

# PETITION FOR CHAPTER STATUS

BY THE

\_\_\_\_\_ SOCIETY FOR PARENTERAL AND ENTERAL NUTRITION

(Chapter Name)

To The

**American Society for Parenteral and Enteral Nutrition**

A.S.P.E.N.  
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Silver Spring, Maryland 20910  
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Revised – March 2011

## **SAMPLE LETTER**

Date:

American Society for Parenteral and Enteral Nutrition  
8630 Fenton Street, Suite 412  
Silver Spring, Maryland 20910

Ladies and Gentlemen:

Acting in the belief that the establishment of a chapter of the American Society for Parenteral and Enteral Nutrition (hereafter referred to as A.S.P.E.N.) would be in the best interest of members and potential members of our local organization, we, the bona fide members of our organization petition the American Society for Parenteral and Enteral Nutrition to approve the Petitioner as a chapter of A.S.P.E.N.

Such a chapter would further the organizational purpose of A.S.P.E.N. which is:

1. To foster the optimal use of clinical nutrition services throughout the course of the patient's illness by health care professionals in all settings.
2. To expand A.S.P.E.N.'s capacity to increase financial support of, stimulate performance of, facilitate communication of basic, clinical, and outcomes research related to clinical nutrition therapies throughout the life cycle.
3. To serve as a responsible voice on behalf of clinical nutrition professionals to individuals who are not nutrition specialists.
4. To anticipate and respond to the changing professional needs of members.
5. Enhance the organization's ability to reach new and traditional audiences.

More specifically, such a chapter would strive to meet objectives of the Chapters Program as follows:

1. To support and maintain state-of-the art principles of nutrition support therapy;

2. To promote the highest standards of care in the delivery of nutrition support services;
3. To increase the knowledge of A.S.P.E.N. members and others in the field of parenteral and enteral nutrition, particularly knowledge of a practical, clinical nature, through both a formal and informal exchange of information at the local level; and
4. To advance local medical community awareness regarding the concept and practice of nutrition support.

We understand that chapters of the American Society for Parenteral and Enteral Nutrition must be organized and operated in accordance with the rules and regulations established by A.S.P.E.N. as indicated below.

We further understand that failure to comply with the following A.S.P.E.N. rules and regulations may result in revocation of the charter authorizing our chapter.

We hereby agree to the following:

#### **I. CHAPTER MEMBERSHIP**

1. A minimum of twenty-five chapter members are included in the petition and at least this number will be required to maintain chapter status.
2. Membership in the chapter will be open to all A.S.P.E.N. members.
3. At the date of this petition 100% of the chapters members are or making application to become A.S.P.E.N. members.
4. A.S.P.E.N. will serve as the administrative agent for processing local and national membership applications and maintaining lists for the chapter.
5. The chapter will notify A.S.P.E.N. regularly of the current addresses of all members, elected officer, and committee chairpersons designated in the chapter structure.

## **II. CHAPTER ORGANIZATION**

1. The chapter has adopted bylaws which are consistent with A.S.P.E.N.'s bylaws. It is agreed that these bylaws and all amendments thereto must be approved by A.S.P.E.N. prior to being effective.
2. All chapter policies, procedures, and activities will be consistent with A.S.P.E.N. policies.

## **III. CHAPTER FINANCES**

A.S.P.E.N. will provide all dues billing services to chapters. A.S.P.E.N. will collect, process, and disseminate all dues for the national society and for the chapter, and remit back to the chapter the full chapter dues amount.

- 1 Chapters need not incorporate. The decision to incorporate will be an individual one, made independently by each chapter.
2. The chapter will maintain and provide A.S.P.E.N. with all requested financial or organizational documents, such as financial records, minutes of meetings, etc.
3. The chapter will charge a minimum of \$5.00 dues per member and a maximum of no more than \$25.00 per member.
4. The chapter must inform A.S.P.E.N. of the dates of its fiscal year (Article XV of the Model Bylaws).
5. Following A.S.P.E.N.'s approval of chapter status, the chapter will apply for and subsequently maintain tax exempt status consistent with that of A.S.P.E.N. under section 501 (c) (3) of the Internal Revenue Code.

#### **IV. GENERAL REGULATIONS**

1. The chapter shall not act on behalf of, formally request, or contractually obligate A.S.P.E.N. in any capacity without A.S.P.E.N.'s express written consent; and the chapter shall not hold itself out to the public as having such authority, absent such written consent.
2. The A.S.P.E.N. logo may be used only by chartered A.S.P.E.N. chapters subject to reasonable limitations imposed by A.S.P.E.N.
3. Chapter mailing lists will be maintained for the exclusive use of A.S.P.E.N. and the chapter. A.S.P.E.N. will reserve the right to sell the list to qualified buyers.
4. Chapters shall recruit members from within their established service area, unless an extension of territorial limits is requested of, and approved by A.S.P.E.N.
5. The A.S.P.E.N. Board of Directors may revoke chapter status where in the judgement of the A.S.P.E.N. Board of Directors it is in the best interest of A.S.P.E.N. to do so.

In compliance with the above rules and regulations, our organization furnishes, herewith, the following documents:

1. A list of names of the present members of the petitioning association, including not less than 25 members, using the attached Petition for Chapter Status: form.
2. The Model Form of Bylaws and Articles of Association (or Articles of Incorporation if the organization is incorporated) for chapters adopted by the association.
3. A list of the elected officers and major committee chairpersons as required by the Model Bylaws.
4. The completed Definition of Chapter Service Area form including narrative description.
5. Completed A.S.P.E.N. membership applications forms for all members of the chapter (including current and new members of A.S.P.E.N. who wish to apply).

The status of petitioners as a chapter will be effective when A.S.P.E.N. approves this petition by signing same, and shall continue until either party notifies the other in writing of the termination of chapter status.

We hereby certify that the individuals listed on the attached page petition for A.S.P.E.N. Chapter Status.

**Approved on behalf of the Petitioning Organization's Board of Directors by:**

PRESIDENT\_\_\_\_\_

DATE\_\_\_\_\_

SECRETARY\_\_\_\_\_

DATE\_\_\_\_\_

**Approved on behalf of the A.S.P.E.N. Board of Director's by:**

EXECUTIVE

DIRECTOR\_\_\_\_\_

DATE\_\_\_\_\_

## **V. REQUIREMENTS FOR PETITIONING AND MAINTAINING A.S.P.E.N. CHAPTER STATUS**

Chapters must meet the following requirements to petition and/or maintain A.S.P.E.N. chapter status:

1. A minimum of 25 members shall be required for each chapter. However, 25 members are recommended to provide adequate resources to administer chapter affairs.
2. At the time of petitioning 100% of chapter members must also be or make application to become A.S.P.E.N. members.
3. Chapter membership shall be open to all A.S.P.E.N. members.
4. Recruitment of chapter members shall be limited to each chapters defined service area. Chapters may apply for an extension of their service area whenever necessary.
5. Routine notification to A.S.P.E.N. of current chapter members names and addresses shall be required .
6. Chapter bylaws shall be consistent with A.S.P.E.N.'s bylaws.
7. Chapter policies shall be consistent with A.S.P.E.N.'s bylaws.
8. Chapters shall maintain and provide A.S.P.E.N. with all requested financial or organizational documents and information.
9. Chapter dues must not be less than \$5.00 per member.
10. Chapters are not authorized and shall agree not to act on behalf of, formally represent, or contractually obligate A.S.P.E.N. in any capacity.
11. Chapter mailing lists will be maintained for the exclusive use of A.S.P.E.N. and

the chapter. A.S.P.E.N. maintains the right to sell the list to qualified buyers.

12. A.S.P.E.N. will process all membership applications, dues payments, and provide chapter dues billing services. (A.S.P.E.N. will remit chapter membership dues no less frequently than quarterly).
13. Following A.S.P.E.N. approval of chapter status, A.S.P.E.N. chapters are required to obtain and maintain tax exemption under Section 501 (c) (3) of the IRS code. The IRS application and specific guidelines for completion of this application will be provided by A.S.P.E.N. following chapter approval.



**PETITION FOR CHAPTER STATUS**

**Print names of all chapter members**

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## **DEFINITION OF CHAPTER SERVICE AREA**

Each chapter will be chartered to serve a specific geographic area so that responsibility for nurturing and developing that area is clearly assigned to a particular group.

Please identify the geographic area your chapter proposes to serve. We suggest that initially a chapter select just the area where the majority of their charter members are located. Expansion of the chapter's service area can be requested at any time in the future.

Your service area request will be reviewed and approved as part of your petition for chapter status. Final approval of all petitions including assignment of geographic territories will be through the A.S.P.E.N. Board of Directors.

### **Guidelines for Defining Service Area**

1. Review the addresses of your membership and identify the general area where the majority of your members are located.
2. Define the boundaries of your proposed service area using state or zip code boundaries.
3. Mark this area on the map attached. If the chapter's proposed service area does not encompass an entire state, please include an area-specific map showing the proposed boundaries for your chapter.
4. Include your service area description in the space provided on the attached and within Article I, Section 2 of your chapter bylaws.

NOTE: The description of your service area should be clear enough so that prospective members can identify if they live or work in the area, and thereby determine their desire for membership in your chapter.

**Add list of current A.S.P.E.N. Chapters with Service Areas.**