



**Alpha Chi**  
National College Honor Society

## **Chapter Charter Petition—Process and Procedure**

To be eligible for consideration for a chapter of Alpha Chi, an institution must offer, at minimum, the baccalaureate degree, and must be a member in good standing of the regional accrediting association of the territory in which it is located. As of 2017, only petitions from not-for-profit institutions will be considered.

The charter petition form, the one-time charter fee of \$250 (which covers the cost of the engraved charter plaque and a chapter banner), and a letter of support from your institution's chief academic officer or other appropriate academic or administrative office are required. This petition should be sent to the National Office. The executive director will then ballot the National Council for approval by a vote of two-thirds of its members. If the chapter is not approved, the fee will be returned.

Once the charter is approved, the chapter sponsor will work closely with the National Office to invite students to become founding members and host an installation ceremony to officially welcome the chapter. Steps during this process include following institutional guidelines for recognizing a student organization, obtaining a list of eligible students, sending invitations, and planning the inaugural induction of new members.

A national officer will be assigned by the National Council member to attend and facilitate the installation at a mutually decided upon date, preferably within the academic year of charter approval. The Council will pay the travel expenses for this visit. The institution may wish to purchase some of the official ceremonial materials (table runner, candles, etc.) the new chapter will need. The one-time fee for a student's lifetime membership is \$50, and chapters may add reasonable local dues not to exceed the national fee. There are no other national fees charged to maintain a chapter.

We thank you for your interest in Alpha Chi. We hope we have answered many of the questions you may have about our society and that you now feel better acquainted with Alpha Chi. If you wish to make petition for a chapter charter or have other questions, please contact Alpha Chi's executive director.

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***Alpha Chi—Dedicated to Making Scholarship Effective for Good***