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Phi Kappa Phi, Charter Letter

State University of New York at Cortland

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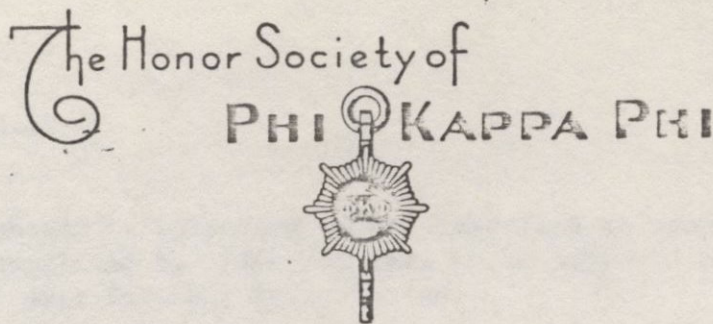
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PRESIDENT'S OFFICE
COLLEGE AT CORTLAND
RECEIVED

April 8, 1982

Dr. James M. Clark, President
State University College
P.O. Box 2000
Cortland, NY 13045

Dear Dr. Clark:

I am pleased to inform you on March 26, 1982, the Board of Directors of Phi Kappa Phi authorized the establishment of a campus chapter of the Society at the State University of New York College at Cortland. Congratulations!

In the near future you will be receiving from the National Office a package of materials relating to organizational procedures. Dr. James T. Barrs, Vice President for the Eastern Region, and Dr. George L. Robertson, Executive Director of the Society, also stand ready to provide any additional information you may need.

In the meantime, I am enclosing guidelines which should prove helpful as you proceed with plans for installation of your chapter. Any questions you may have in that regard should be directed to Dr. Barrs who will serve as the Installing Officer.

At this point it is appropriate for you to:

1. Forward the \$300 charter fee, making the check payable to The Honor Society of Phi Kappa Phi and mailing it to Dr. George L. Robertson, The Honor Society of Phi Kappa Phi, Box 16000, Louisiana State University, Baton Rouge, LA 70893.
2. Write or phone Dr. Barrs concerning arrangements for installation of the chapter.
3. Have your charter members work together to prepare a set of chapter bylaws consistent with the National Bylaws if you have not already done so. Enclosed is a set of sample chapter bylaws and a copy of the National Bylaws for your reference. This set of chapter bylaws

April 8, 1982

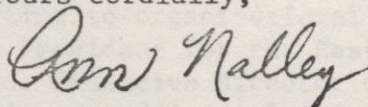
should be forwarded to Dr. Robertson as soon as they are completed in order for them to be approved prior to setting a date for your installation.

4. Elect chapter officers as outlined by your chapter bylaws.
5. Obtain a list of students who are eligible for membership in Phi Kappa Phi and elect your first set of student members. Your Regional Vice President will generally recommend that you hold your first chapter initiation in conjunction with the installation of your chapter.

Please notify Dr. Robertson of your firm installation date at least thirty days in advance, so that he may arrange to have your charter delivered to you in time for the installation. Please also supply, for receipt not more than thirty days after this event, an article and a photograph (black and white, glossy, at least 5" x 7") of the installation ceremony. Those should be sent to Dr. Robertson, at the address noted in item 1, for inclusion in an upcoming issue of the Society's newsletter.

If you have further questions, please write or phone me.

Yours cordially,



Dr. E. Ann Nalley, Regent

EAN/cj

Enclosures Guidelines for Installation and Bylaws

cc Dr. James T. Barrs

Dr. George L. Robertson