

Phi Beta Delta

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Honor Society for International Scholars

Chapter Reactivation Procedure

If your chapter is inactive¹, and if you want to reactivate, please **complete** the following procedures:

1. **Notify** the Phi Beta Delta HQ about your request for reactivation via e-mail.
2. **Send** the PBDHQ a list of the Chapter officers (and by-laws, if inactive more than three years).
3. **Identify**, nominate, and prepare to induct new members. Use the *Documents and Forms* link to access the *Supply Order Form* for the New and continuing member annual dues & and new member induction fees (New member induction fee includes: medallion, membership card, certificate, and annual dues).
4. **Pay** the continuing / new membership fees. Use the *Member List Form* to send PBDHQ the list of proposed new members, along with your payment for the new and continuing member fees. Once you complete this step, the new membership packet will be sent to you.
5. **Organize and hold** your induction of new members. In *Suggested Initiation Ceremonies Procedures*, in the link *Initiation Guide and Ceremonies* you will find suggestions on the formalities of holding an induction.

¹ Your chapter is considered inactive if you **have not had any inductions** within the last two years.