



# Institutional application for membership in the Federation for the Humanities and Social Sciences

## Section A: General

Institution name (English): _____	
Institution 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 institution'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: _____		
Mailing address: _____		
_____		
Email: _____		Telephone: _____

## Section C: 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: _____		
Mailing address: _____		
_____		
Email: _____		Telephone: _____

### Vice-President (Academic)

Salutation: _____	First name: _____	Last name: _____
Position/title: _____		
Department: _____		
Mailing address: _____		
_____		
Email: _____		Telephone: _____

### Vice-President (Research)

Salutation: _____	First name: _____	Last name: _____
Position/title: _____		
Department: _____		
Mailing address: _____		
_____		
Email: _____		Telephone: _____

## Section D: Eligibility

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

- Has received a Charter or other relevant legal permission by the relevant Canadian governmental authority to provide not-for-profit postsecondary education and/or research
- Supports the objectives of the Federation
- Has a program of activities with substantial humanities and/or social science content relating to the objectives of the Federation
- Pays membership fees as set by the General Assembly
- Accepts the by-laws of the Federation subject to regular amendment procedures provided

## Section E: Supporting documentation

Please attach copies of the following to this application:

- Constitution or charter
- List of current officers and members of governing board
- The last annual report
- Evidence of corporate and non-profit status

## Section F: Number of students and faculty

Please indicate the total number of students and faculty at the institution in all disciplines.

Full-time students: \_\_\_\_\_  
Part-time students: \_\_\_\_\_  
Faculty: \_\_\_\_\_

## Section G: Federation membership fees

The fees for institutions is based on total enrolment figures published by Statistics Canada and is levied on each full-time equivalent (FTE) student, with each part-time student counting as 0.25 of FTE. The fees are subject to

The Federation's fiscal year runs from January 1, – December 31.

\*Minimum fee charged: \$500.00

## Section H: Agreement statement

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

The institution \_\_\_\_\_ agrees to:

- become a member of the Federation for the Humanities and Social Sciences
- pay the annual Federation membership fees
- ensure that the Federation has up-to-date contact information for the institution's appointed GA rep

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 institution.

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

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

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

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

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