



2501 Aerial Center Parkway, Suite 103
Morrisville, NC 27560
Phone: 919.861.4543
Fax: 919.459.2075
www.uslcaonline.org
info@uslcaonline.org

Dear USLCA Chapter,

Greetings from your national affiliate, the United States Lactation Consultant Association (USLCA)! A goal of USLCA is to continue the process of growing the number of active USLCA Chapters in the United States. This will enable USLCA to address the needs of the IBCLC in the United States on a State by State basis. Currently USLCA has 34 active U.S. Chapters. If your Chapter has not been involved in this process, please contact Scott Sherwood, our Executive Director.

The USLCA Director of Membership, Regina Camillieri has been conducting monthly conference calls with chapter representatives. We feel that this communication has been invaluable. We hope that if you have not taken advantage of this opportunity, you will be able to participate in the calls in the coming year. Information on the 2013 Chapter conference calls will be sent out and listed on our website soon.

USLCA is working on the development of additional chapter benefits in 2013. Please let us know what you would like to see included in Chapter benefits by contacting Scott or I. We both look forward to working with you on this project.

My contact information is membership@uslca.org. Contact information for Scott Sherwood is executivedirector@uslca.org. Scott can also be reached by phone at 919-861-4543. We look forward to hearing from you!

Best Regards,

Regina Camillieri, IBCLC
USCLA Director of Member Services



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USLCA CHAPTER AGREEMENT

This agreement is made between the United States Lactation Consultant Association (herein referred to as USLCA) and _____ (name of Chapter) herein referred to as _____ (Chapter acronym where applicable) on this the _____ day of _____ 2013.

1. Chapter agrees that it is, and remains after affiliation, a separate, responsible, legal entity; and the USLCA's tax-exempt status does not extend to the Chapter.
2. Chapter agrees not to use United States Lactation Consultant Association in its title/name (e.g. United States Lactation Consultant Association of Lilliput) nor may its title/name form the acronym, USLCA or any acronym deemed professionally inappropriate.
3. Chapter agrees that by permitting affiliation, USLCA assumes no legal or financial responsibility or contractual liability for the Chapter.
4. Chapter agrees that it is responsible for its own activities and indemnifies USLCA against any errors and omissions incurred by the Chapter.
5. Chapter agrees that its Bylaws are not contrary to USLCA Bylaws; and that USLCA will be notified of any change in Chapter Bylaws.
6. Chapter agrees that it may not speak for or enter into contracts on behalf of or which bind USLCA.
7. Chapter understands that without the express written authorization of USLCA, it may not speak or send out materials on behalf of USLCA, to government or any other organization, regarding policy, legislative, or regulatory or any other issue.
8. Chapter agrees that it will make every effort to avoid conflict with USLCA and other local USLCA Chapters when planning meetings, conferences, seminars, and conventions.
9. Chapter understands that it has no voting rights in USLCA.
10. Chapter agrees to work cooperatively with all official USLCA representatives.
11. Chapter agrees that membership is open to all who have received the credential International Board Certified Lactation Consultant (IBCLC) from the International Board of Lactation Consultant Examiners (IBLCE). In addition, Chapter agrees to remove any residual language from its by-laws and constitutions that could be construed as discriminatory against the membership of any IBCLC in good standing. Furthermore, Chapter agrees that, in

accordance with its Bylaws, it will not discriminate on the basis of sex, religion, race, ethnicity or other grounds unacceptable to USLCA.

12. Chapter understands that while membership in USLCA is open to all interested persons, a chapter may limit membership to IBCLCs.
13. Chapter agrees that a minimum of 25% of Chapter members must be USLCA members; exception may be made by majority vote of the USLCA Board of Directors; and, Chapter will work with USLCA to encourage membership in both USLCA and the Chapter. The minimum number of percentage of Chapter members is subject to change, as USLCA deems necessary. A change in the percentage required will be announced at least 1 year in advance so that Chapters have time to determine their continued involvement as a USLCA Chapter or to comply with the requirement.
14. Chapter agrees to encourage lactation consultant credentialing through the IBLCE.
15. Chapter agrees to forward the annual affiliation fee, in US funds, to the USLCA office by January 1 of each year. This fee is subject to revision by the USLCA Board of Directors. Chapter agrees that failure to remit said fee may result in non-renewal of affiliation privilege and that reinstatement may require resubmission of an application for affiliation.
16. Chapter accepts responsibility to forward to the assigned USLCA Delegate, its newsletter, amendments/additions to its strategic plan, constitution and/or bylaws, and policy and procedure manual, and minutes of its annual meetings.
17. Chapter agrees that it and its office bearers will not accept funding from companies who produce or market products within the scope of the *International Code of Marketing of Breast-milk Substitutes*.
18. Chapter agrees that USLCA has the right to accept or reject any applicant for affiliation.
19. Chapter agrees that documented failure to comply with any of the conditions herein stated may result in termination of the Chapter's status as an USLCA Chapter.

Signature of Chapter President or acknowledged representative

Date

Signature of USLCA President or acknowledged representative

Date

Attachments:

- Governing Documents:
 - ◆ Chapter Constitution and/or Bylaws and/or Articles of Incorporation
 - ◆ Chapter Policy and Procedure Manual
 - ◆ Chapter Mission Statement, Goals, Strategic Plan
- List of officers names and addresses; expiration of terms; indicate designated representative if other than President

Chapter Benefits:

- One free Webinar Recording for your Chapter to use for CERPs. .
- Free, enhanced listings in our online Worldwide Education Calendar
- Access to mailing labels, brochures, flyers, etc. for Chapter sponsored conferences.
- Meeting time at the USLCA Annual Conference with USLCA Board Members.
- Online Discussion Board to network and discuss Chapter issues.
- Listing in the Chapter section of the website, including contact information, news/event listings, and link to your website.
- Regular communication from the Director of Chapter & Membership Service, including eNews, Chapter News, and Board of Directors meeting highlights.
- Monthly telephone conference calls.
- Webinar Conferencing for chapter development.
- USLCA E-News for your affiliate.
- Formatting and emailing by fee of your chapter newsletters.
- Discounted Liability Insurance for USLCA/ILCA members.
- Reimbursement Tool Kit at a discounted price for your chapter.
- PDFs of USLCA informational materials for your newsletters.
- Chapter networking opportunities at the next USLCA 2013 Conference
- JHL Subscription for 25.00 a year.
- Clinical Lactation Free Subscription



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2013 USLCA Chapter Roster

Chapter Name: _____

Acronym: _____ Chapter Website: _____

Number of Members are _____ as of _____. Our fiscal year is _____ to _____

CHAPTER REPRESENTATIVE Your designated Chapter representative will be listed on the USLCA website, and will receive all materials mailed/emailed from the USLCA office. It is important to keep this information up-to-date. Please submit any changes throughout the year to info@uslca.org.

Name _____ Credentials _____

Position _____ USLCA/ILCA Member ☐ Yes ☐ No

Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

Primary Telephone _____ ☐ Home ☐ Business

E-mail _____

Alternate Chapter Representative: Please list below an alternate contact person for your chapter.

Name: _____ Position: _____

Email: _____ Phone: (home) _____

(Work) _____

CHAPTER OFFICERS

Name _____

Position _____

Primary Telephone _____

E-mail _____

Credentials _____

USLCA/ILCA Member ☐ Yes ☐ No

☐ Home ☐ Business

Name _____

Position _____

Primary Telephone _____

E-mail _____

Credentials _____

USLCA/ILCA Member ☐ Yes ☐ No

☐ Home ☐ Business

Name _____

Position _____

Primary Telephone _____

E-mail _____

Credentials _____

USLCA/ILCA Member ☐ Yes ☐ No

☐ Home ☐ Business

Name _____

Position _____

Primary Telephone _____

E-mail _____

Credentials _____

USLCA/ILCA Member ☐ Yes ☐ No

☐ Home ☐ Business

Name _____

Position _____

Primary Telephone _____

E-mail _____

Credentials _____

USLCA/ILCA Member ☐ Yes ☐ No

☐ Home ☐ Business

CHAPTER MEMBERS: Please list the name and email address of each of your members.

[illegible]



USLCA
United States Lactation
Consultant Association

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Chapter Elections:

Please submit this form to the USLCA National Office after your chapter holds its elections. This will help the USLCA keep accurate contact information for your Chapter. Please submit this document with new contact information.

Date of Elections _____

New Primary Contact information for (Chapter Name):

CHAPTER REPRESENTATIVE Your designated Chapter representative will be listed on the USLCA website, and will receive all materials mailed/emailed from the USLCA office. It is important to keep this information up-to-date. Please submit any changes throughout the year to info@uslcaonline.org.

Name _____ Credentials _____

Position _____ USLCA/ILCA Member ☐ Yes ☐ No

Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

Primary Telephone _____ ☐ Home ☐ Business

E-mail _____

Alternate Chapter Representative: Please list below an alternate contact person for your chapter.

Name: _____ Position: _____

Email: _____ Phone: (home) _____

(Work) _____



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Webinar Conferencing for Chapter Development/Meetings

We are proud to offer our chapters and opportunity to meet via webinar with your members, board and potential new members. Please give us at least 2-3 week's notice so that we can set up the meeting and email out registration links to your chapter members.

Please fill out the information below to schedule your webinar meeting and submit this form to our National office for approval. Dates will be approved on a first come first serve basis. If you have questions please give our office a call. 919-861-4543. This form can be submitted via, email, ScottS@imiae.com, by fax at 919-459-2075, or by mail at the address listed above.

Type of meeting: ☐ Board meeting ☐ Board and Members meeting ☐ Membership recruitment Meeting
☐ Committee meeting ☐ Other _____

Chapter Name: _____

Requested date for meeting: _____

Number of potential attendee's: _____

Please attach a list of your members and email address so that the registration form can be emailed to them.

Agenda and Description of Meeting: Please list your agenda items, and brief description of your meetings below.



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USLCA CHAPTER JHL Subscription

To sign up for your chapter's copy of the JHL please fill out this form and submit it to the USLCA National office.

Chapter Name: _____

Full Name: _____

Mailing address you want the JHL to be mailed to: (please print clearly)

Payment Information: Your subscription is 25.00 for the year. This payment must be made separate from your chapter dues payment:

If you would like to send a check please mail payment to address below:

Check # _____ Amount on Check: 25.00

USLCA

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If you would like to pay with a Credit Card please complete the following and submit to the address above or Fax 919-459-2075:

Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Type of Credit Card: ☐ Visa ☐ Master Card

Credit Card Number: _____ Expiration Date: _____

CSC Code: _____ (located on back of credit card)

I authorize the USLCA to charge my Credit Card for \$ 25.00

Signature: _____

USLCA is pleased to announce our first National Conference

Meet us in St. Louis!



**Friday May 3RD
Sunday May 5TH
2013**

at the lovely
Union Station Marriott
in the beautiful city of
St. Louis, Missouri

GATEWAY to EXCELLENCE

**United States Lactation Consultant Association
(USCLA) Conference**

Speakers:

- Tom Hale • Catherine Watson Genna
- Marsha Walker • Liz Brooks and many more!
- Special WIC focused track will be featured!
- Best educational opportunities the USA has to offer!



Union Station Marriott, St. Louis, Missouri.

See our website info@uslca.org or call 919-861-4543 for more information and to make reservations for our Inaugural National Convention Event in 2013.

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