

## 2022-2023 CHAPTER RECHARTER SUBMISSION

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

The Recharter form must be submitted to HSPA headquarters by February 1, 2023. To be considered complete, Recharters must include all supporting documentation, as listed on page 3. Once a Recharter has been approved, the Chapter will receive one waived registration for the designated Chapter Representative to attend the 2023 Annual Conference & Expo.

Additional information on chapter requirements, policies, and procedures is available at [myhspa.org/about/chapters](http://myhspa.org/about/chapters). For further assistance, contact HSPA at 312.440.0078 or [chapters@myhspa.org](mailto:chapters@myhspa.org).

**Please complete each page and mail, fax, or email a PDF of your completed Recharter to:**

**Mail:** HSPA  
55 West Wacker Drive  
Suite 501  
Chicago, IL 60601

**Fax:** 312.440.9474

**Email:** [chapters@myhspa.org](mailto:chapters@myhspa.org)

### SECTION 1: CHAPTER INFORMATION

Name of Chapter:

Name of Current Chapter Representative:

Term Dates of Current Chapter Representative (Dates of Office):

Will there be a new Chapter Representative after Feb 1, 2023?    Yes                  No

If so, please provide their name:

How many total members are in your Chapter?:

Did your Chapter amend its Bylaws this past year?:    Yes                  No

# CHAPTER RECHARTER

Revised October 2022



## SECTION 2: CHAPTER ACTIVITIES

All information must be dated between February 1, 2022 and January 31, 2023.

List the dates of your 2022 Chapter Board of Directors Meetings:

How many educational/social programs did you host in the past year?

Please provide details below, and attach any brochures, flyers or correspondence that you have.

DATE	TOPIC/EVENT	ATTENDANCE NUMBER	CE'S (NUMBER) PROVIDED

Please describe anything that you did to promote the profession within your region in 2022:

Please describe any extraordinary accomplishments of the Chapter for 2022:  
(Some examples may include legislative activity, promoting SP Week, Chapter outreach programs, and other special outings)

# CHAPTER RECHARTER

Revised October 2022



## SECTION 3: CHAPTER BOARD OF DIRECTORS

According to Article V of the HSPA Bylaws, elected officers of chapters must be active members of HSPA. Please list your Current Board Members (as of Jan 1, 2023) in the space provided below.

BOARD POSITION	TERM DATES	NAME (FIRST & LAST)	EMAIL	PLACE OF EMPLOYMENT	HSPA ID NUMBER

*You may also include a separate document that lists your current Board of Directors.*

## SECTION 4: **SIGNATURE**

By submitting this Recharter, I attest that the information submitted is accurate and does not misrepresent any eligibility requirements of maintaining chapter affiliation with HSPA.

Printed Name:

Board Position Title:

Signature:

Date:

## **SUBMISSION CHECKLIST**

**Section 1: Chapter Information Bylaws**

I have included a copy of our current bylaws (only if they were amended in the past year).

**Section 3: Chapter Officers**

I have included a listing of our current Chapter Officers, with the details outlined on page 3.

**Section 2: Chapter Activities Documentation**

I have included brochures for the educational and social programs listed on page 2.

## **CHAPTER OF THE YEAR AWARDS**

All Chapters that submit the Recharter form will automatically be eligible for the Chapter of the Year Awards. These Awards recognize an HSPA Chapter that has significantly advanced and embraced the Sterile Processing profession in 2022.

Chapter of the Year Awards are given in three categories:

- Large Chapter of the Year - Chapter with over 150 HSPA members
- Medium Chapter of the Year - Chapter with 50-150 HSPA members
- Small Chapter of the Year - Chapter with under 50 HSPA 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.

- 5 Points for each Continuing Education (CE) point provided by your Chapter in 2022
- 2 Points for each Chapter News article published in PROCESS in 2022
- 2 Points for each program brochure mailed or emailed to your Chapter members in 2022
- 2 Points for each Chapter Committee conference call attended in 2022 (calculated by HSPA)

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