



## Standards and Definitions Committee Compliance Review Timeline 2024-2025

Association of College Honor Societies  
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Target Date	Item	By Whom
Oct. 25	ED emails a letter to societies scheduled for review this FY with information about materials needed to complete their Self-Assessment.	ACHS Office/Executive Director (ED)
Dec. 2	Self-Assessment due to National Office/ED	Societies under review
Dec. 4	As societies submit Self-Assessments online or by Dec. 4, ED reviews Self-Assessments for completeness. Once Self-Assessments submitted are confirmed to be complete, materials are saved in the appropriate society folder in Compliance Google Drive. The Chair of the Standards & Definitions Committee is notified that Self-Assessments have been submitted so the S&D Committee can begin to complete the reviews.	ED
Dec. 5	S&D Chair assigns reviews of Self-Assessments to committee members who will complete Reviewer Rubrics.	S&D Chair
Dec. 19	S&D Committee Members complete assigned Self-Assessment reviews using the 2024-25 Self-Assessment Compliance Review Form	By Reviewers to S&D Chair and ED
Dec. 20	ACHS ED assembles Google sheet that contains the following for each Self-Assessment submitted by a society: <ul style="list-style-type: none"> <li>a summary of reviewer recommendations (compliant, more information needed, or non-compliant) to be reviewed and approved by the ACHS BOD</li> <li>additional questions or follow-up needed.</li> </ul> <p>ED notifies the S&amp;D Chair and ACHS President that summary is ready for review.</p>	ED and S&D Chair and ACHS President

Jan. 9	S&D Chair completes review of recommendation summary and completes any additional follow-up to ensure files are prepared for next steps.	S&D Chair
Jan. 10	ED emails a letter to societies that are not in compliance of the areas of non-compliance with remedy requested by Jan. 20.	ED in consultation with S&D Chair
Jan. 15	ED emails the formal letters (as pdfs) to societies that are in compliance to confirm this status and the next time the society is scheduled for compliance review. ED puts into the "ACHS Compliance Review Schedule of Societies by Year" the society's next review year.	ED in consultation with S&D Chair
Jan. 20	Non-compliant remedies due to ACHS Office.	Societies under review
Jan. 21	ED prepares and sends a letter to societies that have submitted requested follow-up to notify them that that they are now compliant.	ED in consultation with S&D Chair
Jan. 24	Following receipt of ACHS President's request for committee reports, S&D Chair works with ED to develop a final committee report for presentation at the ACHS Board & Council Meetings.	S&D Chair in consultation with ED
Feb. Conf.	S&D Chair submits final committee report to ED to be forwarded to ACHS Board and Council for presentation during Annual Conference meetings.	S&D Chair and ED