|  |  |
| --- | --- |
| **ACHS-PRINT-NAVY-Shield-with-Wordmark** | **PETITION TO****ASSOCIATION OF COLLEGE HONOR SOCIETIES\*** |

|  |  |
| --- | --- |
| Petitioning Society Name: |  |
| Academic Field: |  |
| Category: |  |
| Date Society became National: *(located in two or more geographic areas)* |  |
| Website Address: |  |
| Official Contact: |  | Telephone: | ( ) |
| Address: |  | Email: |  |
|  |  |  |  |
|  |  |  |  |

**Society’s Headquarters Location**

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | Telephone: | ( ) |
|  |  | Email: |  |
|  |  |  |  |

**Society’s Officers**

|  |  |  |  |
| --- | --- | --- | --- |
| Officer Name: |  | Position: |  |
| Address: |  | Telephone: | ( ) |
|  |  | Email: |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Officer Name: |  | Position: |  |
| Address: |  | Telephone: | ( ) |
|  |  | Email: |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Officer Name: |  | Position: |  |
| Address: |  | Telephone: | ( ) |
|  |  | Email: |  |
|  |  |  |  |

**Society Officers (continued)**

|  |  |  |  |
| --- | --- | --- | --- |
| Officer Name: |  | Position: |  |
| Address: |  | Telephone: | ( ) |
|  |  | Email: |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Officer Name: |  | Position: |  |
| Address: |  | Telephone: | ( ) |
|  |  | Email: |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Officer Name: |  | Position: |  |
| Address: |  | Telephone: | ( ) |
|  |  | Email: |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Officer Name: |  | Position: |  |
| Address: |  | Telephone: | ( ) |
|  |  | Email: |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Officer Name: |  | Position: |  |
| Address: |  | Telephone: | ( ) |
|  |  | Email: |  |
|  |  |  |  |
|  |  |  |  |

*Please attach an additional page if needed.*

Signed:

Position: Date:

**\* It is the responsibility of the petition to demonstrate how the ACHS standards (as expressed in the Bylaws) are met.**

Respond in full detail to the following items (as defined in the ACHS Bylaws, <https://www.achshonor.org/bylaws> ) and complete the ACHS Evaluation Form to self-evaluate the petition.

1. **Society Description**
2. Founding
3. Number of chapters
4. Total membership
5. Purpose
6. Major Activities
7. Fees *(members initiation, chapter chartering, active member/chapter, etc.)*
8. Trademarks or registrations
9. IRS classification
10. Authorization for petition *(board approval or equivalent)*
11. **Individual Members of Societies** (Article IV:
12. Membership eligibility standards
13. Membership invitation process
14. Limitations on solicitation and propaganda
15. Non-discrimination clause
16. **Collegiate Chapters of Societies** (Article IV):
17. Chartered chapter locations
18. Active chapter definition
19. Chapter charter process
20. Charter approval process
21. US institutional standard
22. Non-US institutional standard
23. **Governance of Societies** (Article V):
24. Basis of organization
25. Election of governing board
26. Adoption and amendment of governance documents
27. National convention or equivalent democratic process

**Attachments to Petition:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Evaluation Form |  | Recent Statement of Financial Position (Balance Sheet) |
|  | Current Constitution/Bylaws |  | Recent Financial Audit (or Review or Compilation) |
|  | Articles of Incorporation |  | IRS Form 990 |
|  | Policies that support the petition |  | Roster of chapters with institutions, city/state, installation dates, and active/inactive indication |
|  | A copy of your organization’s IRS determination letter *(sent when you received 501(c)(3) tax-exempt status)* |
|  | Application fee of $500 made payable to ASSOCIATION OF COLLEGE HONOR SOCIETIES |

The application fee need not be paid until an initial review by the ACHS Eligibility and Admissions Committee is completed. The ACHS Executive Director will notify the society when to send the application fee.

File by email to:

Executive Director
ASSOCIATION OF COLLEGE HONOR SOCIETIES

info@achshonor.org