

EST. 1776

The PHI BETA KAPPA *Society*

THE NATION'S MOST PRESTIGIOUS ACADEMIC HONOR SOCIETY

Phi Beta Kappa Manual for Chapter Officers

November 2022

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Introduction

Dear Chapter Officers:

Greetings from The Phi Beta Kappa Society's national office in Washington, D.C. This publication is intended for the use of the faculty and staff volunteers who serve as the leaders of Phi Beta Kappa's 293 chapters across the country. For newly elected officers, its purpose is to offer an introduction to the many functions involved in operating a thriving Phi Beta Kappa chapter. For longstanding chapter volunteer leaders, the Manual for Chapter Officers serves as a reference by presenting information on questions that may arise in the normal chapter operations on campus. It also contains new information based on what has worked well for chapters. We hope it is a resource you can turn to as you plan for your next induction and the life of your chapter.

We will share this document with current chapter officers at the beginning of every academic year. We will also notify every chapter of the amount of the national registration fee for inductees for the coming academic year. ***For 2022-23, there is no change in the national registration fee of \$85 per student.***

The national office is evaluating whether the Emergency Fund for Student Inductions, which began during the pandemic, will be able to continue. We have expended the funds initially raised and will communicate if there will be any additional funding available in 2023. Additionally, we are working on the creation of Chapter Resource Mini Grants that chapters may take advantage of heading into 2023 to improve chapter visibility or enhance work on diversity, equity, and inclusion initiatives. Look for more information on how to apply for these mini grants in 2023. A few additional items to note:

- Chapters may access their chapter dashboards, the hub of chapter information, resources, and student registration details, by visiting www.pbk.org and signing in at the top right-hand corner of the website. Chapter officers will need to know the Chapter ID which serves as the username and, oftentimes, the chapter password. If you do not have this information, please [contact us](#).
- All chapters are required to complete an Annual Chapter Report. These reports are due to the national office in the fall. **This year's deadline is November 15.** You may access the Annual Chapter Report Form on the chapter dashboard. Through the Annual Report form, you will have the chance to update your chapter officers and their contact information. These updates are critical as they help ensure we are communicating with the right individuals over the course of the year and enable us to be of the greatest help possible in supporting your efforts.
- Also in the chapter report, you will also be able to update your chapter's financial mailing address and specify how checks should be made payable to the chapter.
- Watch your email for our monthly *Chapter Connections*, an e-newsletter that contains important updates and interesting tips and best practices from your fellow PBK chapters.
- National office staff also convene office hours at select times throughout the year via Zoom to help address any concerns that chapters may have.

Please direct any inquiries to Ann McCulloch, amcculloch@pbk.org, or Solai Sanchez, ssanchez@pbk.org. Thank you for all that you do to share Phi Beta Kappa with your students and to represent the liberal arts on your campus. Phi Beta Kappa could not accomplish all that we do without the commitment of our volunteer leadership. We look forward to working with you over this academic year.

Frequently Asked Questions

How do I access the chapter dashboard?

Current chapter officers may access the chapter dashboard using the chapter ID and password through the Sign In link in the upper-right corner of PBK's website, www.pbk.org.

The chapter dashboard is a hub of chapter management. Chapters set up registration for their students (please see registration guide in the Appendices for information on how to set up registration) on the dashboard, access the required annual report form, update chapter officers and financial contact information, and where to find key PBK documents. There is also a link on the dashboard to PBK's Resource Dropbox where you will find images of the key and logos for chapter use.

If you do not know the chapter ID and password, please contact Solai Sanchez, ssanchez@pbk.org.

How do I update officers on the chapter dashboard? Why can't I find officers in when I search?

On the chapter dashboard, there is a place for you to search for an officer by name and enter their contact information. If you cannot find a chapter officer, it may be that they have a common name and there are multiple records, they may have had a different name at the time of induction, or there may be an issue with their record. We can help troubleshoot any chapter officers that you cannot find. Please reach out to Solai Sanchez, ssanchez@pbk.org.

Do you have any "About PBK" materials we can share with our invitees?

Yes! On your chapter dashboard, in the Key Documents section, you will find a PDF entitled Love of Learning. This has basic information about the Society that you may share with your invited students. Please also refer them to our website, www.pbk.org, where we have pages on [Why Accept Your Invitation](#), [Member Benefits](#), and [Member Requirements](#), as well as [career resources](#) and information about [networking programs](#) for PBK members.

Can we use content and language from the PBK for our website?

Of course! Feel free to use any of the content from our website to help enhance your own. Photos from your recent induction ceremonies will also help students feel a sense of belonging and inclusion. Your website should list your chapter's membership criteria, referring back to PBK's [Stipulations for Membership](#) as needed. Be sure to list a contact person for students to reach out to if they have questions. We also encourage chapters to keep their sites up to date with the latest number of chapters (293).

How do I order certificates for my chapter?

Please reach out to Hand & Hammer, PBK's preferred vendor for certificates and other PBK items like keys, stoles, and cords. You may contact Chip de Matteo, dechip@hand-hammer.com for assistance with any of these items or order online using the [Chapter Order Form](#). Hand & Hammer can advise on timing of orders (usually three weeks in advance of your ceremony). Your inducted students can order keys and other PBK logo items directly from Hand & Hammer as well, using the "[Shop PBK](#)" link at the top of our website.

National Office Contact Information

The Phi Beta Kappa Society, 1606 New Hampshire Avenue, NW, Washington, DC 20009

Phone: 202-265-3808; Facsimile: 202-986-1601

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Phi Beta Kappa's Mission

Since our founding in 1776, Phi Beta Kappa has championed education, fostered freedom of thought, and recognized academic excellence. As America's most prestigious academic honor society, we are uniquely equipped to advocate for the value and benefits of liberal arts and sciences education.

We do this because we believe the curiosity and creativity cultivated by a liberal arts and sciences education are essential to making the most of life's experiences and should be available to everyone. This is why we:

- **Honor the most accomplished** liberal arts and sciences undergraduates from top schools across the nation.
- **Grant lifelong membership** through a highly selective, merit-based invitation process that takes into consideration academic success as well as depth and breadth of study.
- **Connect members to a diverse network of high achievers** who are active in science and health care, business and technology, the arts and humanities, law and philanthropy.
- **Engage members and volunteers**, on campuses and in communities, to make the Society welcoming and inclusive in its celebration of excellence.
- **Advocate for the importance of arts and sciences** education to the individual and to society through our National Arts & Sciences Initiative.
- **Provide opportunities** to participate in engaging events, programs, and community service projects offered by the national office and our local chapters and alumni associations.
- **Equip members with information and tools** to engage thoughtfully in American society as leaders, volunteers, and citizens.
- **Offer members quarterly publications and monthly newsletters** that provide perspectives on public affairs, literature, science, history, culture, and career development.
- **Recognize the exceptional achievement** of writers of and scholars in the humanities, social sciences, natural sciences, and mathematics.
- **Involve recent inductees** by giving them a voice in Phi Beta Kappa, recognizing their priorities, and learning from their active engagement.

Special Initiative on Diversity, Equity, and Inclusion

At the 2018 Triennial Council, delegates unanimously endorsed a resolution addressing diversity, equity, and inclusion, affirming that “The Phi Beta Kappa Society, as we approach our 250th anniversary, will encourage the diversification of membership and seek to provide access to historically under-represented and first-generation college students.”

Further, as stated in the Society’s [Strategic Plan](#), we are “actively committed to making Phi Beta Kappa more inclusive and welcoming by acknowledging the priorities of and connecting with a more diverse group of members, faculty, staff, and leaders on campus and in communities.” This document, as well as the Society’s governing documents, including the [Model Chapter Constitution and Bylaws](#), also provides important avenues for advancing these goals.

Policy on Campuses with Multiple Sites

As per a statement adopted by the Senate of Phi Beta Kappa in a meeting at Seattle, Washington, on August 6, 2003, if a campus sheltering a chapter of Phi Beta Kappa offers instruction at multiple sites, the chapter may apply to the Committee on Qualifications to induct students irrespective of the site of their instruction only if all of the following conditions obtain:

- All faculty are hired to teach at the campus as a whole without discrimination as to site, and the processes of hiring, promotion, tenure, evaluation, and reward are administered by the institution as a whole, according to the same criteria, irrespective of differences among instructional sites, and not by authorities representing or responsible for individual sites of instruction;
- All students admitted to the campus are admitted in the first instance for study at any site in which it offers instruction, and they may thereafter take courses for which they are qualified at any site at their own discretion;
- Student enrollment in courses at one site rather than another places the student at no advantage or disadvantage regarding the breadth and quality of instruction in the liberal arts and sciences;
- Diplomas or other certificates make no reference to different instructional sites.

A chapter wishing to certify that its campus meets these conditions should submit an application to the Director of Chapter and Association Relations and Membership Engagement in the national office. The Director will consult with the Committee on Qualifications concerning the application. The Committee will review the application and make a recommendation to the Senate for the disposition of the application.

Policy on Phi Beta Kappa's Trademark

Phi Beta Kappa's trademarks help to set it apart from other organizations. As our chapters has spread across the nation and our membership has expanded throughout the world, the name "Phi Beta Kappa" has become synonymous with academic excellence. Since the Society was founded at the College of William and Mary in 1776, its name and symbols have become widely known.

For these reasons, among others, the Society issued a policy for the proper use and protection of our trademarks. A trademark is a word, phrase, name, symbol, or any combination of these which is used to identify The Phi Beta Kappa Society. The basic legal rights in trademarks are gained by their proper use and registration. The following is a list of the federally registered trademarks owned by The Phi Beta Kappa Society:

| Reg. # | First Registered | Description of Mark |
|-----------|------------------|--------------------------------------|
| 591,140 | June 15, 1954 | Ornamental Key with Greek Letters |
| 731,963 | May 22, 1962 | Ornamental Key with Greek Letters |
| 734,333 | July 10, 1962 | Words in English: "Phi Beta Kappa" |
| 1,761,322 | March 30, 1993 | Words in English: "American Scholar" |

Each of the preceding trademarks is owned exclusively by The Phi Beta Kappa Society. All of the trademarks have been duly registered and continuously maintained by the Society.

Throughout its history, Phi Beta Kappa has adhered to the policy of refusing to endorse any commercial activities or permit its name or any of its trademarks to be used for any commercial or for-profit purpose. The Society's rationale has been that commercial entanglements risk: 1) diversion or skewing of the Society's focus from the exaltation of excellence in education, learning, and scholarship; and/or 2) sully its reputation as a society dedicated to such exaltation.

In order to enforce this policy, Phi Beta Kappa requires strict adherence to the following trademark usage rules:

- The Phi Beta Kappa Society's trademarks shall not be used on products, or any services or by any Third Party unless expressly approved in writing in advance by Phi Beta Kappa's national office.
- The Phi Beta Kappa Society's trademarks shall not be used in conjunction with any other trademarks, tradename, or logo of any Third Party without express written approval of the national office.

It is the affirmative duty of each local chapter to be vigilant in observing and reporting any apparent or suspected unauthorized use of any of the Phi Beta Kappa trademarks. In particular, local chapters should look out for any use of the name, Greek letters, imitative key, or other confusingly similar form which may lead members of the general public to believe that The Phi Beta Kappa Society has authorized or endorsed the use.

The Phi Beta Kappa Society's trademarks may be used in accord with this policy for the promotion and operation of chapter, association, district, and Society events and activities, provided such usage will not decrease the value of the Society's trademarks or otherwise impair or damage the Society's integrity, reputation, or goodwill. The Phi Beta Kappa Society's trademarks shall not be used in connection with

for-profit activities, including but not limited to the sale of products or services. The Phi Beta Kappa Society's trademarks shall not be used in such a way that may jeopardize its status as a not-for-profit entity under Internal Revenue Code Section 501(c)(3), which means usage is strictly limited to activities intended to advance the Society's non-profit purposes.

Accompany all trademarks with registration notices. Normally, this will consist of the symbol "®" following the mark, accompanied by a statement (usually at the bottom of the page) that the mark "is a registered trademark of The Phi Beta Kappa Society." If a trademark is used repeatedly in ads, magazine articles, or the like, a good rule is to use the registration notice at least in the first or most prominent appearance of the mark, preferably on each page. Always use capital letters or initial caps. Never use any trademark in a parody, as a generic term, or in any other manner which may denigrate or dilute the trademark. This policy is applicable to all uses, manifestations, and images and in and to all media. Please direct any inquiries to the attention of the Secretary or Associate Secretary at the national office.

Phi Beta Kappa Organization and Governance

Chapters

Phi Beta Kappa's 293 chapters are the constituent units of the Society, and membership in Phi Beta Kappa comes only upon accepting the invitation of a chapter. The national organization of Phi Beta Kappa is a confederation of autonomous units, not a collective union governed from the center, although the Phi Beta Kappa Senate does govern on behalf of the whole. A list of current Phi Beta Kappa chapters as provided as an appendix. Contact information for chapters is available on our website, <https://www.pbk.org/Chapter-Directory>.

Associations

Phi Beta Kappa has dozens of alumni associations across the country, along with international groups in London and Paris, that offer opportunities for continued learning and networking for Phi Beta Kappa members. Associations do not confer Phi Beta Kappa membership. Many of these organizations sponsor lectures, outings to cultural events, book groups, and social gatherings. Phi Beta Kappa associations also give back to their communities through service projects and scholarship programs. All Phi Beta Kappa associations foster a love of learning and continued pursuit of knowledge. A list of current associations is provided as an appendix and can be found on our website, <https://www.pbk.org/Association-Directory>.

Senate

[The Senate](#) is the executive body of the Society; it consists of 24 members elected by the Council (also known as the Triennial Council) for staggered six-year terms. The Senate carries out the policies adopted by the Council and oversees the financial obligations of the Society. Senators appoint and oversee the work of the various committees, including the Committee on Associations, Committee on Awards, Committee on Chapters, Committee on Qualifications, and Committee on Visiting Scholars. The Senate typically meets quarterly. The Officers and Senators of the Society are listed as an appendix.

The Committee on Chapters is primarily responsible for monitoring Phi Beta Kappa's chapters and working collaboratively with national office staff to ensure continued chapter health and vitality. The Committee selects Outstanding Chapter Award recipients for presentation at the Triennial Council. The Committee also has the responsibility of working with chapters that are struggling and can make recommendations to the Phi Beta Kappa about a chapter's charter.

Council

The Council is the legislative body of the Society, convening once every three years to transact business. Each chapter may elect three delegates, one of whom has his or her travel expenses paid by the Society. Triennial meetings are held in various geographical locations around the country; however, the most recent Triennial took place virtually in August of 2021 due to the COVID-19 pandemic. Discussions for the dates and location of the 2024 Triennial are underway.

The Council possesses the sole right of granting new chapters, after careful screening by the Committee on Qualifications and the Senate, and an affirmative vote of at least two-thirds of the chapter and association delegations at the triennial meetings of the Council.

Since 1937, the Senate and the Council also have had an obligation to concern themselves with the affairs of a chapter when either the chapter or the sheltering institution seems to have lost its academic standing. The Committee on Chapters is assigned the ongoing task of monitoring chapter health. The

Senate has authority to suspend temporarily a chapter's right to elect new members, and as the representative body responsible for protecting and perpetuating the tradition of scholarship for which the Society stands, the Council has authority to revoke the charters it has granted.

Districts

Phi Beta Kappa chapters and associations are grouped into seven geographical districts to help ensure geographic representation on the Phi Beta Kappa Senate. The seven districts are: New England, Middle Atlantic, East Central, North Central, South Atlantic, South Central, and Western. Each district meets to elect officers at the Triennial Council, convenes a nominating committee to select candidates to stand for District Senator election, and may help communicate and coordinate activity in support of their local chapters and associations and to further the liberal arts and sciences.

Local Chapter Structure, Governance, and Organization

Each chapter is self-contained and separate and distinct from other chapters. All chapters are subsidiaries of The Phi Beta Kappa Society under the Society's federal IRS Group Ruling. The chapter manages its own affairs, including the induction of members and chapter finances.

Chapters vary greatly in size and in their activities. In addition to the required obligations stated in the chapter charter of furthering the scholarly objectives of the Society through the annual election of new members and the filing of an annual report, all chapters are strongly encouraged to maintain a visible presence with students, be transparent about stipulations for membership, uphold academic standards, and advocate for the liberal arts and sciences on campus.

Chapter Dashboard

The [Chapter Dashboard](#), a password protected online portal available to chapter officers on Phi Beta Kappa's website, is the hub for chapter organization. From the dashboard, chapters set up student registration, access the Chapter Annual Report Form, and update key information such as current chapter officers and a financial point of contact.

The Chapter Dashboard also contains a Key Resources section with links to important Phi Beta Kappa documents. ***All chapter officers should be familiar with how to access the Chapter Dashboard. If this is not familiar to you, please contact the national office.***

Tax Exemption Information and Reporting Requirements

The Phi Beta Kappa Society, all Phi Beta Kappa chapters, and chartered Phi Beta Kappa alumni associations are exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The exemption for chapters is an extension of the exemption granted to the national office of Phi Beta Kappa and is not linked to the exemption held by your institution. Copies of the ruling letters establishing the Society's tax exemption and its extension to our affiliates are available upon request.

All chapters and associations, regardless of their income and even though they have no employees, must have their own Employer Identification Number (EIN). As the chapter or association is founded, the national office applies for a permanent EIN with the Internal Revenue Service and shares that with the chapter or association. Please contact the national office to request your chapter's unique EIN. The chapter EIN is separate and distinct from the national Society's EIN, which is 53-0226282.

Even though both the Society and its affiliates are exempt from federal income tax, the Society itself and any chapter or association that has annual gross revenue **in excess of \$50,000** must file IRS Form 990. There is a heavy financial penalty for failing to file this form. The form is to be filed on or before the fifteenth day of the fifth month following the close of your fiscal year. If you have no such established accounting period, the form must be filed on the basis of the calendar year. The 990 Form may ask that you list your "parent organization's four-digit group exemption number" (GEN), which is 1130.

Chapters and associations with **less than \$50,000** in annual gross receipts are not required to file Form 990, although your district IRS office may request that you complete the heading of the first page of that document. Should you be asked, you will need to know that the date of the exemption letter that covers

chapters and associations, which is June 4, 1951. A copy of that letter, as well as a copy of the letter of September 18, 1942, granting the original exemption to the Society, may be obtained from the national office.

As of January 2007, the IRS has required that all entities of an exempt organization with **less than \$50,000** in annual gross receipts file a 990-N, an electronic postcard that requests basic contact information, confirms annual income, and verifies that an organization is still in operation. Phi Beta Kappa's national office currently takes responsibility for filing these forms for all chapters that do not have gross receipts of \$50,000 or more unless a chapter indicates that we should not file on their behalf. Please notify the national office if you will be filing a 990-N separately.

Since any contact your chapter has with the IRS may have implications for every affiliate, you are asked to notify the national office immediately if the IRS has any questions about your operations or revenue. The national staff provides whatever assistance you require in handling such matters.

State Tax Filings and Exemptions

Please note that the IRS Group Ruling only extends federal tax exemption to Phi Beta Kappa chapters, and that filing the 990-N keeps chapters current with this federal tax exemption. Chapters are responsible for knowing and complying with any state filing guidelines that may be applicable. Chapters are urged to consult with appropriate college or university counsel to understand any possible filing obligations.

Chapter Constitution and Bylaws

Each chapter should have a copy of its own constitution and bylaws on file in the national office. To maintain our federal tax exemption, all chapters are strongly encouraged to adopt Phi Beta Kappa's [model constitution and bylaws](#) with some considerations:

- Chapters founded before the organization of the national Society in 1883 have authority to amend their Constitutions at will.
- All other chapters may amend their Constitutions only with the approval of the Senate.
- Chapters established after 1925 must obtain Senate approval for any amendments to local bylaws.

The Senate's Committee on Chapters reviews proposed constitution and bylaw revisions. If the changes do not involve questions of policy that require consideration by the Senate, they are approved and may then be incorporated in the chapter's bylaws. Even though older chapters are not required to do so, they often request the committee's opinion on proposed bylaw changes.

All proposed changes in constitutions and bylaws must be submitted to the Society's national office. They should be presented in a word document with the changes clearly outlined and sent via email to Ann McCulloch at amcculloch@pbk.org.

Chapter Annual Reports

Every chapter is required to file an online Chapter Annual Report with the national office. The Chapter Annual Report form is available on chapter dashboards every summer, with a deadline of receipt of October 31.

The information provided by annual reports helps the Committee on Chapters and national office staff set priorities for assisting chapters and guides decisions made about resources and programming. It is critical that all chapters complete this form to comply with the Society's IRS Group Ruling and federal tax exemption. These reports are mandatory and are evaluated annually by the Committee on Chapters. This evaluation is also used to determine recipients of the Outstanding Chapter Awards given at each Triennial.

Phi Beta Kappa Membership

Phi Beta Kappa chapters are the only structure within Phi Beta Kappa that can grant membership. While the national office may offer advice and guidance to the chapters, it defers to chapters on decisions relating to extending invitations to membership.

From the model constitution, the following are categories of Phi Beta Kappa membership:

- Charter Members: Phi Beta Kappa members to whom the chapter charter was granted
- Members-In-Course: Members of the chapter elected as undergraduates or as graduate students
- Alumni/ae Members: Graduates of the institution of not less than ten years' standing who, by contributions in the fields of the liberal arts and sciences or by works of pure literature, have since graduation given clear evidence of the possession of distinguished scholarly capacities, and have been elected by the chapter to membership
- Honorary Members: Non-graduates of the institution, who, by contributions in the fields of the liberal arts and sciences and letters or by works of pure literature, have given clear evidence of the possession of distinguished scholarly capacities, and have been elected by the chapter to membership
- Resident Members: Inductees of other chapters of Phi Beta Kappa who are, or who become, members of the faculty or staff of the institution
- Foundation Members: Non-student members inducted only at the founding of a chapter (classified as Alumni/ae or Honorary Members)

Resident Members

Chapter business is usually conducted by the Phi Beta Kappa faculty and staff members employed by the sheltering institution, who constitute what is referred to as the Resident (or "immediate" or "active")

Membership of the chapter. Faculty and staff are considered Resident Members as long as they are employed by the sheltering institution. Resident Members will never lose their original affiliation with the chapter from which they were inducted and, should they leave one institution for another with a Phi Beta Kappa chapter, may be considered Resident Members of that new institution.

Chapters are strongly encouraged regularly to update and maintain a contact list of Phi Beta Kappa members employed as faculty and staff at their institutions. It is requested that chapters share this information with the national office as part of their annual report. Chapters are also encouraged to work with their sheltering institutions to regularly update their roster of Resident Members and to ask for the administration's help in identifying new hires that are Phi Beta Kappa members. Chapters should regularly use campus email and other campus communications tools to ask members to self-identify.

Chapters struggling to identify Phi Beta Kappa faculty and staff should reach out to the national office for assistance.

Students Elected to Phi Beta Kappa as Juniors

Chapters may wish to engage their junior inductees upon their return to campus as seniors. These group of students may find it helpful to think of themselves as a cohort and could serve in an ambassadorial role to their undergraduate peers or help plan activities to enhance Phi Beta Kappa's visibility on campus. Because of FERPA issues, only Resident Members employed by the institution should be involved in the selection and election of new members.

Graduate Students on Campus

Chapters may wish to begin identifying Phi Beta Kappa members who are completing graduate work on their campuses. These students could be helpful to the chapter as ambassadors to undergraduate students or could be involved in research projects for the chapter as Phi Beta Kappa moves closer to celebrating its 250th anniversary. As they may be new to your campus, these students may appreciate a sense of Phi Beta Kappa community and fellowship. Because of FERPA issues, only Resident Members employed by the institution should be involved in the selection and election of new members.

Phi Beta Kappa Members in the Community

Phi Beta Kappa members living near a sheltering institution are not considered Resident Members. Some chapters regularly send notices of meetings and events to Phi Beta Kappa members who live nearby to help foster a greater sense of community. This is most likely to be useful if there is not a Phi Beta Kappa association in the area. Again, transaction of chapter business (especially the election of new members) is restricted to Resident Members.

Chapter Officers

Typically, chapters elect five individuals from their Resident Members to serve as officers for the chapter: **President, Vice President, Secretary, Treasurer, and Historian**. In addition to these officers whose duties are described below, a chapter may also choose to have a **Primary Contact**, usually an existing chapter officer, who serves as the first contact for the national office to the chapter. The Primary Contact can also be a non-member if they serve as the chapter's administrative support.

All chapter officers should feel empowered to serve as advocates for the liberal arts and sciences on the campus and bring to the chapter's attention any concern about issues that might endanger the life and health of the chapter or the liberal arts and sciences at the institution.

President

The chapter President presides at all meetings of the chapter; represents the chapter on campus and in the community; appoints all standing and special committees; and makes a welcoming address to new members at the time of their induction into the Society. The President can take responsibility for arranging special meetings and obtaining speakers for ceremonies and other events, sharing this responsibility with the Vice President. The President holds office only for a year or two, as prescribed by the chapter bylaws. Chapter presidents may also be a distinguished alumnus not on the teaching staff of the sheltering institution.

Vice President

The Vice President performs all the duties of the President in the event of the President's absence. In some chapters, it is the Vice President who coordinates the details of the Visiting Scholar Program. The Vice President can also take responsibility for arranging special meetings and obtaining speakers for ceremonies and other events, sharing this responsibility with the President.

Secretary

The Secretary's role is critical to the functioning of the chapter. Experience is invaluable, and secretaries should be willing to serve for a minimum of three years. The Secretary is primarily responsible for setting up the details of student registration on the chapter dashboard; communicating with student invitees; ordering membership certificates and other PBK materials; validating member registrations on the chapter dashboard; and communicating with the national office.

The Secretary's duties also include: arranging, in consultation with the President, meetings of the chapter; keeping the minutes of chapter meetings in a formal minute book containing the valid records of elections, inductions, and other important business; keeping an accurate record of chapter membership; serving as Secretary of the Executive Committee and of the Committee on Members in Course; filing the Chapter Annual Report with the national office; coordinating the chapter's attendance at the Triennial Council.

It is beneficial for the Secretary to have the services of an administrative assistant who can handle communication details to student invitees and other nonconfidential items. For chapters that elect a large number of students each year, the chapter may need to request permanent support from the sheltering institution's administration. In areas where Phi Beta Kappa associations exist, members of these groups may be willing to help with non-confidential administrative tasks.

Treasurer

The chapter Treasurer is responsible for collecting student fees (if students are not paying online when they register) and paying all chapter bills, including invoices from the national office. The Treasurer keeps accurate financial records; makes an annual report of the treasury status to the chapter; maintains the chapter's bank accounts; and arranges for an annual audit of the chapter's books. The Treasurer serves as the main financial liaison between the chapter and the

national office. In small chapters, the role of the Treasurer can be combined with that of Secretary.

Historian

The Historian keeps the archives of the chapter and gives a brief history of the Society and of the local chapter during the induction ceremony. Arrangements should be made with the sheltering institution for the safe storage (in the library or in facilities set aside for the chapter's use) of the chapter archives, including the charter. Care should be taken to see that important correspondence, meeting programs, printed poems, addresses, chapter catalogs, and other publications are deposited in the archives. If the chapter does not have a historian, the Secretary or the Vice President usually assumes these responsibilities.

Committees

As proscribed in the Model Constitution and Bylaws, chapters typically establish several committees to ensure that essential chapter functions can be addressed.

Executive Committee

The chapter officers, plus one or more elected members of the chapter appointed by the chapter President (typically the immediate past President), constitute the chapter's Executive Committee. It can handle most of the regular business of the chapter except the election of members and officers and amendments of the bylaws.

Committee on Members-In-Course

The Members-In-Course Committee should be appointed or elected to examine student records and to nominate undergraduate student members (and graduate students, if applicable). Per the Model Chapter Bylaws, this committee is typically composed of six Resident Members, at least four of whom shall be members of the teaching faculty, and the Secretary of the chapter. Members on this committee should be appointed on staggered terms. To the extent possible, members of the committee shall be chosen predominantly from teachers of liberal arts and sciences subjects.

The Secretary typically starts the process of electing members in course by securing student transcripts from the registrar's office with enough time for transcripts to be reviewed before invitations to membership are issued. The Members-In-Course Committee should follow national membership stipulations and local chapter considerations.

Committee on Alumni/ae and Honorary Members

If a chapter elects Alumni/ae and Honorary Members, a Committee on Alumni/ae and Honorary Members shall be responsible for considering persons proposed for election to Alumni/ae and Honorary Membership. The committee typically shall be composed of three Resident Members of the chapter appointed by the President.

Chapters may elect a small number of Alumni/ae and Honorary Members in a given year, ideally up to six per Triennium, and are encouraged to keep in mind the Society's special resolution on diversity, equity, and inclusion when considering candidates. Candidates for Alumni/ae and

Honorary Members should be at least 10 years beyond their undergraduate degree and must have demonstrated an extraordinary commitment to the arts and sciences.

The committee can recommend election if a majority of Resident Members approve of the nomination. The committee should prepare citations or statements of the qualifications of each recommended candidate and present them to the chapter and to the national office. The Executive Committee may perform these functions if a committee is not in place.

Chapter-Sheltering Institution Relationship

At the time a chapter is chartered, institutions pledge to support their Phi Beta Kappa chapters. Many institutions assist their chapters in a variety of ways, and some chapters are working to establish increased interaction and support from their sheltering institutions. Potential asks of a sheltering institution include:

- Covering registration fees for all student inductees or covering registration fees for students with financial need
- Providing dedicated administrative help for the chapter
- Assisting with identification of new PBK faculty and staff
- Offering course release to Phi Beta Kappa chapter officers
- Providing funds to cover the costs of the chapter's induction ceremony
- Listing Phi Beta Kappa on student transcripts
- Recognizing Phi Beta Kappa members at honors convocations
- Hosting receptions for Phi Beta Kappa faculty, staff, and students

It is especially helpful for chapters to know which institution leaders are Phi Beta Kappa members. Chapters may also choose to recognize particularly distinguished faculty and staff as Alumni/ae or Honorary Members to involve them more fully in the life of the chapter.

Chapters are also encouraged to think of asks that are appropriate to their campus and to regularly communicate with their institution's leadership. Administrators can be asked to speak at induction ceremonies or host special events for recent inductees. Deans, Department Chairs, and Academic Advisors all could play a role in invitation follow up. The Registrar's office should be helpful in providing data in a way that is easy for the chapter to evaluate, and the Communications or Media office can be helpful in promoting the chapter, its new members, and its activities.

Every year, the Secretary of the Society communicates with sheltering institution presidents and chancellors to remind them of their critical role in supporting the chapter. ***If you feel as if your chapter could use assistance in working with your administration, please contact the national office.***

Phi Beta Kappa Association Collaboration

If there is a Phi Beta Kappa association in the community, the chapter should work together with the association to help promote Phi Beta Kappa both on and off campus. Associations can be helpful in planning events on campus, especially those that call attention to the network of Phi Beta Kappa members that is one of the Society's greatest strengths and reasons for students to accept an invitation. Associations can also be helpful in planning and promoting the public lecture component of a Visiting

Scholar visit. Associations could offer relevant scholarships or award prizes to excelling undergraduate students to help with overall visibility. Many associations also have chapter officers that sit on their boards as a way to foster greater interaction.

The national office strongly encourages chapters and associations to work collaboratively to raise awareness of the Society and of the liberal arts and sciences on campus and in the larger community.

You can find a list of current associations and association officers on our website

(<https://www.pbk.org/Association-Directory>). If you need help reaching your local association, please contact the national office.

Chapter Website and Social Media

Every Phi Beta Kappa chapter should have a webpage or website that is hosted by the chapter or by the sheltering institution. This website is the chapter's best tool to let prospective members know about the qualifications for membership and whom to contact for more information. Chapters can share photos of past induction ceremonies, a little of the chapter's history, and current programs and events in which the chapter is engaged. Chapters are encouraged to model language on and use images from the Society's website, and national office staff will be happy to provide chapters with a link to a Resource Dropbox with photos, images, and graphics that chapters may use.

If you currently do not have a webpage or website for your chapter, or feel that your presence could be more robust, please contact the national office so we may help you work with your sheltering institution. This is a top priority for the 2022-23 academic year.

Some chapters do have a presence on social media channels such as Facebook, Instagram, LinkedIn, and Twitter. If a chapter is able to maintain an up-to-date presence on these platforms, we encourage this activity and chapters are asked to consult with the national office as they establish a presence. Chapters may also repost content from Phi Beta Kappa's social media engagement and are encouraged to tag their institutions to help raise visibility.

Chapter Visibility

In addition to a digital presence, chapters should take small, concrete steps towards increasing visibility on campus, especially among first- and second-year students. If students are aware of Phi Beta Kappa and the necessary coursework, they may be more likely to be eligible for membership and have a greater awareness of the importance of accepting a Phi Beta Kappa invitation. The national office especially encourages outreach to and collaboration with organizations on campus that represent first-generation students and historically underserved groups. Many chapters have also worked collaboratively with other honor societies on campus like Phi Kappa Phi.

Departmental outreach may help more students become aware of Phi Beta Kappa. If a student is not familiar with the organization, Phi Beta Kappa members in departments across a campus can be helpful in outreach. Peer connection is often a good way to reach students as well. Junior inductees and Phi Beta Kappa members who are graduate students may play a helpful ambassadorial role. Whereas students may not play a role in electing new members, they may play a very helpful role in recruiting members and encouraging those elected to accept their invitation.

Chapters may also find it helpful to ensure that the admissions office, career center, and advising offices know about and include Phi Beta Kappa in the publications, recruitment events, and orientation of new students. It is recommended that the college catalog include some detail about Phi Beta Kappa, its role in the liberal arts on the campus, and the election process.

Chapters should encourage the campus photographer to attend induction ceremonies, Visiting Scholar lectures, and other chapter events so that photos can be shared on the chapter website and on the institution's social media platforms. Chapters can share information about newly elected members so that press releases can be written and issued to each student's hometown newspaper. The college newspaper should also list newly elected members. Many chapters also include the names of Phi Beta Kappa inductees in their graduation programs and include members in campus-wide events like Honors Convocations.

Chapter Activities

Levels of chapter activity vary from campus to campus. In addition to the induction of students, which is the chapter's primary responsibility, every chapter should engage in activities that raise awareness of Phi Beta Kappa among students, especially first- and second-year students, first generation students, and students from underrepresented groups.

Many chapters sponsor awards, book prizes, essay contests, scholarships, and lectures, designed to stimulate undergraduate awareness of and interest in Phi Beta Kappa. Chapters should look for ways to raise the visibility of the chapter and the liberal arts and sciences on their campuses, including regularly hosting Visiting Scholars and promoting Phi Beta Kappa programs like the Key Into Public Service (*see information later in the Manual*).

Chapter Meetings

Notice should be sent to every resident member at least seven days in advance of any scheduled meeting. More notice is desirable for induction ceremonies, dinners, special speakers, and other public events to which PBK community members and other guests are invited. Quorum at business meetings should be set low enough to avoid attendance issues, and an effort should be made to encourage the attendance of as many resident members as possible.

Chapter Finances

Chapter finances are as varied as chapter activity. Some chapters have robust funding in the form of an endowment or consistent funding from their administrations. Such chapters may pay for all or part of their inductee's national registration fee. This is highly encouraged so that cost is not a barrier to Phi Beta Kappa membership.

To help fund the basic activity of the chapter and to maintain a necessary level of visibility on campus, chapters are encouraged to work with their administrations to provide a source of revenue to support these fundamental chapter needs. Sheltering institutions pledged at the chapters founding to support their chapters, and this commitment remains for the life of the chapter.

Some chapters choose to charge students a nominal chapter fee in addition to the national office fee, which for the 2022-23 academic year is \$85. The chapter fee is typically not more than \$40 per student and is meant to cover the basics of a chapter induction ceremony, including a certificate of membership. Every effort should be made to keep the cost of membership as reasonable as possible for students and to avoid mandatory contributions from Resident Members.

Some chapters have been successful in raising funds from inductees from their chapter. The national office can provide current chapter officers with lists of known Phi Beta Kappa members in your community as well as with a list of all members of your chapter. Please contact the national office to request this information. We encourage you to coordinate these efforts with the national office.

Member-In-Course Election, Registration, and Induction

Election of Members

The selection of new members is the most important responsibility of the chapter. Before member selection can take place, the chapter must determine which undergraduate courses represent the liberal arts and sciences in content and emphasis and those that are primarily technical or pre-professional. The Model Chapter Constitution includes a general definition of course criteria in Article III. This is also addressed in more detail in [*Phi Beta Kappa's Stipulations Concerning Eligibility for Membership in Course*](#), adopted in 1970 and revised in 2011, which define the minimum eligibility requirements for election. The stipulations, and guidance to the stipulations, are also included as appendices. ***Please note: Chapters founded after 1952 are required to observe these requirements. Those founded in 1952 and earlier are strongly encouraged to do so.***

Members-In-Course

Most members of Phi Beta Kappa are elected as Members-In-Course. Members-In-Course can be:

- Juniors, elected on the basis of an especially distinguished record in the liberal arts and sciences at the end of the fifth or sixth semester (or the eleventh or twelfth quarter)
- Seniors elected during or at the close of the seventh or eighth semester
- Graduate students who are candidates for the Ph.D.

Grade Point and Percentage of Graduates Considerations

The chapter bylaws should set a minimum grade point average, higher for election as a junior than for election as a senior and specify a maximum percentage of the class to be elected. Most chapters limit elections to not more than 10 percent of the candidates for the liberal arts and sciences bachelor's degree. Those elected as juniors are included in the 10 percent quota for a given graduating class. Those chapters that elect graduate students generally impose a numerical rather than a percentage limitation, usually not more than one or two graduate student members a year.

Nomination

Nominations for Members-In-Course typically are prepared by the Committee on Members-In-Course. Election should be by vote of the resident members of the chapter. Most chapters require for election an affirmative vote by three-fourths of the resident members present.

Timing of Election

Elections may come at any time of the year. Some chapters hold only one election a year, in the spring, electing either juniors and seniors or seniors only. Other chapters, in addition to a spring election of seniors based on seven semesters or eleven quarters of work, hold an election in the fall based on the work of six semesters or nine quarters. There are also chapters that hold a meeting immediately before graduation to consider graduating seniors who qualify after grades for the eighth semester, or twelfth quarter are in. Other chapters consider graduated seniors who qualify after all grades are in order to induct them early in September.

Qualified candidates who complete their college course in summer school, or at midyear, are usually considered at the regular spring election meeting that follows their graduation. These members should be counted in the permissible annual quota for Members-In-Course, although election comes after they have left college.

Communicating Election to Students

Typically, chapter secretaries notify students that they have been elected to membership, most often in an email. Invitations should be congratulatory and welcoming, link to the chapter website and national office website, include a deadline by which to accept the invitation, instructions for online registration, information about the induction ceremony, and a contact person with the chapter in case students have questions. The national office has a [Sample Invitation Letter](#) available for chapters to use and encourages chapters to use a photo from a recent induction ceremony or chapter event in their invitation.

All chapters are encouraged to do extensive follow-up to the initial invitation to membership, requesting assistance from departmental chairs and student advisors. Follow-up emails from campus leaders, including the Dean, Provost, and President, can also be helpful. Some chapters also send a congratulatory letter to parents of the electees at the same time the students receive their invitation.

The Secretary should meet with new members, individually or collectively, as soon as possible after their election to talk informally about the chapter and the Society, and answer any questions about online registration.

While most students accept their membership immediately, or at least within in a year of invitation, chapters may carry the name of a member-elect indefinitely. Should an individual want to accept their invitation after the induction ceremony for that election cycle has been held, chapters have the discretion to honor that invitation, but should confirm their election, have the student register online, and encourage them to attend the next induction ceremony.

Student Registration

All invited students must register for Phi Beta Kappa membership through an online registration portal. To assist chapters with member registration, the Society created Registration Guides for students and for chapter officers which are included as appendices to this document. Chapters set up registration for their students through the Chapter Dashboard, and students register using a link and a passcode provided to them by the chapter. ***If your chapter is not familiar with this process, please contact national office staff for assistance.***

Through the Chapter Dashboard, chapter officers will be able to monitor who has registered and paid online. Students can register online if they pay fees or if their fees are covered by the chapter.

Chapters can designate a chapter fee as part of student registration. Any chapter fees collected online will be refunded to the chapter using the financial point of contact and check payable information provided on the chapter dashboards.

In an effort to defray costs for their students, chapters can also set a collective reduced price for the national office fee, charging, for example, \$40 per student instead of \$85. In these instances, chapters will receive an invoice from the national office for the difference. ***Chapters should be in contact with national office staff a minimum of one month prior to registration opening*** for your students if any changes to the national fee are being made.

Complete information for how chapters set up registration is included in the [Chapter Registration Guide](#) attached as an appendix, as is a [Student Registration Guide](#), which chapters may share in whole or in part with their students to help them through the registration process.

Chapters with questions about student registration should contact national office staff directly. Students with questions can email support@pbk.org.

Please note that a student's Phi Beta Kappa membership is not considered complete until it is validated by the chapter. The Chapter Registration Guide provides information as to how to complete this online process, and the national office requests that this be completed by the chapter within 30 days of their induction ceremony.

At the time of registration, new members must pay the national registration fee as well as any additional fee imposed by the chapter, unless the chapter is covering registration fees for students. All fees collected online as part of the registration process are paid directly to the national office. The national office sends any chapter fees owed to the chapter in a check to the chapter once per month.

For chapters that pay all or part of student registration fees, chapters are invoiced the amount owed per student. Invoices are sent to the chapter primary contact, president and treasurer and are accompanied by a roster of students which the invoice covers. ***All chapters are asked to remit payment within 90 days of the invoice.***

It is critically important that the national office have up-to-date information for the address to where the check is being sent and how the check should be made payable, and chapters can provide and make updates to this information from the chapter dashboard.

Election of Alumni/ae and Honorary Members

Eligibility requirements for election to Honorary and Alumni/ae Membership are defined in Article III, Sections 8 and 9, of the [Model Chapter Constitution](#) (see Appendix). If a candidate for Honorary Membership received their undergraduate degree at an institution that has a chapter of Phi Beta Kappa, the consent of that chapter must be obtained before the candidate is considered for honorary election.

Typically, the Committee on Alumni/ae and Honorary Members prepares a citation for candidates who are elected to membership. This should be included in the chapter minutes and shared with the national office as provided in Article III, Section 10, of the Model Chapter Constitution.

No distinction is made between members elected as undergraduates, those elected as alumni, and those who had never been enrolled as students of the sheltering institution. Chapters should view Alumni/ae and Honorary membership as a way to honor those individuals who have shown exemplary service to the liberal arts and sciences and who are at least 10 years beyond their undergraduate experience. Chapters are also encouraged to explore Honorary Membership as a way to recognize distinguished colleagues whose own institutions did not have Phi Beta Kappa chapters and thus did not have a pathway to membership.

The number of Alumni/ae and Honorary Members should be limited by chapter bylaws, but it is not unreasonable for a chapter to elect 1-2 members per year in these categories.

Alumni/ae and Honorary Member Registration

Currently, there is not a process to register Alumni/ae and Honorary Members online. Chapters must send to the Director of Chapter and Association Relations an email that contains the member's name, title, address, email, CV/Bio, induction date, and a short statement stating the chapter's reasons for election. National office staff will enter that information and send the chapter an invoice for the membership.

Inquiries from Students Not Elected

The national office sometimes receives inquiries from students wondering why they were not selected for Phi Beta Kappa membership. National office staff refer these requests back to the chapter noting that it is the chapters that issue invitations to join the Society. We encourage all chapters to have the stipulations for membership and any other criteria the chapter establishes readily available on a chapter website to help with understanding and transparency.

Induction Ceremonies

The induction ceremony is meant to be a celebration of student success and the liberal arts on campus. It is the most visible event for a chapter, and a source of pride for the chapter and the institution. All Resident Members should be invited to attend the ceremony, as should the entire leadership team of the institution. You may wish to consider having students invite family members or a faculty/staff mentor. It is very important to have good photos taken at the event, and looping in the institution's communications team is a great idea. Promote the ceremony before, and continue the celebration after with social media posts. This is a time to celebrate!

Most chapters hold one induction ceremony each year, usually in the spring, at which time all members elected during the year are inducted. However, some chapters electing members in the fall or winter prefer to honor these members soon after their election rather than postpone induction to the spring and may choose to hold multiple ceremonies.

The COVID-19 pandemic brought many changes to college and university campuses, and, for a period of time, nearly all induction ceremonies were hosted virtually. In 2022, most campuses were able to host in-person induction ceremonies, and this is strongly encouraged as local guidelines allow, as an induction ceremony is important to new members and to the campus community alike.

It is also strongly encouraged that all students attend their induction ceremony, but it is not a requirement for membership. The name of a member who cannot be present may be read with the names of the others with the statement that the individual is “admitted in absentia.”

At the induction ceremonies, all chapters typically present their inductees with Phi Beta Kappa’s [Handbook for New Members](#), provided free to the chapters by the Society, shipped to the chapter by our authorized vendor, Hand & Hammer. Copies of the *Handbook* are shipped to chapters annually to the primary mailing address for the chapter. The *Handbook* is updated every three years.

All chapters typically present students with Certificates of Membership, which are ordered by the chapter for a discounted rate through Hand & Hammer. Certificates must be signed by the chapter President and Secretary before they are presented to inductees.

Chapters may choose to present students with Phi Beta Kappa cords or stoles which may be worn at graduation, or a Phi Beta Kappa key, a long-lasting symbol of Phi Beta Kappa membership. Chapters may purchase cords, stoles, and keys through Hand and Hammer as well, or direct students to their website to purchase these items. Hand and Hammer also sells select products with Phi Beta Kappa’s logo which inductees may wish to purchase to commemorate this special event. Hand and Hammer typically includes a small brochure when they ship the *Handbook for New Members* to chapters.

Official recognition of inductees by the sheltering institution is customary and desirable. Inductees can be listed in the commencement program, announced at an honors convocation, and celebrated in institution communications and on social media. Many institutions are also noting Phi Beta Kappa membership on student transcripts which the national office highly encourages.

Contact Information for Hand & Hammer

Chip de Matteo
Hand & Hammer Silversmiths
2610 Morse Lane
Woodbridge, VA 22912
Phone: 703-491-4866
Email: dechip@hand-hammer.com
Website: www.pbkkey.com

Preparing for an Induction Ceremony

The following is a suggested schedule for activities necessary to prepare for a successful member induction, keeping in mind that on some campuses, securing a date and venue might mean making plans up to a year in advance.

Approximately three months prior to the induction:

- In cooperation with the Registrar, the Secretary obtains a list of all students who meet the chapter's specific eligibility requirements. The more specific a chapter can be when working with a Registrar, the better, so that transcript review is not overwhelming.
- The Secretary (or other designated member of the Committee on Members-In-Course) examines the records of those initially eligible to determine whether the minimum number of liberal arts courses have been taken to ensure eligibility for election.
- The chapter should determine the program for the induction ceremony, especially if it will include a banquet or a reception, or include outside speakers.

Approximately one or two weeks later:

- The Committee on Members-In-Course meets to consider those students found eligible, examining the records for breadth of the liberal arts program, appropriate depth in foreign language and mathematics, and evidence of other scholarly activity. The committee prepares a list of nominees for election, within the parameters of the chapter bylaws regarding the percentage of the class eligible for election.
- The Committee on Alumni/ae and Honorary Members meets to consider possible nominees.

Approximately two months prior to the induction:

- The chapter meets to consider the recommendations of the Committee on Members-In-Course and to elect students to membership. In a similar fashion, the chapter considers nominees for Honorary or Alumni/ae members presented by the Committee on Alumni/ae and Honorary Members.
- Immediately following the election meeting, the Secretary notifies those students who have been elected, giving them instructions for registering online, indicating the time and place for the ceremony, and inviting them to an orientation session to learn more about the Society. The national office has prepared a [Sample Invitation Letter Template](#) which can be found on the Chapter Dashboard and is included as an appendix.
- In some chapters, the President, Provost, or Dean are asked to write a congratulatory letter to all members-elect, encouraging them to join.
- Chapters should plan to follow-up with students who do not respond to the initial invitation. It can be helpful to have department chairs and advisors assist in this process.
- Speakers for the induction ceremony are invited. Speakers could include an Alumni/ae or Honorary member, sheltering institution leaders, or distinguished Phi Beta Kappa members from campus or community. Speakers are typically asked to reflect on the importance of the liberal arts and sciences and offer words of inspiration.
- College administrators whom you wish to attend the ceremony should be invited and instructed on any participatory role. If there is a local association, a representative should be invited to participate and speak briefly as well.

Approximately six weeks prior to the ceremony:

- The chapter holds an orientation session for all members elected. The main purpose of the orientation is to provide information about the Society and to answer student questions. This meeting is also intended to encourage the members-elect to accept membership and complete registration.

Approximately four weeks prior to the induction:

- The chapter should place their order with Hand and Hammer for certificates and other materials to be given to inductees.
- The chapter announces to the campus community the names of those who will be inducted and invites Phi Beta Kappa faculty and to attend the ceremony.
- The chapter shares inductee names with the communications office so that appropriate news releases can be prepared for local media as well as for the students' hometown newspapers.
- If applicable, the chapter can extend invitations to the parents of inductees inviting them to the ceremony.
- The chapter should consider any menus, flowers, or music for the induction ceremony and any banquet or reception that may follow.

Approximately three weeks prior to the induction:

- The chapter prepares a program for the induction ceremony and arranges for its printing.
- Chapter officers review the [induction script](#) (included as an appendix).

Approximately two weeks prior to the induction:

- The Secretary receives materials from Hand and Hammer, checks to make sure the order is correct, and makes adjustments as needed.
- Materials for the ceremony are gathered and prepared, including the include the member roster book, programs, script for the induction, and any slide presentations or other media needed.

The day of the induction:

- The room is prepared for the ceremony, typically with seating for inductees and chapter members toward the front of the room and seating for the officers and speakers facing the inductees and audience.
- Ushers are given instructions and programs for distribution.
- Faculty, staff, and speakers may wish to wear academic regalia.
- Inductees are lined up in the order that their names will be read during the ceremony.
- All inductees sign the chapter's book.
- When the ceremony is complete, enjoy a moment of pride and accomplishment in having shared the Phi Beta Kappa experience with a new class of students.

Other Phi Beta Kappa Information

A Brief Phi Beta Kappa History

Phi Beta Kappa was founded on December 5, 1776, by students at the College of William and Mary in Williamsburg, Virginia. John Heath, the organization's first president, aspired to create a serious-minded student society that would offer more than just convivial social opportunities. Tradition tells us that the undergraduates who founded Phi Beta Kappa met in the Apollo Room of the Raleigh Tavern, a reconstruction of which is now part of Colonial Williamsburg.

Phi Beta Kappa's founders also met in secret to give members the freedom to discuss any topic they chose, no matter how controversial. The regimented curriculum typical of early American colleges allowed little opportunity for this; hence, Phi Beta Kappa focused on "literary business," that is, the holding of discussions and debates. Topics discussed ranged from history to politics to culture.

Notably, the members also debated "the justice of African slavery." The specifics of their arguments are unknown. Phi Beta Kappa's early development took place at a time when slavery fundamentally shaped American colleges and the nation's revolutionary experiment. The uncritical participation in a slaveholding society by many early members reflects a serious moral failing.

The first span of the Society's life at William and Mary was short, as the College had to close its doors on the approach of Cornwallis's army in 1781. This closure might have ended the Society, but for its only non-Virginian member, Elisha Parmele, who persuaded fellow members to allow colleges in New England to charter chapters.

A native of Connecticut, Parmele carried the charters north and organized the Alpha of Connecticut at Yale on November 13, 1780, and the Alpha of Massachusetts at Harvard on September 5, 1781. The Alpha of New Hampshire at Dartmouth College followed in 1787, chartered by the members at Harvard with the consent of the members at Yale. These New England colleges formed the earliest collaborative network of chapters at the root of the modern PBK organization.

The principle of establishing new branches by concurrent action of those already in existence was confirmed with the founding of the next three: Union College in 1817, Bowdoin College in 1825, and Brown University in 1830. Two more chapters were founded in Connecticut in 1845, the Beta chapter at Trinity College and Gamma chapter at Wesleyan University.

The first collegiate society identified with a Greek letter name, Phi Beta Kappa introduced the essential characteristics of others that followed it: an oath of secrecy, a badge, mottoes in Greek and Latin, a code of laws, an elaborate form of initiation, a seal, and a special handshake.

After anti-masonic agitation in 1831 prompted discussion about the oath, Harvard's chapter dropped the requirement for secrecy. This move probably saved the Society from further criticism and also helped to distinguish Phi Beta Kappa, with its intellectual emphasis, from social fraternities that made their appearance around that time. The Greek motto whose initial letters gave the Society its name – *Philosophía Bíou Kybernétes: Love of learning is the guide of life* – remained the same.

Sixteen chapters, all in the northeast except for three in Ohio and one in Alabama, were established between 1845 and 1883, when the organization of a confederation of chapters took place. The founding of the United Chapters of Phi Beta Kappa had its origins in the centennial anniversary celebration of the Alpha of Massachusetts at Harvard in 1881. Two years later, on September 5, 1883, the first National Council of the United Chapters met at Saratoga Springs, New York, the forerunner of today's Triennial Council meetings.

It took 100 years before chapters invited the first African Americans or women to participate in Phi Beta Kappa. The first women were inducted as members at the University of Vermont in 1875, and at Connecticut's Wesleyan University in 1876. The first African American men were elected at Yale in 1874 and at the University of Vermont in 1877, and the first African American woman was elected at Middlebury College in 1899.

Over the following decades, charters for new chapters have been granted at the triennial meetings of the Council, which is composed of delegates from the chapters and associations. In 1988, the delegates to the Thirty-fifth Council voted to change the name to The Phi Beta Kappa Society, reflecting the increasing importance of Phi Beta Kappa's community-based associations to the organization.

Additionally, the role of Phi Beta Kappa has become both clearer. Phi Beta Kappa leaves to other honorary societies the recognition of academic success in fields other than the liberal arts and sciences. New charters continue to be granted only to Phi Beta Kappa faculty members of the sheltering institution, and candidates for membership in Phi Beta Kappa are expected to be enrolled in courses of study demonstrably liberal in character.

As of January 1, 2022, there are 293 chapters of Phi Beta Kappa, with three newest chapters added at Providence College, Rollins College, and the University of North Carolina at Charlotte.

Whatever a liberal education may be, its original sense goes back at least to Aristotle and it is the kind of instruction that educates individuals in the fullest sense of the word: intellectually, ethically, socially. Thus, membership in Phi Beta Kappa is an honor conferred in recognition of scholarly attainment in the liberal arts and sciences.

For additional historical information see: *Phi Beta Kappa in American Life*, Richard N. Current, Oxford University Press, 1989; *Phi Beta Kappa as a Secret Society*, William T. Hastings, United Chapters of Phi Beta Kappa, 1965; *History of Phi Beta Kappa*, Oscar M. Voorhees, Crown Publishers, 1946.

About the Phi Beta Kappa Key

The Phi Beta Kappa key, a symbol of extraordinary achievement, is one of the nation's most distinctive symbols, a universally recognized mark of academic achievement in the liberal arts and sciences.

At their first meeting in 1776, the founders of Phi Beta Kappa adopted a square silver key engraved on one side with the letters SP, the initials of the Latin words *Societas Philosophia*, "philosophical society." On the other side of the key were the Greek letters ΦΒΚ, the initials of the motto transliterated in the Latin alphabet as *Philosophía Bíou Kybernétes*, "Love of learning is the guide of life." Over time, the keys remained remarkably consistent, retaining the original inscriptions along with a hand and three stars representing the core values of scholarship, integrity, and friendship.

The key is the only permanent emblem Phi Beta Kappa has ever had. Early keys varied considerably in size and detail because they were designed and manufactured locally by each chapter. In 1910, Phi Beta Kappa adopted the standard key now in use, which is engraved like the original. Keys are engraved with the inductee's name, undergraduate institution, and year of admission to Phi Beta Kappa. Only members of Phi Beta Kappa may wear its key.

The design of the key, the use of the Greek characters in the format of the insignia, and the name "Phi Beta Kappa" are protected by trademark registration and trademark law. Any unauthorized manufacture, sale, or use of the key or any imitation of it, or any unauthorized use of the name "Phi Beta Kappa" should be reported to the Society's national office.

Phi Beta Kappa Programs

National Arts & Sciences Initiative

The [National Arts and Sciences Initiative](#) provides support for the value of the arts and sciences. By convening awareness-raising events across the country and conducting a national member engagement campaign, the Initiative connects members with policymakers and opinion shapers to grow support for policies that strengthen arts and sciences education. The National Arts & Sciences Initiative maintains an Arts & Sciences Are Key Toolkit (<https://toolkit.pbk.org/>) designed to make it easy for 500,000+ alumni network to take action on issues affecting the liberal arts.

The Initiative's newest program, [Key into Public Service](#), highlights the wide range of opportunities for liberal arts graduates to pursue rewarding careers in public service and features a new scholarship opportunity.

All chapters should work with their institutions to publicize this selective scholarship and cohort opportunity to their students. The window for applications is typically November – January. Contact [Anne Wise](#) for more information.

Visiting Scholars

Phi Beta Kappa [Visiting Scholars](#) travel to more than 100 colleges and universities each year, spending two days on each campus and taking part in the academic life of the institution. They meet informally with students and faculty members, participate in classroom discussions and seminars, and give a lecture open to the community. Over the life of the program, more than 750 Visiting Scholars have made over 5,700 Phi Beta Kappa campus visits. The program includes a monthly podcast, Key Conversations with Phi Beta Kappa, to expand the program's reach.

All chapters are encouraged to apply to host Visiting Scholars to come to their campuses as a way to build community around the liberal arts. Contact [Hadley Kelley](#) for more information.

Key Connections

Phi Beta Kappa, together with our associations across the country, regularly holds events each fall to welcome recent inductees to their communities. Over the past six years, PBK associations have hosted well over 100 events attended by more than 4,500 recent inductees. The national

office has also hosted three national, virtual Key Connections events featuring leading young professional Phi Beta Kappa members who offer their stories and advice. Our Key Connections website offers career resources and additional information for all members, www.pbk.org/keyconnections.

All chapters are encouraged to mention Key Connections to their recent inductees as a member benefit.

Publications and Podcasts

The American Scholar

Since 1932, Phi Beta Kappa has published *The American Scholar*, its award-winning quarterly magazine of public affairs, literature, science, history, and culture. The Scholar publishes writing that is elegant and clear, however challenging the subject, with a serious general audience in mind. The Scholar staff also produces the *Scholar's* website (www.theamericanscholar.org) with new content each day, digital versions of print articles, and a bimonthly e-newsletter. In recent years, the magazine has won five National Magazine Awards. The *Scholar* hosts two podcasts, *Smarty Pants* and *Read Me a Poem*.

The Key Reporter

The Key Reporter is the national quarterly publication for Phi Beta Kappa members. Each issue features news about members and national office programs and events, and highlights Phi Beta Kappa authors. Find *The Key Reporter* online at www.keyreporter.org.

Chapters are encouraged to communicate to Resident Members and inductees about the importance of keeping contact information mailing address up-to-date to ensure receipt of The Key Reporter and other Society communications.

Key Conversations

Key Conversations with Phi Beta Kappa (www.pbk.org/keyconversations) is a podcast featuring in-depth interviews by Secretary/CEO Fred Lawrence with PBK Visiting Scholars. Other PBK programs and awards are featured on occasion, including Lebowitz Prize winners and Book Award winners.

Awards and Fellowships

Book Awards

Phi Beta Kappa bestows three [Book Awards](#) annually: the Christian Gauss Award, for works of literary criticism or scholarship; the Phi Beta Kappa Award in Science, for outstanding contributions by scientists to the literature of science; and the Ralph Waldo Emerson Award, for works in history, philosophy, religion, and the social sciences that illuminate the intellectual and cultural condition of humanity.

Chapters may want to consider using Phi Beta Kappa Book Award titles if they offer book prizes to excelling students in recognition of their work.

Fellowships

The Society awards two fellowships, the [Mary Isabel Sibley Fellowship](#) and the [Walter J. Jensen Fellowship for French Language](#). The Society awards the Sibley Fellowship alternately in the fields of Greek and French. In 2022, the award is for the study of French language or literature. In 2023, the Fellowship is for the study of Greek language, literature, history, or archeology. The Jensen Fellowship is awarded annually to support at least six continuous months of study in France to help educators and researchers improve education in standard French language, literature and culture and in the study of standard French in the United States. For more information about all of our awards and fellowships, please visit www.pbk.org/awards.

Chapters are encouraged to promote these fellowships to their recent inductees.

Professorships and Prizes

The Society also awards the [Dr. Martin R. Lebowitz and Eve Lewellis Lebowitz Prize](#) for philosophical achievement and contribution in conjunction with the American Philosophical Association. Each year, the award is presented to a pair of philosophers who hold contrasting views of an important philosophical question that is of current interest both to the field and to an educated public audience. The associated Lebowitz symposium is presented annually at a divisional meeting of the American Philosophical Association. To promote the discipline of philosophy to wider audiences, the Phi Beta Kappa Society also sponsors a public presentation featuring the prize winners.

The [Romanell-Phi Beta Kappa Professorship](#) is awarded every three years to scholars in the field of philosophy, without restriction to any one school of philosophical thought. The professorship recognizes not only distinguished achievement but also the recipient's contribution or potential contribution to public understanding of philosophy. Established in 1983, the endowment honors Patrick Romanell (ΦBK, Brooklyn College), H.Y. Benedict Professor of Philosophy at the University of Texas, El Paso, and his wife Edna Romanell.

Chapters are encouraged to promote these opportunities nominate individuals from their philosophy departments as a means of highlighting distinguished work and collaborating in support of the liberal arts on campus.

Appendices

Document Library - Governance

- [Strategic Plan](#)
- [DEI Guidance](#)
- [Model Constitution and Bylaws](#)
- [Stipulations](#)
- [Stipulation Guidance](#)

Resources for Invitations and Inductions

- [Sample Invitation Letter](#)
- [Chapter Registration Guide](#)
- [Student Registration Guide](#)
- [Induction Script](#)
- [Handbook for New Members 2021-2024](#)
- [Chapter Resources Dropbox](#)

Access Dropbox using the password Learning1776

This folder contains logos, social media resources, and materials for invitations, recruitment, and inductions.

Phi Beta Kappa Senate List

More information online: <https://www.pbk.org/leadership>

President

Peter Quimby
The Governor's Academy

Vera Junkers
Dominican Academy

Vice President

Esther Jones
Clark University

Bridget Keegan
Creighton University

Karen Koster
University Of South Dakota

Secretary and CEO

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The Phi Beta Kappa Society

Jennifer Lewton-Yates
Millsaps College

Interim Associate Secretary and COO

Amy Mulnix
The Phi Beta Kappa Society

Michael Lomax
UNCF

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Aprio, LLP

Carol O'Donnell
University Of Southern Maine

Raj Chaudhury
University Of South Alabama

Suzie Park
Eastern Illinois University

Ronald Crutcher
University Of Richmond

John Pope
NOLA.Com, The Times-Picayune

Sean Decatur
Kenyon College

Pamela Trotman Reid
Wayne State University

Dolores Durán-Cerda
Prima Community College

Judith Shapiro
Barnard College

John Harkless
Howard University

Janet Bauder Thornberg
Retired, Geologist

List of Phi Beta Kappa Chapters

More information online: <https://www.pbk.org/Chapter-Directory>

A

Agnes Scott College; Beta of Georgia, 1926
Albion College; Beta of Michigan, 1940
Alfred University; Alpha Gamma of New York, 2004
Allegheny College; Eta of Pennsylvania, 1902
Alma College; Eta of Michigan, 1980
American University; Zeta of the District of Columbia, 1994
Amherst College; Beta of Massachusetts, 1853
Arizona State University; Beta of Arizona, 1973
Auburn University; Gamma of Alabama, 2001
Augustana College; Zeta of Illinois, 1950
Austin College; Iota of Texas, 2001

B

Bates College; Gamma of Maine, 1917
Baylor University; Zeta of Texas, 1977
Beloit College; Beta of Wisconsin, 1911
Birmingham-Southern College; Beta of Alabama, 1937
Boston College; Omicron of Massachusetts, 1971
Boston University; Epsilon of Massachusetts, 1899
Bowdoin College; Alpha of Maine, 1825
Bowling Green State University; Xi of Ohio, 1983
Brandeis University; Mu of Massachusetts, 1962
Brooklyn College, City University of New York; Rho of New York, 1950
Brown University; Alpha of Rhode Island, 1830
Bucknell University; Mu of Pennsylvania, 1940
Butler University; Theta of Indiana, 2010

C

California State University, Long Beach; Rho of California, 1977

Carleton College; Beta of Minnesota, 1914

Carnegie Mellon University; Upsilon of Pennsylvania, 1995

Case Western Reserve University; Alpha of Ohio, 1847

Centre College; Beta of Kentucky, 1971

Chapman University; Psi of California, 2019

Chatham College; Omicron of Pennsylvania, 1962

City College of New York; Gamma of New York, 1867

Claremont McKenna College; Tau of California, 1983

Clark University; Lambda of Massachusetts, 1953

Clemson University; Delta of South Carolina, 2007

Coe College; Epsilon of Iowa, 1949

Colby College; Beta of Maine, 1896

Colgate University; Eta of New York, 1878

College of Saint Benedict and Saint John's University; Theta of
Minnesota, 2010

College of the Holy Cross; Pi of Massachusetts, 1974

Colorado College; Beta of Colorado, 1904

Colorado State University; Delta of Colorado, 1973

Columbia University, Columbia College; Delta of New York, 1869

- Barnard College, 1901

- School of General Studies, 1952

Connecticut College; Delta of Connecticut, 1935

Cornell College; Delta of Iowa, 1923

Cornell University; Theta of New York, 1882

Creighton University; Beta of Nebraska, 2012

D

Dartmouth College; Alpha of New Hampshire, 1787

Davidson College; Gamma of North Carolina, 1923

Denison University; Theta of Ohio, 1911
DePauw University; Alpha of Indiana, 1889
Dickinson College; Alpha of Pennsylvania, 1887
Drake University; Gamma of Iowa, 1923
Drew University; Gamma of New Jersey, 1980
Duke University; Beta of North Carolina, 1920

E

Earlham College; Delta of Indiana, 1965
Eckerd College; Zeta of Florida, 2004
Elmira College; Pi of New York, 1940
Elon University; Eta of North Carolina, 2010
Emory University; Gamma of Georgia, 1929

F

Fairfield University; Zeta of Connecticut, 1995
Fisk University; Delta of Tennessee, 1953
Florida International University; Epsilon of Florida, 2001
Florida State University; Alpha of Florida, 1935
Fordham University; Tau of New York, 1962
Franklin & Marshall College; Theta of Pennsylvania, 1908
Furman University; Gamma of South Carolina, 1973

G

George Mason University; Omicron of Virginia, 2013
George Washington University; Alpha of the District of Columbia, 1938
Georgetown University; Delta of the District of Columbia, 1965
Gettysburg College; Iota of Pennsylvania, 1923
Goucher College; Beta of Maryland, 1905
Grinnell College; Beta of Iowa, 1908
Gustavus Adolphus College; Eta of Minnesota, 1983

H

Hamilton College; Epsilon of New York, 1870

Hamline University; Zeta of Minnesota, 1974

Hampden-Sydney College; Eta of Virginia, 1949

Harvard-Radcliffe; Alpha-Iota of Massachusetts, 1995 (combined)

- Harvard College; Alpha of Massachusetts, 1781

- Radcliffe College; Iota of Massachusetts, 1914

Haverford College; Zeta of Pennsylvania, 1899

Hendrix College; Beta of Arkansas, 1998

Hiram College; Mu of Ohio, 1971

Hobart and William Smith Colleges; Zeta of New York, 1871

Hofstra University; Omega of New York, 1973

Hollins University; Iota of Virginia, 1962

Hope College; Zeta of Michigan, 1971

Howard University; Gamma of the District of Columbia, 1953

Hunter College, City University of New York; Nu of New York, 1920

I

Illinois College; Epsilon of Illinois, 1932

Illinois Wesleyan University; Lambda of Illinois, 2001

Indiana University; Gamma of Indiana, 1911

Iowa State University; Zeta of Iowa, 1973

J

James Madison University; Xi of Virginia, 2010

Johns Hopkins University; Alpha of Maryland, 1895

K

Kalamazoo College; Delta of Michigan, 1958

Kansas State University; Beta of Kansas, 1974

Kent State University; Nu of Ohio, 1977

Kenyon College; Beta of Ohio, 1858

Knox College; Delta of Illinois, 1917

L

Lafayette College; Gamma of Pennsylvania, 1890

Lake Forest College; Theta of Illinois, 1962

Lawrence University; Gamma-Delta of Wisconsin, 1964 (combined)

- Lawrence College; Gamma of Wisconsin, 1914
- Milwaukee-Downer College; Delta of Wisconsin, 1941

Lehigh University; Beta of Pennsylvania, 1887

Lehman College, City University of New York; Chi of New York, 1971

Lewis & Clark College; Gamma of Oregon, 1998

Louisiana State University; Beta of Louisiana, 1977

Loyola Marymount University, Omega of California, 2019

Loyola University Maryland; Epsilon of Maryland, 1995

Loyola University Chicago; Kappa of Illinois, 1995

Luther College; Eta of Iowa, 1983

M

Macalester College; Epsilon of Minnesota, 1968

Manhattan College; Upsilon of New York, 1971

Marietta College; Gamma of Ohio, 1860

Marquette University; Zeta of Wisconsin, 1971

Mary Baldwin College; Lambda of Virginia, 1971

Massachusetts Institute of Technology; Xi of Massachusetts, 1971

McDaniel College; Delta of Maryland, 1980

Mercer University; Zeta of Georgia, 2016

Miami University; Iota of Ohio, 1911

Michigan State University; Epsilon of Michigan, 1968

Middlebury College; Beta of Vermont, 1868

Mills College; Zeta of California, 1929

Millsaps College; Alpha of Mississippi, 1989

Mississippi State University; Gamma of Mississippi, 2019

Morehouse College; Delta of Georgia, 1968

Mount Holyoke College; Theta of Massachusetts, 1905

Muhlenberg College; Pi of Pennsylvania, 1968

N

New York University; Beta of New York, 1858

North Carolina State University; Zeta of North Carolina, 1995

Northwestern University; Alpha of Illinois, 1890

O

Oberlin College; Zeta of Ohio, 1907

Occidental College; Delta of California, 1926

Ohio State University; Epsilon of Ohio, 1904

Ohio University; Lambda of Ohio, 1929

Ohio Wesleyan University; Eta of Ohio, 1907

Oklahoma State University; Gamma of Oklahoma, 2013

Oregon State University; Epsilon of Oregon, 2016

P

Pennsylvania State University; Lambda of Pennsylvania, 1937

Pomona College; Gamma of California, 1914

Princeton University; Beta of New Jersey, 1899

Providence College; Gamma of Rhode Island, 2022

Purdue University; Zeta of Indiana, 1971

Q

Queens College, City University of New York; Sigma of New York, 1950

R

Randolph-Macon College; Zeta of Virginia, 1938

Randolph College; Delta of Virginia, 1917

Reed College; Beta of Oregon, 1938

Rhodes College; Gamma of Tennessee, 1949

Rice University; Beta of Texas, 1929

Ripon College; Epsilon of Wisconsin, 1952

Roanoke College; Nu of Virginia, 2004

Rockford University; Eta of Illinois, 1953

Rollins College; Theta of Florida, 2022

Rutgers, The State University of New Jersey; Alpha of New Jersey, 1869

- Douglass College, 1921

- Newark College, 1958

S

Saint Joseph's University; Phi of Pennsylvania, 2001

Saint Louis University; Gamma of Missouri, 1968

Saint Michael's College; Gamma of Vermont, 2004

San Diego State University; Nu of California, 1974

San Francisco State University; Omicron of California, 1977

Santa Clara University; Pi of California, 1977

Scripps College; Theta of California, 1962

Sewanee: The University of the South; Beta of Tennessee, 1926

Skidmore College; Phi of New York, 1971

Smith College; Zeta of Massachusetts, 1904

Southern Methodist University; Gamma of Texas, 1949

Southwestern University; Theta of Texas, 1995

Spelman College; Epsilon of Georgia, 1998

St. Catherine University; Gamma of Minnesota, 1938

St. Lawrence University; Lambda of New York, 1899

St. Mary's College of Maryland; Zeta of Maryland, 1998

St. Olaf College; Delta of Minnesota, 1949

Stanford University; Beta of California, 1904

State University of New York at Albany; Alpha Alpha of New York, 1974
State University of New York at Binghamton; Psi of New York, 1971
State University of New York at Buffalo; Omicron of New York, 1938
State University of New York at Geneseo; Alpha Delta of New York, 2004
State University of New York Stony Brook; Alpha Beta of New York, 1974
Stetson University; Gamma of Florida, 1982
Swarthmore College; Epsilon of Pennsylvania, 1896
Sweet Briar College; Theta of Virginia, 1950
Syracuse University; Kappa of New York, 1896

T

Temple University; Rho of Pennsylvania, 1974
Texas A&M University; Kappa of Texas, 2004
Texas Christian University; Delta of Texas, 1971
Texas Tech University; Lambda of Texas, 2007
The Catholic University of America; Beta of the District of Columbia, 1941
The College of New Jersey, College of; Delta of New Jersey, 2007
The College of Wooster; Kappa of Ohio, 1926
Trinity College; Beta of Connecticut, 1845
Trinity University; Epsilon of Texas, 1974
Trinity Washington University; Epsilon of the District of Columbia, 1971
Truman State University; Delta of Missouri, 2001
Tufts University; Delta of Massachusetts, 1892
Tulane University; Alpha of Louisiana, 1909

U

Union College; Alpha of New York, 1817
University of Alabama; Alpha of Alabama, 1851
University of Arizona; Alpha of Arizona, 1932
University of Arkansas; Alpha of Arkansas, 1932
University of California, Berkeley; Alpha of California, 1898

University of California, Davis; Kappa of California, 1968
University of California, Irvine; Mu of California, 1974
University of California, Los Angeles; Eta of California, 1939
University of California, Riverside; Iota of California, 1965
University of California, San Diego; Sigma of California, 1977
University of California, Santa Barbara; Lambda of California, 1968
University of California, Santa Cruz; Upsilon of California, 1986
University of Chicago; Beta of Illinois, 1899
University of Cincinnati; Delta of Ohio, 1899
University of Colorado; Alpha of Colorado, 1904
University of Connecticut; Epsilon of Connecticut, 1956
University of Dallas; Eta of Texas, 1989
University of Delaware; Alpha of Delaware, 1956
University of Denver; Gamma of Colorado, 1940
University of Florida; Beta of Florida, 1938
University of Georgia; Alpha of Georgia, 1914
University of Hawaii at Manoa; Alpha of Hawaii, 1952
University of Houston; Mu of Texas, 2016
University of Idaho; Alpha of Idaho, 1926
University of Illinois at Chicago; Iota of Illinois, 1977
University of Illinois at Urbana-Champaign; Gamma of Illinois, 1907
University of Iowa; Alpha of Iowa, 1895
University of Kansas; Alpha of Kansas, 1890
University of Kentucky; Alpha of Kentucky, 1926
University of Maine; Delta of Maine, 1923
University of Maryland, Baltimore County; Eta of Maryland, 1998
University of Maryland, College Park; Gamma of Maryland, 1964
University of Mary Washington; Kappa of Virginia, 1971
University of Massachusetts; Nu of Massachusetts, 1965

University of Miami; Delta of Florida, 1983

University of Michigan; Alpha of Michigan, 1907

University of Minnesota; Alpha of Minnesota, 1892

University of Mississippi; Beta of Mississippi, 2001

University of Missouri; Alpha of Missouri, 1901

University of Nebraska; Alpha of Nebraska, 1895

University of New Hampshire; Beta of New Hampshire, 1952

University of New Mexico; Alpha of New Mexico, 1965

University of North Carolina at Chapel Hill; Alpha of North Carolina, 1904

University of North Carolina at Charlotte; Theta of North Carolina, 2022

University of North Carolina at Greensboro; Epsilon of North Carolina, 1956

University of North Dakota; Alpha of North Dakota, 1914

University of Notre Dame; Epsilon of Indiana, 1968

University of Oklahoma; Alpha of Oklahoma, 1920

University of Oregon; Alpha of Oregon, 1923

University of Pennsylvania; Delta of Pennsylvania, 1892

University of the Pacific; Chi of California, 2007

University of Pittsburgh; Xi of Pennsylvania, 1953

University of Puget Sound; Delta of Washington, 1986

University of Redlands; Xi of California, 1977

University of Rhode Island; Beta of Rhode Island, 1977

University of Richmond; Epsilon of Virginia, 1929

University of Rochester; Iota of New York, 1887

University of San Diego; Phi of California, 2003

University of South Carolina; Alpha of South Carolina, 1926

University of South Dakota; Alpha of South Dakota, 1926

University of Southern California; Epsilon of California, 1929

University of South Florida; Eta of Florida, 2019

University of Tennessee; Epsilon of Tennessee, 1965

University of Texas at Austin; Alpha of Texas, 1905
University of Tulsa; Beta of Oklahoma, 1989
University of Utah; Alpha of Utah, 1935
University of Wisconsin – Madison; Alpha of Wisconsin, 1899
University of Wisconsin – Milwaukee; Eta of Wisconsin, 1974
University of Vermont; Alpha of Vermont, 1848
University of Virginia; Beta of Virginia, 1908
University of Washington; Alpha of Washington, 1914
University of Wyoming; Alpha of Wyoming, 1940
Ursinus College; Tau of Pennsylvania, 1992

V

Valparaiso University; Eta of Indiana, 2004
Vanderbilt University; Alpha of Tennessee, 1901
Vassar College; Mu of New York, 1899
Villanova University; Sigma of Pennsylvania, 1986
Virginia Tech; Mu of Virginia, 1977

W

Wabash College; Beta of Indiana, 1898
Wake Forest University; Delta of North Carolina, 1941
Washington & Jefferson College; Kappa of Pennsylvania, 1937
Washington and Lee University; Gamma of Virginia, 1911
Washington College; Theta of Maryland, 2007
Washington State University; Gamma of Washington, 1929
Washington University; Beta of Missouri, 1914
Wayne State University; Gamma of Michigan, 1953
Wellesley College; Eta of Massachusetts, 1904
Wells College; Xi of New York, 1932
Wesleyan University; Gamma of Connecticut, 1845
Western Michigan University; Theta of Michigan, 1998

West Virginia University; Alpha of West Virginia, 1910

Wheaton College; Kappa of Massachusetts, 1932

Whitman College; Beta of Washington, 1920

Willamette University; Delta of Oregon, 1998

William & Mary; Alpha of Virginia, 1776

Williams College; Gamma of Massachusetts, 1864

Wilson College; Nu of Pennsylvania, 1950

Wittenberg University; Omicron of Ohio, 1992

Wofford College; Beta of South Carolina, 1941

X

Xavier University; Pi of Ohio, 2007

Y

Yale University; Alpha of Connecticut, 1780

List of Phi Beta Kappa Associations and Affiliated Groups

More information online: <https://www.pbk.org/Association-Directory>

ARIZONA

- Phoenix
- Tucson

CALIFORNIA

- Northern California
- San Diego
- Southern California

COLORADO

- Colorado

DISTRICT OF COLUMBIA

- D.C. Area

FLORIDA

- Sarasota-Manatee
- South Florida
- Tampa Bay

FRANCE

- Paris

GEORGIA

- Atlanta
- Coastal Georgia
- Middle Georgia

ILLINOIS

- Chicago
- East Central Illinois

INDIANA

- Indiana

KENTUCKY

- Kentuckiana

LOUISIANA

- Southwestern Louisiana

MAINE

- Greater Maine

MARYLAND

- Baltimore

MASSACHUSETTS

- Boston

MICHIGAN

- Detroit

MINNESOTA

- Twin Cities

MISSOURI

- St. Louis

NEBRASKA

- Omaha

NEVADA

- Southern Nevada Area

NEW HAMPSHIRE

- Northern New England

NEW MEXICO

- Los Alamos
- West Texas-Eastern New Mexico

NEW YORK

- New York City

NORTH CAROLINA

- Central Carolinas
- Eastern Carolina
- Wake County

OHIO

- Cleveland

OKLAHOMA

- Oklahoma City

OREGON

- Oregon

PENNSYLVANIA

- Delaware Valley
- Pittsburgh

SOUTH CAROLINA

- Lowcountry
- Coastal Georgia-Carolina

TENNESSEE

- Chattanooga
- Nashville

TEXAS

- Austin
- Houston
- North Texas

VIRGINIA

- Richmond

WASHINGTON

- Puget Sound

FRANCE

- Paris

UNITED KINGDOM

- London