

Checklist for Chapter Name Change

Process

- Submit Application for Chapter Name Change
- Once approval is received, the chapter should follow this checklist to ensure all components of the name change are completed
- Contact chapters@himss.org with any questions

Chapter Checklist

Chapter selects a new name that adheres to chapter naming policies

Chapter Board approves name change

Application for Chapter Name Change is submitted to HIMSS Chapter Relations

Wait for approval

Update Chapter Bylaws to reflect name change (following Bylaws approval process)

Update all policies & procedures to reflect the name change

Update financial documents, bank account records; notify IRS of name change

Notify HIMSS Chapter Relations of updated banking information

Send a communication to all members announcing name change and rollout plan

Update web site and any other sites with new logo and name

Notify collaborators and sponsors of the name change
