



## SHSMD Chapter Affiliation Agreement Criteria for SHSMD Chapter Status

Every Chapter must meet the criteria for affiliation status



Criteria for Affiliation Status	
1	The Chapter must have at least 20 members.*
2	Chapters with less than 100 members must have at least 15 members who are also SHSMD members.* Chapters with 100 or more members must have a minimum of 15% of its members who also are SHSMD members.*
3	The President and President-Elect of the Chapter must be SHSMD members.*
4	The Chapter must fully execute a SHSMD Chapter Affiliation Agreement.
5	The Chapter must have obtained its own Employer Identification Number.
6	The Chapter must maintain a bank account in the Chapter's name.
7	The Chapter must be incorporated as a not-for-profit corporation and be in good standing in its state of incorporation.
8	The Chapter must have a mission statement that helps advance SHSMD's mission: To advance the development and success of health care strategy professionals.
9	The Chapter must be governed by bylaws that are compliant with relevant laws.
10	The Chapter must obtain an exemption from federal income taxes under section 501(c) of the Internal Revenue Service code.
11	The Chapter must maintain aggregate general or umbrella liability insurance having a minimum coverage of \$1,000,000 per occurrence and include proof of such insurance with its annual report OR provide a written statement signed by the Chapter President affirming that all of the following are true: <ul style="list-style-type: none"> <li>• The Chapter does not own, lease, sublease, or otherwise occupy any real property;</li> <li>• The Chapter employs no staff, either part-time or full-time (independent contractors are not considered employees); and,</li> <li>• The Chapter has purchased event insurance for any events held at rented location.</li> </ul>
12	The Chapter must maintain directors and officers liability insurance and include proof of such insurance with its annual report.

**\*Must be non-student**