

BETA PHI MU
2015 Handbook

National Headquarters
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www.beta-phi-mu.org

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INTRODUCTION

The purpose of this electronic Handbook is to serve as a resource for local chapters by detailing essential information necessary for the smooth functioning of the chapter and its relationship to the National Headquarters. The responsibilities of National Headquarters, hereafter referred to as Headquarters, and of the local chapters are detailed in a number of sections. This Handbook will also assist new Advisors or officers of local chapters in a better understanding of the Society. This Handbook was previously revised in 2007.

BETA PHI MU OVERVIEW

- **FOUNDING**

Beta Phi Mu was founded in 1948 by a group of leading librarians and library educators to recognize and encourage scholastic achievement among library and information studies students at the University of Illinois. Beta Phi Mu was formally admitted to membership in the *Association of College Honor Societies* (<http://www.achsnatl.org/>) in 1969 and became an affiliate of the *American Library Association* (<http://www.ala.org/>) in 1998.

- **MOTTO**

Our name comes from the initials of the Greek words *Bibliothekariosphilaxmathesis*, meaning “librarians are the guardians of knowledge.” The motto, *Aliisinserviendocunsumor*, meaning “Consumed in the service of others” was selected by the founders based on the concept of the dedication of librarians and other information professionals to the service of others.

- **INSIGNIA**

The insignia of Beta Phi Mu is the dolphin and anchor, mark of the Venetian printer Aldus Manutius. Enamel pins bearing the Beta Phi Mu insignia are available to members for purchase from the national office through the “Merchandise” section of the BPM website (<http://beta-phi-mu.org/merchandise/>).

- **ELIGIBILITY**

Eligibility for membership in Beta Phi Mu is by invitation of the faculty from institutions where the American Library Association, or other recognized accrediting agency approved by the Beta Phi Mu Executive Board, has accredited or recognized a professional degree program. New members must also meet the minimum 3.75 GPA requirement, and no more than 25% of a graduating class may be invited. Complete eligibility requirements can be found in the Bylaws, Article III (<http://beta-phi-mu.org/about-us/bylaws/article3/>) and the “Membership” section of the BPM website (<http://beta-phi-mu.org/membership/>). See also the “Membership Information” section of this Handbook.

BETA PHI MU BYLAWS

Beta Phi Mu is governed by a set of Bylaws which covers topics such as membership criteria, officers, committees, and membership meetings and chapters. The most recent revisions of the Bylaws were made in 2010; the complete Bylaws are posted online in the Bylaws area in the “About Us” section of the BPM website (<http://beta-phi-mu.org/about-us/bylaws/>).

LOCAL CHAPTER BYLAWS

Local chapters of the society should develop and maintain Chapter Bylaws. Chapters are encouraged to send a copy of their Bylaws, or an active link to their Bylaws on the web, to Headquarters whenever the Bylaws are established or revised. Chapters should post their by-laws on their website if they have one; links to active chapter websites can be found by clicking hot linked chapter names on the “Chapters” page of the BPM website (<http://beta-phi-mu.org/about-us/chapters/>). Sample Bylaws from *Beta Beta Theta* can be found on pages 6 and 7 of this handbook.

CHAPTER BYLAWS SAMPLE:

Beta Beta Theta Chapter of Beta Phi Mu

By-laws

Article I. Name

1. This organization shall be known as the Beta Beta Theta Chapter of Beta Phi Mu at the University of Iowa School of Library and Information Science.

Article II. Purposes

1. The purposes of Beta Beta Theta Chapter of Beta Phi Mu are to recognize scholastic achievement in the study of librarianship and to support appropriate professional and scholarly projects.

Article III. Membership

1. Any member of Beta Phi Mu in good standing, who elects membership in Beta Beta Theta Chapter, is eligible.
2. Membership in Beta Phi Mu may be conferred by Beta Beta Theta Chapter in accordance with the By-laws of Beta Phi Mu.
3. Honorary membership in the Chapter may be conferred in accordance with the By-laws of Beta Phi Mu.

Article IV. Officers

1. The officers, who must be members in good standing of the Chapter, shall be a president, a vice-president who will be president-elect, and a secretary-treasurer. These officers, together with the immediate past president, and faculty adviser, *ex officio*, shall constitute the Executive Council.
2. The officers shall be elected by a simple majority vote of those members present and voting at the annual business meeting, with those elected taking office at the conclusion of the meeting.
3. Officers shall serve a term of office until the adjournment of the business meeting at which their successors are elected.
4. Vacancies in office shall be filled by a vote of the remaining members of the Executive Council. Such appointees shall serve until the next annual business meeting.
5. The president, vice-president/president-elect, and secretary-treasurer shall perform the customary duties pertaining to their offices and such other duties as may be approved by the Executive Council. The president-elect shall serve the first year after election as vice-president, the second year as president, and the third year as immediate past president.

Article V. Faculty Adviser

1. The director of the School of Library and Information Science of The University of Iowa, or the director's designated appointee, shall serve as faculty adviser of Beta Beta Theta Chapter and be an *ex officio* member of the Executive Council.
2. The faculty adviser represents the Chapter in Academic matters at The University of Iowa and advises in all activities of the Chapter.

Article VI. Representative to the Advisory Assembly

1. The representative to the Advisory Assembly of Beta Phi Mu shall be a regular member of the Chapter, appointed by the president with the approval of the Executive Council. The Assembly representative shall not serve for more than six consecutive years.
2. The duties of the representative are to participate in the meetings of the Advisory Assembly and to report its deliberations to the members of the Chapter.

Article VII. Committees

1. The standing committee shall be the Nominating Committee. Other committees may be designated and appointments made thereto at the discretion of the Executive Council.
2. The president shall appoint a Nominating Committee of two members. The Nominating Committee shall secure at least one nominee for each office to be elected at the annual meeting, secure the consent of the nominees in advance, and report the nominations for officers at the meeting.

Article VIII. Meetings

1. Meetings, to include an annual business meeting, shall be called by the president with the consent of the Executive Council.
2. Those regular members present shall constitute a quorum.

Article IX. Initiation

1. Regular initiation of new members will be held in conjunction with the annual business meeting. Additional initiation ceremonies may be held as deemed necessary by the Executive Council.

Article X. Dues

1. Dues for Beta Beta Theta Chapter shall be assessed annually by the Executive Council and shall be set every year by the vote of the membership. The fiscal year of the chapter shall be June 1 through May 31.

Article XI. Amendments

1. These By-laws may be amended by a simple majority of members in good standing who are present and voting at the annual business meeting, provided that the proposed amendments have been made available by the Executive Council to members at least two (2) weeks in advance of the meeting at which they are to be considered.

Article XII. Parliamentary Authority

1. *Robert's Rules of Order* (Revised), in the latest edition, shall govern the Chapter in all cases to which it can be applied and in which it is not in conflict with the By-laws of the Chapter or of Beta Phi Mu.

Article XIII. Dissolution

1. Assets

Upon the dissolution of the Beta Beta Theta Chapter of Beta Phi Mu, assets shall be distributed to the Joyce Hartford Scholarship Fund in the School of Library and Information Science at The University of Iowa to be awarded to a deserving incoming student with plans to become a library and information professional.

2. Archives

All Beta Beta Theta Chapter of Beta Phi Mu archival material shall be placed on permanent file with the University Archives within the Collection of the School of Library and Information Science, The University of Iowa Libraries, Iowa City, Iowa.

Adopted June 16, 1989

Article X. revised May 17, 2009

Article XIII. added December 24, 2012

(Re-printed here with permission from Beta Beta Theta Chapter, September 2014)

TAX EXEMPT STATUS

Beta Phi Mu is recognized by the IRS as a 501(c)(3) tax-exempt entity. However, there are still annual IRS filing requirements for Headquarters as well as the chapters. Headquarters annually fills out IRS Form 990, which is the long-form reporting mechanism for exempt organizations. As with all 501(c)(3) organizations, these forms are considered public information and may be accessed via GuideStar (<http://www.guidestar.org>) and other aggregators of such information. Headquarters also annually submits a form to the IRS listing all active chapters, along with their contact information and Federal Employer Identification (FEID) numbers.

The FEID number for Beta Phi Mu Headquarters is 23-7369338. The Tax Exempt Status intention for Beta Phi Mu and its chapters and Executive Board are found in Article 13 of the By-Laws (<http://beta-phi-mu.org/about-us/bylaws/article13/>). Beta Phi Mu Headquarters is considered the parent organization by the IRS and the active chapters of Beta Phi Mu are its subordinate units. Therefore, it is important that chapters identify themselves not as "Beta Phi Mu," a designation exclusive to Headquarters, but rather as "Alpha Chapter of Beta Phi Mu," with your correct chapter name inserted. This is particularly important for IRS documentation.

Most active chapters of Beta Phi Mu have obtained their own non-profit status by filling out IRS form 1023 and obtaining their own FEID number. In order to maintain non-profit status, chapters must file an annual statement with the IRS. If your chapter's non-profit tax status is in good standing, normally all that is required is filling out the 990-N electronic postcard return. This is very quick and easy! More information and a link to the e-postcard can be found here: [http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-\(e-Postcard\)](http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-(e-Postcard)) If your tax status is not settled or if you have revenues in excess of \$50,000, you should file the 990-EZ form (this is a four-page form, and is relatively easy). Links to this form, instructions for filling it out, and other helpful information can be found here: <http://www.irs.gov/uac/About-Form-990EZ>

The IRS normally asks for the "Group Exemption Number" or GEN when you submit your annual statement. This is the number which links your Chapter filing to Headquarters as the parent organization. The Beta Phi Mu Group Exemption Number or GEN is 2552.

If you have questions about your chapter's tax status, filing requirements, or other tax-exempt matters, please contact Headquarters and we will try to help you or we will direct you to where you might find help.

MEMBERSHIP INFORMATION

- Chapter Membership

It is important that all chapters follow the approved criteria regarding election of new members in Beta Phi Mu. Therefore this section provides the criteria for membership, some models for accomplishing the membership selection process, and links to the necessary forms for chapters to complete.

Criteria for Membership

Membership in Beta Phi Mu is open to graduates of accredited and approved graduate level programs in library and information science (LIS). This includes students completing master's degrees in LIS or related approved graduate degree programs, including students completing Ph.D. degrees in LIS and related fields. Criteria for membership in Beta Phi Mu essentially has three elements:

- 1) All nominees must have at least a 3.75 grade point average (GPA) on a 4.0 scale.
- 2) All nominees must have the endorsement of faculty from their program regarding their potential for professional leadership and contributions to the field.
- 3) No more than 25% of the annual graduating class may be nominated for membership. Please note that this means that membership is selective for most programs. Not every graduate meeting the GPA requirement will necessarily be nominated; faculty input is necessary for selecting the top candidates.

Models for the Membership Selection Process

Because circumstances are unique to each degree program and its setting, there is not necessarily a "one size fits all" model for how to conduct the membership selection process. This section is intended to provide some general guidelines for this process, which individual chapters should feel free to adapt to their own needs.

Each chapter should have a chapter advisor to serve as the liaison between the LIS program faculty and administration, the chapter leadership, and BPM headquarters. Normally the chapter advisor has been a faculty member, but a staff member could serve as well. The advisor should be an elected or honorary member of BPM. The chapter advisor normally takes the lead in initiating the BPM membership selection process. What follows are examples of procedures which have been successfully used by some chapters.

- 1) Timeframe – there is no required timeframe for selection of nominees, but selection should take place on at least an annual basis for a chapter to remain active. Most chapters select nominees once or twice a year. A minority of chapters have other time frames that work for their situations.

- 2) The chapter advisor or designee should obtain a list of all graduates with a GPA of 3.75 and above for the time period under consideration. This list will serve as the “first cut” for identifying potential nominees for BPM membership.
- 3) The list of GPA-eligible graduates should be made available to all LIS and other interested faculty within the program for comment and feedback. Some models for feedback which have been successfully used are: a) circulation of the list to faculty for comments, then compiling comments and re-circulating the list for voting by the faculty b) review of the list by a faculty-appointed committee, which will bring forward names for nomination to be voted upon by the full faculty c) circulation of the list to faculty with a request for nominations, then compiling nominations for voting by the faculty. Other ways of receiving faculty input can be devised, but receiving input from the broadest possible base is preferable.
- 4) Once feedback and voting has taken place and a final list of no more than 25% of the graduating class is obtained, the selected graduates should be invited to join Beta Phi Mu. Normally, the invitation to membership is coupled with an invitation to the chapter’s local initiation ceremony (although some programs may hold an annual initiation ceremony while nominating new members more than once a year). Regular chapter members may also participate in the initiation ceremony held at the BPM G-ALA in conjunction with the ALA annual meeting if they were unable to attend their chapter initiation ceremony. This option could be included in the invitation.
- 5) Chapter treasurers, in conjunction with chapter leadership and chapter advisor, are responsible for collecting the \$85 BPM lifetime membership fee, along with any chapter membership fees assessed. Chapters who charge chapter membership fees usually do so in the range of \$10-\$20 per year. A designated chapter representative (normally the treasurer, secretary, advisor, or other representative) should take responsibility for forwarding fees, applications, and all required forms to BPM Headquarters.
- 6) While there is no deadline for a nominee accepting the invitation to join BPM, most chapters will have a deadline for response to the initial invitation in preparation for their initiation ceremony or other purposes. Once the deadline is passed, the chapter representative is responsible for providing the following to BPM headquarters: a) membership application forms for all new members b) a check for \$85 X number of new members, made payable to “Beta Phi Mu” c) a list of graduates nominated for membership (whether they have accepted or not).
- 7) Upon receiving the required materials from the chapter, BPM sends out membership certificates and new member packets to all members paying their lifetime membership fees. New members are entered into the membership database. The list of nominees is kept on file in case a nominee later decides to accept the invitation for membership.
- 8) **Chapters should keep copies of the initiation report, each new member’s application form, and a list of eligible people who declined the invitation.**

SAMPLE INVITATION AND FORMS RELATED TO CHAPTER MEMBERSHIP

- SAMPLE INVITATION:

“{Insert Date}

Dear ,

The School of Library and Information Science at {Insert Institution Name Here}, in recognition of your outstanding academic performance and leadership qualities, has nominated you to join Beta Phi Mu, the International Library and Information Studies Honor Society. Membership is by invitation only and is extended to those students who earn a graduate degree in Library and Information Studies and achieve a minimum grade point average of 3.75. Invitations for membership are based upon academic eligibility and a faculty assessment of candidates’ professional leadership potential.

*A one-time initiation fee of \$85.00 entitles you to a lifetime membership in the national organization, along with the privileges of voting, holding office, and chapter affiliation. Your membership will also be acknowledged with a membership certificate suitable for framing, and a Beta Phi Mu leather bookmark. If you wish to join Beta Phi Mu at this time, please complete the form enclosed with this invitation, and mail the form along with a check or money order payable to {Insert either chapter’s name or Beta Phi Mu here} to:

{Insert appropriate address}

Your invitation to join Beta Phi Mu is open-ended which means you may join at any time in the future. For more information about Beta Phi Mu, visit www.beta-phi-mu.org. We look forward to hearing from you and offer congratulations on your notable achievement.

Cordially,

XXX Chapter

Beta Phi Mu”

***Chapters should edit this paragraph to reflect local names and practices; for instance, if the chapter collects extra fees for scholarships, or has an annual dues, etc. Don’t forget to include information about the initiation!**

- FORMS:

- 1) Member Application Form (<http://beta-phi-mu.org/wp-content/uploads/2014/07/New-Membership-Form.pdf>)

Use this form for new inductees who are US residents and have been elected by the local chapter. For non-US residents please use the International Form (<http://beta-phi-mu.org/wp-content/uploads/2014/07/Updated-International-Form.pdf>).

- 2) Chapter List of Nominees (<http://beta-phi-mu.org/wp-content/uploads/2014/10/Chapter-List-of-Nominees.pdf>)

Use this form to report all nominees for the current year, whether the invitation was accepted or not.

- 3) Chapter Initiation Report (<http://beta-phi-mu.org/wp-content/uploads/2014/07/Chapter-Initiation-Report.pdf>)

Use this form to report nominees who accepted the invitation to join and have paid their fees.

All forms are available online through the “Forms” section of the Beta Phi Mu website (<http://beta-phi-mu.org/forms-2/>).

- Membership-At-Large

Headquarters annually contacts library and information studies programs that are accredited by the American Library Association (or other accrediting agency approved by the Executive Board) but do not have a chapter, to request the names and addresses of qualified graduates in order to invite them to join the organization. These schools should use the same criteria outlined in the previous membership section of this handbook when identifying qualified graduates. Schools with nominees then send the list of nominees, along with the nominees' mailing addresses to Headquarters. (The address for Headquarters is provided in the original contact letter.)

Following receipt of this data from the accredited schools, Headquarters then sends an invitation and membership form to the potential new member. A certificate and membership packet is issued to the new member once Headquarters receives the form and lifetime membership fee. The original nomination list is kept on file in case a nominee later decides to accept membership.

New members-at-large may participate in the initiation ceremony held during the ALA Annual conference. Headquarters will post updated information to the BPM web site about the G-ALA prior to the ALA annual conference.

Schools located outside of the United States that have been approved by the Executive Board are encouraged to participate in identifying potential members of Beta Phi Mu and are included in the membership-at-large notification by Headquarters. The lifetime membership fee is higher for an International Membership because of increased postage fees. This difference is reflected in the form sent to potential international nominees.

Programs without an active chapter and advisor are encouraged to name a particular faculty or staff member to serve as a contact point for communications with Beta Phi Mu Headquarters.

- National Level Honorary Memberships

The Bylaws of Beta Phi Mu allow, under certain conditions, for the initiation of Honorary Members into the Society. Such membership is reserved for individuals who have made “significant contributions” to the purposes of Beta Phi Mu. This phrase has been interpreted by the Executive Board as meaning “contribution of world significance” with the expectation that very few such memberships will ever be granted. In a Society built on “excellence,” in other words, Honorary Membership can represent only excellence within excellence, a status which very few will attain or can claim. Guidelines for nominating individuals for Honorary Membership are found in Article III, Section 5 (<http://beta-phi-mu.org/about-us/bylaws/article3/>) of the Bylaws.

- Chapter Level Honorary Memberships

The Bylaws of Beta Phi Mu also allow for local chapters to initiate honorary members and may determine their own criteria for this purpose. Chapter Honorary Members are not recognized at the National Level. Article III, Section 6 describes this distinction. (<http://beta-phi-mu.org/about-us/bylaws/article3/>)

LOCAL CHAPTER INITIATION PROCEDURES

Each chapter determines the time and place of its own initiation ceremony. The most current revision of the Initiation Ritual (found on page 16 and 17) involves the chapter president and three other chapter representatives.

Each chapter should light (either literally or symbolically, depending upon fire codes and regulations) their lamp of knowledge prior to the initiation and have new initiates sign their Great Roll at the end of the ceremony.

The ceremony is usually followed by a reception or dinner, generally with a guest speaker. Immediately after the initiation, the chapter secretary sends the *Chapter Nominee List* (<http://beta-phi-mu.org/wp-content/uploads/2014/10/Chapter-List-of-Nominees.pdf>) and the *Chapter Initiation Report* (<http://beta-phi-mu.org/wp-content/uploads/2014/07/Chapter-Initiation-Report.pdf>) to Headquarters and certifies that new members were initiated. Pictures and a write-up of the initiation event and activities are always welcomed by Headquarters for inclusion in the Newsletter.

BETA PHI MU INITIATION RITUAL

PRESIDENT

We meet here today to honor those who have met the highest standards of scholarship in their professional schools and whose records indicate that they will contribute significantly to the development of the library/information professions. The obligations of membership in our international honor society include a continuing interest in research, scholarship, and leadership. In an information society we have a right to expect that the most talented professionals demonstrate a willingness to use their talents in service to that society. In accepting membership in Beta Phi Mu, you commit yourselves and your talents to the promotion of the best in scholarship and service.

In order that you may understand our common purposes, our first representative will explain our commitment to scholarship.

FIRST REPRESENTATIVE

Since its inception in 1948, Beta Phi Mu has promoted scholarship through the maintenance of high standards for admission to its ranks, through publications distinguished for their content and design, through important lecture series in its chapters, and through the provision of scholarships. Our society has also encouraged scholarly endeavor through support of the first few volumes of the Journal for Library and Information Science Education during the centennial of the American Library Association. Our Beta Phi Mu Scholars Series continues this tradition.

Our name, Beta Phi Mu, contains the initial letters for Greek words which can be translated, "Librarians are the guardians of knowledge." However, our purposes have always been broader than that of preserving scholarship. This purpose is indicated by our insignia, the dolphin and anchor of the Venetian printer, Aldus Manutius, whose small books of Greek and Latin classics provided the world of his day with greater access to information. Aldus stated that he had made a vow to devote his life to public service. That service ideal has never been more important than it is in our present world. Therefore our next representative will speak of our commitment to service.

SECOND REPRESENTATIVE

Our motto indicates that service to others is one of our major commitments. That service can and does assume many forms and occurs in many types of libraries and information agencies. Allied with scholarship, service can extend the boundaries of knowledge and teach information skills to help citizens cope with the future and promote the usefulness of knowledge. Our next representative will speak to you about leadership.

THIRD REPRESENTATIVE

Those who have the potential for scholarship and service have a special obligation to develop leadership for their profession. Since your scholarship has already been demonstrated, more can be expected of you than of others. In all periods of history the demand for leadership has been greater than the supply. That is no less true today. An information society requires specially gifted persons to provide solutions not only to the technical but also to the human problems. From you we expect our future leaders to emerge. In Beta Phi Mu we look forward to working with you in achieving our common goals.

PRESIDENT

As the lamp is the ancient symbol of learning, Beta Phi Mu adopted it for our initiation ceremonies. Learning must overcome ignorance as light overcomes the darkness. We ask you

to accept this symbol of our dedication to the spread of knowledge and understanding throughout the world. For we hold, with Thomas Jefferson, that no republic can be ignorant and free.

I now ask you to signify acceptance of these ideals by signing the Great Roll as your names are called.

[After all have signed]

We now declare you members of Beta Phi Mu. Our members will now come forward and welcome you to our honor society.



www.beta-phi-mu.org

NEW CHAPTER INSTALLATION

A new chapter charter may be granted by the Executive Board upon petition signed by twenty-five regular members of Beta Phi Mu, accompanied by a letter of authorization from the dean or director of an accredited library school or deans or directors of accredited programs for joint chapters in the area, as described in Article XI of the Bylaws (<http://beta-phi-mu.org/about-us/bylaws/article10/>).

Following the granting of the chapter charter, the President of Beta Phi Mu, a Past President, the Executive Director, or a voting member of the Executive Board designated by the President will be responsible for the installation of the chapter.

SCHOLARSHIP INFORMATION

Five scholarships are awarded each spring by Beta Phi Mu. Recipients are selected by the Scholarship Committee. Requirements for each scholarship, along with the amount of the awards are posted online at <http://beta-phi-mu.org/scholarships/>.

- Sarah Rebecca Reed Scholarship
The Reed scholarships are awarded to a student beginning library or information studies at an ALA accredited school.
- Harold Lancour Scholarship for Foreign Study
The Lancour scholarship is awarded to Librarians for research or a special course of study to survey foreign libraries or programs outside North America, and/or to conduct research in a foreign country outside North America.
- Frank B. Sessa Scholarship for Continuing Professional Education of a Beta Phi Mu Member
The Sessa scholarship is awarded to a Beta Phi Mu member to increase his/her professional skills through additional study or attendance at a formal program or workshop.
- Blanche E. Woolls Scholarship
The Woolls scholarship is awarded to a student beginning Library and Information Studies at an ALA-accredited school with the intention of pursuing a career in school library media service.
- Eugene Garfield Doctoral Dissertation Fellowship
Up to six of these fellowships are awarded each year to doctoral students who are working on their dissertations in Library and Information Science, Information Studies, Informatics, or a related field. These Fellowships are generously funded by Eugene Garfield.

Chapter and individual members' donations to help support BPM scholarships are always welcomed, and may allow us to increase the number of awards granted. Checks in support of the Scholarship Fund may be mailed to Headquarters and earmarked for "Scholarships." Contact Headquarters for more information or if you would like to donate by credit card.

Individual chapters may also sponsor or contribute to scholarship initiatives at their home institutions. Chapters are free to administer their scholarships individually, in consultation with their home institution and its requirements.

BETA PHI MU OFFICERS

- National Officers and Committee Members

The Executive Board consists of a President, Vice-President/President-elect, immediate Past President, two Directors-at-large, and six Directors elected by the Assembly. The Board members must be regular members of Beta Phi Mu. Other criteria for Board membership can be found in Article IV and VII of the Bylaws. (<http://beta-phi-mu.org/about-us/bylaws/article4/>, <http://beta-phi-mu.org/about-us/bylaws/article6/>). All initiated members are eligible to vote for officers of the national Executive Board.

Lengths of terms of office for the elected officers are outlined below:

- The President is elected for a three year term, serving the first year as Vice-president/President-elect, the second year as President, and the third year as immediate Past-president. There is a limit of two terms for this office.
- Directors-at-large are elected for terms of two years and may be elected for no more than two consecutive terms. To provide for continuity, terms should be staggered so one Director-at-large is elected each year.
- Directors are elected by the Assembly at each annual meeting. Two Directors are elected and serve a two year term on the Executive Board.

The most current list of national officers is available online in the “About Us” section of the website. (<http://beta-phi-mu.org/about-us/officers/>)

- Local Chapters

As described in Article XI (<http://beta-phi-mu.org/about-us/bylaws/article10/>), Beta Phi Mu promotes its activities through local chapters affiliated with library and information studies programs or professional chapters not affiliated with such a program.

Each chapter is encouraged to choose one representative to serve in the Assembly. The Assembly acts as an advisory body for the Executive Board, as well as the liaison between chapter and Headquarters. Each chapter chooses the representative in accordance with its own bylaws. The term limit is six consecutive years. More information about the role of the Assembly and its importance to the local chapters can be found in Article IX. (<http://beta-phi-mu.org/about-us/bylaws/article9/>)

Each chapter is also encouraged to elect its own officers in accordance with the chapter’s bylaws. Refer to article XI for more information about chapter governance. (<http://beta-phi-mu.org/about-us/bylaws/article10/>).

It is important to notify Headquarters when there is a change of leadership at the chapter level. An easily accessible form is located on the Beta Phi Mu website or by following this link: <http://beta-phi->

[mu.org/update-chapter-contact-information/](http://beta-phi-mu.org/update-chapter-contact-information/). Headquarters is automatically notified when a chapter utilizes this form, enabling Headquarters to update the web site, as well as the mailing list.

The formation of a local chapter is granted by the Executive Board once the Board has received a petition signed by 25 regular members of Beta Phi Mu and a letter of authorization signed by the Dean or Director of the accredited program. Local chapters are assigned Greek letters by the Executive Board at the time of the chapter's installation. Please refer to page 18 of this Handbook and Article XI for more detail. (<http://beta-phi-mu.org/about-us/bylaws/article10/>)

A list of all active chapters is available in the "About Us" section of the website (<http://beta-phi-mu.org/about-us/chapters/>) and includes local chapter officers and contact information.

SUGGESTIONS FOR CHAPTER RECORDS

One essential function of the local chapter is to maintain communication with Headquarters. For the Society to be most effective, chapters must share information with Headquarters. Such information includes lists of new initiates, notification of change in chapter advisor, new chapter officers, and copies of local newsletters or other publications.

One of the most difficult tasks of the local chapter is to maintain a current mailing list of its members. When local chapters receive change-of-address notices from its members, Headquarters should also be notified of those changes.

Effective local chapters maintain accurate and current records of their activities. Chapter records are generally maintained by the chapter advisor. Details of some forms of essential items that a chapter must maintain are listed below.

- Chapter Bylaws
- Membership files
 - Candidates who accept
 - Candidates who do not respond
- Current address file of local initiates
- Chapter advisor, local officers and standing committees
- Minutes of chapter and executive board meetings
- Treasury Information
 - Annual Budget
 - Bank Statements
 - Audit reports or annual financial summary
- Yearly calendar
- Local scholarships or other activities
- Initiation ritual, Great Roll, and location of the Lamp
- Process of notifying Headquarters of new initiates
- Publicity efforts

PUBLICATIONS OF BETA PHI MU

Beta Phi Mu sponsors several publications, each of which is detailed below.

- Beta Phi Mu Newsletter

Beta Phi Mu publishes a semi-annual newsletter which is available electronically on the Beta Phi Mu website (<http://beta-phi-mu.org/publications/newsletter/>). Contributions for the newsletter should be either mailed or emailed (preferred method) to Headquarters. Pictures are especially welcomed.

- Local Newsletters

Some chapters also publish newsletters for their own initiates. Such chapters are encouraged to mail (or email) a copy of or link to each issue to Headquarters.

- Beta Phi Mu Scholars Series

New for 2014, this series is published by Rowman & Littlefield Publishers, Inc. for Beta Phi Mu. A 20% discount is offered to Beta Phi Mu members when series books are purchased through Rowman & Littlefield. The first book of the new series is Emily Knox's *Censorship in 21st Century America*. Scholars Series replaces the Beta Phi Mu Monograph Series.

- Beta Phi Mu Monograph Series

Begun in 1990, this series was published by Greenwood Press for Beta Phi Mu. Proceeds from sale of titles in this series supported the Distinguished Lecture Series. A complete list of Beta Phi Mu Monograph Series publications can be found in the "Publications" section of the website (<http://beta-phi-mu.org/publications/beta-phi-mu-monograph-series/>).

- Chapbooks

From 1953 through 1989, Beta Phi Mu published a Chapbook series. Chapbooks, title of interest to members, were examples of fine typography and fine binding. Chapbooks were given to each new initiate. A complete list of Chapbook series publications can be found in the "Publications" section of the website (<http://beta-phi-mu.org/publications/beta-phi-mu-chapbook-series/>).

NATIONAL HEADQUARTERS

Beta Phi Mu maintains its national headquarters in the College of Computing and Informatics at Drexel University. A volunteer Executive Director, a volunteer Treasurer, and part-time Program Director comprise Headquarters staff.

- Address

Beta Phi Mu
Drexel University
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3141 Chestnut Street
Philadelphia, PA 19104

Phone: (215) 895-2492

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- Duties and Responsibilities

Headquarters staff is responsible for the following duties:

1. Communicating with chapters
2. Publishing newsletters
3. Coordinating the Assembly meeting (G-ALA) at each ALA Annual Conference
4. Coordinating the Executive Board meetings at the ALA Mid-Winter Meeting and Annual Conference
5. Sending membership materials and certificates to new initiates
6. Maintaining the official database of all initiates
7. Contacting those ALA accredited schools with no chapters requesting names of eligible graduates for at-large membership
8. Coordinating the selection of the BPM scholarship winners
9. Coordinating elections of officers and board members
10. Maintaining official organization records and submitting tax forms