



CHAPTER FACULTY ADVISOR AGREEMENT

between

**Chi Sigma Iota Counseling Academic and Professional Honor Society International
and**

CFA Name(s): _____

Chapter Name: _____

University: _____

Chi Sigma Iota (CSI) Chapter Faculty Advisors (CFAs) are essential to the Society's chapters accomplishing our mission: *to promote excellence in counseling*. CFAs who fulfill the necessary duties of serving in this role embody the [essential values](#) of the Society – i.e., modeling **C**ommitment, **S**ervice and **I**dentify through servant leadership. CSI appreciates our CFAs!

This Agreement is intended to provide CFAs and institutional administration information about the role and responsibilities of CFAs to ensure the success of CSI chapters.

CFAs are responsible for assuring the operation of a CSI chapter. CFAs perform a vital role in promoting excellence within their counselor education programs that is an important part of the accreditation of counselor education programs. The Guiding Statement for the 2016 CACREP Standard I.X calls attention to the fact that "maintaining memberships...and engaging in service activities with organizations such as...Chi Sigma Iota (both at the chapter level and national level)... are considered clear indicators of professional counselor identity and can be used to demonstrate involvement in the counseling profession and its professional organizations." CACREP teams and Board members also have affirmed the co-curricular nature of CSI chapter activities toward meeting various accreditation standards.

To assure that chapters remain active and are able to provide continuity in providing member benefits, chapters must have both a Primary and Co- or Back-Up CFA. The minimum requirements for both CFAs are to be Counselor Educators who meet CSI's membership eligibility requirements specified in the CSI Bylaws, including having earned doctorates in Counselor Education, preferably from CACREP-accredited programs. CFAs must maintain active CSI membership (i.e., who pay annual dues or are life members). CFAs also must be "full time" faculty, specifically counselor educator faculty whose primary employment involves all the duties of advising, teaching, and services to their program, university, community and profession. 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 positions do not qualify as "full time" regardless of the number of hours or courses assigned to teaching.

The Primary CFA serves as an advisor to the chapter leadership to ensure that the chapter meets the requirements for maintaining active chapter status. The Co-/Back-Up CFA is agreeable to serving as Primary CFA in the event of such a need. CFAs represent the counselor education program and the faculty in making decisions related to the chapter, including recommending students and others for membership, and consult with and apprise the faculty as a whole on the activities of the chapter. CSI's Bylaws and policies further specify requirements that CFAs follow so that the chapter may remain active and in good standing with Chi Sigma Iota and the university.

CSI's Executive Council may deactivate a chapter if requirements specified by the CSI Bylaws that chapters must meet to remain active are not fulfilled. Additionally, a chapter may be deactivated if a CFA approves a membership invitation or endorses an individual who does not meet the membership criteria required by CSI's Bylaws. Chapters that do not comply with CSI's Bylaws and policies will not receive a chapter rebate and may be designated "inactive." CFAs who consistently or intentionally ignore or fail to adhere to CSI's [Bylaws](#) and [Policies](#) may be ineligible to continue serving in the CFA role and their chapters may be deactivated for one year, during which time CFAs and chapter leaders must obtain appropriate training to reactivate the chapter. Inactive chapters may not invite individuals to membership, initiate new members into CSI through the chapter, or participate in Society programs (e.g., grants, awards).

The Primary CFA and Co-/Back-Up CFA **must** initial each requirement signifying that they have read, understand, and agree to fulfill each requirement.

CFA Initials	Co- / Back-Up CFA Initials	
		Be responsible for all correspondence between the Headquarters office and the chapter.
		Receive and transmit all correspondence with the Headquarters office to the appropriate officers.
		Respond to CSI Headquarters correspondence.
		Read and understand the membership eligibility criteria specified in the CSI Bylaws for students, faculty, and alumni.
		Certify that all prospective members have met the eligibility requirements (i.e., GPA, counselor education program/degree, professional counselor credentials, students are deemed promising for endorsement as a professional counselor whose ethical judgment and behavior will be exemplary).
		Assure that a written invitation to membership is provided to each student or alumnus who meets the CSI membership criteria.
		Approve new members and notify CSI Headquarters of initiations via the online Member Management System (MMS).
		Distribute membership certificates and pins in a timely manner during a formal Initiation Ceremony (within the academic term in which they are ordered).
		Coordinate and oversee activities of the Chapter Executive Committee and members, ensure appropriate use of university resources allocated to the chapter, chapter assets, mentoring of officers, and encouragement of emerging leaders.
		Assure that chapter funds are deposited in a chapter bank account and used in accordance with CSI policies, including approving all expenditures.
		Assure that any rebates are deposited in the chapter bank account in a timely manner and funds are used in accordance with CSI policies (chapter rebates are mailed to active chapters in fall to the attention of the Primary CFA at the university's mailing address on file for the chapter).
		Notify CSI Headquarters in a timely manner about any change in CFAs (by submitting the online Chapter Faculty Advisor Change Form) and chapter officers (by submitting the information within the chapter Annual Plan and/or Annual Report).
		Assist in the transition of new/incoming CFAs upon the resignation/ transition of CFAs.
		Participate in CFA Trainings provided at ACES national and regional conferences and as part of CSI Days during the ACA Conference & Expo.
		Ensure that all Chapter Social Networking Sites have been approved by CSI Headquarters (see www.csi-net.org/?Social_Network_Polic for more information).
		Use CSI trademarks (including chapter logos) in accordance with CSI policies.
		<p>Assure that all requirements for active chapter status are met in a consistent and timely manner:</p> <ul style="list-style-type: none"> • Submit an Annual Report by April 30th at least once every two years. • Submit an Annual Plan by September 30th at least once every two years. <p><i>** These requirements provide an accounting of how funds are spent on behalf of chapter members and ensure the CSI database is updated.**</i></p> <ul style="list-style-type: none"> • Invite and initiate new members at least once every two years. • Have a representative who is an active member of the chapter attend a CSI Annual Delegate Business Meeting at least once every three years. • Comply with CSI policies as determined by the Executive Council. • Ensure both the Primary and Co-/Back- Up CFAs maintain active CSI membership.

Thank you for serving as a CFA! We look forward to working with you.

By signing this Chapter Faculty Advisor (CFA) Agreement: 1) CFAs agree to fulfill the stated responsibilities to oversee their CSI chapter and adhere to [CSI's Bylaws](#) and [Policies](#) and procedures; and 2) the institution's administration and counselor education program agree to provide necessary support to the CFAs and the CSI chapter to enable the success of the chapter and its adherence to [CSI's Bylaws](#) and [Policies](#) and procedures.

Signatures must be provided - by handwritten or electronic signature. To sign electronically in Adobe Reader/Pro, click on the signature box below or use the Sign Menu Button to create and place signature.

Chapter Name

University Name

Primary Chapter Faculty Advisor (CFA) Signature

Date

Primary Chapter Faculty Advisor (CFA) Printed Name

Co-/Back-Up Chapter Faculty Advisor (CFA) Signature

Date

Co-/Back-Up Chapter Faculty Advisor (CFA) Printed Name

Counselor Education Program Leader Signature

Date

Counselor Education Program Leader Printed Name

Dean Signature

Date

Dean Printed Name

CSI Chief Executive Officer (CEO) Signature

Date

Holly Moorhead, Ph.D.

CSI Chief Executive Officer (CEO) Printed Name