Process to Modify a Chapter’s Service Area/Established Zip Code Range(s)

Upon SHRM’s review and approval a chapter can modify its service area. To do so a chapter must request a change of established zip code range(s) and complete all steps of the process. A chapter can have up to three zip code ranges. There can be multiple zip codes within each range, however, if a zip code is skipped a new range begins.

1. Chapter to submit revised zip code ranges, via electronic form.
2. The form will capture contact information, a brief explanation for the request (i.e. chapter has entered into a Member Service Area agreement with a neighboring city), and the zip code range(s) in the following format:
   - Range #1:
   - Range #2 (if applicable):
   - Range #3 (if applicable):
3. SHRM reviews the zip code range modification request and provides either approval or feedback on adjustments required.
4. Once SHRM approves the new zip code ranges, a revised SHRM Chapter Charter Addendum will be sent for the chapter’s review and signature (usually by the chapter president or other authorized signatory).
5. Upon SHRM’s receipt of the signed revised Charter Amendment, SHRM will sign the Charter Amendment and return a copy of the fully-signed document to the chapter. In addition, the revised zip code ranges will be officially adjusted and SHRM’s copy of the charter amendment placed in the chapter’s permanent file at SHRM Headquarters.

For questions on this process please contact a member of your Regional Team.