



Institutional application for membership with the Canadian Federation for the Humanities and Social Sciences

*required field

Section A: General

Institution name (English): _____

Institution name (French): _____

Acronym (English): _____ Acronym (French)*: _____ Year established: _____

**Only provide official institution names and acronyms used on the institution website (i.e. if there is no official French version of the institution 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 institution will be the official representative to the Federation.

Salutation: _____ First name*: _____ Last name*: _____

Email*: _____

Job title: _____

Department/Faculty: _____

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: _____

Mailing address*: _____

Telephone: _____ Is this a work or home address? _____

Billing contact*

Receives Federation invoices.

Salutation: _____ First name*: _____ Last name*: _____

Email*: _____

Job title: _____

Department/Faculty: _____

Mailing address*: _____

Telephone: _____ Is this a work or home address? _____

Executive Assistant to the President (recommended)

Salutation: _____ First name*: _____ Last name*: _____

Email*: _____

Job title: _____

Department/Faculty: _____

Mailing address*: _____

Telephone: _____ Is this a work or home address? _____



Vice-President, Academic (recommended)

Salutation: _____ First name*: _____ Last name*: _____

Email*: _____

Job title: _____

Department/Faculty: _____

Mailing address*: _____

Telephone: _____ Is this a work or home address? _____

Vice-President, Research (recommended)

Salutation: _____ First name*: _____ Last name*: _____

Email*: _____

Job title: _____

Department/Faculty: _____

Mailing address*: _____

Telephone: _____ Is this a work or home address? _____

Dean, Arts/Humanities/Social Sciences (recommended)

Salutation: _____ First name*: _____ Last name*: _____

Email*: _____

Job title: _____

Department/Faculty: _____

Mailing address*: _____

Telephone: _____ Is this a work or home address? _____



Communications contact (recommended)

Coordinates with Federation team to disseminate information.

Salutation: _____ First name*: _____ Last name*: _____

Email*: _____

Job title: _____

Department/Faculty: _____

Mailing address*: _____

Telephone: _____ Is this a work or home address? _____

Other contact (optional)

Salutation: _____ First name*: _____ Last name*: _____

Email*: _____

Job title: _____

Department/Faculty: _____

Mailing address*: _____

Telephone: _____ Is this a work or home address? _____

Other contact (optional)

Salutation: _____ First name*: _____ Last name*: _____

Email*: _____

Job title: _____

Department/Faculty: _____

Mailing address*: _____

Telephone: _____ Is this a work or home address? _____



Section C: Eligibility

Please indicate whether the institution 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
- 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
- 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

Section D: 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 E: 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 F: Federation's membership fees

Membership fees for institutions are based on total enrolment figures as submitted to Universities Canada and is levied on each full-time equivalent (FTE) student, with each part-time student counting as 0.25 of FTE. These fees are subject to change as determined by the Federation Board of Directors.

Fee schedule for the membership year January 1 to December 31, 2020: \$0.63 / FTE student

*Minimum fee charged: \$500.00



Section G: 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 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 institution'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 of behalf of the institution.

Signature*: _____

Date*: _____

Name (print)*: _____

Email*: _____

Job title: _____

Department/Faculty: _____

Mailing address*: _____

Telephone: _____

Please send completed form and requested documents to:

Canadian Federation for the Humanities and Social Sciences

141 Laurier Ave W, Suite 200

Ottawa, ON K1P 5J3

Tel: 613-238-6112

Fax: 613-238-6114

E-mail: membership@ideas-idees.ca

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.