



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, 2021:

	Per member	Per student member
From 1 to 224 members*	\$12.09	\$3.63
From 225 to 649 members	\$9.70	\$3.63
650+ members**	\$7.27	\$3.63

*Minimum fee charged: \$350.00 **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

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.