

RHO PHI LAMBDA
SUGGESTIONS FOR GETTING A NEW CHAPTER STARTED

1. Establish membership standards for your chapter. Be sure you meet minimum National standards (see Constitution p.2).
2. Develop an application form for students to use to show how they met the standards. Distribute application forms to all students who meet GPA standards.
3. Review applications and vote (by faculty) on charter members. (Subsequent elections will be by vote of student members.)
4. Issue invitations to members elected. Have deadline for accepting invitation and enclosing initiation fee. There is a one-time national initiation fee of \$20 for active members and a national initiation fee \$10 for honorary members. Chapters may also establish local chapter fees -- some chapters have no initiation fee, but rather semester dues.
5. Send national initiation fee check (preferably one check for all new members) to National Security, **Dr. Joel Frater, Department of Recreation and Leisure Studies, SUNY Brockport, Brockport, NY 14420**. Make check payable to Rho Phi Lambda. Allow for a minimum of three weeks to receive pins, certificates and membership cards. Honorary members receive a certificate and membership card but do not receive a pin unless an additional fee of \$10 is sent to the National Secretary (for a total of \$20).
6. Arrange for someone to print names on certificates and cards -- be sure to allow time for this to be done. Certificate also needs signature of chapter President (faculty advisor for charter members).
7. Make arrangements for chapter installation and initiation of members. Establish place, time and who will conduct. Installation and initial initiation are normally done by a national officer or his/her designee.
8. Arrange for a press release for appropriate media e.g. local or campus paper and each student's hometown paper.
9. Establish a local Constitution and By-Laws consistent with the national. (You may choose to use the national constitution and by-laws).
10. Elect officers.