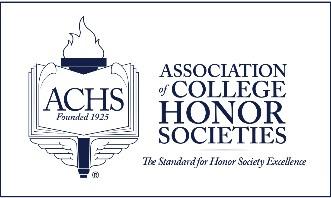
**PETITION TO JOIN THE**

**ASSOCIATION OF COLLEGE HONOR SOCIETIES**

It is the responsibility of the petitioner to demonstrate how the Society meets the standards presented in the ACHS Bylaws. For the petition process to begin, all required materials must be received by the ACHS Executive Director.

**Petition Timeline:** The member petitioning process will likely take several months. Petitions recommended by the Eligibility & Admissions Committee must receive a four-fifths affirmative vote of the ACHS Council (in-person meetings are held annually in early spring). Depending on when the committee’s motion is prepared, the ACHS President has the authority to call for an electronic vote outside of the in-person meeting.

**Petitioning Society Information:**

Society Name:

Academic Field:

Founding Date:

Website Address:

Location/Address:

Telephone:

Email:

**Petitioner Contact Information:**

Name:

Position:

Mailing Address:

Telephone:

Email:

**Society Officer Information** (attach additional pages if needed, or list a URL where this information is located):

**Officer Name:**

Position:

Address:

Email:

**Officer Name:**

Position:

Address:

Email:

**Officer Name:**

Position:

Address:

Email:

**Respond in detail to the following items, and complete the ACHS Petitioning Society Self-Assessment Form.**

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**
12. Membership eligibility standards
13. Membership invitation process
14. Limitations on solicitation and propaganda
15. Non-discrimination clause
16. **Collegiate Chapters of Societies**
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**
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:**

* **Petitioning Society Self-Assessment Form**
* Any authorizations or policies that support this petition
* Current Constitution/Bylaws
* Articles of Incorporation
* IRS Determination Letter (sent when you received tax-exempt status)
* Recent Statement of Financial Position (Balance Sheet)
* Recent Financial Audit, Review, or Compilation
* Recent IRS Form 990
* Roster of Chapters with institutions, city/state, installation dates, and active/inactive indication

**Email this completed form and all accompanying application materials to the ACHS Executive Director at** [**executivedirector@achshonor.org**](mailto:executivedirector@achshonor.org)**.** An invoice for the non-refundable $500 application fee may be requested for electronic or check payment. If mailing a check, please make the check payable to ACHS and mail it in care of the current ACHS President (name and address available upon request).  
  
If you have questions regarding your petition package, please reach out by email to [president@achshonor.org](mailto:president@achshonor.org) and/or [executivedirector@achshonor.org](mailto:executivedirector@achshonor.org).