

## **Chi Sigma Iota Guidelines for Chartering Chapters**

**Definition:** Chartering is the process of starting a new chapter on a campus. Campus officials petition for a chapter ([www.csi-net.org](http://www.csi-net.org)) and the Executive Council approves the charter.

Criteria for chartering chapters shall be for the purpose of upholding the high standards of the membership, creating a cadre of scholars and leaders within the profession of counseling, and maintaining a chapter committed to serving its membership through a variety of means.

**Overview:** The process for establishment of collegiate chapters includes

- formal petition by a regionally accredited institution and nationally accredited counselor education program or one committed to be such within five years of the petition.
- jointly defined relationship between the institution and Chi Sigma Iota (CSI)
- chapter bylaws to govern the chapter within the provisions of the CSI Bylaws and policies
- candidate nomination and endorsement by the campus Chapter Faculty Advisor (CFA)\*
- membership invitation by the campus chapter based upon CSI Bylaws criteria
- membership approval by official action of Chi Sigma Iota. No one may participate in an initiation ceremony without CSI application processing and approval. Such action could invalidate any such membership and inactivate the chapter for noncompliance with CSI policies and procedures.
- Endorsement of ineligible individuals can result in inactivation or revoking of chapter charters.

### **Basic guidelines chartering chapters**

The following guidelines direct Chi Sigma Iota charter approval to ensure that the chapter will achieve the mission and maintain excellence.

1. Chi Sigma Iota expects institutional support for establishing a chapter including the means required to sustain service to all chapter members so that they benefit from all the rights, privileges, and opportunities afforded through membership in the society. Members must have opportunities to be mentored by their CFA throughout their graduate program including campus residency experiences to meet, interact, and develop attitudes, habits, and skills necessary to the pursuit of personal and professional excellence.
2. Chi Sigma Iota requires that prior to chapter chartering the institution demonstrates an effective means of interaction and service for all members of the chapter including active alumni who choose to be involved. Such professional members shall have invitation and access to chapter activities related to professional and leadership development, awards, grants, and other benefits available through CSI. In addition to other benefits, CSI in turn provides a monetary member rebate to active chapters for each active CSI member.
3. Chi Sigma Iota requires a formal statement of acceptance of the Chapter Faculty Advisor (CFA). This must be a full time tenure track member of the counselor education program who as an active member of CSI\* is readily accessible to all members and available for activities of the chapter, including opportunities for mentoring, leadership, and participation in chapter projects. In addition, there must be available at least a second full time tenure track member of the counselor education program who as an active CSI member would be willing to assist or fill the position of CFA should a need arise.
4. Chi Sigma Iota may revoke or suspend chapter privileges for non-compliance with society bylaws and practices, chapter actions inconsistent with good business practices, and/or lack of service to the chapter's membership meeting society expectations.

**Chapter Benchmarks** - The following elements contribute to chapter excellence:

### **Institutional Support Benchmarks**

- Student Affairs commitment to registering a CSI chapter on their campus

- Institutional commitment to a support system and recognition of chapter advisers
- Academic unit commitment to staffing of qualified CFAs for the chapter.
- Structure for chapter advising transition
- A centralized system for maintaining records and supplies
- A financial system and policies for banking and paying bills

#### **Chapter Development Benchmarks**

- Registration with appropriate institutional office
- Participation in institutional training for student groups
- Procedures for fostering, encouraging, nominating, and electing officers
- A plan for officer training including parliamentary procedures, delegating, empowering, etc.
- Structure for selection, invitation, and at least annual formal initiation of members
- Procedure for verifying the eligibility of individuals for membership
- Procedure for protecting confidentiality of student academic records
- Structure for member input into strategic planning and setting goals for chapter activities consistent with the mission, goals, and objectives of CSI
- Structure for interaction among members and members' participation in chapter activities
- Process for planning annual activities to respond to goals including an chapter awards program, member leadership mentoring, professional development, social interaction, and outreach programming within the counselor education program, campus, and community
- Completion in consultation with and approval of the CFA of the Annual Report (prior year by April 30 each year) and the Annual Plan (coming year) by appropriate officers and committees online ([www.csi-net.org](http://www.csi-net.org)) by September 30 each year.
- Participation in CSI Annual Assembly at least once every three years.

#### **Learning Benchmarks**

- Co-curricular activities that enhance the academic goals of the counselor education program
- Educational activities that respond to shared goals
- Participation in Society program initiatives

#### **Faculty Support Benchmarks**

- Value for the role of honor societies as evidenced by full participation in initiations
- Professional/technical support for the honor society chapter.
- Participation in chapter activities

#### **Evaluation Benchmarks**

- Yearly evaluation of chapter activities
- Plan for improving chapter based on evaluation

#### **CSI Support Benchmarks to Members and Chapters**

- Technical assistance for operational procedures
- Guidelines for maintaining chapter excellence
- Effective distribution of orders and supplies
- Awards and recognition for excellence
- Minimum standards for quality
- Standards for chapters in good standing
- Program resources
- Officer training
- Adviser training
- Training for chapter development
- Legal structure for protecting the rights of members

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CSI wishes to acknowledge the work of the Association for College Honor Societies (ACHS) Task Force on Guidelines for Chartering Chapters from which these benchmarks were derived.

\*Chapter Faculty Advisor (CFA) Eligibility as full time counselor education faculty member:

4.1.2. Faculty: Eligible faculty membership shall consist of individuals who hold a terminal degree (Ph.D./Ed.D) in Counselor Education. They should have given evidence of distinguished scholarship and professional service to the profession of counseling or by a pattern of activities of scholarship and service which is deemed indicative of such for continued future contributions.

4.1.2.1 They must have maintained an overall scholastic average of 3.5 or better (4.0 system) or the equivalent while enrolled in their counselor education program (e.g., CACREP program).

4.1.2.2 Faculty members must be National Certified Counselors (NCC), board eligible with the National Board of Certified Counselors (NBCC) or equivalent state counselor credentialing body, Certified Rehabilitation Counselors (CRC), or graduates of Council for Accreditation of Counseling and Related Educational Programs (CACREP) or the Commission on Rehabilitation Education (CORE) counselor education accredited programs, or be credentialed by comparable standards as determined by the Executive Council. To qualify as an accredited program, the accreditation must have been granted prior to the graduation of the candidate.

"Full time" denotes a counselor educator whose primary employment involves all the duties of advising, teaching, services to their program, university, community and profession as a counselor education faculty member. While part-time consultation, research, or related private practice is possible, in no case should it entail more than one day per week concurrently with the full time academic appointment. Adjunct or part time appointments do not qualify as "full time" regardless the number of hours or courses assigned to teaching.

"A campus based residency is one of the defining characteristics of a campus based chapter. The campus residency involves opportunities for CSI members and faculty to meet individually, in small groups, and for presentations and ceremonies for educational, social, and professional purposes. CSI functions are expected to be a part of the co-curricular activities of the counselor education program some of which will be associated with the residency experiences."

## Residency

The Webster dictionary definition of residency: "the fact or status of living, or staying in a place while working, going to school, carrying out official business, etc."