



# Scholarly association application for membership with the 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:

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## 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\*:

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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 during the association’s last completed fiscal year. The fees are subject to change.

**Fee schedule for the membership year January 1 to December 31, 2025:**

	<b>Per member</b>	<b>Per student member</b>
From 1 to 224 individual, paying members*	\$13.72	\$4.04
From 225 to 649 individual, paying members	\$10.79	\$4.04
650+ individual, paying members**	\$8.10	\$4.04

\*Minimum fee charged: \$350.00 \*\*Maximum fee charged: \$8,000.00

### 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 of 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@federationhss.ca](mailto:membership@federationhss.ca)

[www.federationhss.ca](http://www.federationhss.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.