

CUM LAUDE SOCIETY REGENTS' HANDBOOK 2012 EDITION

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List of Officers, Regents and Staff 6

(Chapter Manual - for Secretaries and Presidents is on the CLS web page)

< www.cumlaudesociety.org >

Sample Forms (on the CLS web page)

Annual Report
Order Form
Induction Registration
Ten-Year Chapter Review
Charter Application
Charter Member Form

GENERAL INFORMATION

Operations

Responsibility for operation of the Cum Laude Society is shared by the **Officers** and **Regents**. The Officers are: **President General, Deputy President General, Secretary General, and Registrar General**, and there are eight **District Regents**. All are elected for three-year terms, and may be re-elected. In addition there may be **Regents-at-Large** who are former Presidents General and serve open-ended terms.

The daily affairs of the Society are conducted through the Central Office, located at 4100 Springdale Road, Louisville, KY 40241, under the supervision of the **Registrar General** and the **Central Office Manager**. There all records and materials are kept, financial affairs are handled, correspondence is sent out to the Chapters, reports are collected, complete files of Cum Laude members, past and present, are maintained, and questions of operation are answered or directed to the proper Officer or Regent.

Districts

For administrative purposes, each Chapter is assigned to one of the eight geographical districts, and each district is under the supervision of a District Regent. Each district has 40 to 60 Chapters. Lists of districts are on the web page and in the Chapter Manual.

Officers and Regents

The board meets each November to review all operations of the Society and review membership applications and Ten- Year Reports. Any three Officers, in consultation, are empowered to act as an Executive Committee between annual meetings.

Fees

Cum Laude fees are as follows: \$1,000 for the Charter fee paid at the time a new Charter is issued; \$10.00 for the gold electroplate pin; \$20.00 for the 1/20 Double Rolled Gold pin; \$5.00 per certificate; seals at 3 for \$1.00; \$10.00 for each induction fee; and Annual Dues of \$150.00 per chapter. There is also a fee for postage and handling of \$15.00 per order. Rush orders have an additional charge of \$18.00. The money collected from these fees is used to support the activities of the Society as its major source of income.

Publications

Cum Laude has a web page (www.cumlaudesociety.org) and numerous publications: this Regents' Handbook of General Information, a Chapter Manual for Secretaries and Presidents (on web only), and an Induction Booklet (given by the school to each new inductee). All are published and updated periodically.

REGENT RESPONSIBILITIES

A. Charter Applications

Review all applications for the establishment of new Chapters and present a motion at the November annual meeting of the Officers and Regents. If any schools from your district apply, visit (or arrange for a fellow officer/regent to visit) the school prior to the discussion of their candidacy at the Fall meeting (travel to the school is at school expense).

B. Reports

Before the annual meeting, get in touch with schools where there may be questions raised by the Annual Reports or by a Ten-Year Chapter Review. The Regents recognize that time and funds do not always make visits possible, but they hope a Regent will contact the school (phone or email) when he or she feels additional information will be useful in the decision making process at the meeting.

Procedure for eliciting late reports/information from restricted chapters:

- a) On 15 September the Central Office will contact the chapter secretary asking for the missing report/data (and will keep the Regent apprised of Reports in hand);
- b) If (a) does not produce results, on 1 October the Regent should contact the chapter president requesting the information (keeping the Central Office apprised of responses); A late fee will be charged and suspension of chapter activities will occur if the report is not received by the date of the annual Officers and Regent meeting
- c) If neither (a) nor (b) produce results, on 1 November the Regents should write a letter to the Head of school requesting the information. Often a telephone call to the Head of school's secretary will provide prompt action when no other course of endeavor achieves the desired results.

C. Annual Meeting

Check Annual Reports and Ten-Year Reports for all chapters in your District prior to the November meeting. Keep both on file for one year following the annual meeting. Ten- Year Reports are kept on permanent file in the Central Office.

D. District Annual Report

Prepare an Annual Report on the state of affairs in the District, to be presented at the annual meeting. It could include a summary of elections in the District, a discussion of changes in Chapters, concerns about information presented in the Annual Reports and Chapter Reviews, special problems arising in the course of the year within the District, or activities the chapters have conducted on behalf of the Society.

E. Installation

Assist a new Chapter in planning the installation program and present the Charter in person, if asked (travel to the school is at school expense).

F. Communication

Try to establish a close relationship with each Chapter Secretary through personal correspondence or occasional meetings. Answer any questions raised by chapters. Keep the Officers and Regents informed on meetings, projects or other district activities.

GENERAL POLICIES AFFECTING THE ACTIVITIES OF THE REGENT

1. Election of members - 20 % The Constitution states no more than 20% of the students of a Senior Class who have honor records may be elected into the Society. The whole number may be selected toward the end of the senior year, or not more than 10% of the class at the end of the junior year or at any time during the senior year, and the remainder at the end of the senior year. Each Chapter will determine the method in which an honor record and class standing shall be ascertained. On occasion a school may have a class where the record is such, that in fairness to all, more than 20% of the seniors should be elected. Permission to increase the number must be sought from the District Regent prior to the election, and rarely is an 'overage' of more than one allowed. The Regents hope that, when a class is not academically strong, a Chapter will elect fewer than its quota, or perhaps not elect any members. **No exception is to be made to the 10% induction limit for Juniors.**

Since the motto of the Society stresses excellence, justice and honor, the Regents assume Chapters will elect only students who have demonstrated good character, honor and integrity in their life in the school.

2. Selection Process The policy regarding the election of members into a Chapter where the school uses a pass/fail grading system is flexible. The Society does not require grade averages as a criterion for election. Excellence alone is stipulated. Member schools have complete freedom of interpretation, subject to the 20% limitation. In the absence of grades or ranked list, a Chapter should explore every reasonable means for selection of members. Where assistance to achieve an acceptable method of selection is needed, a Chapter is encouraged to consult with the District Regent. If a Chapter, in view of the above, still finds it impossible to select student members, it is suggested that it be encouraged to accept an "inactive" status for a three-year period. Such a status would be confirmed by the Officers and Regents at their annual meeting and be reaffirmed at the next general convention. A Chapter which is "inactive" may resume an active status without prejudice merely by deciding once again to elect student members, after the District Regent has been consulted in the matter. If a Chapter remains "inactive" for three years, the Regents will review the case for further action. The three-year waiting period will allow the school time to ascertain if the reasons that made them consider dropping membership in the Society are valid and represent permanent changes in the school's grading system and/or philosophy.

3. Faculty Selection The by-laws of the Cum Laude Society provide for faculty membership, as well as student membership. While no restrictions are provided in the by-laws, Chapters are reminded that the primary purpose of the Cum Laude Society is to honor students at the secondary level who have excelled in scholarship. Chapters that have limited faculty membership and have designated their role as serving to maintain and operate the Chapter have found the arrangement workable both for the Chapter and the school. Limited faculty membership can be achieved by inviting only faculty members who have distinguished themselves in scholarship by earlier membership in the Cum Laude Society or Phi Beta Kappa, or in other ways that speak to the objectives of the Society. Chapters are required to have a minimum of three members. There is no maximum, although c. 12 is average as a maximum.

4. Charters The responsibility for reviewing new applications rests with the Regents and the Registrar General. The Regents do not grant a Charter to a school that has been in existence fewer than five years and has been graduating classes for fewer than three years. They are cautious about granting Charters to schools that have undergone extensive changes in administration or structure recently, as these changes may alter the nature or character of the school. Examined are a range of factors, which can be grouped into three broad categories; resources, program, and student profile. Taken together, these factors or criteria relate directly to the school's capacity to maintain a high level of academic aspiration and achievement. With regard to the broad area of resources, the Regents are concerned with the school's physical plant to the extent that it provides the facilities necessary for substantive and challenging intellectual activity. In addition, the Regents are concerned that the school's financial resources, in terms of endowment and annual giving, are adequate to offset indebtedness and budgetary deficits and can provide the support necessary for the academic life of the school. Perhaps most importantly, the Regents are concerned with the human resources of the school, especially the faculty - its composition, qualifications, and stability.

With regard to program, the Regents look for evidence that the school provides a strong college preparatory curriculum that is responsive to the intellectual needs of its students. In assessing the student profile of the school, the Regents consider a variety of factors: the size of the student body, the amount of attrition and number of incoming students, the number of seniors who are college bound. Of great significance is evidence of the students' capabilities and achievements: ACT scores, SAT' I's and II's and all other extensions of the SAT exam, Advanced Placement Test results, and the school's college placement record. Review of the records of the most recent graduating classes must indicate that 20% of the graduates would have been eligible for Cum Laude. Although all of the factors cited are important, the Regents do place considerable emphasis upon the students' academic criteria and over the course of the years have established a profile of expectations of student test performance and college placement. This statistical profile is used for internal purposes only. If this information is used in a discussion with a school to give a clear picture of the standards that influence Regents' decisions, it should be done only with the Regent present to explain its meaning.

5. Promotion of CLS Regents are responsible for trying to promote interest in developing new Chapters within their Districts; this promotion should be done in a selective manner, and only after a Regent is certain the school would probably meet all criteria for membership. Flyers and letters encouraging membership can be sent to the selected schools. These materials are available from the Central Office.

6. Mergers Policies that relate to mergers are:

- a. If both schools have had Chapters of the Cum Laude Society, the new school will automatically be granted a Charter;
- b. If in the merger one school is a Cum Laude member and the other is not, the Regents will seek from the non-member school a description of the past performance of its classes and some statement of the standards that the newly merged school is setting for itself. Not only will the school be asked to submit these data, but also the Regent will visit the school to seek additional information where possible. The decision to grant a Charter will be made on the merits of each individual case by the Officers and Regents at their annual meeting.
- c. If in the merger one school is a Cum Laude member and the other school does not include grades 10-12, the new school will automatically be granted a Charter.

7. Ten-Year Chapter Reviews After studying the Review, Regents may decide to ask some Chapters to restrict their elections to 10% or to special candidates only. The Regents, in reviewing Annual Reports, have the responsibility to make certain any Chapter in their Districts with restricted quotas observe these restrictions. A Chapter's failure to observe the restriction could result in loss of its Charter.

8. Late Reports In case a Chapter is delinquent in submitting Ten- Year Chapter Reviews or Annual Reports and the Regent feels there is need for greater pressure to be exerted than that which comes from the usual reminders from the Central Office the District Regent, a letter can be sent to the school Head or the Principal, over the signature of the President General. The letter will state that membership in the Society involves certain responsibilities and that continued failure on the part of the Chapter to meet these responsibilities could result in the withdrawal of the Charter.

9 Chapter Officers The Constitution allows a Chapter to select a student or a faculty member as Chapter President, but the Chapter Secretary must be a faculty member. For the sake of continuity, the Secretary should be a person who is likely to be at the school for a considerable period of time.

10. Spring Mailing In the spring of each year an order form is sent to the Secretary for certificates and pins that are to be used during the course of the next school year. An Annual Report form is sent at the same time. Chapters are asked to return one copy to the central office, another is to be sent directly (July 1st) to the District Regent, and a third is for the Secretary's file. If the Chapter is due for a Ten-Year Chapter Review, that report form, also with a September 1 deadline, is sent to the Chapter Secretary. Secretaries are responsible for submitting Induction Registration forms and fees to the central office for all newly elected members after initiation.

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