



## Phi Beta Delta, Honor Society for International Scholars

Administration Building Rooms 148, 150 & 152

5500 University Parkway California State University, San Bernardino,  
CA 92407

Phone: (909) 537-5018

E-mail: [staff@phibetadelta.org](mailto:staff@phibetadelta.org)

## Chapter Reactivation Procedure

If your chapter is inactive<sup>1</sup>, and if you want to reactivate, please **complete** the following procedures:

1. **Notify** the Phi Beta Delta HQ about your request for reactivation via mail or e-mail.
2. **Send** the PBDHQ a list of the Chapter officers (and by-laws, if inactive for two years or more).
3. **Identify**, nominate, and prepare to induct new members. Use the Documents and Forms link to access the Supply Order Form ( <http://www.phibetadelta.org/pdf/form-supply-order-2019-v-2.pdf> ) for the new member induction materials (New member induction fee includes: medallion, membership card, certificate, and annual dues).
4. **Pay** the new membership fees / continuing membership fee via check or via the PBD website ( <http://www.phibetadelta.org/onlineshop> ). Once you complete this step, the new membership packet will be sent to you.

**Send** the Member List Form to PBDHQ. For the membership list form, please visit this link ( [http://www.phibetadelta.org/excel/form-member-list%20\(5\).xls](http://www.phibetadelta.org/excel/form-member-list%20(5).xls) )

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.

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