



## Chapter Handbook 2015 - 2017

"Students will become tomorrow's leaders and public servants. To do so, they will have to have a deep and abiding understanding that life is more meaningful if it is lived serving others. But they will also be thinkers, digging into a great range of issues with seriousness and a persistent pursuit of answers, solutions and bold new ideas."

--- U.S. Sen. John D. Rockefeller IV

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## Introduction

The Purpose of this document is to guide Pi Alpha Alpha® (PAA) Advisors and Student Officers in operating their chapter of PAA. PAA is a program managed through NASPAA, the Network of Schools of Public Policy, Affairs, and Administration and guided by leaders in PAA.

Please note that chapters vary greatly in their activities and engagement. Each chapter has the ability to decide for itself what its function within its academic institution should be. However, all endeavors should relate directly to the Pi Alpha Alpha purpose:

The purposes of this society shall be to encourage and recognize outstanding scholarship and accomplishment in public affairs and administration, to promote the advancement of education and practice in the art and science of public affairs and administration, and to foster integrity, professionalism and creative performance in the conduct of governmental and related public service activities.

The information in this document provides suggestions for operating a chapter of PAA. Unless otherwise stated these are recommendations and not obligations. Please contact [paa@naspaa.org](mailto:paa@naspaa.org) if at any time your chapter has questions, comments, or concerns. Additionally, please feel free to share any recommendations, PAA best practices, or PAA news.

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# Chapters

## Establishing a New Chapter

The requirements needed to establish a chapter are;

- NASPAA membership
- A staff or faculty member willing to serve as Chapter Advisor
- [Proof of permission](#) to establish the chapter from your academic institution
- [A Local Chapter PAA Constitution](#)

Resources for these items can all be found on the PAA website. The application to start a new chapter can be found at <http://pialphaalpha.org/start-a-chapter/>. Once your information is submitted NASPAA will be in contact during the approval process. Once a chapter is approved, NASPAA will send the new chapter a charter, and the chapter will need to pay a onetime fee of \$150.

For students looking to start a new chapter, we suggest contacting your programs department chair, or administrative staff to help in the process. You can also contact [paa@naspaa.org](mailto:paa@naspaa.org) with any questions.

## Inactive Chapters

Chapters will be deemed inactive if three years have passed without inducting new members.

After a chapter becomes inactive, NASPAA staff will attempt to contact and reengage the chapter. Periods of inactivity are likely to happen, and so no chapter charter will ever be rescinded due to inactivity. However, while inactive, a chapter may not participate in PAA specific activities or opportunities.

## Reactivating Chapters

To reactivate a chapter, the chapter must inform the NASPAA staff of the updated Chapter Advisor's name and contact information and other relevant information. After this information is reviewed by NASPAA staff the chapter may induct students again. They should also reach out to interested parties, including department graduate assistants, student officers of other groups, or faculty members to build interest in the honor society. Membership in PAA is a distinct honor and open to only those who are eligible, but participation should be inclusive and encouraged among all students.

# Chapter Obligations

## Chapter Advisor

The role of the Chapter Advisor is to encourage excellence in public service and engagement in PAA activities. Advisors should be an advocate for PAA, and encourage activities and promote opportunities that advance members in their public service careers. Additionally, the Advisor should encourage students to strive to qualify for membership and to become leaders.

The chapter obligations are the responsibility of the Chapter Advisor. However, depending on the policies and procedures of your own institution and degree program, student officers or other program staff can perform these duties when deemed appropriate by the Chapter Advisor. Other program faculty and staff are also encouraged to participate in PAA activities including planning events and serving on award committees.

## Changes in Chapter Advisor

Any changes in the Chapter Advisor must be communicated to PAA. It is a good idea to keep all chapter PAA information in a way that can be easily transferred, readily accessible, and understood by a new Chapter Advisor, or student officers. The information should include, at least, procedures for identifying new members, running an induction ceremony, and event planning notes.

## Submitting an Annual Report or Activity Report

A chapter does not need to submit an annual report if their inductions were submitted and processed by our third-party vendor [Kenneth E. Jernigan and Associates](#). However, if your chapter was particularly active by inducting a larger than normal number of students or sponsoring several events beyond your induction ceremony please share that information with NASPAA in an activity report. Conversely, if inductions fell off significantly or no students were inducted at all, please share that information with NASPAA as well. NASPAA would like to know about any challenges your chapter experiences. Finally, the activity reports will be used to generate nominations for best chapter of the year, advisor of the year, and to apply for chapter grants. The activity report form can be found on the [Pi Alpha Alpha website](#). The deadline to submit an activity report is June 1.

## Induction Criteria and Membership

### Identify Eligible Candidates

At least once per year a transcript audit should be conducted to identify students who are eligible to become members. Chapters may also wish to determine whether a candidate is free from any disciplinary judgments before nominating them for membership.

### Induction Requirements

- **Undergraduate Students:**

Candidates for undergraduate degrees who rank in the upper ten percent of their graduating class may be inducted provided that:

- a) they have completed 15 semester hours of course work required for the public policy, public affairs or public administration major or its equivalent
- b) they have maintained an average grade of 3.7 on a scale of 4.0 (A GPA of 3.67 or above can be rounded up to qualify) in all courses included in the major in public policy, public affairs and public administration, and at least a 3.0 in all other course work;
- c) they have met the requirements of (a) and (b) above and are in the last semester or quarter of their junior year.

- **Undergraduate Transfer Students:**

Transfer students who meet the qualifications for undergraduate membership may be inducted after they have completed a minimum of one full year of course work in the school or college to which they transfer and in which the chapter is located.

- **Master's Degree Students:**

A graduate student may be inducted from among the master's degree students who have maintained a GPA of at least 3.7 for 50 percent of the required course work (a minimum of 18 semester hours or 27 quarter hours). A GPA of 3.67 or above can be rounded up to qualify. There is no restriction to the number who may be inducted.

- **Doctoral Students:**  
Doctoral students who meet the requirements for Pi Alpha Alpha master's degree student membership or who have completed all the requirements for the MPP, MPA or its equivalent, may be inducted without restriction as to number.
- **Alumni Membership:**  
Those who meet all the requirements of student membership but who have graduated before induction by a local chapter may be inducted as alumni members. Student members shall become alumni members upon graduation. If an alumni member relocates to a city where there is another chapter, s/he may also affiliate with the other chapter.
- **Faculty Membership:**  
Any full-time member of a NASPAA member institution faculty offering course work in public policy, affairs or administration degree program at which a Pi Alpha Alpha chapter is located, may be elected to faculty membership by such local chapter.
- **Honorary Membership:**
  - a) Local Honorary – Any person who has achieved distinction in public policy, public affairs or public administration and who possess the distinguished qualities that Pi Alpha Alpha foster may be inducted to honorary membership in a local chapter. Local chapters may induct as many as two individuals per year without express approval of the NASPAA Pi Alpha Alpha Special Ad Hoc Committee. Prior to induction of more than two honorary members, the local chapter must request and receive approval by the NASPAA Pi Alpha Alpha Special Ad Hoc Committee.
  - b) National Honorary – A person who has made a particularly distinguished contribution to public policy, public affairs or public administration through practice or education may be inducted to national honorary membership.
- **Graduate Transfer students**  
If a duly inducted PAA student transfers to another institution, he/she maintains membership status regardless of the new academic institution.

### **Notify Candidates of Eligibility**

We highly encourage that when members are notified of eligibility it is done with celebration. Even if an individual chooses not to be a member, they still have made an achievement and worthy of praise. Some chapters send invitations to the induction ceremony along with the eligibility notice. For a sample notification letter, please see Appendix A.

### **Lifetime Membership**

Pi Alpha Alpha membership lasts a lifetime and cannot be revoked.

### **Membership Dues**

The one-time membership fee is \$50. Programs are able to set an additional fee to help with programming costs. It is the responsibility of the chapter to collect these fees, manage the process in a respectful, ethical, transparent manner, and submit payment. If your academic institution does not allow dues to be collected, students should order their materials directly through [Kenneth E. Jernigan and Associates](#).

### **Ordering Member Certificates**

It is up to the chapter to order the member certificates. Only the Chapter Advisor can order certificates and other induction materials. This is done completely through [Kenneth E. Jernigan and Associates](#). This organization handles all financial transactions for PAA (including regalia and merchandise orders), in addition to collecting the information on new inductees.

Once a certificate is ordered, the individual becomes a member of PAA. Certificates can take **three weeks** to be processed, so order any materials needed for inductions at least **one month** prior to induction ceremonies.

The information requested to order certificates:

1. Inductee Name; First and Last
2. Date of Induction
3. University Name
4. University Address
5. Chapter Advisor Name; First and Last
6. Chapter Advisor Email

*Please note:* Inductee name, date, and university name will all appear on the certificate, and a \$10 fee is charged for replacements. Please make sure the information is entered correctly as certificates will be printed exactly as ordered.

### **Ordering Graduation Regalia**

For all purchases, visit the [Kenneth E. Jernigan & Associates](#) website. This company handles all orders. NASPAA has no control over changing orders, or invoices. Graduation orders may come from either the chapter or an individual.

### **Remaining in Good Standing**

In order for a chapter to remain in good standing the Chapter Advisor and other officers must in good faith try to carry out the chapter obligations as spelled out within this section. Chapters unable to carry out these duties must not induct any students and should become inactive and remain inactive until such time when they are able to fulfill the chapter obligations. The NASPAA Pi Alpha Alpha Special Ad Hoc Committee (Committee) may at any time review the activities of any chapter it believes is not in good standing. If membership discrepancies, financial mismanagement or other issues are found, the Committee may recommend to the NASPAA Executive Council that the Chapter become inactive. If egregious errors are made the Committee can recommend the NASPAA Executive Council review the chapter's activities. The Executive Council can also require the chapter to become inactive or revoke the chapter's charter.

## **Chapter Activities**

Chapters are strongly encouraged to hold an annual induction ceremony. Additionally, they are encouraged to engage members in activities to continue the purpose of PAA in promoting excellence. Every chapter is different and should customize events to align with their resources and interests. Please note while membership in PAA is limited to only those who are eligible, chapter activities should be inclusive. Events can be hosted by PAA and open to everyone.

Chapters should create their own policies as to who is responsible for events. For instance, managing a networking event can be an excellent opportunity for a student, but financial transactions may be limited by institutional policy and require Advisor assistance.

### **General Activities**

The following are examples of events commonly held by chapters:

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- Networking events
  - a) Organize alumni, local organizations, or association members to network with students
- Professional Development
  - a) Invite alumni to serve on panels about their respective careers
  - b) Provide the opportunity to attend conferences or other professional development events such as workshops on resume writing or speed interviewing
  - c) Publicize student manuscripts or projects
- Socials/Gatherings
  - a) Celebrations to allow students and faculty to talk outside of the class room; this could be on-campus or off
- Collaborations:
  - a) Work with local association branches such as ASPA or APPAM
    - Collaborate on speaking events, conferences, networking events
    - Offer scholarships, or fellowships for students
  - b) Collaborate with local organizations
    - Local government officials
    - Organizations related to institution's program
  - c) Collaborate with other academics
    - On campus groups or departments
    - Other NASPAA schools

### Inductions

Inductions are the most common chapter activity. This is an excellent chance to publically recognize PAA member achievements. Some chapters have a small ceremony, while others make it into a large event. It is up to the chapter to decide what works best for them. It is recommended that inductions at minimum include:

- Speech (see Appendix B)
  - a) Recognition of achievement and excellence
  - b) Naming of each individual to be inducted
- Presentation of certificates
  - a) These should be ordered at least a month in advance of the ceremony
- Reciting the PAA Oath (see Appendix C)
  - a) Note: students can opt out of taking the oath for any reason
  - b) This can be read by the speaker or by all inductees, in sections or in unison
    - *Suggestion: If inductees are reading the oath, it is a good idea to provide them with a copy to read from*

Inductions can be held once or multiple times throughout the year. Eligible members may be identified as soon as 50% of coursework is completed. The induction ceremony can be combined with a new student/new faculty to launch into a new school year and encourage all students to strive towards excellence.

In addition to the items listed above, some chapters may choose to also do the following at ceremonies:

- Guest speaker, who may be selected to receive honorary PAA membership
- Distribution of awards for students, faculty, staff, or honored guests
- Hooding ceremony
- Networking following the ceremony with local professionals or alumni
- Fundraiser for the department, the PAA chapter, or scholarship fund

## Additional Resources

### Membership Associations

These are organizations you can research for opportunities for students, collaborations, and guest speakers. This is not a comprehensive list, and NASPAA does not necessarily endorse the following organization, but this is a good starting point for resources to utilize and further research.

Organization		Website	About-as described on their website
AFGE	American Federation of Government Employees	<a href="http://afge.org/">afge.org/</a>	AFGE supports a meaningful transformation of the federal workplace to improve the way services and benefits are delivered to the American public.
AFP	Assoc. for Fundraising Professionals	<a href="http://afpnet.org/">afpnet.org/</a>	Advancing ethical and efficient fundraising worldwide
APPAM	Assoc. for Public Policy Analysis and Management	<a href="http://appam.org/">appam.org/</a>	APPAM is dedicated to improving public policy and management by fostering excellence in research, analysis, and education.
APWA	Amer. Public Works Assoc.	<a href="http://apwa.net/">apwa.net/</a>	APWA exists to develop and support the people, agencies, and organizations that plan, build, maintain, and improve our communities.
APSA	Amer. Political Science Assoc.	<a href="http://apsanet.org/">apsanet.org/</a>	leading professional organization for the study of political science
ASPA	Amer. Society for Public Administration	<a href="http://aspanet.org/">aspanet.org/</a>	professional association for public administration
EWG	Executive Women in Government	<a href="http://execwomeningov.org">execwomeningov.org</a>	Members prepare, promote, and support women for senior leadership positions in the Federal Government and the military through networking, shared knowledge and experience, and mentoring.
FMA	Federal Managers Assoc.	<a href="http://fedmanagers.org/">fedmanagers.org/</a>	Association representing the interests of the executives serving in today's federal government.
ICMA	International City/County Management Association	<a href="http://icma.org/">icma.org/</a>	Advances professional local government worldwide
IHN	International Hispanic Network	<a href="http://ihnonline.org/">http://ihnonline.org/</a>	To encourage professional excellence among Hispanic/Latino local government administrators, to improve the management of local government
IPMAHR	International Public Management Assoc. for Human Resources	<a href="http://ipma-hr.org/">ipma-hr.org/</a>	IPMA HR is the leading public sector human resource organization in the world
NAPA	National Academy of Public Administration	<a href="http://napawash.org/">napawash.org/</a>	Assists government leaders in building more effective, efficient, accountable, and transparent organizations
NFBPA	National Forum for Black Public Administrators	<a href="http://nfbpa.org/">nfbpa.org/</a>	The principal and most progressive organization dedicated to the advancement of black public leadership in local and state governments
PMA	Prof. Managers Assoc.	<a href="http://promanager.org/">promanager.org/</a>	The Voice of Leaders in Public Service
YGL	Young Government Leaders	<a href="http://younggov.org/">younggov.org/</a>	YGL is committed to providing the authentic voice for our generation of aspiring government leaders



## **Opportunities for Members**

These are opportunities well suited for PAA members. Dates and availability may vary. Please visit <http://www.naspaa.org/principals/awards/awards.asp>

[NASPAA Annual Student Simulation Competition](#)

[NASPAA Annual Conference](#)

[NASPAA Paid Internships](#)

[PAA Student Manuscript award](#) Students, staff, or faculty may submit nomination to [paa@naspaa.org](mailto:paa@naspaa.org)

[Public Service Recognition Week](#)

[National Student Journal Conference](#)

## **Internships, Assistantships, Fellowships, and Scholarships**

Students who are members of PAA have already demonstrated qualities that make them eligible for many internships, assistantships, fellowships, and scholarships. There are also many online resources for students to look for opportunities:

<http://publicservicecareers.org/>

<http://www.gradschools.com/financial-aid/graduate-fellowships-scholarships/fellowships-for-graduate-students>

<http://idealistcareers.org/fellowship-programs/>

<http://www.ppiaprogram.org/ppia/what-we-do/resource-center/>

## Appendix A

### Sample Eligibility Notice letter

If you use this letter please make sure that it serves your needs, and gathers all and only the information you need. If mailing a hard copy, it is a good idea to follow up with an email. Be sure to include how a student should pay their membership dues.

Greetings <<Student name>>,

It is with great pleasure that I can inform you that you are now eligible to join Pi Alpha Alpha®, the global honor society for public affairs and public administration. Pi Alpha Alpha seeks to engage students and the future leaders of the public sector in activities and connect them to opportunities to allow them to be more impactful in their chosen public service careers.

If you would like to become a member, please <<fill out the attached form//contact the faculty Advisor at email@address.edu//>>. Membership is for life and requires a onetime due set at <<\$50>>. These funds help to support Pi Alpha Alpha initiatives, including awards and opportunities for Pi Alpha Alpha members. For instance, this includes Pi Alpha Alpha's sponsorship of the Annual NASPAA Student simulation competition, which you are encouraged to participate in. For more information about Pi Alpha Alpha, please visit their website at <http://pialphaalpha.org/>

Pi Alpha Alpha membership is a great honor. It signifies that not only have you committed to the study of public affairs and administration at the graduate level, but that you have also excelled academically in your education. It is an indicator of a dedicated future leader and public servant. If you have any questions please don't hesitate to contact me, the <<University Name's>> Pi Alpha Alpha Advisor at <<email@address.edu>>. On behalf of <<school/university/department>> we congratulate you on this prestigious accomplishment.

Sincerely,

<<Name, title>>

<<University>>

PAA Chapter Advisor

## Appendix B

### Sample Induction Ceremony Speech

Good evening and welcome ladies and gentlemen to <<name of event>>. We are delighted that you are joining us tonight to celebrate and honor the newest inductees in the <<name of school's>> chapter of Pi Alpha Alpha. I am <<introduce yourself>>.

I'd like to take a moment to thank those who have made tonight's event possible, <<thank those who helped plan the event, and the event locations staff>> we would not be here right now without their hard work. And thank you all for coming tonight to join us in recognizing these students.

Pi Alpha Alpha is the prestigious and elite honor society for those studying the fields related to public service. In order to be a member one must have achieved a superior GPA and be half way through with their course work, that is, in and of itself is cause for recognition.

These exceedingly intelligent students will be tomorrow's public servants. They have already proven their dedication in their studies and will soon be leaders in our <<government, nonprofit, and health care>> organizations. Now more than ever we need these devoted public servants to be steward of transparency, quality, compassion, and excellence in our communities and for our country.

As I call your names please stand and receive your Pi Alpha Alpha certification of membership {and PAA pin-if applicable} and then remain standing as all the new inductees take the Pi Alpha Alpha oath. {Read names, hand membership material and copy of the oath to read from}

{Suggestion: Have the inductees read in unison, one sentence at a time}

Once again congratulations to all the new Pi Alpha Alpha members.

## Appendix C

### **The Pi Alpha Alpha Oath**

I pledge my support for the intellectual and professional advancement of the art and science of public policy, administration and public affairs. I shall honor and respect the virtues and values of public service and those who serve.

I shall uphold the eternal need for education that imbues public administrators with traditions of democratic governance.

Moreover, as a member of Pi Alpha Alpha, I shall uphold the highest ethical standards applying to public service and will endeavor to encourage and engage in meaningful interaction with other members.

*Please Note: Use of this oath is at the discretion of individual chapters. Any member can opt out of taking the oath for any reason, and does not have to explain why.*