

Chapter 2

THE ASHE/CHAPTER RELATIONSHIP

This chapter addresses the following topics:

- ASHE Chapter Affiliation
- What ASHE Can Expect from Affiliated Chapters
- What Affiliated Chapters Can Expect from ASHE

ASHE CHAPTER AFFILIATION

As with any partnership, the terms of the relationship between ASHE and [chapters](#) should be clear. [Affiliation](#) is a means by which to work toward a common mission. ASHE has established guidelines and expectations to ensure that affiliated chapters:

- Provide valuable links between health care professionals in close geographic proximity or with similar interests.
- Serve as a conduit by enhancing grass-roots communication and providing members with an opportunity to develop professionally and expand their industry experience and expertise.
- Provide a unified voice on issues that affect the profession relating to codes, standards, regulations, and other advocacy issues.

Affiliation Vision Statement

Partnerships must benefit each organization involved. Affiliated chapters should:

- Provide an organized structure at the local and/or state level for members of the society and others in the field of health care facility management/engineering.
- Enable members to work together on problems of common interest, such as advocacy issues.
- Help facility managers/engineers meet current and future health care challenges.
- Enhance the channels of communication between ASHE and its members.
- Expand the body of knowledge in areas related to the environment of care in health care facilities, including, but not limited to, facility management; engineering; clinical and biomedical engineering; technology management; planning, design, and construction; and safety and security management.
- Promote the purposes of and membership in ASHE.

Requirements for Affiliation

To become an [affiliated chapter](#), the formal group must submit the following forms and documentation to ASHE:

1. Letter of application
2. A completed Affiliation Agreement
3. An approved set of bylaws for the chapter
4. List of chapter officers
5. Petition of interested professionals/members committed to participate/join the chapter

In addition, your chapter must meet the criteria listed in Article XI, Sections 3 and 4 of the ASHE Bylaws, and this must be stated and affirmed in the application letter. This article reads as follows:

Article XI—Affiliated Chapters

Section 3. Requirement for Affiliation

At the time of affiliation, the affiliating group is strongly encouraged to have at least 25% of its members in common with the Society. The affiliating chapter should have a program in place promoting increased membership in the Society so that the members in common continue to be a majority. (See [Chapter Agreement](#), Exhibit B, Criteria for Chapter Status.

After being granted affiliation, the affiliated group shall continue to demonstrate that their interests are in the fields of healthcare facility management and engineering, that they continue to operate under applicable bylaws, and that their governing Board of Directors actively supports the Society's goals. Further, it is strongly advised that the affiliated chapter President, President-Elect, and Vice President be members of the Society.

Section 4. Affiliated Chapter as a Distinct Legal Entity

Any state or local chapter affiliated with the Society under this article is not an extension or part of the Society or the Association but rather a distinct legal entity; any such affiliated chapter is, therefore, responsible for maintaining its own financial records, filing appropriate notices and forms with state and federal income tax authorities, maintaining necessary insurance coverage, and so forth.

Notice of Affiliation

When affiliation has been approved, the chapter president will be notified. An announcement of affiliation will also be printed in the official member publication, *InsideASHE*, and the chapter will be listed on the ASHE website.

Termination of Affiliation

The process of affiliation does not end with the signing of an affiliation agreement. Problems and/or issues may arise that do not have a mutually satisfactory solution. In such cases, affiliation may be terminated. ASHE may revoke an affiliation for the following reasons: (See [Chapter Agreement](#), Paragraph 8, *Termination of Chapter Status*.)

1. Failure to satisfy obligations outlined in the Affiliation Agreement
2. Failure to observe the limitations on chapters set forth in ASHE's bylaws or the chapter's bylaws
3. Changes in chapter bylaws that bring the chapter into conflict with the national association
4. Fiscal impropriety
5. Loss of a critical mass of ASHE members

Revocation is always for cause and may be in the best interest of the association. Provisions for revocation tend to be broadly stated, allowing discretion to the national association. In practice, revocation of a Chapter Affiliation Agreement is serious business, and should rarely occur.

The members of a chapter may themselves request termination of the affiliation. The chapter is expected to give ninety (90) days' notice signed by the chapter officers. (See [Chapter Agreement](#), Paragraph 8, *Termination of Chapter Status*.)

The ASHE Board of Directors will hear revocation appeals, and their decision will be final.

WHAT ASHE CAN EXPECT FROM AFFILIATED CHAPTERS

Coordinating with ASHE

To meet your obligations to ASHE and benefit from your chapter's affiliation, awareness of important deadlines.

Communicating with ASHE

So that ASHE can provide the highest level of service to its members and to the health care profession, maintain regular contact with your Regional Director:

- **Chapter officer listing**--ASHE maintains your officer and chapter contact information as a resource for inquires and referrals. If your chapter officers or chapter address change, contact ASHE Headquarters or complete a *Chapter Officer Update Form*.
- **Chapter annual report**--To help keep ASHE records up to date, each chapter should prepare and send a *Chapter Annual Report Form*, along with a current list of chapter members, in an electronic format.
- **Meeting announcements**--To promote awareness of upcoming local programs and meetings, please send your schedule of meetings to ASHE Headquarters.
- **Advocacy issues**--Periodically, ASHE asks chapters to provide important input on national [advocacy issues](#). Your assistance in communicating these issues to your chapter, and directing feedback, examples, experiences, etc., to ASHE as necessary, is greatly appreciated.

Recruiting ASHE Members

Word of Mouth is often the most effective recruitment tool available to ASHE, and chapters play a big role in this strategy. Here are some options to help you recruit:

- **Annual Complimentary Mailing List**--ASHE will provide to your chapter upon request one complimentary list of ASHE members residing or employed in your regional/chapter/state area. To request your list, send written notification to ASHE Headquarters. Please allow 5 to 7 days for processing
- **Link your website to www.ashe.org**--This simple, no-cost effort can add value to your chapter's website and shows your affiliation with ASHE.
- **Promote ASHE in communications to members**--Does your chapter send a newsletter to members by mail or e-mail? ASHE can assist you with articles and information on ASHE for your newsletter.
- **ASHE materials at chapter meetings**--ASHE Headquarters can provide ASHE promotional materials for distribution at your chapter meeting. Simply fax or e-mail your [request](#) at least thirty (30) days before your meeting, and be sure to include contact information, quantity needed, and shipping instructions.
- **Ask your members if they belong to ASHE**--Several chapters track ASHE membership in their member database. Ask for this information on your membership application, and you'll discover some good prospects for ASHE membership.

Chapter Leadership Forum

Each year ASHE hosts a Leadership Forum in conjunction with the ASHE Annual Conference, usually held in July or August. While chapter officers are not required to attend this program, it is an excellent opportunity for you to network and share ideas with other chapter officers in an effort to revitalize your chapter. To meet the criteria for the ASHE Chapter Levels of Affiliation awards program, chapters that use a Complimentary Annual Conference Waiver are required to attend the Chapter Leadership Forum.

Certified Healthcare Facility Manager (CHFM) and Certified Healthcare Constructor (CHC) Programs

For chapter members who are interested in earning the CHFM and CHC certifications from the American Hospital Association (AHA) Certification Center, a [Candidate Handbook and Application](#) may be obtained at the ASHE website. Tests are offered at more than 100 assessment centers across the country. A complete list is available at [Applied Measurement Professionals, \(AMP\)](#).

You can help chapter members prepare for the exam by:

- Regularly distributing CHF M Candidate Handbooks at chapter meetings
- Forming a support group
- Conducting refresher courses for your members
- Building a library of study materials for member use
- Reviewing the Content Outline listed in the CHF M Candidate Handbook

If you need have specific questions concerning the CHF M certification, testing, renewal, or eligibility requirements, contact Jo Santos at 312-422-3711 or jsantos@aha.org.

WHAT AFFILIATED CHAPTERS CAN EXPECT FROM ASHE

Just as ASHE has expectations of its chapters, ASHE chapters have certain expectations of the relationship, including the following advantages of affiliation:

- Use of information and models provided by ASHE to organize effectively on a local, state, or a regional basis
- Collaboration to resolve issues of common interest, such as clarifications on codes and standards
- Enhanced body of knowledge in areas related to the environment of health care facilities, including, but not limited to, facility management, engineering, clinical and biomedical engineering, technology management, and safety and security management.
- Access to ASHE resources to develop leadership skills in the fields related to the environment of care
- Serving as a resource, through ASHE, to related health care organizations
- Enhancing channels of communication between ASHE and state and local groups.

Working with ASHE Regional Directors

Your ASHE Regional Director is a key liaison between your chapter and ASHE. Keep in regular contact with them and put them on your mailing list. In addition, invite your ASHE Regional Director to chapter and board meetings. They may not be able to attend every meeting, but they should be invited nonetheless. [ASHE Advisory Board](#) are required to visit each chapter in their Region at least once every two years.

Membership Lists

If your chapter is trying to build membership, ASHE can help by providing, upon request, a list of ASHE members in your state or area of operation. ASHE membership lists may not be used, however, for electioneering purposes, and must be used only for the benefit of the chapter. Each chapter is allowed one complimentary list annually.

Chapter Connections E-Newsletter

This [newsletter](#) is sent quarterly to chapter officers (and other key contacts) who have provided their e-mail address to ASHE. It includes important dates/deadlines that affect you as a chapter officer, chapter opportunities to be involved in advocacy issues, suggestions and information you may want to communicate to chapter members, and useful information that can be used to grow your chapter. This is a newsletter for chapter officers, so you should take the time to read the information and distribute it to other key officers in your chapter so that it is communicated to your membership. The newsletter is also designed to help you grow as a chapter officer, so ASHE welcomes your input, comments, and suggestions on how to expand the usefulness of this communication tool as a resource and guide to helping you achieve your goals and objectives.

Meeting Promotion

Several mechanisms exist for promoting chapter meetings to ASHE members. These include:

- **Regional newsletter**--ASHE Regional Directors send out a quarterly newsletter to all ASHE members in their region. If you provide the information in advance, your meeting can be promoted in this newsletter.
- **Member communications**--If you would like to promote your chapter meeting in ASHE member publications (*Inside ASHE* or [ASHE e-News](#)), send your meeting dates to ashe@aha.org. Contact ASHE Headquarters for submission deadlines.
- **Chapter calendar**--If you would like to have your meeting listed in this comprehensive [calendar](#) of all upcoming chapter meetings, send meeting dates and details to ashe@aha.org.

Emerging Advocacy Issues

Many national issues actually start at the local or state level. Periodically, ASHE asks chapters to provide input on national [advocacy issues](#). Your assistance in communicating these issues to your chapter and directing feedback to ASHE as necessary is greatly appreciated. To talk with someone at ASHE about an issue in your area, call 312-422-3800 or send your e-mail to ashe@aha.org.

Keeping up with Chapter Needs

To help ASHE keep in touch with the issues, needs, and concerns of both member and chapters, you can contact your [ASHE Advisory Board Member](#). You can also contact ASHE Headquarters to reach a team of professionals who can help you resolve your issues, needs, and concerns and a staff person who acts as a liaison between ASHE and the affiliate chapters and is responsible for chapter administration and operations. If you need assistance on a chapter issue contact:

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