

7.1 – Approval of New Chapter	Original Date:	10/2014; 11/2018; 11/2020; 6/2021
	Policy Group:	Chapters
	Next Review:	4/2023
Purpose:	Describe process for chartering a new chapter.	
Policy:	This process is to be followed, with forms completed, to become a chartered Chapter of SPN. The forms for formal petition for charter are kept on file at the national office. To be a “chartered” Chapter of SPN means that SPN has granted certain privileges to a local Chapter.	
Applicability:	Chapters	

Chapter Charter Requirements:

- A minimum of 15 SPN members is required to organize a chapter. (You may request a free listing of SPN National members within the state of interest.)
- All chapter members must be national SPN members as defined by the SPN Bylaws.
- No chapter shall control, be controlled, or be accountable to any other organization other than SPN.
- Provide **a minimum of 3** educational offerings per year to chapter members – CEs not required but encouraged.

Process for Chartering a new Chapter:

The following items must be submitted to SPN Headquarters for review and recommendation to the Board of Directors by the Chapter Development and Support Committee:

- Letter of Intention
- Chapter Application Form
- Chapter Bylaws
- Copy of Form SS-4, "Application for Identification Number" (Original must be submitted by the Chapter to the IRS).
- Membership Roster, including list of officers (See attachment)
 - All officers must be SPN members in good standing
- Submit proof of collection of the \$20 chapter payment from each of the 15 members (deposit funds directly into chapter bank account)
 - All members must be SPN members in good standing
- Charter application fee (\$50)
- Financial Independence Plan (*A narrative description of how the chapter will be financially independent*)

The Board of Directors will take action on the chapter application at its next scheduled Board meeting following receipt of a complete application packet. The Board will take one of three actions:

1. Approve application.
2. Approve application-pending contingencies.
3. Defer application for additional information.

New chapters will be officially chartered via SPN e-News and blog upon approval and fulfillment of all requirements.

Letter of Intention

Dear Board of Directors:

We have received and reviewed the Chapter Guidelines and Bylaws of the Society of Pediatric Nurses (SPN). We have fully formed a chapter of SPN, and therefore, are requesting official recognition and charter. The following items are submitted for your review:

- The following items must be submitted to SPN Headquarters for review and recommendation to the Board of Directors by the Chapter Development and Support Committee:
- Letter of Intention
- Chapter Application Form
- Chapter Bylaws
- Copy of Form SS-4, "Application for Identification Number" (Original must be submitted by the Chapter to the IRS).
- Membership Roster, including list of officers (See attachment)
- Submit proof of collection of the \$20 chapter payment from each of the 15 members (deposit funds directly into chapter bank account)
- Charter application fee (\$50)
- Financial Independence Plan (*A narrative description of how the chapter will be financially independent.*)

The undersigned hereby verifies that the chapter is a newly formed association or corporation, and has applied for, on behalf of the chapter, an EIN number and that the chapter will adopt a December 31st accounting period.

Sincerely,

Signature, Date and Position held within the chapter.

Society of Pediatric Nurses Chapter Application Form

Chapter Name: _____

Contact Person: _____

Chapter Mailing Address: _____

Telephone: (W) _____ (H) _____

E-mail: _____

Geographical Area Served: _____

Chapter Employer Identification Number (EIN): _____

Chapter Meetings (state how often or give proposed schedule and location): _____

Mission/Goals/Objectives:

a. _____

b. _____

c. _____

d. _____

Membership Roster

President

Name: _____

Phone #: _____

Email: _____

President Elect/Vice President

Name: _____

Phone #: _____

Email: _____

Secretary

Name: _____

Phone #: _____

Email: _____

Treasurer

Name: _____

Phone #: _____

Email: _____

Members (add additional sheet, if necessary):

Name: _____

Phone #: _____

Email: _____

Name: _____

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