

2019 IAHCSMM Annual Chapter Recharter

All IAHCSMM Chapters are **required** to complete the Annual Chapter Recharter to continue and maintain affiliation with IAHCSMM. The Annual Chapter Recharter process was developed to demonstrate Chapters are active and meeting the requirements of a constituent Chapter of IAHCSMM. **Chapters that have not had any activity within the past year are subject to removal and/or probation as an IAHCSMM Chapter.**

The Annual Chapter Recharter forms must be submitted to IAHCSMM headquarters by **February 1, 2019**. To be considered complete, Recharters must include all supporting documentation, as listed on page 4. Once a Recharter has been approved, the Chapter will receive one waived registration for the designated Chapter Representative to attend the 2018 Annual Conference and Expo in Anaheim, California.

All submitted materials must be dated between February 1, 2018 and January 31, 2019

Chapter of the Year

All Chapters that submit the Recharter form will automatically be eligible for the Chapter of the Year Awards. These Awards recognize an IAHCSMM Chapter that has significantly advanced and embraced the CS profession in 2018.

Chapter of the Year Awards are given in three categories:

- Large Chapter of the Year – *Chapter with over 150 IAHCSMM members*
- Medium Chapter of the Year – *Chapter with 50-150 IAHCSMM members*
- Small Chapter of the Year – *Chapter with under 50 IAHCSMM members*

Each Chapter of the Year will be selected according to a point system from the categories listed below, as well as any extraordinary accomplishments to be determined by the review board.

- 10 Points for Sending Your Bona-Fide Chapter Representative to the 2018 Annual Conference and Expo
- 5 Points for each Continuing Education (CE) point provided by your Chapter in 2018
- 2 Points for each Chapter News article published in *Communiqué* in 2018
- 2 Points for each program brochure mailed or emailed to your Chapter members in 2018
- 2 Points for each quarterly conference call attended in 2018 (these will be calculated by IAHCSMM)

**A Chapter may not be a winner of this award for two consecutive years.*

CHAPTER INFORMATION

Name of Chapter		
Name of Current Chapter Representative		
Current Chapter Representative Terms (Dates of Office)		
How many total members are in your Chapter?		

Did your Chapter amend the Bylaws in the past year? <i>(If yes, please include a copy with this form.)</i>	
Yes	
No	

Current Board Members

According to Article V of the IAHCSSM Bylaws, elected officers of constituent chapters must be active members of IAHCSSM. This will be verified by IAHCSSM.

Name	Position	Term of Office	Name of Institution	Email

CHAPTER ACTIVITIES

List the dates of your 2018 Chapter Board of Directors Meetings:	
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How many educational/social programs did you host in the past year? <i>(Please describe below, and attach any available brochures, flyers, and correspondence.)</i>	
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Date	Topic/Event	Attendance	Number of CE's Provided <i>*To be verified by IAHCSSM</i>

Please describe any means of communication used to communicate with your members in 2018:

Please describe anything that you did to promote the profession within your region in 2018:

Please describe any extraordinary accomplishments of the chapter for 2018. Some examples include: legislative activity, promoting CS week, chapter outreach programs, and special chapter outings.

DOCUMENTATION

To complete your Recharter, please provide the following documents:

(All submitted materials must be dated between February 1, 2018 and January 31, 2019)

- 1. Brochures for the educational and social programs you listed on page 2.
- 2. Any communication materials sent to chapter members (chapter announcements, newsletters, etc).
- 3. Any supporting documentation that demonstrates extraordinary accomplishments of the chapter *(optional)*.
- 4. A copy of your current bylaws *(only if they have been amended since the last Recharter)*.

SIGNATURE

Name:

Board Position:

Signature:

(Enter initials if sending electronically)

Date:

Please return via mail, fax or email to:
Siri Sorensen
IAHCSMM
55 West Wacker Drive, Suite 501
Chicago, IL 60601
(312) 440-9474 fax
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