

**AMERICAN SOCIETY OF HYPERTENSION (ASH)  
CHAPTER APPLICATION PROTOCOL**

1. *Current members of the American Society of Hypertension, Inc. (ASH) have the option of establishing a steering committee to explore the option of establishing a new Regional Chapter of the American Society of Hypertension in a region where none exists.*
2. *The steering committee must obtain signed petitions from at least twenty current ASH Members who reside in the region of the proposed Chapter, supporting the establishment of the new ASH Chapter and agreeing to abide by Chapter licensing requirements.*
3. *In exploring this option, the steering committee will review the following documents available from the ASH Office regarding the role and function of ASH Chapters:*
  - *ASH Chapter Mission & Purpose Statement*
  - *ASH Chapter Bylaws template*
  - *ASH Chapter Licensing Requirements*
  - *Application Protocol to establish an ASH Chapter*
4. *Upon receipt of signatures from a minimum of twenty (20) current ASH Members the steering committee may petition the ASH Board of Directors by a formal letter to establish and license a new Chapter of the Society. The petition must include and address the following:*
  - *Provide signed petitions of at least twenty (20) current ASH Members supporting the establishment of the new ASH Chapter and agreeing to abide by all ASH Chapter Licensing requirements*
  - *Provide proposed Chapter Bylaws*
  - *Provide names of proposed Officers to process incorporation of the Chapter*
  - *Proposed Chapter administrator.*
5. *The petition to establish a new Chapter of the Society must be reviewed and approved by the voting members of the ASH Chapter Relations Committee, with recommendations submitted to the ASH Board of Directors for final review and approval by an absolute majority. The Society will provide a one-time grant of \$25,000 to each Chapter to initiate Chapter activities once a petition is approved.*
6. *Once a petition to establish a new Chapter is approved by the ASH Board of Directors, the Chapter must complete all requirements in the Agreement to license the organization as a Chapter of the Society within 90 days*

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**LICENSING REQUIREMENT INFORMATION**

Chapters are licensed by the Society for a two (2) year term, upon submission of the information referenced below, along with the two (2)-year royalty fee of \$50.00.

**1. CHAPTER MEMBERSHIP**

Submit Annual Chapter Membership Fee; provide total number of current year paid Chapter Members.

**2. CHAPTER BYLAWS**

Submit copy of current Bylaws.

**3. CHAPTER INCORPORATION**

Submit copy of current incorporation document [Articles of Incorporation] and current year registration with the Secretary of State. Identify Chapter geographical boundaries.

**4. CHAPTER GOVERNANCE**

Submit roster of current Chapter Board of Directors and Officers. Submit copies of Board Meeting or Steering Committee Minutes.

**5. BOARD OF GOVERNORS**

Identify Chapter Representative to the ASH Board of Governors.

**6. CHAPTER IDENTIFICATION NUMBER**

Submit copy of Chapter employee identification number.

**7. CHAPTER TAX EXEMPT STATUS**

Submit cover page of Chapter tax-exempt status as a 501 © (3) organization from the Internal Revenue Service.

**8. CHAPTER INSURANCE COVERAGE: (A) General Liability Insurance Policy & (B) Directors & Officers Liability Insurance Policy.**

Identify Insurance company name, address, telephone, account representative, policy number, amount of coverage, annual premium for each insurance policy. The American Society of Hypertension, Inc. should be added as an “**additional insured**” on the Directors & Officers Liability Insurance Policy.

**9. CHAPTER LEGAL COUNSEL**

Submit name, address, telephone, fax, email address

**10. CHAPTER MANAGEMENT AND ADMINISTRATION**

Submit name and address of Chapter Administrator.

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**11. CHAPTER BANK & FINANCIAL RECORDS**

*Submit name(s) of bank accounts, budget and quarterly financial statements.*

**12. CHAPTER OFFICE**

*Submit Permanent Chapter mailing address, telephone & voice mail system, fax number website and e-mail address.*