



**PSI CHI**

THE INTERNATIONAL HONOR SOCIETY IN PSYCHOLOGY



## Chapter Membership Guide: How to *Identify, Invite, & Induct* Members

### CHAPTER FORM

The intent of this guide is to simplify and explain the membership process. Inducting new members involves three steps: *Identify, Invite, and Induct.*

1

### IDENTIFY

Identify potential members by compiling a list of all eligible psychology majors and minors (undergraduate and graduate students who have completed at least 9 semester hours or 14 quarter hours of psychology courses). There are two options for compiling this list:

#### Option 1

Faculty advisors can compile this list by obtaining from the school registrar a cutoff list of all undergraduate psychology majors/minors in the upper 35% of their class (seniors, juniors, and sophomores)<sup>1</sup> and have a minimum 3.0 psychology GPA, as well as all graduate psychology students with a minimum overall 3.0 GPA. Only faculty advisors should look at student grades because of privacy concerns.

If your school's registrar cannot provide your chapter's faculty advisor with such a list, the faculty advisor will have to determine eligibility manually.

#### Option 2

Distribute the Membership Application to all interested applicants who are undergraduate psychology majors/minors or graduate psychology students. All applications should be returned to the faculty advisor because of privacy concerns regarding student grades. Upon receipt of all applications, the faculty advisor should then compile a list of all applicants and verify their eligibility with the school registrar.

<sup>1</sup> GPA cutoffs for upper 35% should be determined separately for seniors, juniors, and sophomores.

2

### INVITE

Once your chapter has identified all qualified candidates for membership, send the Invitation to Membership form to those qualified candidates. To ensure a good response rate, designate chapter officers to contact each candidate shortly after the Invitations to Membership are received. Collect all Invitations to Membership and membership fees by holding a general meeting or setting a deadline for candidates to return the invitations and fees. Conduct a chapter vote to approve qualified candidates (as specified in the Psi Chi Constitution, election to membership shall be by a two-thirds vote at a regular meeting of the chapter).

3

### INDUCT

Chapter administrator should:

1. Enter new inductees online
2. Submit payment to the Central Office for inductees by:
  - a. paying online using a credit card or PayPal account
  - b. mailing a check or money order

Once payment is received, please allow at least 3 weeks for the materials to be processed for the induction ceremony. All domestic new member packets (certificates, cards, and optional lapel pins) will be sent to the faculty advisor's attention at the chapter address on file.

To maintain active status, a chapter must register new members at least once a year and there is no limit to the number of times a chapter may submit new inductees. Chapters are encouraged to induct at least once a semester. By inducting members throughout the year, it allows students to participate in Psi Chi activities and apply for awards/grants. Your chapter may choose to hold informal inductions for each group of the new members (for example, at a chapter meeting) and later recognize all those inducted throughout the year in one formal ceremony. Inducting new members each semester or quarter will only help to increase chapter participation and visibility on campus.

Inducting new members each semester  
or quarter will only help to increase chapter  
participation and visibility on campus.