

University Policy 4.04.03

Honor Societies and Professional Organizations

Policy Approval Date: August 13, 2010

Policy Effective Date: October 1, 2010

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Revised Procedure Effective Date: August 1, 2020

POLICY STATEMENT

Capella University provides support for institutionally approved chapters of national honor societies and professional organizations that are related to students' academic pursuits at Capella University.

The Events and Community Activation department facilitates the approval of and coordinates the support for Capella University chapters of honor societies and professional organizations.

RATIONALE

Capella University supports students and faculty who participate in honor societies and professional organizations for the purposes of professional development and networking.

DEFINITIONS

Honor Societies and Professional Organizations

Honor societies and professional organizations are Capella University-approved and supported chapters of national honor societies and professional organizations that are related to students' academic pursuits at Capella University.

PROCEDURES

- I. Honor Society and Professional Organization Request, Approval, and Renewal
 - A. Honor Society and Professional Organization Request
 1. To establish a new Capella University chapter of an honor society or professional organization, the faculty or university staff sponsor of the new chapter must complete the Honor Society and Professional Organization Chapter Request Form located on Campus and submit it to the Events and Community Activation department.
 2. The Events and Community Activation department schedules review of the request by the Honor Society and Professional Organization Review Panel.
 - B. Honor Society and Professional Organization Chapter Approval
 1. The Honor Society and Professional Organization Review Panel reviews and approves the request.
 2. Honor society and professional organization chapter approval criteria
 - a. Chapters must be affiliated with a national honor society or professional organization.

- b. Chapters must be advised by a faculty or university staff advisor, who is approved either by a dean-appointed academic sponsor or by Events and Community Activation staff.
 - c. Chapters must designate a student as chapter president.
 - d. Chapters must have a minimum of three chapter officers.
 - e. Chapters must have completed an Honor Society and Professional Organization Request Form and had it approved by the Honor Society and Professional Organization Review Panel.
 - f. The faculty or university staff advisor must have completed a Faculty or University Staff Acknowledgment Agreement provided by the Events and Community Activation team and submit it to the Events and Community Activation department.
 - C. Honor Society and Professional Organization Chapter Renewal
 - 1. Chapters must be renewed on an annual basis.
 - 2. To be renewed, chapters must complete Honor Society and Professional Organization quarterly review forms and submit them to the Events and Community Activation department, along with the following documents:
 - a. Current chapter officer list
 - b. Current chapter membership list
 - c. Quarterly reporting forms
 - 3. Chapters that are not renewed on an annual basis will be dissolved.
- II. Honor Society and Professional Organization Chapter Support and Responsibilities
- A. Honor Society and Professional Organization Chapter Support
 - 1. Member eligibility verification processes
 - a. The Events and Community Activation department verifies the eligibility of potential chapter members on behalf of the chapter.
 - b. On a quarterly basis, the chapter's faculty or university staff advisor must provide the Events and Community Activation department with a current chapter membership list.
 - c. The Events and Community Activation department uses the chapter membership list to coordinate invitations of new chapter members on behalf of the chapter.
 - 2. Capella University provides the following information technology resources for chapters to use as appropriate:
 - a. Campus microsite
 - b. Email account
 - c. Web Conferencing (Zoom)
 - B. Honor Society and Professional Organization Chapter Responsibilities
 - 1. Faculty or university staff advisor responsibilities
 - a. The faculty or university staff advisor must be actively involved in the chapter.
 - b. The faculty or university staff advisor is the chapter's designated contact person for internal university staff and the chapter's national governing organization, unless the responsibility is delegated to a student chapter member.
 - c. The faculty or university staff advisor must complete onboarding with Events and Community Activation staff.
 - 2. Chapter president responsibilities

- a. Chapters must designate a student as chapter president.
 - b. The chapter president should refer to their national organization's governing documents and chapter charter documents for guidelines on maintaining their engagement in the chapter.
3. Chapter financial responsibilities
 - a. Any bank account established specifically for the purpose of collecting dues and other expenses associated with the operations of the chapter must have the faculty or university staff advisor and/or academic sponsor as a signatory.
 - b. Chapters must designate a chapter officer(s) to facilitate and maintain the chapter's financial activities.
 - c. Chapters are responsible for any liability associated with the chapter's financial activities.
4. Students participating in chapter activities must maintain compliance with all university policies, including *4.02.02 Student Code of Conduct*, *4.02.04 Discrimination, Harassment, and Assault*, and *4.02.05 Drugs and Alcohol*.
5. Capella University is not responsible for chapter activities, financial or otherwise.

POLICY OWNERS

Academic Owner: Deans and Events and Community Activation

Operations Owner: Events and Community Activation

RELATED DOCUMENTS

University policy 4.02.02 Student Code of Conduct

University policy 4.02.04 Discrimination, Harassment, and Assault

University policy 4.02.05 Drugs and Alcohol

Honor Society and Professional Organization Advisor Acknowledgment Agreement

[Capella Communities website](#)

REVISION HISTORY

Original Policy Approval Date: August 11, 2010

Revision Dates: 7-31-20

Administrative edits as result of ongoing review: 6-2-11; 4-17-12; 1-8-14; 4-1-18; 10-1-24; 10-24-24; 4-1-25