



NATIONAL ORGANIZATION FOR HUMAN SERVICES HONOR SOCIETY

TAU UPSILON ALPHA
National Honor Society

“τελειότητα στην υπηρεσία στην ανθρωπότητα”
Excellence in Service to Humanity

APPLICATION PROCESS FOR CHAPTER CHARTER

The faculty member interested in establishing a chapter of Tau Upsilon Alpha at his/her institution of higher education should complete and send the following items to the National Office:

1. *Application and Petition for Chapter Charter* form. The petition section is an official statement of endorsement and support by the proposed chapter advisor and student members; the department chair; and a college/university administrator (Dean or above). This petition insures that the administration of the institution is informed and supportive of the establishment of a chapter of Tau Upsilon Alpha.
2. Have each of the proposed student or alumni members complete the *Student or Alumni Membership Application Form* for Membership in Tau Upsilon Alpha and pay the lifetime membership fee to you, or the school, in order that one payment is made for all applications and fees to the National Office. The designated Faculty Advisor must sign each student membership application in order to certify that the qualifications for membership in Tau Upsilon Alpha have been met. All original documentation must be retained by the college/university for a minimum of five (5) years. Random audits will be made by the National Office each year to ensure compliance with the honor society's Policies.
3. Arrange to have the *Faculty Membership Application Form* completed and the lifetime membership fee paid by the faculty member who will serve as advisor of the chapter, if not already a member of Tau Upsilon Alpha. The application will need to be mailed to the national office with all requested documentation. A copy should be retained by the college/university.
4. Make sure that any other faculty or administrators interested in joining complete a *Faculty Membership Application Form* and pay the lifetime membership fee to you. The application(s) will need to be mailed to the national office with all requested documentation. A copy should be retained by the college/university.
5. *Faculty Advisor's Certification of New Membership Form* with all the proposed chapter members' information. This form must be signed by the proposed Faculty Advisor verifying all members' eligibility and attesting to the fact that each named member has met the minimum standards for membership in Tau Upsilon Alpha. The completed and signed form must be mailed to the National Office.
6. Identify the following chapter officers and the Council Representative: President, Secretary, Treasurer, Vice-President (optional), Historian (optional), Webmaster (optional) and Council Representative (usually the Chapter Advisor). This information will be needed on page two of the *Application and Petition for Tau Upsilon Alpha Chapter Charter* form.

7. Arrange for the payment of all fees and dues to accompany the *Application and Petition for Chapter Charter Form*. Payment must be in the form of a college/university check, chapter check, cashier's check or money order made payable to **NOHS – TUA**.
- Fees and Dues are as follows:** Charter Fee \$100.00; Annual Chapter Dues \$50.00; Student/Alumni/Faculty Membership Fee \$40.00 per applicant.
 - What you get for the one-time membership fee:** (a) lifetime membership, (b) a membership pin, and (c) a membership certificate.
 - Information about Annual Chapter Dues:** New chapters that are established January through July shall pay full annual chapter dues of \$50.00 at the time of charter application. New chapters that are established August through December will be prorated to \$25.00 at the time of charter application. Please be aware that payment of annual chapter dues in future years shall be the criterion for determining an active chapter. Chapters that have not paid their annual chapter dues will not be able to vote as an active chapter. The annual chapter dues of \$50.00 are payable each year between by April 15th to the National Office accompanied by the annual chapter reports. A \$10.00 late fee is assessed if the annual chapter dues and reports are received after April 15th.

8. **Check list for submission of required documentation, fees and dues:**

- Application and Petition for Chapter Charter Form*
- Application for Faculty Membership form(s) and supporting documentation*
- Faculty Advisor's Certification of New Membership form*
- Official Transcript for each new member and faculty new member applicant.*
- One college/university check, chapter check, cashier's check or money order covering the payment for the Charter Fee, Annual Chapter Dues; and all Student/Alumni/Faculty Membership Fees.
Check to be made payable to **NOHS - TUA**.

The documentation and appropriate payment should be returned to:

National Organization for Human Services
Tau Upsilon Alpha Honor Society
 9600 SW Oak St. Ste. 565
 Tigard, OR 97223

If the application for chapter charter in Tau Upsilon Alpha is approved, the National Office will assign a Greek name to the new chapter and a Charter will be forwarded to the chapter advisor. Please allow 4-6 weeks for processing.