

ANNUAL 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 probation and/or removal as an HSPA Chapter.

The Recharter form outlines the chapter's activity in 2025 and must be submitted to HSPA headquarters by February 1, 2026. 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 2026 Annual Conference & Expo.

Additional information on chapter requirements and recharter processes are available at myhspa.org/about/HSPA-chapters. For further assistance, contact HSPA at 312.440.0078 or 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

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, 2026? ☐ 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

If yes, submit a copy of the Bylaws with your Recharter submission.

Phone number of the Chapter Representative: _____

Email address of the Chapter Representative: _____

SECTION 2: CHAPTER ACTIVITIES

List the dates of your 2025 Chapter Board of Directors Meetings:

How many educational/social programs did you host in 2025?
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 2025:

Please describe any extraordinary accomplishments of the Chapter for 2025:
(Some examples may include legislative activity, promoting SP Week, Chapter outreach programs, and other special outings)

CHAPTER RECHARTER

Revised October 2025



SECTION 3: CHAPTER BOARD OF DIRECTORS

Elected officers of chapters must be active members* of HSPA. Please list your current board members (as of February 1, 2026) in the space provided below.

	BOARD MEMBER 1	BOARD MEMBER 2	BOARD MEMBER 3	BOARD MEMBER 4	BOARD MEMBER 5
NAME					
BOARD POSITION					
TERM DATES					
EMAIL					
PLACE OF EMPLOYMENT					
HSPA ID #					

*Under the HSPA Policy and Procedures, Section VIII; subsection C: Rules and Regulations; 3. Elected officers of constituent chapters must be members.

Members are defined by HSPA Bylaws under Article IV, Membership.

Is there a secondary contact who should receive communications from HSPA? ☐ Yes ☐ No

Name: _____ Chapter Role: _____

Email: _____ Phone: _____

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.

☐ **Section 2: Chapter Activities Documentation**

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

☐ **Section 3: Chapter Officers**

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

CHAPTER OF THE YEAR AWARDS

All Chapters that submit the Recharter form **by February 1, 2026**, 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 2025.

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 2025
- 2 Points for each Chapter News article published in *Insights* in 2025
- 2 Points for each program communication or brochure mailed or emailed to your Chapter members in 2025
- 2 Points for each Chapter Committee conference call attended in 2025 (calculated by HSPA)
- 1 Point for each Social Event in 2025

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