



## CHAPTER CHARTERING AGREEMENT

*between*

**Chi Sigma Iota Counseling Academic and Professional Honor Society International**

*and*

The activities of Chi Sigma Iota Counseling Academic and Professional Honor Society International (CSI) are centered in the chapters of the Society. It is through the chapters that members are able to be active and pursue the goals of the Society to the fullest extent. As a consequence, the decision to form a chapter of CSI is noteworthy for your institution and represents a commitment on behalf of your department and CSI to work cooperatively to promote excellence in the profession of counseling among your students, faculty, and alumni.

This charter attests to the agreement of the university to follow all [CSI Bylaws](#), [CSI Policies](#), and procedures in the operation and maintenance of the chapter. These policies are found on the CSI website, [www.csi-net.org](http://www.csi-net.org).

To maintain active chapter status and be eligible for annual rebates, the chapter will:

- Submit an [Annual Report](#) by April 30th at least once every two years.
- Submit and an [Annual Plan](#) by September 30th at least once every two years.  
*\*\* These requirements provide an accounting of how funds are spent on behalf of our members and ensure our database is updated annually. \*\**
- Recruit and initiate new members at least once every two years, including approving new members and submitting the [Initiation Date Alert Form](#) at least two weeks before the scheduled initiation.
- Have a representative in attendance at an annual CSI Business Meeting on CSI Day at least once every three years.
- Comply with CSI policies as determined by the Executive Council (e.g., only authorized use of CSI [registered](#) logo)
- Send CSI Headquarters contact information of officers including the Chapter Faculty Advisor annually and submit the [Chapter Faculty Advisor Change Form](#) when there are changes.

In addition, the chapter will at all times have two individuals designated as Chapter Faculty Advisors (CFAs) who will perform the duties specified in the [Chapter Faculty Advisor Agreement](#) which is completed as part of this chartering agreement and must be resubmitted for each CFA who agrees to assume this position at any time in the future. The CFA represents the department and the faculty in making decisions related to the chapter, including recommending students and others for membership, and will consult with and apprise the faculty as a whole on the activities of the chapter.

For the CFA to be effective in his/her position, the person must be supported by the sponsoring department and the institution's administrators. The university agrees to provide the facilities and material support to maintain the chapter, including appropriate time and resources for the CFA to develop his or her professional skills to serve in this co-curricular, mentoring capacity.

If, for any reason, the position of CFA becomes vacant, the department leader, the department faculty, and chapter members shall assure that the Back-Up CFA assumes the position of Primary CFA immediately. Notice of CFA transitions and replacements shall be submitted to CSI Headquarters as soon as possible using the [Chapter Faculty Advisor Change Form](#).

Chapters found to be out of compliance with this Chapter Chartering Agreement at any time may be designated as inactive and will be ineligible to initiate new members or participate in CSI programs, and will forfeit any annual rebates.

Chapter rebates are an ongoing engagement and chapter assistance program of the CSI Headquarters Office. Active chapters that [meet all requirements](#) to receive rebates are provided this benefit automatically every year. Chapters that do not meet the requirements to remain active, that have not met the [requirements](#) to be eligible to receive rebates, that are not in good standing, or which otherwise have current organizational, legal or disciplinary matters in review by the CSI Executive Council may have rebates withheld, all or in part, depending on the outcome of such a review.

The Executive Council is aware that both the institution and faculty make a considerable contribution to the work and goals of CSI, just as the Society makes a considerable commitment to support the work of the university chapter. We are grateful for this trust and will strive to make this a mutually beneficial association through all of the activities, benefits, and resources of the Society.

The signatures on this document attest to the commitment of the University to support the chapter's adherence to the [CSI Bylaws](#) and [CSI Policies](#) and procedures.

*Signatures must be provided. To sign electronically in Adobe Reader or Pro, please click on the signature box below or use the Sign menu button (top right) to create and place your signature. The form may also be printed out, signed by hand, and scanned before being submitted to CSI.*

\_\_\_\_\_  
Chapter Faculty Advisor (CFA) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Faculty Advisor (CFA) Printed Name

\_\_\_\_\_  
Back-Up or Co- Chapter Faculty Advisor (CFA) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Back-Up or Co- Chapter Faculty Advisor (CFA) Printed Name

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Department Leader Signature

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Date

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Department Leader Printed Name

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Dean Signature

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Date

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Dean Printed Name

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CSI Chief Executive Officer Signature

\_\_\_\_\_  
Date

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Holly J. Hartwig Moorhead, Ph.D.  
CSI Chief Executive Officer Printed Name