CPEN - Procedures for Formation and Authorization of Chapters

Responsibilities
Chapters shall be defined according to geographical proximity and the professional interests of prospective Chapter members, and shall be approved by the CPEN Board of Directors (Board).

Chapters are encouraged to perform the following activities:

- Hold regularly scheduled Chapter Leadership Board meetings
- Host educational workshops and/or public or professional education programs
- Conduct informal discussion groups
- Recruit members
- Participate on CPEN Committees, Special Interest Groups and/or the annual International Cancer Education Conference as able
- Share information and resources with CPEN
- Communicate with the CPEN Board of Directors through periodic conference calls or by email connection with a Board Liaison, CPEN Chair or CMG Representative.

Chapter Requirements and Procedures
A minimum of ten (10) persons (members) in the prospective geographical region shall be required for chapter authorization.

Chapter leadership Boards are comprised of a Chair (Chair-Elect and Post-Chair optional) Secretary, Treasurer (if managing chapter-related budgets) and At-Large Members. All Chapter Board members are required to be dues-paying Active Members of CPEN. Chapter Boards shall be elected by chapter members by a formal process within two years after initial establishment of the new Chapter.

In order to join a Chapter, an individual must be a current member of CPEN.

Chapter membership may be comprised of:

- **CPEN Active Members**: individuals must be healthcare professionals primarily engaged in or having a vested interest in oncology care and cancer patient education. An active member in good standing shall be entitled to all membership privileges, including the right to vote, be elected to office and chair or serve on a committee or Special Interest Group.

- **Non-Practicing Members**: individuals who have a vested interest in cancer patient education but are not currently employed in an oncology-related profession, including those who are unpaid or retired, students or volunteer staff.
o Non-practicing Members shall not vote and shall not be candidates for any election, but shall receive all tangible benefits of membership and may participate in all non-elected Committees or Special Interest groups.

o A Non-practicing Member who becomes employed in an oncology-related profession shall have the option of upgrading his/her CPEN membership to Active.

Each prospective Chapter shall submit a Request for Authorization letter to the Board. Included with the letter shall be a statement indicating that the prospective Chapter agrees to abide by and organize in accordance with the requirements above.

**Board Authorization**
Upon notification of a prospective Chapter, the CPEN Board shall appoint a Chapter representative to help the new Chapter obtain its authorization. Upon receipt of Request for Authorization letter, the CPEN Board shall vote to approve the prospective Chapter, and the Board’s Chapter representative shall notify the prospective Chapter of the Board’s decision.

**Chapter Organization**
After authorization and during the first year of operation, the new Chapter shall provide the following to the Board:

- A list of Board Members
- A list of Chapter Members
- A proposal of activities consistent with the mission and vision of CPEN and the objectives of the Chapter

The proposal of activities to be submitted to the Board shall include the following:

- A plan of programs and activities for the first year of operation
- A tentative outline of programs and activities for the subsequent year

**Payment of Dues**
CPEN dues are set each year by the Board in US Dollars. Members from countries outside of the US may pay in their preferred currency via credit card. At the time of the dues payment, funds shall be deducted from the credit card account at the current conversion rate to equal US Dollars. Checks must be paid in US Dollars.

Chapters may require dues for membership (separate from CPEN membership dues); however, this is not necessary or required.