



Chapter Manual

Mission

To Advance Expert Care in Serious Illness

Vision

To Transform the Care and Culture of Serious Illness

Pillars of Excellence

*Education * Competence * Advocacy * Leadership * Research*



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INTRODUCTION

The Hospice and Palliative Nurses Association (HPNA) is committed to cultivating the active participation of its members, both locally and nationally. To provide support to its members at the local level, HPNA maintains a national network of local groups, which are called Chapters. Chapters offer benefits to members including but not limited to: opportunities for local communication, networking and peer support, identification of local leaders who will be eligible to develop their leadership skills through HPNA's leadership training programs, and opportunities for HPNA members to attend local meetings and continuing education presentations.

Legal and Financial Organization of Integrated Chapter Model

For legal and tax purposes, the Chapters will be organized as integrated local groups of HPNA. As defined by the integrated model, HPNA is the incorporated association and the local groups operate under HPNA bylaws. Under the integrated model, HPNA is legally liable for the local groups. Because of this legal liability, HPNA is responsible for legal and financial operations of its Chapters. The Executive Board of the Chapter is protected under HPNA's national board liability insurance. Although the integrated model provides for flexibility in many areas, local Chapters must abide by the obligations determined by the HPNA Board of Directors in terms of membership, financial reporting, educational programming and trademark/logo use.

What this means for your Chapter:

- Chapters are integrated into HPNA, thus eliminating the burden for Chapters to independently incorporate.
- The federal non-profit status of HPNA automatically applies to the Chapters. All federal tax returns are filed annually by HPNA for the Chapters.
- HPNA logo is available in various formats to all Chapters to use for communication.
- HPNA Education Department is available for assistance in providing CE contact hours.
- Chapters are responsible to use the national **EIN number (33-0267166)** as is federally required. Chapters are responsible to submit state tax reports as required by their state. This applies to state sales tax, if your state requires collection by the Chapter.

- Chapters must abide by the obligations determined by the HPNA Board of Directors in terms of membership, financial reporting, educational programming, communication, and trademark/logo use.

Purpose of this Manual

The HPNA Chapter Manual has been developed to provide direction and guidance to all Chapter officers and members responsible for carrying out the business of the Chapter.

Individual Chapters have certain rules and regulations that are necessary to comply with legal and organizational requirements. The requirements are detailed in the section entitled “*Chapter Operations*”.

Standing Rules are established by HPNA and provided to the Chapter. Standing Rules serve as the consistent local application of the national bylaws and policies, which address membership, financial reporting, educational programming and trademark/logo use.

Each officer is expected to review the current manual when he or she takes office, as well as periodically throughout the year. The manual provides the basic framework necessary for a Chapter and its officers to conduct business and establishes certain criteria that need to be met to maintain status as a chartered Chapter. Refer to the manual for clarification of Chapter operating issues and as an information resource. If further clarification or information is needed, please contact the Membership Manager at the HPNA national office.

This manual is reviewed and updated as needed to maintain current Chapter needs. The HPNA Board of Directors and the Membership Manager welcome all comments and suggestions for revision at any time.

Most Recent Changes To This Manual

- The minimum number of required Executive Board meetings is now 2 per year. The number of Executive Board meetings was previously 4 per year.
- The minimum number of Executive Board officers is now 2 members (President and President-Elect/Secretary/Treasurer). The required number of Executive Board positions was previously 3 members.
- Candidates for elected office may run unopposed. However, Chapters are still required to hold an informal election (simple paper, voice or hand vote).
- Standing Committees (Nominating, Membership, Programming, etc.) are no longer required by the national office. These roles may now be fulfilled by board officers and/or ad hoc committees.



CHAPTER STANDING RULES



Chapters of HPNA are bound by the bylaws of the national organization, and shall abide by the Standing Rules adopted by the Chapter; therefore, additional bylaws are not necessary. No Standing Rule may be omitted or added.

(If changes are required by the Chapter, a Standing Rules Form can be found within the Chapters SIG area of the HPNA member portal)

Key Points:

- **Executive Board** – Identify the President, President-Elect, Treasurer, and Secretary (as appropriate and deemed by the Chapter). The minimum number of Executive Board officers is two members (President and President-Elect/Secretary/Treasurer). Identify the number of years for each term of office e.g. one year, two years and if elected in odd or even years.
 - Candidates for elected office **must** be current national HPNA members, who are local Chapter members. As per the HPNA Bylaws, only the **RN, Student RN, and Senior RN** membership levels are permitted to hold elected office.
- **Ad Hoc Committee Chairs** – Ad Hoc Committee Chairs may be elected or appointed, as determined by the Chapter's Standing Rules. Ad Hoc members can be volunteer or appointed members. **However, Chapters may create an Ad Hoc Committee structure that meets the changing needs of its membership.**
 - Identify the number of years for each term and if committee chair service begins in odd or even years. *Please note:* candidates for elected chair positions must be current voting national HPNA members (RN, Student RN, or Senior RN) who are active Chapter members. Non-elected chairs may be any level of HPNA membership (e.g. LP/VN, NA, Associate, Student members).
 - If utilizing a Nominating Ad Hoc Committee, the chair position must be an RN, Student RN or Senior RN. The position may be elected or appointed.
- **Elections:** Identify the month in which elections will take place and when the officers will assume their positions. *Please note:* National HPNA Board of Directors serve January – December, if the Chapter wishes to model the national HPNA election cycle.

- **Vacancy in Offices/Chairs:** In the event of a vacancy in the office of **President**, the President-Elect will assume office. The President-Elect serves for the unexpired term of the President in addition to the term to which he/she was elected.
 - Vacancy in the **President-Elect** office will remain vacant until an election (simple paper, voice, or hand vote) can be completed. Candidates for elected office may run unopposed. However, an election, even if informal, must be completed.
 - Vacancy in **other elected or appointed positions** may be filled by Executive Board decision/appointment.

- **Quorum:** Identify the number of active members and Chapter Executive Board members necessary to obtain a quorum.
 - A quorum is needed when a membership vote is called (e.g., vote for change in Standing Rules; vote for approval of a significant Chapter expenditure).
 - HPNA recommends a quorum should not exceed 25% of the total membership.
 - Identify the number of members of the Executive Board needed for a quorum for Executive Board (President, President-Elect, Secretary, and Treasurer) decisions.

- **Making Changes to the Standing Rules:** A vote for change(s) in the Standing Rules can only be completed through a full membership vote with quorum. Please use the following procedure for any change(s) to Standing Rules:
 - Announce proposed change(s) to Standing Rules and voting date/time.
 - Hold membership vote regarding proposed change with full membership, ensuring quorum is met.
 - Provide an updated copy of Standing Rules in the next Annual Renewal of Chapter Charter.

CHAPTER OPERATIONS

Key Points:

Minimum Requirements for Charter Renewal

- It is **required** that all members of the Chapter are current members of the national HPNA. Local Chapters are strongly encouraged to invite all interested individuals to attend local meetings and events. However, national HPNA membership is required to fully participate in the local Chapter and obtain the complete national and local membership benefits.
- Hold an election (in-person, mail, or online voting service). Elect a minimum of two (2) officers: President, President-elect, Secretary, Treasurer and/or combined positions.
- Elect or appoint Ad Hoc Committee Chairs, if necessary.
- Hold a minimum of two (2) meetings of the Chapter Executive Board annually. Hold a minimum of four (4) meetings of the membership annually.
- Maintain a form of communication between the Chapter and the membership: meeting announcements, emails, or newsletters.
- Submit completed Annual Renewal of Charter and Treasurer's Report by January 31st. These reports are reviewed for completion and compliance by the national Office staff. Additionally, HPNA will contact 'non-member' individuals included within the Chapter's roster to promote HPNA membership at the national level.
- The final decision on the charter renewal is a responsibility of the HPNA Board of Directors.

Requirements



Composition of the Chapter Executive Board

- Membership of the Chapter Executive Board will be determined by the Chapter and described in the Standing Rules for the Chapter.
- A minimum of two (2) elected officers (President, President-Elect & Secretary/Treasurer).
- The positions of President-Elect and Secretary/Treasurer can be held by one individual.

Holding Executive Board Meetings

- Meetings of the Chapter Executive Board are recommended to be held at least quarterly.
- Members of the Chapter Executive Board are recommended to be notified of the agenda, date, time, and location of the meetings two weeks in advance by the Secretary.
- The President shall preside at all meetings of the Chapter Executive Board. In the absence of the President, the President-elect will preside.
- Meetings shall be conducted according to [American Bar Association \(ABA\) Rules of Order](#).
- A quorum of elected members of the Chapter Executive Board, as defined in the Chapter Standing Rules, is required to be present to conduct business.
- Each member of the Chapter Executive Board present at the meeting is entitled to one vote. All motions must be passed by a majority vote of the members present at the meeting.

Executive Board Responsibilities

- Understand the mission statement of HPNA.

- Operate the Chapter in a way that is consistent with the mission of the national HPNA, the needs of the local Chapter membership, and the financial resources available to the Chapter.
- Implement policies and procedures established by local Chapter and the national HPNA.
- Develop, approve, and monitor an Annual Chapter Treasurer's Report and Annual Renewal of Charter Report.
- Contribute to the development of the Chapter Executive Board and general membership meeting agendas.
- Attend the meetings of the Chapter Executive Board and the general Chapter membership.
- Plan for leadership opportunities and educational development for the membership of the Chapter.
- Establish effective lines of communication among members of the Chapter, the Chapter Executive Board, district leaders, and HPNA national office staff.

Elected Officers:

The officers of the Chapter include the President, President-Elect, and Secretary/Treasurer. Multiple positions can be held by the same person. The minimum number of officers is two. The officers are responsible to the Chapter to assure that the Chapter complies with all rules and regulations of HPNA and with any applicable state and local laws or regulations.

President Responsibilities:

- Direct the activities of the Chapter, including appointment of non-elected standing committee chairs.
- Monitor the implementation of the Chapter goals, plans, objectives, and overall budget.
- Advise the general membership and the Chapter Executive Board of information from the national HPNA.
- Schedule and preside at a minimum of two (2) meetings of the Chapter Executive Board. Schedule and preside at a minimum of four (4) meetings of the general membership. At least one membership meeting must conduct the business of the Chapter.
- Coordinate the completion, review, and submission of the Annual Renewal of Charter Report according to procedures established by the national HPNA.
- Schedule and attend a transition meeting between the outgoing and incoming members of the Chapter Executive Board and standing committee chairs.
- Ensure that the records of the Chapter are maintained according to procedures established by the national HPNA.
- Serve as a liaison between the Chapter Executive Board, national HPNA, and district leaders.
- Perform other responsibilities designated by the Chapter Executive Board or the national HPNA.

President-Elect Responsibilities:

- Consult with the President throughout term of office to provide for continuity and smooth transition of Chapter leadership.
- Assist the President with implementation of the Chapter goals, plans, objectives, and overall budget.

- Learn the role and various duties of the President.
- Communicate with the Chapter's Ad Hoc Committees.
- Assist in maintaining Chapter records, according to procedures established by the national HPNA.
- Perform other responsibilities designated by the Chapter Executive Board or the national HPNA.
- The President-elect assumes the role of the President in the following situations: Absence of the President, inability of the President to act, resignation of the President, and/or expiration of the President's term.

Secretary Responsibilities:

- Provide for continuity of Chapter proceedings through record keeping and communication of the activities of the Chapter.
- Maintain all official Chapter records according to procedures established by the national HPNA. Records should include, but are not limited to, the following:
 - Chapter Charter, Chapter Standing Rules, Financial Reports
 - Annual Renewal of Charter Reports
 - Minutes of all meetings of the Chapter Executive Board, Ad Hoc Committee meeting and general membership meetings
 - Maintain a current roster of Chapter members
- Notify the general membership and Chapter Executive Board of meeting dates, times, and locations.
- Record and distribute minutes from meetings of the general membership and Chapter Executive Board.
- Distribute minutes of the Chapter Executive Board, Standing Committees, and general membership meetings as requested.
- Perform other responsibilities designated by the Chapter Executive Board or the national HPNA.

Treasurer Responsibilities:

- Maintain Chapter financial records in compliance with the policies and procedures of the HPNA national Office. (Refer to the Chapter Treasurer's Handbook, found in the Chapter SIG area of the HPNA website).
- Supervise the financial transactions of the Chapter.
- Collect annual dues from Chapter members.
- Develop an annual Chapter budget, based on the goals and objectives of the Chapter as approved by the Chapter Executive Board.
- Prepare Treasurer's Reports for the Chapter President to sign and submit to HPNA by published dates.
- Prepare a Treasurer's Report for the Chapter Executive Board and general memberships meetings, upon request.
- Perform other responsibilities designated by the Chapter Executive Board or the national HPNA.

Ad Hoc Committees

The Chapter Ad Hoc Committees have a specific purpose to help the Chapter thrive and succeed. Ad Hoc Committee Chairs may be elected or appointed, as determined by the Chapter's Standing Rules. Ad Hoc members can consist of volunteer or appointed members. The following committees are **recommended** for all Chapters. **However, Chapters may create Ad Hoc Committee structures that meet the changing needs of their membership.**



Membership Ad Hoc Committee:

Purpose: Participate in strategies to recruit and retain membership in both the National HPNA and the Chapter. Positions within Membership Ad Hoc Committee, including the Chair position, can be elected or appointed and are renewable annually.

Responsibilities:

- Maintain a current Chapter membership roster that includes, but is not limited to:
 - National HPNA membership number and membership expiration date
 - Name, address, home telephone number, work telephone number, e-mail address
 - National HPNA membership level (e.g. RN, Student, LP/VN)
- Ensure currency of national HPNA membership as a criterion for membership in the Chapter.
- Ensure that the records of the Membership Committee are maintained according to the procedures established by the national HPNA.
- Submit a report on the current membership status of Chapter members.
- Implement a plan to assure that all members of the Chapter are current members of the national HPNA.

Nominating Ad Hoc Committee:

Purpose: Conduct an annual Chapter election via in-person, mail, or a secure online ballot accordance with the Chapter standing rules and national HPNA bylaws. Positions on the Committee, including the Chair position, are renewable annually and required to be a RN, Student RN, or Senior RN member.

Responsibilities:

- Develop a plan for conducting an annual Chapter election that includes:
 - Notification of the Chapter membership offices to be filled
 - Solicitation of candidates
 - Production and distribution of in-person, mailed or secure online ballots
 - Evaluation of ballots and communication of election results
 - Notify the national HPNA within two weeks of change of officers
- Review all materials submitted for each candidate for office
- Implement strategies to encourage members to vote in Chapter and national HPNA elections
- Notify the national HPNA within two weeks of change of officers
- Submit a report on the activities of the Nominating Ad Hoc Committee, upon request.

Program Ad Hoc Committee:

Purpose: Identify the educational needs of the Chapter membership and plan programs that meet the identified educational needs of the Chapter membership. Positions within the Program Ad Hoc Committee, including the Chair position, can be appointed or elected and are renewable annually. The President is an ex-officio member of the Program Committee.

Responsibilities:

- Develop, distribute, and analyze the results of an educational needs assessment to determine the educational needs and interests of Chapter members.
- Develop an annual plan for meeting the educational needs of the Chapter membership.
- Select educational programming in consultation with the President and the Chapter Executive Board.
- Coordinate educational programming events for local Chapter members by completing the following activities:
 - Determine the date, time, and location for all programs
 - Secure program topic, format, and presenters/coordinators
 - Establish the educational objectives and evaluation plan of programming.
 - Secure continuing education credits for event attendees (optional)
 - Assist in the promotion and advertising strategies of educational events
 - Maintain a listing of Chapter member and guest attendees at each educational offering

MANDATORY CHAPTER POLICIES

Required Meetings

- Chapter Executive Board Meeting
 - A minimum of two (2) meetings of the Chapter Executive Board each year.
 - A quorum of the members of the Chapter Executive Board, as defined in the Chapter Standing Rules, is required to conduct business.
- General Chapter Membership Meeting
 - A minimum of four (4) meetings of the Chapter membership each year.
 - At least one (1) meeting of the Chapter membership must include the conduct of Chapter business.
 - A quorum of the Chapter Executive Board and the Chapter membership, as defined in the Chapter Standing Rules, is required to conduct business.



Elections

- Elections will be held in the month defined in the Chapter Standing Rules.
- Elections may be conducted in person, mailed or secure online ballot delivered to all **RN, Student RN, and Senior RN** Chapter members.
- Candidates may run unopposed. However, Chapters are still required to hold an informal election (simple paper, voice or hand vote) during membership meeting or similar).
- If Chapter chooses to hold a mailed ballot election, all ballots must be mailed back to Nominating Ad Hoc Committee or Executive Board for tally.

Vacancies

- In the event of a vacancy in the office of **President**, the President-Elect will assume office. The President-Elect serves for the unexpired term of the President in addition to the term to which he/she was elected.
- Vacancy in the **President-Elect** office will remain vacant until an election (simple paper, voice, or hand vote) can be completed. Candidates for elected office may run unopposed. However, an election, even if informal, must be completed.
- Vacancy in other **elected or appointed positions** may be filled by Executive Board decision/appointment.

Reporting

- Required Reports to national HPNA
 - Semi-Annual Treasurer's Reports due at the national office by July 15.
 - Annual Treasurer's Report due at the national office by January 31.
 - Annual Renewal of Chapter Charter Application by January 31.
 - A \$75 late fee applies to Annual Renewal of Chapter Charter Applications received after January 31.

Contracts

- For legal and insurance purposes, Chapters are not permitted to sign or enter into contracts. If holding an event or establishing a relationship that requires a contract, the documents must be sent to the HPNA national office for review and approval. Upon contract submission, the national office will initiate the following steps:

- 1) Initial review of contract by national office staff
- 2) Distribute contract to HPNA's insurance agency for required coverage assessment
- 3) Distribute contract to HPNA's legal counsel for review and guidance
- 4) Obtain signature of HPNA's CEO

Any questions about contracts should be referred to the HPNA Membership Department.

Alcohol

- For legal and insurance purposes, no alcoholic beverages may be purchased with Chapter funds. No alcoholic beverages may be served at any Chapter related or sponsored activities or events; wherever such event or activity may occur.

Antitrust and Conflict of Interest

- All incoming Chapter officers must annually sign a Conflict of Interest Form.
- The intent of these policies is to avoid any assumption or appearance of conflict of interest or unauthorized representation of the HPNA.
- No one shall explicitly or implicitly communicate in the name of HPNA (e.g., in speeches, articles, testimony, letters) without prior approval of the HPNA Board or CEO.
- Any matter of communication that could raise a question of anti-competitiveness or any other antitrust question should be reviewed by the HPNA Legal Counsel. Please contact national office staff to initiate this process.

Finance (Refer to HPNA Chapter Treasurer's Handbook)

Fundraising

- Chapter may raise funds in the geographic area, according to its Standing Rules.
- All fundraising items must contain the national HPNA logo on the promotional material related to the item (e.g., box in which a charm is sold; card on which a pin is attached for sale) if the fundraising item itself is too small to display the national HPNA logo and Chapter logo.
- To comply with federal fundraising regulations, the following statement must be displayed prominently: "*Contributions of gifts to HPNA are not deductible as charitable contributions for federal income tax purposes.*"
- Refer to Treasurer's Manual for additional information.

Logo

- The national HPNA logo is to be used on all Chapter materials.
- The national HPNA logo is not to be altered.
- Chapter logos may be used in conjunction with the national HPNA logo.
- Chapter logos need to be reviewed and approved by national office staff before initial implementation.

COMPLIANCE WITH CHAPTER MINIMUM QUALITY REQUIREMENTS

(Revised/Approved by Board of Directors 10/03)

A Chapter Charter is a demonstration of your group's commitment to the HPNA. Occasionally, Chapters have difficulty maintaining compliance with the requirements due to reasons such as limited membership or geographic location. The District Leader should be the Chapter's initial contact. He/she will make every attempt to provide the support necessary to maintain the Chapter Charter. The following section describes the process followed when non-compliance occurs or when the Chapter chooses to disband or divide.



Failure to Comply with Reporting Requirements:

Annual Report for Renewal of Chapter Charter consists of all Chapter reports; including election results, membership roster, Annual Treasurer's Report, signed Conflict of Interest Form for each incoming officer, revision of Standing Rules and charter renewal fee. Reports are required to be submitted on time. Failure to submit complete annual reports by the deadline results in the following:

- The day after the deadline a late reminder delineating the missing required documentation is sent to the Chapter President and an additional \$75.00 fee is imposed.
- Thirty (30) days following this deadline, the Membership Manager sends a certified letter to the Chapter President and Executive Board notifying him/her that the Chapter is in jeopardy of dissolution and will be placed on probationary status. Probationary status is allowed for a maximum period of sixty (60) days, enabling the Chapter to complete necessary requirements.
- If the Chapter is placed on probationary status it will not be afforded the privileges of Chapter status during that time period
- If the required materials are received within the specified timeframe, the probationary status will be removed by the Membership Engagement Council. If the required materials are not received during the specified timeframe, the Membership Engagement Council will recommend to the HPNA Board of Directors that the Chapter Charter be revoked.
- Probationary status can be invoked by the Membership Engagement Council one time in a three-year period. If the Chapter has been on probation in the last three years and is non-compliant with required documentation, the Board of Directors may revoke the Chapter Charter immediately.

Appealing a Revocation of a Chapter Charter:

The revocation of a Chapter Charter may be appealed to the HPNA Board of Directors. The appeal method is as follows:

- The Chapter may appeal within thirty (30) days after receiving the letter from the HPNA Board of Directors informing the Chapter of its decision to revoke the Chapter Charter.
- The form of the appeal is by letter to the HPNA President with a copy to the Membership Manager stating the desire to appeal the decision and rationale for this appeal.
- The HPNA Board of Directors reviews the appeal and advises the Chapter and the Director of Membership regarding the Board of Director's decision within thirty (30) days of receipt.
- The HPNA Board of Directors decision is final.

Disbanding a Chapter or Merging with Another Chapter:

- Notify the Membership Manager in writing within one (1) week of the Executive Board's decision to dissolve completely or merge with another Chapter.
- The HPNA Board or national office may choose to survey the Chapter's general membership notifying them of the decision to disband/merge and giving them an opportunity to express their opinions or concerns or suggestions for revitalizing the Chapter.
- Based upon willingness of Chapter members to assume leadership and address re-organization of the Chapter, the Chapter may be disbanded or merged. The Membership Manager will notify the HPNA Board of Directors.
- In the event of a merger with another HPNA Chapter – All Chapter minutes, correspondence, and financial records must be sent to HPNA's national office. After paying or making provisions for the payment of all its liabilities, the closing Chapter distributes any remaining assets to the newly merged Chapter.
- In the event of disbandment - All Chapter minutes, correspondence, and financial records must be sent to HPNA's national office. After paying or making provisions for the payment of all its liabilities, the Chapter disposes of any remaining assets as a donation to the Hospice and Palliative Nurses Foundation (HPNF).

Chapters Dividing into Two (2) or More Separate Chapters:

- Formation of a new Chapter from within an existing Chapter.
- New group forms an unchartered provisional group with HPNA.
- Upon reaching agreement with the established Chapter, the unchartered provisional group defines and selects its geographic area.
- Existing Chapter submits a letter of agreement to the Membership Manager that a new group may form in their area. Redefinition of existing Chapter geographic area will be required to reflect the new provisional group by revising its Standing Rules.
- There may be a distribution of Chapter funds proportionally divided between the two groups once the newly formed provisional group is awarded Chapter Charter status. The exchange of funds between the established Chapter and newly formed Chapter is solely dependent upon reaching agreement between the members of each Chapter's Executive Board.

ANNUAL LEADERSHIP CONFERENCE POLICY



Objectives of Leadership Conference:

- To educate local leaders regarding the benefits and obligations of established HPNA Chapters and forming groups.
- To facilitate open dialogue, sharing of ideas, networking and mentoring of local leaders with each other and with the HPNA Board, District Leadership, Fellows, Council Representatives, SIG Chairs, and national office staff.

Requirements of Chartered Chapters and Provisional Groups:

- Chapter participation in Leadership Conference is expected, and it is imperative that the deadlines set forth by the national office are met.
- In order to receive an invitation to the HPNA Leadership Conference, all HPNA Chapters must be in good standing with the national office.
- A Chapter under probationary status or in the process of dissolving will not receive an invitation to Leadership Conference.
- To receive an invitation to the HPNA Leadership Conference, a Provisional Group must complete and submit Annual Renewal documentation with the national office, due January 31st of the given year.
- A Provisional Group must have held at least 3 membership meetings at the time of submitting its Annual Renewal documentation.
- A Provisional Group may be contacted by its District Leader to confirm these requirements have been sufficiently met.
- It is an expectation of the national office that a Provisional Group attending the event apply for Chapter Charter within 6 months of its participation of the event.

General Policies of the Leadership Conference Event:

- Hotel and travel expenses are paid for by HPNA for **one** attendee from each Chapter and certain provisional groups. If a second person from a Chapter or qualifying provisional group wishes to attend at his/her own expense or the Chapter's expense, this can be easily accommodated and must be relayed to the national office.
- In order to maintain its highly interactive leadership training, the national office will not accept *more than 2* individuals from each Chapter and qualifying groups per year.
- If a Chapter or group member already had an opportunity to participate in a past Leadership Conference, it is strongly suggested that another officer or potential future leader from the Chapter/group attend the next Leadership Conference event.
- The national office understands that, due to professional scheduling and certain local circumstances, a Chapter representative may need to attend Leadership Conference more than one time in order to best represent the Chapter. However, a Chapter member may not attend more than two Leadership Conference events.
- Attendees must stay at the host hotel for the duration of the event.
- In the event of a reservation cancellation, the local Chapter and/or event attendee will be financially responsible for all associated travel, hotel, and conferences fees. The national office requests that attendees not able to attend due to an immediate emergency notify HPNA staff no later than 48 hours of the event.
- Leadership Conference is offered as a leadership development opportunity for local Chapters and members. The national office reserves the right to modify or discontinue the event at any time.