



# Upsilon Pi Epsilon

International Honor Society for the Computing and Information Disciplines

[www.acm.org/upe/](http://www.acm.org/upe/)

## Virtual UPE Induction Ceremony and Related Issues for Chapters

(The statements described below *do not* supersede existing chapter procedures.

These recommendations apply only to chapters that are unable to conduct on-campus UPE induction ceremonies due to campus closures.)

- 1) Option 1: **Virtual Induction Ceremony** - Chapters can conduct the induction ceremony as a virtual induction ceremony using ZOOM, GOOGLE Meets or other similar Internet-based video conference procedures.
- 2) Option 2: **Article X of the UPE Constitution** refers to a procedure that was designed before the age of today's Internet. The Advisor instructs each candidate to visit the UPE website and read the induction ceremony script and UPE constitution. The student sends an email to the Advisor certifying that she/he has read these documents.
- 3) Signature Book - The Advisor will need to make a hard copy of the list of student names and attach this document to the chapter's UPE **Signature Book**. This procedure will make it unnecessary for off-campus inductees to sign the UPE **Signature Book**.
- 4) UPE Memorabilia items – If a chapter is unable to place a single order for UPE memorabilia items (honor cords, stoles, etc.), the Chapter Advisor should instruct students to purchase these items from the UPE website.
- 5) Membership Certificates and Key Pins – Each UPE membership certificate requires the signatures of the UPE Advisor and Chapter President. UPE can print chapter signatures on each membership certificate if electronic images (with blank background) of the chapter signatures and proper identification of each signature) are sent to UPE in a timely manner.

Certificates and key pins will continue to be sent to the Chapter Advisor for distribution to UPE inductees. **UPE will only mail out individual certificates and key pins to new members** if the chapter adds the shipping/packaging costs (currently about \$10 for a priority mail pack) to the one-time UPE membership fee. In addition, UPE will need the U.S. postal addresses of each UPE candidate.

- 6) UPE Membership Fees – An invoice for the one-time UPE membership fee for each new UPE inductee must be collected by the chapter. Chapters are responsible for the one-time payment of the membership fees to UPE.

### UPE Executive Council Members and Officers

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