

# Application for Subsidiary Associated Organizations

The purpose of this application and agreement is to outline the requirements for an organization to become a subsidiary associated organization under the umbrella of HPL 501c3 Institute. The agreement is between HPL 501c3 Institute, (HPL Institute) of Douglassville Pennsylvania, a non-profit organization founded in Delaware on

July 5, 2001, and \_\_\_\_\_ (Applying Group)

with the address of \_\_\_\_\_.

The mission, goals, and description of the Applying Group are:

---

---

---

---

---

---

---

---

---

---

---

---

## **Application Process**

According to Article 12 of HPL 501c3 Bylaws, an organization or group may apply to become a subsidiary associate organization. The process is explained in the bylaws, as described below.

*Subsidiary associated organizations must have the intention of being a non-profit. The organizations may apply to become formally a subsidiary associated organization and utilize the 501c3 non-profit status of HPL 501c3 Institute. The benefits of becoming a subsidiary associated organization under the 501c3 umbrella of HPL 501c3 Institute includes, but is not limited to; associated organization status, ability to apply for grants and awards as a non-profit organization, exemption from federal taxes and/or state sales tax, and receiving discounted prices for goods and services available only to non-profit organizations.*

*In order to obtain status as a subsidiary associated organization, such organizations must request, in writing, to apply to become a subsidiary associated organization. The application must also include the following:*

- 1. Income/Expense Detailed Statement (if applicable).*
- 2. Balance Sheet Detailed Statement (if applicable).*
- 3. End of Year Bank Statement (if applicable).*
- 4. Bylaws and any amendments or addendums (if applicable).*
- 5. Letterhead with Board Members listed (if applicable).*
- 6. Meeting minutes for all meetings during the year (if applicable).*
- 7. List of events, activities, and accomplishments including number of constituents served at each event or for each activity.*
- 8. Contact information for volunteers.*
- 9. Estimates of number of hours contributed (if possible).*

*Upon receiving an application, the board of directors of HPL 501c3 Institute shall, at the next board meeting, consider and vote upon the status of the applying organization. In order to be considered, the associated organization must meet the following criteria:*

*The letterhead must include a logo that includes or integrates, in some way, with the logo of HPL 501c3 Institute.*

*The Bylaws must include paragraphs that essentially mean the same thing as the following paragraphs:*

*1. Neither the officers, the Board of Directors, any committee or member, nor any agent or employee of the corporation shall have authority to contract any indebtedness or incur any obligation on behalf of any member of or contributor to the corporation or to any affiliated or parent organization. No member, officer, director or agent of the corporation shall ever be personally liable for any debt, contract, obligation or tort of the corporation, nor of any other member, officer, director or agent.*

*2. The corporation shall have no capital stock and is not organized for gain or profit, but is exclusively an organization for educational, charitable and philanthropic purposes; and no part of its net earnings shall inure to the benefit of its members, subscribers, donors, contributors, officers or other private individuals.*

3. Upon dissolution of the corporation because of a completion of its purpose, or for any other reason, all the assets of any character whatsoever of which the corporation may be the owner shall, upon such dissolution, be contributed to the parent organization so long as the mission of the parent organization has not changed and is still in keeping with the educational charitable purposes under which it was originally incorporated. No part whatsoever of such assets shall pass to or inure to the benefit of any person connected to any corporation, or to any other private individual or individuals.

*The mission must be in alignment with the mission of the HPL 501c3 Institute as outlined in its own current Bylaws.*

*The organization must have appointed a liaison, a member of the organization who will ensure communication between the parent organization and the subsidiary associated organization.*

*Furthermore, subsidiary associated organizations shall, each year, on or before January 31, provide an update of the information (listed above included in the application) from the previous year. If the update is not received by June 30 of that year, the subsidiary associated organizations shall receive one letter warning before July 31. If the information is still not received by November 30, HPL 501c3 Institute will vote at the next board meeting on whether or not to revoke the non-profit subsidiary associated organization status of the stated organization.*

*If revoked, the organization will not be allowed to advertise, comment, or portray in any way that they are affiliated with HPL 501c3 Institute. If necessary, HPL 501c3 Institute will seek an injunction to prevent any misrepresentation on the part of the revoked organization from presenting themselves as a 501c3 non-profit associated with HPL 501c3 Institute. Organizations with revoked status may apply again for such status, but must apply and be voted on as if they were a new organization.*

### **Responsibilities**

It is the responsibility of both the Applying Group and HPL Institute to provide requested information in a timely manner, and to agree to conduct all activities following the mission and means as described in the bylaws. Each also agrees to safeguard and hold harmless each organization, and to bring forth all possible effort to fulfill the mission of the combined organizations.

Furthermore, the Applying Group certifies and agrees to the following (please initial after each statement):

No board member or volunteer is currently under investigation or had any licensure board or professional association disciplinary action against them. \_\_\_\_

No board member or volunteer has ever had any professional license, certification, or registration suspended or revoked by any licensure board, professional association or healthcare agency. \_\_\_\_

To always work for the benefit of the constituent (i.e. patients, students, clients, members, etc.) \_\_\_\_

To honestly represent the education and background of all volunteers. \_\_\_\_

To act always with integrity and be truthful in advertising. \_\_\_\_\_  
To establish clear boundaries in all relationships with students, and/or clients and avoid inappropriate relationships at all times. To prevent harassment, abuse, or exploitation of students, clients and/or patients in group activities, and to act as a deterrent if such behavior is observed elsewhere. \_\_\_\_\_  
To maintain confidentiality of any private communication regarding the health and progress of clients/patients/students unless given express permission. \_\_\_\_\_  
To explain financial arrangements or activity fees in a clear and understandable manner. \_\_\_\_\_

### **Benefits of CIRWEP**

In addition to the benefits of becoming a 501c3 non-profit, the Applying Group will be given the opportunity to utilize the infrastructure and platform known as CIRWEP. CIRWEP stands for:

- Contact Management
- Invitation Management
- Resource Management
- Web Management
- Event Management
- Payment Management

HPL 501c3 Institute agrees that when CIRWEP is available for piloting, Subsidiary Associated Members will have the first opportunity to pilot the platform for their own use at no cost. When CIRWEP becomes publicly available, Subsidiary Associated Members will be able to utilize the platform at a large discount.

### **Dissolving the Relationship**

Either organization may, with 30 days notice, dissolve the relationship for any reason. Notice of such dissolution must be made in writing. Upon such dissolution, any funds being held by HPL Institute for the Applying Group must be transferred within 30 days, and any fees owed for services provided to the Applying Group by HPL Institute or its partners must be paid within 30 days. (Changing status from Subsidiary Associate Member to Partner does not constitute a dissolution, and may be done at any time upon either verbal or written agreement. Partners generally either have their own 501c3 status, or are for-profit organizations who support the mission of HPL Institute.)

Upon dissolution, any links or representation of either group on either group's website and in written brochures and materials must be removed within 30 days. Neither organization will advertise, comment, or portray in any way that they are affiliated with the other.

**Witness**

In witness whereof, the Applying Group hereby submits their application to become a Subsidiary Associate Member of HPL 501c3 Institute.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position and Organization/Group Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Receipt Date: \_\_\_\_\_

Approval / Disapproval on behalf of **HPL 501c3 Institute**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date