



Counseling Academic and
Professional Honor Society International

Chi Sigma Iota

Chapter Requirements for Maintaining Active Chapter Status and Remaining Eligible to Receive Annual Rebates

Chapters must meet the following requirements to maintain active chapter status and to remain eligible to receive annual rebates (https://www.csi-net.org/page/chapter_resources < Maintain an Active CSI Chapter):

1. Submit a [Spring Annual Report](#) by April 30th - at least once every two years.
2. Submit a [Fall Annual Plan](#) by September 30th - at least once every two years.
3. Recruit and [initiate](#) new members - at least **once per fiscal year (May 1–April 30)**.
4. Have a chapter representative* attend an annual [CSI Days' Delegate Business Meeting](#) - at least once every three years.
* The chapter's representative can be any current, initiated member of the chapter who is also an active (non-expired) CSI International member
5. Send CSI Headquarters contact information of officers when there are changes.
6. Have the required number of approved CFAs (Primary and Secondary CFAs) on record for the chapter. **A CFA must have completed at least one year as an active (current) CSI member prior to service.** Chapters must submit the [online CFA Change Form](#) to have new CFAs approved, CFAs updated, etc.
7. Maintain active CSI membership by both the Primary and the Secondary CFAs.
8. Comply with [CSI Approved Policies](#) as determined by the Executive Council (e.g., only [authorized uses of the CSI registered logo](#), having the required number of CFAs, etc.).
9. Ensure that all [Chapter Social Media Sites](#) have been approved by CSI Headquarters.

Reviewing Your CSI Chapter's Requirements and Eligibility Status

At any time, you may review the requirements that your chapter has/has not met by viewing your chapter profile on the CSI website. To access your chapter profile:

1. Locate your chapter in the [CSI Directory of Chapters](#). (Simply choose either your chapter name or your university name. No other fields are necessary. Click Continue.)
2. Within the Member Search Results, click on your chapter's logo to View Profile.
3. Halfway down the page, under a navy banner, you will find "Additional Chapter Information."

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4. Verify your chapter's **Chapter Faculty Advisor** information.
 - a. Is your **Primary CFA** correct?
 - b. Is your **Secondary CFA** correct?
 - c. If one/neither are correct, submit a [Chapter Faculty Advisor Change Form](#).
 - d. CFAs should verify their personal CSI membership expiration date within their personal CSI profiles.
 - i. These expiration dates can also be viewed [by logging in with the chapter's CFA credentials](#) prior to searching for the chapter's directory page.
5. Verify your chapter's **Approved Social Media** information.
 - a. Is your chapter's **Facebook Approved** account listed/accurate?
 - b. Is your chapter's **Instagram Approved** account listed/accurate?
 - c. Is your chapter's **LinkedIn Approved** account listed/accurate?
 - d. Is your chapter's **X (Twitter) Approved** account listed/accurate?
 - e. If anything is inaccurate or missing, submit a [Social Networking Site Rubric](#).
6. Verify your chapter's **Requirements to Remain Active** information.
 - a. Is your **CSI Business Day w/in 3 years** current?
 - i. Yes, if attended Oct 2023 or Oct 2024
 - ii. **If attended Mar 2023 or earlier, this requirement is due Fall 2025 (in-person at [CSI Days](#) held at the ACES Conference in Philadelphia in October 2025)**
 - b. Is your **Fall Annual Plan w/in 2 years** current?
 - i. Yes, if submitted Sep 2024
 - ii. **If submitted Sep 2023 or earlier, this requirement is due Fall 2025.**
 - c. Is your **Spring Annual Report w/in 2 years** current?
 - i. Yes if submitted Apr 2025
 - ii. **If last submitted Apr 2024 or earlier, this requirement is due Spring 2026.**
 - d. Is your **Initiation Held Yearly** (**per fiscal year, May 1-April 30**) current?
 - i. **This is now an annual requirement for all chapters, and initiation dates must be submitted through the CFA MMS [at least three weeks prior](#) to the initiation date.**
 - e. Verify the **Last Planned Initiation Date** is accurate (this is the last initiation date that the chapter submitted to CSI HQ)