

Kappa Omicron Nu Guidelines for Chartering Chapters

Definition: Chartering is the process of starting a new chapter on a campus. Campus officials petition for a chapter after receiving a prospectus, and the Kappa Omicron Nu Board and chapters approve 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 human sciences, 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 college/department
- jointly defined relationship between the institution and Kappa Omicron Nu
- chapter bylaws to govern the chapter within the provisions of the Kappa Omicron Nu Constitution
- candidate selection by the campus chapter
- membership invitation by the campus chapter
- approval by official action of the Board of Directors and chapters

Basic guidelines chartering chapters

The following guidelines direct Kappa Omicron charter approval to ensure that the chapter will achieve the mission and maintain excellence.

1. Kappa Omicron Nu 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 Kappa Omicron Nu.
2. Kappa Omicron Nu requires that, prior to chapter chartering, the institution demonstrates an effective means of interaction and service for all members of the chapter.
3. Kappa Omicron Nu requires a formal statement of acceptance of the chapter faculty advisor. This professional must be readily accessible to members and available for activities of the chapter, including opportunities for mentoring, leadership, and participation in chapter projects.
4. Kappa Omicron Nu may revoke or suspend chapter privileges for non-compliance with society bylaws and practices, policies inconsistent with good business, and/or lack of service to the chapter's membership consistent with society expectations.

Chapter Benchmarks - The following elements contribute to chapter excellence:

Institutional Support Benchmarks

- Student Affairs commitment to registered student groups
- Institutional commitment to a support system and recognition of chapter advisers
- Academic unit commitment to staffing of qualified advisers for honor societies
- Structure for chapter advising transition
- A centralized system for maintaining records and supplies
- A financial system for banking and paying bills

Chapter Development Benchmarks

- Registration with appropriate institutional office
- Participation in institutional training for student groups
- Procedures for election of officers
- A plan for officer training
- Structure for selection and 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 setting goals for chapter activities
- Structure for interaction among members and members' participation in chapter activities
- Process for planning annual activities to respond to goals
- Participation in national/international society conference

Learning Benchmarks

- Co-curricular activities that enhance academic goals
- Educational activities that respond to shared goals
- Participation in national/international program initiatives

Faculty Support Benchmarks

- Value for the role of honor societies
- Professional/technical support for honor societies
- Participation in chapter activities

National/International Support Benchmarks

- 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

Evaluation Benchmarks

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