preserve order and decorum, to be familiar with parliamentary procedures so as to decide all questions before they arise, and to assist the development of leadership skills in all of your officers. The conduct, value, and contribution to (name of college) exhibited by this chapter rest upon your shoulders more than upon the shoulders of any other officer or member of the Society. Are you prepared to assume and discharge these responsibilities?

President: I am. *(The advisor hands the president the gavel.)*

Installation Officer: I now declare you duly installed as the president of the (name of college) Chapter of Psi Beta. You are now officers of the (name of college) Chapter of Psi Beta. In assuming the privileges and responsibilities of your offices, you are responsible for this chapter. *(To the president):* May the chapter always be guided by capable leaders.

(President is seated at an appropriate place at the table with the other officers.)

Since the officers have been invested with their duties of office, I declare the (name of college) Chapter of Psi Beta properly installed. On behalf of the national office of Psi Beta, I welcome you and now, with best wishes for success, I put the meeting into the hands of the president.

(Installation officer leaves the table and takes a seat with the audience.)