



Phi Beta Delta, Honor Society for International Scholars

Administration Building Rooms 148 & 150

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Chapter Reactivation Procedure

If your chapter is inactive, 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 Phi Beta Delta HQ 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/supply_order_form.pdf) for the new member induction materials (New member induction fee includes: medallion, 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.php>) 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.

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