



# Scholarly association application for membership in the Federation for the Humanities and Social Sciences

## Section A: General

Association name (English): _____
Association name (French): _____
Acronym (English): _____ Acronym (French): _____ <i>*Only fill in both the English and French names if the association regularly uses both versions.</i>
Website: _____
Objectives or purpose: _____ _____ _____
Date of establishment: _____

## Section B: Representative to the Federation's General Assembly

Please appoint someone to be the association's representative to the Federation.  
This "GA Rep" is your voice within the Federation and is eligible to vote in the General Assembly.

Salutation: _____ First name: _____ Last name: _____
Position/title: _____
Department: _____
Organization/university: _____
Mailing address: _____ _____
Email: _____ Telephone: _____
Is this a work or home address? _____

## Section C: Executive committee and important contacts

Please fill in contact information for each of these people OR attach a separate list to this application form.  
For any positions that are not applicable, leave the fields blank.

### President

Salutation: _____	First name: _____	Last name: _____
Position/title: _____		
Department: _____		
Organization/university: _____		
Mailing address: _____ _____		
Email: _____		Telephone: _____
Is this a work or home address? _____		

### Principal administrative contact *(this person will receive copies of all communications that we send to the President, Treasurer, etc)*

Salutation: _____	First name: _____	Last name: _____
Position/title: _____		
Department: _____		
Organization/university: _____		
Mailing address: _____ _____		
Email: _____		Telephone: _____
Is this a work or home address? _____		

### Vice-president

Salutation: _____	First name: _____	Last name: _____
Position/title: _____		
Department: _____		
Organization/university: _____		
Mailing address: _____ _____		
Email: _____		Telephone: _____
Is this a work or home address? _____		

## Secretary

Salutation: _____	First name: _____	Last name: _____
Position/title: _____		
Department: _____		
Organization/university: _____		
Mailing address: _____		
_____		
Email: _____		Telephone: _____
Is this a work or home address? _____		

## Treasurer

Salutation: _____	First name: _____	Last name: _____
Position/title: _____		
Department: _____		
Organization/university: _____		
Mailing address: _____		
_____		
Email: _____		Telephone: _____
Is this a work or home address? _____		

## Equity representative

Salutation: _____	First name: _____	Last name: _____
Position/title: _____		
Department: _____		
Organization/university: _____		
Mailing address: _____		
_____		
Email: _____		Telephone: _____
Is this a work or home address? _____		

## Editor of journal

Salutation: _____	First name: _____	Last name: _____
Position/title: _____		
Department: _____		
Organization/university: _____		
Mailing address: _____		
_____		
Email: _____		Telephone: _____
Is this a work or home address? _____		

## Section D: Eligibility

Please indicate whether the association meets each of these membership criteria:

<input type="checkbox"/>	supports the vision, mission and goals of the Federation
<input type="checkbox"/>	has a program of activities with substantial humanities and/or social science content relating to the objectives of the Federation
<input type="checkbox"/>	is open to membership of individual humanists and social scientists with no restrictions other than appropriate academic qualifications
<input type="checkbox"/>	has a majority of members engaged in teaching or research
<input type="checkbox"/>	accepts the by-laws of the Federation's subject to regular amendment procedures provided
<input type="checkbox"/>	pays membership fees as set by the General Assembly
<input type="checkbox"/>	possesses either a constitution duly approved by the membership or a letters patent indicating not-for-profit status

## Section E: Supporting documentation

Please attach copies of the following to this application:

- List of current officers and members of governing board
- Copy of the constitution or letters patent
- Latest membership information broken down by categories of membership
- A copy of the program of the last conference or annual meeting of the organisation
- Membership fees
- Non-Profit status if the organization is registered

## Section F: Association size

Member associations of the Federation are categorized by size, based on the number of members.

Please indicate the number of members\* in the association:

Regular members: \_\_\_\_\_

Student members: \_\_\_\_\_

Total members (Regular + Student): \_\_\_\_\_

Association category (*check one*):

- Small association (from 1 to 224 members)
- Medium association (from 225 to 649 members)
- Large association (650 members and up)

*\*A member is defined as follows:*

*paid-up members whether resident or non-resident but excluding institutions and honorary or complimentary members.*

## Section G: Federation's membership fees

The Association membership fee is based on the numbers of member in the association. The fees are subject to change.

**Fiscal year runs from January 1, – December 31.**

	Per member	Per student member
From 1 to 224 members*	\$11.44	\$3.43
From 225 to 649 members	\$9.17	\$3.43
650+ members**	\$6.88	\$3.43

\* Minimum fee charged: \$500.00

\*\* Maximum fee charged: \$7,500.00

## Section H: Agreement statement

Please sign this application, and return it along with supporting documentation to the Federation.

The association \_\_\_\_\_ agrees to:

- become a member of the Federation for the Humanities and Social Sciences
- pay the annual Federation for the Humanities and Social Sciences membership fees
- ensure that the Federation for the Humanities and Social Sciences has up-to-date contact information for the association's executive committee and the appointed representative to the General Assembly

I certify that the information provided in this application is accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the association.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Position/title: \_\_\_\_\_

Department: \_\_\_\_\_

Organization/university: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Please note:** All membership applications must be approved at a meeting of the Federation's General Assembly. The first invoice for membership fees will be sent after the application has been approved.

**Please send completed form and requested documents to:**

Federation for the Humanities and Social Sciences  
300 – 275 Bank Street  
Ottawa, ON K2P 2L6

**Tel:** 613-238-6112

**Fax:** 613-238-6114

**E-mail:** [membership@ideas-idees.ca](mailto:membership@ideas-idees.ca)

[www.ideas-idees.ca](http://www.ideas-idees.ca)



FEDERATION FOR THE  
HUMANITIES AND  
SOCIAL SCIENCES

FÉDÉRATION  
DES SCIENCES  
HUMAINES