



School Membership

Recognizing Student Excellence in Robotics

Setting up a New Chapter

The following six-step process will provide you with the information to develop the charter for the International Robotics Honor Society chapter at your school.

1 Make a Commitment to Develop a Chapter

To develop and maintain a chapter, a school must:

- Follow the IRHS Constitution's guidelines as found on the REC Foundation site.
- Select a faculty member to serve as chapter adviser. (Principals may appoint co-advisers, although the REC Foundation requests that a single individual be identified as the official contact for the chapter). This adviser will also serve as an ex-officio, non-voting member of the Faculty Council (see below.)

NOTE: The principal or assistant principal may serve as the Honor Society adviser (per the constitution).

- Appoint a 3-member Faculty Council to develop and administer the selection, discipline, and dismissal procedures for the chapter. Two teachers and one administrator.
- Agree to provide the facilities and material support to maintain the chapter including appropriate time and resources for the chapter adviser to develop his or her professional skills as an activity adviser.
- Maintain an active annual affiliation with the REC Foundation.

The Chartering Process	
Steps 1-6	
1.	Make a Commitment to Develop a Chapter
2.	Contact the REC Foundation to Get Questions Answered
3.	Complete a Charter Application
4.	Submit Charter Application
5.	Submit \$100 Program Fee for the Year
6.	Set Up and Maintain the Chapter on Your Campus

2 Contact the REC Foundation to Get Questions Answered

You may submit questions by sending an email to: IRHS@roboticseducation.org

Obtain a charter application. Download the IRHS application below.

Please identify a specific contact person (adviser or principal) and the full name of your school when contacting the REC Foundation. Parents and students cannot apply for a charter but may print out this information and submit it to local school officials for their consideration. Applications for charter membership will not be accepted from parents or students.

3 Complete a Charter Application

Charter application needs to be filled out online, with all appropriate information provided. To complete the charter application, the principal must first identify and appoint a chapter adviser. In addition, the principal will need to appoint a three-member Faculty Council whose duties will be outlined on our site and will be sent to successfully-chartered new chapters. The application requires the principal's signature.

Download your IRHS Chapter Application:

- [IRHS Charter Application](#)

You will be asked to provide the following information the questions:

- **A chapter name** (Use the name of the school as "Washington High School IRHS.")
- *Nonpublic schools* are required to provide **proof of accreditation** by supplying a copy of the school's accreditation letter or certificate with the name of the accrediting agency and the date of your school's formal accreditation and expiration. Accreditation must be completed and on record for the school to gain approval for a chapter. A list of the [accrediting agencies](#) accepted is found below and also will be provided in the charter application. This list includes the six major regional accrediting agencies among other groups. Proof of formal approval by the school's state department of education can be submitted in lieu of accreditation.
- The **principal's signature** is required to indicate approval of the application and the stated conditions.
- **Payment of the chartering fee** of \$100 payable by credit card will be required upon approval of the charter This fee will include affiliation with the REC Foundation IRHS program for the remainder of the current school year (through June 30.) This affiliation is required by the constitution. Payments will need to be made by credit card through Paypal. We are not able to process Purchase Orders or checks at this time.

4 Submit Charter Application

Once the form is completed it should be returned with payment to the REC Foundation where it will be processed. Please allow 2 to 3 weeks for approval and processing. Applications are approved from July 1 through November 30 each year; submissions after November 30 will be processed after July 1.

5 Submit \$100 Program Fee for the Year

Upon acceptance organizations must submit the \$100 fee via the online payment form. At this time, we are only accepting credit card payment for the chartering fee.

6 Set Up and Maintain the Chapter on your Campus

Once your charter has been approved, a letter of congratulations, access to other relevant information from the REC Foundation will be posted on our site. The principal, adviser(s), and Faculty Council should then review the information and develop the following guidelines:

- **Selection Procedures**, including a proposed calendar for this process that indicates the proposed induction ceremony date. This procedure must be **published** and available for review as per the guidelines.
Note: A recommended selection procedure can be found on our site.
- **Discipline and Dismissal procedures:** The relevant information for the required procedures for these situations is posted on our site. Local chapters may wish to elaborate on or extend the IRHS guidelines and should do so in writing to guarantee compliance with local school system policies and to assure consistency in the implementation of the procedures.

- **Chapter bylaws.** All chapters must develop local bylaws. It is recommended that student members be involved in the formation of local chapter bylaws. Bylaws should make reference to all *obligations of membership* including participation in both the annual chapter service project (as required by the constitution). Information on writing your new bylaws is available on our site and from other local schools as they develop their IRHS chapters.

Maintaining an Active Chapter

Your paid chartering fee includes affiliation with the REC Foundation for the current school year (through June 30.) Affiliation must be maintained through annual renewals to preserve the active status of your school's IRHS chapter.

Renewal notices will be sent automatically in the spring to the principal with reminder notices to IRHS advisers. Payment is due by June 30 each year. Use the annual renewal to update the REC Foundation on your school's address, principal's name, and chapter adviser information. All school affiliations (i.e., the membership year) run from July 1 to June 30.

For additional information please contact the national office of IRHS at the following email address.

REC Foundation

Email: IRHS@roboticseducation.org

IRHS Accepted Accrediting Organizations

The constitutions for IRHS require all **Nonpublic Schools** (private, parochial, other) to either be accredited by one of the accepted accrediting agencies listed below or by the state department of education in their state. The list that follows is of those accrediting agencies recognized by the IRHS and the REC Foundation for this purpose. This list is updated annually.

When applying to establish a new chapter, after listing the accrediting organization on the official Charter Application, **applicant schools are asked to provide verification of this accreditation.** Verification can be in the form of a copy of the letter received at the school indicating that full accreditation has been granted (and not 'candidate' status), a copy of the accrediting certificate, or a copy of a list of schools that have been approved for accreditation (and containing the applicant school's name). Accreditation must be completed at the local level before a charter application can be approved.

Please contact the REC Foundation if you need additional clarification of these instructions.

National and Regional Accrediting Agencies

Middle States Association of Colleges & Schools,
<http://www.css-msa.org/>

New England Association of Schools & Colleges,
www.neasc.org

North Central Association Commission on Accreditation and School Improvement (AE) (formerly the North Central Association of Colleges & Schools),
www.ncacasi.org and <http://www.advanced.org/what-accreditation>

Northwest Accrediting Commission (AE),
remote.northwestaccreditation.org/webportal/default.aspx

Southern Association of Colleges & Schools (AE),
www.sacs.org

Western Association of Schools & Colleges,
www.wascweb.org



Sample Charter Application Instructions

Recognizing Student Excellence in Robotics

Instructions

Below you will find a sample document with all of the information you will need to gather before filling out your [online application](#) for your school's charter in the International Robotics Honor Society. Do not forget that you will need the signature of your principal.

Also, upon approval you will need to submit the \$100 chartering fee using a credit card.



Sample Charter Application

Recognizing Student Excellence in Robotics

School Information

Name of School _____
 School Address _____
 School Phone _____ School Fax _____
 CEEB Code: _____
 School Website: _____
 Total Current Enrollment _____
 Grade Levels at the School _____
 Proposed Chapter Name _____

School Classification and Accreditation

School Classification:

- Public Nonpublic

Community Type:

- Rural Suburban Urban

Identify the name of your school district (Public School) _____

Identify your school's accreditation organization (Non-public School) _____

- Current accreditation verification accompanies this application.

Advisor Information

IRHS Adviser _____ IRHS Co-advisor _____
 Email Address _____ Email Address _____
 Cell Phone _____ Cell Phone _____

Payment Information

Charter Membership is \$100 (Membership runs July 1-30). Secondary Advisor is \$30

- Check or Purchase Order enclosed (Payable to the REC Foundation).

PO # _____

Credit Card Type: Personal School/Business
 Card Type: Master Card Visa American Express
 Card Number: _____ CVC _____

Expiration Date: _____

Cardholder Signature: _____

Billing Address: _____

Authorization and Agreement

I have read the IRHS Constitution and selection procedure and agree that our chapter will abide by the requirements established by the REC Foundation.

Name of Principal _____

Signature of Principal _____

Charter Application Instructions

*** Charter applications should be typed or printed, and all appropriate information provided.*

1. Review the [IRHS Constitution](#) and appoint a Chapter Adviser from the faculty.
2. **Proposed Chapter Name:** This is a local option. If left blank, we will default to the name of your school, e.g., “Washington High School Chapter.” Do not include the word(s) “Chapter” or “International Robotics Honor Society” or “IRHS” in the proposed chapter name as they are already imprinted on the charter certificate. Please do not use classical Greek names or letters.
3. **Membership:** Your charter fee (\$100) includes affiliation with the REC Foundation through June 30. Please identify the chapter adviser who will be the primary contact for chapter benefits that this membership brings. This will be paid upon charter approval using Paypal. You will need a credit card for the payment.
IMPORTANT NOTE: The principal or assistant principal may serve as the chapter adviser or member of the Faculty Council as per the constitution.
4. **Co-adviser:** Schools may choose to use more than one adviser to manage their robotics honor society chapter. This co-adviser will receive our updates, be included in all email lists for our e-newsletters and notifications. Be sure to include your co-adviser’s name and email address.
5. **Approval:** Once your charter has been approved (allow two to three weeks), a welcome email with relevant information from the REC Foundation will be sent. This will be sent to the new chapter adviser (noted on the application.)
6. **Maintaining an Active Chapter:** Affiliation must be renewed annually to preserve the active status of your school’s International Robotics Honor Society chapter. Active status allows your school to hold yearly inductions and sponsor chapter activities. A renewal notice will be sent to the principal in the spring requesting payment for the upcoming year. The membership year runs from July 1 through June 30 annually.

Final Checklist: Before submitting your online application please check to see that it is complete, and all information is correct. Incomplete applications will be returned for correction, which will delay the approval process.

Payment must be provided upon approval of the application. Nonpublic schools must also attach verification of accreditation or state approval of their school. [Make a copy of your full application for your school/chapter records.](#)

For additional information please contact:

REC Foundation

Email: IRHS@roboticseducation.org