



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

\*required field

## Section A: General

Association name (English): \_\_\_\_\_

Association name (French): \_\_\_\_\_

Acronym (English): \_\_\_\_\_ Acronym (French)\*: \_\_\_\_\_ Year established: \_\_\_\_\_

*\*Only provide official association names and acronyms used on the association website (i.e. if there is no official French version of the association name, omit this field).*

Website: \_\_\_\_\_ Twitter: \_\_\_\_\_

Facebook: \_\_\_\_\_ LinkedIn: \_\_\_\_\_

Instagram: \_\_\_\_\_ YouTube: \_\_\_\_\_

Objectives or purpose:

\_\_\_\_\_

## Section B: President and key contacts

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

### President\*

*The president of the association will be the official representative to the Federation.*

Salutation: \_\_\_\_\_ First name\*: \_\_\_\_\_ Last name\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Job title: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Is this a work or home address? \_\_\_\_\_



### Primary administrative contact\*

*Receives a copy of all communications the Federation sends to its members.*

Salutation: \_\_\_\_\_ First name\*: \_\_\_\_\_ Last name\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Job title: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Is this a work or home address? \_\_\_\_\_

### Billing contact\*

*Receives Federation invoices and Congress financial statements.*

Salutation: \_\_\_\_\_ First name\*: \_\_\_\_\_ Last name\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Job title: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Is this a work or home address? \_\_\_\_\_

### Communications contact\*

*Coordinates with Federation team to disseminate information.*

Salutation: \_\_\_\_\_ First name\*: \_\_\_\_\_ Last name\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Job title: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Is this a work or home address? \_\_\_\_\_



**Vice-President (optional)**

Salutation: \_\_\_\_\_ First name\*: \_\_\_\_\_ Last name\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Job title: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Is this a work or home address? \_\_\_\_\_

**Executive Director (optional)**

Salutation: \_\_\_\_\_ First name\*: \_\_\_\_\_ Last name\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Job title: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Is this a work or home address? \_\_\_\_\_

**Other contact (optional)**

Salutation: \_\_\_\_\_ First name\*: \_\_\_\_\_ Last name\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Job title: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Is this a work or home address? \_\_\_\_\_



### Other contact (optional)

Salutation: \_\_\_\_\_ First name\*: \_\_\_\_\_ Last name\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Job title: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Is this a work or home address? \_\_\_\_\_

### Other contact (optional)

Salutation: \_\_\_\_\_ First name\*: \_\_\_\_\_ Last name\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Job title: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Is this a work or home address? \_\_\_\_\_

## Section C: Eligibility

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

- supports the vision, mission and goals of the Federation
- has a program of activities with substantial humanities and/or social science content relating to the objectives of the Federation
- is open to membership of individual humanists and social scientists with no restrictions other than appropriate academic qualifications
- has a majority of members engaged in teaching or research
- accepts the by-laws of the Federation, subject to regular amendment procedures
- agrees to pay membership fees as set by the Federation Board of Directors
- possesses either a constitution duly approved by the membership or a letters patent indicating not-for-profit status



### Section D: 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
- Non-Profit status if the organization is registered and business number.

### Section E: Association size

Member associations of the Federation are categorized by size, based on the number of members. Please indicate the total number of members\* in the association in your last full fiscal year:

Fiscal year-end: \_\_\_\_\_

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 F: Federation’s membership fees

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

**Fee schedule for the membership year January 1 to December 31, 2020:**

	<b>Per member</b>	<b>Per student member</b>
From 1 to 224 members*	\$12.33	\$3.70
From 225 to 649 members	\$9.89	\$3.70
650+ members**	\$7.41	\$3.70

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



## Section G: 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 Canadian Federation for the Humanities and Social Sciences
- pay the annual Canadian Federation for the Humanities and Social Sciences membership fees
- ensure that the Canadian Federation for the Humanities and Social Sciences has up-to-date contact information for the association's president and key contacts

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): \_\_\_\_\_

Email\*: \_\_\_\_\_

Job title: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

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

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

## Please send completed form and requested documents to:

Federation for the Humanities and Social Sciences

200-141 Laurier Avenue West

Ottawa, ON K1P 5J3

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)

Please note: All membership applications must be approved by the Federation Board of Directors. The first invoice for membership fees will be sent after the application has been approved.