



Compliance Review Form – Society

Association of College Honor Societies
 2840 West Bay Dr, #141, Belleair Bluffs, FL 33770
 (727)940-2658 x 2005 | www.achshonor.org | info@achshonor.org

Instructions:

To ensure the society’s compliance with ACHS standards, please complete sections I – VI. Make sure that the information you supply can be verified in the society’s bylaws and supporting documents you will attach providing specific references to the information requested. The National Office will provide the data for the final section before it goes to the reviewers.

1. To make this project easier, please review this form and make note of the materials, data, and attachments that are required.
 2. Then complete this form and email it with all attachments to info@ACHSHonor.org. Receipt will be acknowledged.
 3. If you have any questions, please refer them to executivedirector@ACHSHonor.org.
 4. If you prefer to mail the form, please mail it with all attachments to the address above.
 5. Please do not forget to sign your submission before sending.
- Please review the [ACHS Bylaws](#)
 - Excerpted from those bylaws: The purpose of ACHS is to:
 1. set and maintain standards for certified member societies.
 2. advocate for the value and significance of certified member societies throughout higher education.
 3. facilitate collaboration among certified member societies;
 4. regularly review each certified member society to assure it meets the standards for certified member societies.
 5. provide education for the staff leadership of certified member societies; and
 6. increase the number of certified member societies.

Your Society Name _____

| | Name | Email | Phone |
|-------------------------------------|------|-------|-------|
| Executive Director | | | |
| Person filling form if not Exec Dir | | | |
| Date Submitted | | | |

I. ACHS Classification of Honor Societies

Using the society’s bylaws, indicate the society’s classification within the following ACHS categories of (1) **General** or (2) **Specialized**. There is space for comments at the end of Section I.

Note: A certified member society or a petitioning honor society may request to use a lower grade point than specified when class rank is unavailable for some or all of its chapters. A

request approved by the Board shall permit the society to use the requested grade point and be deemed not in violation of the provisions of these Bylaws provided the society reports the grade point used annually. A society that fails to report its use of grade point or wishes to change the grade point used must submit a new request. *If this is your situation, be sure to attach documentation.*

We have received such a waiver and it is attached to this submission.

Check here if you have not requested yet, but intend to.

General Classification Receive into membership students who are in **any major or field of study** or in an overarching discipline that may be subdivided into distinct fields. (Specialized is a separate section below)

Is membership based on **Scholarship** or **Leadership**?

Scholarship may receive into membership students who **rank no lower than the highest 20 percent** of their class, or, if class rank is unavailable, **a cumulative grade point of at least 3.5**.

- *If this applies, name the exact section of your bylaws so the reviewer can find it*
- _____

Leadership may receive into membership students who **rank no lower than the highest 35 percent** of their class or, if class rank is unavailable, **a cumulative grade point of at least 3.3**.

- *If this applies, name the exact section of your bylaws so the reviewer can find it*
- _____

Does membership fall into **Lower**, **Upper**, or **Graduate** category? Check only the box that represents your primary membership target.

General Lower may receive into membership students who are enrolled in their **first or second year** and have completed or exceeded the number of undergraduate credits that constitute a full-time undergraduate academic load or who have **completed fewer than 50 percent of the credits** required for an undergraduate degree.

- *If this applies, name the exact section of your bylaws so the reviewer can find it*
- _____

General Upper may receive into membership students who have **completed at least 50 percent of the credits** required for an undergraduate degree. Note: A certified member society in the general upper category may receive into membership graduate students as long as they meet the society's requirements and are not a substantial portion of the society's new members.

- *If this applies, name the exact section of your bylaws so the reviewer can find it*
- _____

General Graduate may receive into membership students who have **completed or exceeded the number of graduate credits** that constitute a full-time graduate academic load.

- *If this applies, name the exact section of your bylaws so the reviewer can find it*
- _____

_____ **Specialized Classification:** receives into membership students who are in a **particular major or field of study.**

Name the Major or Field of Study

_____ The **Specialized Classification** may receive into membership students who **rank no lower than the highest 35 percent** of their class or, if class rank is unavailable, a **cumulative grade point of at least 3.3.**

- *If this applies, name the exact section of your bylaws so the reviewer can find it*
- _____

Does membership fall into **Lower, Upper, or Graduate** category? Check only the box that represents your primary membership target.

_____ **Specialized Lower** may receive into membership students who have **completed no fewer than the number of credits** that constitute a full-time undergraduate academic load and, if applicable, **fewer than 37.5 percent of the credits required** for a baccalaureate degree.

- *If this applies, name the exact section of your bylaws so the reviewer can find it*
- _____

_____ **Specialized Upper** may receive into membership students who have **completed at least 37.5 percent of the credits** required for a baccalaureate degree. Note: A certified member society in the specialized upper category may receive into membership graduate students as long as they meet the society's requirements and are not a substantial portion of the society's new members.

- *If this applies, name the exact section of your bylaws so the reviewer can find it*
- _____

_____ **Specialized Graduate** may receive into membership students who have **completed no fewer than the number of credits that constitute a full-time graduate** academic load.

- *If this applies, name the exact section of your bylaws so the reviewer can find it*
- _____

Comments: if needed attach a separate page

II. Requirements for ACHS Membership – All Types of Societies

Documentation of IRS Nonprofit Status: To remain a certified member society, an honor society must be **determined to be an exempt organization** as set forth in United States Internal Revenue Code Section 501(c)(3), be a charitable organization that is organized and operated exclusively for exempt purposes and allow none of its earnings to inure to a private shareholder or person.

_____ A copy of the IRS Determination letter is attached.

Attach your Bylaws

_____ A copy of Society Bylaws is attached.

Comments: if needed attach a separate page

Governance: Each requirement must be met and must be addressed in the bylaws and/or governing documents. Documentation is required. Highlighting is appreciated. *In lieu of multiple attachments, you may use Comments in a Word document naming the sections you reference as noted below. E.G. (Attachment Governance 1) would become a comment, "Governance 1."*

1. **Describe the set of students** who may be members according to the Classifications noted above. (Attachment Governance 1)
2. Document that your society offers membership primarily to those who have **enrolled in an accredited institution** and **completed at least one term's worth** of institutional credits or of transfer or advanced placement credits. (Attachment Governance 2)
3. Attest that your society sets forth and **maintains criteria for membership** that are observed by all collegiate chapters.
 - a. _____ We attest to this
 - b. Document this with Attachment Governance 3
4. Establish if it, on a limited basis, offers full or **honorific** membership to eminent, distinguished, or otherwise worthy individuals who exemplify the ideals and the purposes of the certified member society and are not presently eligible as collegiate members.
 - a. _____ Our society offers honorific membership
 - b. Document this with Attachment Governance 4
5. Document the **selection methods** that are observed by all collegiate chapters. (Attachment Governance 5)
6. Attest that your society collegiate membership may be issued only by a **collegiate chapter duly chartered** by the certified member society.
 - a. _____ We attest to this
 - b. Document with Attachment Governance 6
7. Attest that membership may be **conferred on the basis of eligibility alone**, without regard for membership in or affiliation with other organizations.
 - a. _____ We attest to this
 - b. Document with Attachment Governance 7
8. Attest that **no social pressure** to accept membership may be exerted by it, its members, advisors, alumni, or by a chapter.
 - a. _____ We attest to this
 - b. Document with Attachment Governance 8
9. Document that it is **governed democratically** by collegiate members or chapters who:
(1) have the right to elect the members of the overarching governing board, either in an individual or representative capacity; and (2) have the power to adopt, amend, or repeal any part of the organization's overarching governing document (Attachment Governance 9)
10. Document that it **conducts elections** of its governing board at least once every four years. (Attachment Governance 10)
11. Document that neither it nor any of its chapters may **discriminate** on the basis of any class protected by federal law. (Attachment Governance 11)

III. Types of Chapters

1. A certified member society:
 - a) may only charter or reactivate collegiate chapters at or with accredited institutions of higher education that grant the associate, baccalaureate, masters, or doctoral degree so long as the appropriate authority of the institution has approved the chartering; and
 - b) shall maintain its collegiate chapters continuously so long as the institution holding the charter remains accredited and its authority continues to approve the chapter's existence and the chapter meets the requirements of the society's overarching governing document.
 - c) _____ We attest that this is our policy
- 2) A certified member society may claim that it has a collegiate chapter at an institution only if:
 - a) the institution holds a charter of the certified member society; and
 - b) the chapter at the institution remains active.
 - c) _____ We attest that this is our policy
- 3) A certified member society that allows for collegiate chapters at an institution outside of the United States must set policies for determining that the institution is accredited or otherwise is a legitimate institution.
 - a) _____ Our society does not have chapters outside of the USA
 - b) _____ Our society does have chapters outside of the USA and our policies are attached (Attachment International Chapter Policies)

Comments: if needed attach a separate page

IV. Financials

Our society reviews its financials in the following way:

- _____ Annual Audit (Attach most recent and name it Financial Audit)
_____ Annual Compilation (Attach most recent and name it Financial Compilation)
_____ Annual Review (Attach most recent and name it Financial Review)
_____ We have a committee assigned to an annual review of our books and the most recently conducted review (Attach and name Internal Financial Review)
_____ None

Comments: if needed attach a separate page

V. Policies

The following policies have been adopted and are attached as named:

- _____ Whistleblower Policy
_____ Conflict of Interest Policy
_____ Document Retention & Destruction Policy

_____ Process for Determining Compensation Policy

Comments: if needed attach a separate page

VI. Transparency to the General Public: Website

Please provide the URL:

| Yes or No | Item | URL |
|-----------|---|-----|
| | National Officers and Headquarters Staff | |
| | National Office mailing, telephone, fax, & e-mail addresses | |
| | Criteria for membership | |
| | Benefits of membership | |
| | Membership fee | |
| | Bylaws | |
| | Chapter List | |
| | Chapter charter policies and procedures | |

Comments: if needed attach a separate page

VII. Member Societies' Responsibilities to ACHS [National Office Use Only]

| | Yes / No | Comments by National Office |
|---|----------|-----------------------------|
| Is this Society current with its annual dues? | | |
| Has this Society filed its bylaws/constitution with ACHS? | | |
| Has this Society provided updates of bylaws' amendments? | | |
| Is this Society current with submitting an Annual Report to ACHS? | | |

Comments: if needed attach a separate page
