

Basic Steps that Result in the Charter for a new Chapter

(1) A petition for a charter for the establishment of a new chapter shall be communicated to the president of the Society.

A petition for the establishment of a new chapter is communicated in the form of a letter addressed to the President of Phi Zeta. What you need to do, if possible, is identify faculty who have been active members of Phi Zeta. Have them form a small committee to petition (*via* letter below) for a new chapter at _____ University.

The letter should be on University Letterhead, addressed to the Phi Zeta President, and basically state the following:

Dear Dr. _____:

PETITION TO ESTABLISH A CHAPTER OF PHI ZETA AT _____ UNIVERSITY

We, the undersigned members of the Committee to Establish a Phi Zeta Chapter at _____ University School (College) of Veterinary Medicine hereby petition for a charter for the establishment of such a chapter.

As support for this petition, the school (college) has four classes in the professional curriculum; a fourth-year class composed of (#) students; a third-year class composed of (#) students; a second-year class composed of (#) students; and a first-year class composed of (#) students.

The faculty of the school (college) is composed of (#) members, (#) of whom are veterinarians (DVM or equivalent degree). At least (#) of this number have been active members of Phi Zeta at other institutions and form the nucleus of the new chapter.

We have a copy of the Phi Zeta Constitution and a copy of the By-Laws of the _____ Chapter at _____ University. We plan to pattern our by-laws after those of the _____ Chapter, in accordance with the Constitution of Phi Zeta.

Sincerely,

Dr. _____

Dr. _____

Dr. _____

Dr. _____
Chair of Committee

(2) The President of Phi Zeta refers the petition immediately to the executive committee and solicits approval from members. (No reason why this should take more than a few weeks.)

(3) If the petition is approved by the executive committee, the president shall submit copies of the petition to the various chapters and await their approval. (With e-mail, this shouldn't take more than a couple of weeks.)

(4) A Charter is granted if not more than one dissenting vote is cast when the various chapters are polled. (I wouldn't anticipate any dissenters here, but you never know.)

(5) After approval, a Charter for the new chapter, which should be the "Alpha _____" Chapter.

Although not necessary, what has been done in the past is that one of the National Officers of Phi Zeta (President or Secretary) has been invited by the school (at the school's expense) to come to the University and Present the Charter at an Initiation Ceremony.

All faculty who have been active members of other chapters are listed on the Charter as "Charter Members" of the Chapter. Then begins the annual induction of new members from the junior and senior classes as outlined in the Constitution.