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, Skype 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.), students be instructed 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. If a chapter considers it appropriate for UPE to send out certificates directly to each UPE Inductee, via postal mail, contact UPE on how this can be carried out for a chapter. At a minimum UPE will need electronic images (with blank background) of the chapter signatures (with proper identification of each signature) in order to allow UPE to print these signatures on each certificate.

6) UPE Membership Fees – The payment procedure described below only applies to chapters that are not able to collect membership fee payments from students due to the closure of a campus.

“New members of UPE can make direct payments of the one-time UPE membership fee to UPE either via Paypal (to the Paypal account name upe@acm.org) or by check (payable to Upsilon Pi Epsilon and mailed to Upsilon Pi Epsilon, 158 Wetlands Edge Road, American Canyon, CA 94503). Referring to (5) above, UPE will only send certificates and key pins to new members after receipt of the membership fee payment. Paypal payments need to show the student’s college/university and postal address.”

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