

SECTION VIII: CHAPTERS

A. Purpose

All HSPA Constituent Chapters act autonomously and are responsible for providing programs of regional interest, collecting local dues and handling all business relevant to the chapter. Chapter Programs may take the form of educational or social as decided by the local chapter program committee.

The HSPA Board Approved the Following Chapter Disclaimer on March 4, 2011: “HSPA is an Illinois corporation exempt from federal income taxation under Section 501(c) (6) of the Internal Revenue Code. Although HSPA’s bylaws make provision for participation by “constituent chapters,” HSPA’s corporate standing is separate and independent of each of those chapters. As such, HSPA has no involvement in, direction over, or responsibility for the business affairs of any chapter. Each chapter is responsible for overseeing and conducting its operations, including without limitation: establishing its organizational existence in compliance with any applicable state law, seeking independent tax exempt status separate from HSPA; maintaining its own financial accounts, books and records; and submitting its own tax filings independent of HSPA. As a matter of policy, HSPA refrains from any interference in any of the business affairs of any of its constituents so as to, inter alia, specifically preserve the separate and independent identities of the organizations. The only standard to which constituent chapters are held by HSPA is that, as a member of HSPA, the chapter acts in compliance with the bylaws and objectives of HSPA. As such, HSPA disclaims any responsibility, legal or otherwise, for any matter, claim or dispute involving, arising from, or relating to any of the activities or business affairs or operations of any of its constituent chapters.”

B. Bylaws Pertaining to Chapters

Article VIII: Chapters

Section 1. Definition. *The term chapter in these bylaws shall be interpreted to mean a group of Central Service or Materiel Management professionals meeting regularly, conducting programs consistent with the objectives and bylaws of this Association.*

Section 2. Eligibility Requirements. *Chapters may be recognized if they meet the eligibility requirements outlined in the Association’s Policies and Procedure Manual*

Section 3. Chapter Representative. *The chapter should appoint or elect a Chapter Representative to serve on the Chapter Committee. If a chapter has 300 or more active members, the chapter is allowed to appoint two (2) representatives to the Chapter Committee from the same chapter.*

Section 4. Disqualification and Reinstatement. *The Association's Policies and Procedures Manual shall govern disqualification and reinstatement of chapters.*

Section 5. Debts and Obligations. *HSPA shall not be liable for the debts or obligations of any Chapter, and no Chapter or shall be liable for the debts or obligations of HSPA.*

C. Rules and Regulations

1. Chapters should alert headquarters to the following:
 - A. Changes in officers and contact information
 - B. Updates of chapter information posted on the website
 - C. Dates and brochures of any upcoming chapter programs

2. Chapters must submit an Annual Chapter Recharter to continue affiliation with the Association. Recharter Forms are due annually by February 1st. Chapters are automatically eligible to be selected as Chapter of the Year based on submitted chapter information. The Recharter is required for the following reasons:
 - A. To demonstrate you are an active chapter and meeting the requirements of a constituent chapter with the Association.
 - B. To readily identify your current board members and chapter Members
 - C. To make note of the activity level of your chapter
 - D. To maintain accurate records of your bylaws in accordance with the Association's bylaws.

3. Elected officers of constituent chapters must be members.

4. Each chapter will appoint or elect a chapter representative to the Association, usually the Chapter President. This chapter representative will represent the chapter on the Chapter Committee and participate in periodic meetings.

5. The Chapter representative will receive a waived registration for the conference upon approval of annual recharter submission. Representatives are expected to attend the chapter committee held during the annual conference. If they are unable to attend the chapter committee meeting a substitute representative from the chapter may be appointed.

D. New Chapters

1. Newly formed Chapters must submit a New Chapter Application in to become affiliated with the Association. The application will contain:

A. Geographical Information – *The proximity of the chapter to existing chapters will be taken into consideration as well as geographical region of officers.*

B. Mission Statement

C. Brief Description of the Chapters Strategic Plan.

D. Describe the chapter’s relationships (if any) to third-parties, vendors, healthcare facilities.

List of Officers – Names and titles of Chapter officers. Elected officers of constituent chapters must be members

E. List of Members – *A newly organized chapter should have at least four (4) active members.*

F. Bylaws - New Chapters must have bylaws consistent with those of the Association. Local chapters may write into their bylaws criteria pertinent to their respective chapters. *(Suggested local chapter bylaws are available for review.)*

2. Approval Process

The Association’s Board of Directors will review all New Chapter Applications during their regularly scheduled meetings. If an application is approved, the chapter will receive *provisional status*. The Chapter Committee will vote at the annual Chapter Committee meeting to give the chapter full chapter status.

E. Disqualification

A constituent chapter which fails to comply with the Association’s Bylaws, policies or procedures or for other cause deemed sufficient may be disqualified as a constituent chapter of the Association by a vote of the Board of Directors, provided due notice has been given to the constituent chapter at least three (3) months before such vote is taken.

F. Reinstatement

A constituent chapter which has been disqualified may be reinstated by the Association’s Board of Directors-

G. Chapter Committee

1. Purpose

The purpose of the Chapter Committee is to represent the interest of the Association's chapters and define their role and function within the Association.

2. Responsibilities

- Promote communication among Chapters
- Work closely with the Board of Directors to ensure the needs of the chapters are being met
- Develop Resources to assist Chapters
- Ensure all Chapters are represented
- Participate in quarterly conference calls along with the Board of Directors to update chapters on the Association's activities
- Participate in a joint Board of Directors and a chapter meeting at the Annual Conference
- Monitor Chapter Activities and Recharter Submissions
- The Chapter Committee will approve the Nominating Committee members.
- The Chapter Committee may hold a meeting at the Annual Conference.

3. Composition

Members: Each Chapter Representative will be a member of the Chapter committee.

Criteria outlined in the Bylaws: *The chapter should appoint or elect a Chapter Representative to serve on the Chapter Committee. If a chapter has 300 or more active members, the chapter is allowed to appoint two (2) representatives to the Chapter Committee from the same chapter.*

Chairperson: The committee will select a member of the Chapter Committee to serve as Chair for a two-year term.

Vice Chair: The committee will select a member of the Chapter Committee to serve as Vice Chair for a two-year term.

The Chairperson and Vice Chair must be active members of the Association.

4. Terms of Office

Chairperson: The chairperson of the Chapter Committee will serve a two-year term.

5. Annual Committee Meeting

The Chapter Committee will hold an annual meeting during the Annual Conference.

The meeting will include:

- A Board of Directors update on Association activities
- Discussion on topics that will help chapters succeed
- The appointment of Committee Chair