



AANN Chapter Charter Application Packet

This packet includes the following forms:

- Chapter Charter Application
- Direct Deposit Authorization Form
- How to file e-Postcard for Form 990-N with IRS
- Group Exemption Consent Form
- AANN Chapter Policies and Procedures
- Chapter Development Manual

Please contact Stefanie Carbone, Account Administrator at scarbone@aann.org or by phone at (847) 375-6334 if you have any questions.



AANN Chapter Charter Application

Organizing an AANN chapter is an important step toward developing and maintaining the professional skills necessary to meet the increasing demands of neuroscience nursing.

AANN recognizes that chapters are a crucial part of AANN's success and advancement.

Requirements:

- Chapter Name and Objectives
- Solicit Chapter Membership
 - *AANN requires 100% dual membership between chapter membership and National*
- Elect an Executive Committee (must be AANN members)
- Develop and approve Chapter Bylaws
- Apply for an EIN Number with the IRS
- Open a bank account for chapter related funds

Fill out the chapter charter application, and submit it to the AANN office with a copy of your bylaws, and initial membership list. The AANN Board of Directors will vote to approve your chapter charter.

American Association of Neuroscience Nurses

CHAPTER CHARTER APPLICATION

Chapter Name: _____ EIN Number: _____

Geographic area to be covered: _____

Current Membership Number: _____

Dual AANN Membership Number: _____

List the objectives your chapter will be working on in the next 2 years, with the committee responsible for each objective:

Sample Objective: Launch recruitment campaign to achieve a 10% increase in total membership.

Objective: _____

_____ Committee: _____

Objective: _____

_____ Committee: _____

Objective: _____

_____ Committee: _____

Objective: _____

_____ Committee: _____

Number of business meetings held to date__ Number of educational meetings held to date__

Officers (as applies)

President Name:

Home Address: _____

Work Address: _____

Home Telephone: _____ Work Telephone: _____ Email: _____

Secretary/Treasurer Name:

Home Address: _____

Work Address: _____

Home Telephone: _____ Work Telephone: _____ Email: _____

Other Officers and Directors:

Name: _____ Title: _____

Home Address: _____

Work Address: _____

Home Telephone: _____ Work Telephone: _____ Email: _____

Name: _____ Title: _____

Home Address: _____

Work Address: _____

Home Telephone: _____ Work Telephone: _____ Email: _____

Note: All chapters are required to have at least one email address on file at the AANN office. If none of the officers listed have email, please give us an email address to be used for purposes of communication with the chapter _____

Please attach a list of current members of your chapter, and the bylaws that you have adopted. The officers of the above stated AANN chapter agree to comply with AANN Bylaws.

Signed _____ Title _____

Submit to:

Attn: Stefanie Carbone
AANN Chapters
8735 W. Higgins Road, Suite 300
Chicago, IL 60631
Email: scarbone@aann.org
Phone: 847/375-6334
Fax: 847/375-6476



**Authorization Agreement for Direct Deposit of
Chapter Dues Reimbursement Checks**

(Please print clearly)

Chapter Name _____

Chapter Treasurer _____

Yes, our chapter agrees to participate in AANN's direct deposit program.

Complete Sections 1 and 2.

Section 1

I hereby authorize the American Association of Neuroscience Nurses, hereinafter called AANN, to initiate direct deposit to our chapter's bank account at the depository named below of chapter dues reimbursement checks on a quarterly basis (i.e., April, July, October, and January).

This authorization is to remain in full force and effect until AANN has received written notification from our chapter of its termination.

Name of Bank _____

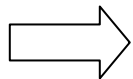
Take one check from your chapter's checkbook and write the word "VOID" across it in large letters. (We regret we can accept only checks issued by U.S. banks.) Send your voided check to AANN with this signed authorization form and AANN will use the information on the check to initiate automatic quarterly direct deposits into this account. Your checking account statement will reference AANN as the payer.

Section 2

Chapter Officer's Signature _____

Chapter Officer's Title _____ Date _____

Return this completed form **immediately** to:
Stefanie Carbone, AANN, 8735 W. Higgins Road, Suite 300, Chicago, IL 60631



IMPORTANT: AANN must receive your voided check to participate in the direct deposit program.

FOR OFFICE USE ONLY:		
Bank Name: _____		
Branch: _____		
City: _____	State: _____	Zip: _____
Routing Number: _____		
Account Number: _____		

How to File the e-Postcard for Form 990-N

This process will take about 10 minutes if you have the following information at hand:

- 1) Your IRS login and password. (Note that AANN recommends that you use your chapter name as your username and "aanntax" as your password)
- 2) Your chapter's EIN number
- 3) AANN National address and your Chapter President's name
AANN
8735 West Higgins Rd, Suite 300
Chicago, IL 60631

**If your chapter has dissolved or your gross receipts/revenue exceeds \$50,000, please call Stefanie Carbone at (847) 375-6334 before completing the form.

When you receive an email confirmation that the process is complete, please forward it to scarbone@aann.org

Step by Step Process: **Visual on Next Page**

- 1) Click on the Link below to access the e-Postcard
- 2) Select Step 1 to register if you chapter has never before filed a Form 990-N (e-Postcard) an otherwise select Step 2.
- 3) Select "Exempt Organization"
- 4) Input your chapter's EIN number
- 5) Login with your chapter name and password when prompted
- 6) Complete the organization information as shown below, adding your chapter's EIN on the last line
- 7) The dates to enter in the "Tax year beginning and ending" are 1/1/2014 to 12/31/2014
- 8) Enter the AANN National address and the Chapter President's name
- 9) Select "Submit"
- 10) An email confirmation will be sent to the current email address. Please forward this to Stefanie Carbone, AANN Account Administrator at scarbone@aann.org

Electronic Notice - Form 990-N (e-Postcard)
Organization Address and Principal Officer Information

C Organization's legal name:

Enter Chapter
Name Here

NORTHWEST OHIO CHAPTER

C If your organization conducts business using another name (dba), enter other name:

DBA name

DBA name - continued

C In Care of Name

C Organization's mailing address:

Country

Number and street (or PO Box)

City or town

State

Zip code

E Organization's website address, if applicable

F Principal Officer:

Type of name

Person Name

Enter Chapter
President's Name
Here

Country

Number and street (or PO Box)

City or town

State

Zip code

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Save Changes

Submit Filing to IRS



AANN Group Exemption Chapter Consent Form

Chapter Name

Your Name (First and Last)

Chapter Leadership Position

Chapter EIN

Chapter Mailing Address

Chapter Consent to be included as a subordinate in the AANN Group Exemption

I hereby authorize the American Association of Neuroscience Nurses (AANN) to include our chapter in the AANN Group Exemption with the IRS.

Please return form to:

Stefanie Carbone
Email: scarbone@aann.org
Phone: (847) 375-6334
AANN Headquarters
8735 West Higgins Road
Suite 300
Chicago, IL 60631

V. Chapters

V.A. Chapter Leader Facilitator/Co-Facilitator Position Descriptions

Issue Date: May 2011

Last Reviewed: September 2012

1) DESCRIPTION:

The purpose of the Chapter Leader Facilitator and Co-Facilitator position is to represent Chapter Leaders on a national level and guide the chapters in advancing the field of neuroscience nursing. Chapters provide an avenue for AANN members to network within a specific geographical area via professional meetings and educational programming which may take place locally or electronically. This “grassroots” network is the foundation for our national organization to grow membership and promote neuroscience nursing within specific geographical areas. Chapter leadership consists of a Board Advisor, Facilitator, Co-Facilitator, Chapter Presidents and other Chapter leaders as indicated.

2) REPORTS TO:

Board Advisor

3) CHAPTER LEADER FACILITATOR

a) Qualifications:

- i. Current AANN member
- ii. Current Chapter member
- iii. Must have previous experience in the role of chapter leadership position
- iv. Available to serve for two consecutive years (1 year – Co-Facilitator, 1 year – Facilitator)

b) DESCRIPTION:

Oversees and guides chapter leaders to meet all responsibilities. He/she will facilitate professional development of chapter leader members and networking opportunities through the Chapter Leadership group. He/she will assist chapter leaders in meeting to the requirement of the national organization including year-end compliance reporting, financial reporting, IRS tax filing and effective leadership transition.. The President-Elect appoints a candidate to the Facilitator position for a two year term, to include one year as co-facilitator and one year as facilitator.

c) RESPONSIBILITIES:

- i. Encourages chapter participation on a national and local level
- ii. Facilitates and actively participate in all chapter discussions on the listserv
- iii. Communicates national information to the chapter leaders
- iv. Initiates and lead exchanging of ideas to further chapter growth
- v. Copies all correspondence relative to chapter matters to the Board Advisor and national office staff.
- vi. Works with the Board Advisor to present proposed Chapter projects and recommendations to the AANN Board of Directors for approval when necessary.
- vii. Notifies the Board Advisor if a chapter leader is not performing to his/her full capacity and discusses possible courses of action if needed.
- viii. Participates on quarterly chapter leadership conference calls

- ix. Prepares an agenda for quarterly meetings and coordinate with staff and Board Advisor to notify all chapter leaders.
- x. Understands AANN's strategic plan and policies and procedures and how the Chapter Leadership objectives fit in with the AANN strategic plan.
- xi. Facilitates the Chapter Leadership meeting at the Annual Educational Conference
- xii. Assists in identification of future Chapter Facilitators as part of the annual appointment process.
- xiii. Mentors the Co-Facilitator in the role of the Chapter Facilitator as needed for succession planning.

4) CHAPTER LEADER CO-FACILITATOR

a) DESCRIPTION:

A Chapter Committee Co-facilitator assists the Chapter Committee Facilitator with the leadership and business of the Chapter Leadership group. They will offer additional support to communicate pertinent information regarding clinical practice, chapter initiatives and AANN news. The President-elect of AANN appoints a candidate for each Co-facilitator position on a yearly basis. The length of term is one year after which the Co-Facilitator will move into the Facilitator role.

b) QUALIFICATIONS:

- i. Current AANN member
- ii. Current Chapter member
- iii. Must have previous experience in the role of a chapter leadership position
- iv. Available to serve for two consecutive years (1 year – Co-Facilitator, 1 year – Facilitator)

c) RESPONSIBILITIES:

- i. Participates on quarterly Chapter Leadership conference calls.
- ii. Assists the Chapter Facilitator in monitoring the listserv and generating conversation.
- iii. Maintains regular contact with the Chapter Facilitator regarding current and upcoming national chapter business matters.
- iv. Attends the Chapter Leadership meeting at the Annual Educational Conference and conducts the Chapter Leadership meeting in the event the Facilitator is not able to attend.
- v. Assumes the role of Facilitator in case of absence.

5) ANTICIPATED TIME COMMITMENT

2 hours/week

V.B. Policies and Procedures for AANN Chapters

Issue Date: November 2003

Last Reviewed Date: September 2012

Chapters of the American Association of Neuroscience Nurses (AANN) are authorized by and are accountable to the AANN Board of Directors. Chapters must be organized and operated in accordance with policies and procedures adopted by the AANN Board of Directors. Chapters are an integral component of AANN, and as such are afforded the opportunity to realize benefits such as the group exemption with the IRS, assistance with marketing efforts, and networking opportunities. In exchange, AANN requires chapters to file an annual report that demonstrates the chapter continues to meet viability criteria as outlined in these policies. Failure to comply may result in revocation of the chapter charter and the rights contained within that agreement.

1) AANN Chapter Charter

- a) **Chapter Formation:** The following items are to be submitted to the national office of AANN to start a new chapter:
 - i. Charter Application Form
 - ii. Signed and dated copy of chapter bylaws
 - iii. Current membership list
- b) **Annual Reporting:** Chapter charters must be renewed annually. Chapters will be sent the renewal application form from the national office at the end of the year. Renewal of Chapter charters is dependent on compliance with these "Policies and Procedures for AANN Chapters" and submission of:
 - i. Annual report (includes officers list, financial report, and evidence of chapter activities supportive of AANN's purpose and goals.)
 - ii. Signed and dated copy of current bylaws, only if they have been revised during the year.
 - iii. Updated membership list
- c) **Involuntary Closure:** Noncompliant chapters are those who have not submitted an annual report by the stated deadline. AANN will implement the following process to assist chapters in meeting the minimal reporting requirements.
 - i. 30 days after the annual report deadline, the AANN Staff liaison will attempt to contact the officer(s) of the chapter on file with the national office.
 - ii. If there is no response from the chapter, or contact cannot be made, a registered letter will be sent to at least two of the chapter officers from the national office, requesting that an annual report be filed.
 - iii. If there is no response to these requests after 90 days from the reporting deadline, the Staff Liaison will forward a request to the AANN board recommending revocation of the chapter charter.
 - iv. Following the decision by the AANN Board of Directors, a registered letter detailing the action will be sent via registered mail to the chapter officers.
 - v. In the event of involuntary closure, the chapter is obligated to yield up and surrender all of its books and records and all of its assets and property to the Association. Fund balances will go to support the Neuroscience Nursing Foundation's general fund for scholarships and research grants.
- d) **Voluntary closure:** Chapters may elect to voluntarily revoke their charter with AANN. This decision must be made by a chapter membership vote, and all current members must be notified. Once the decision has been made, the following procedures must be completed:
 - i. Notify the National Staff Liaison of the decision.

- ii. Notify all remaining members of the decision and provide information on nearby chapters, if available.
 - iii. The chapter is obligated to yield up and surrender all of its books and records and all of its assets and property to the National Office. Fund balances will go to support the Neuroscience Nursing Foundation's general fund for scholarships and research grants.
 - iv. The chapter must cease and desist using any name that implies or connotes association with AANN or status as a constituent of the association.
- e) **Inactive Status:** Any chapter may request that its charter be changed to inactive for a period of one year in order to reorganize. During the inactive year, the chapter is not required to meet the minimum reporting requirements for active chapters. The following procedures must be completed to apply for the one-year inactive status:
- i. The chapter president should contact the Staff Liaison to request that the chapter's charter be changed to inactive. The Liaison will forward the chapter's request to the Board.
 - ii. Following the decision by the Board, a letter detailing the action will be sent via registered mail to the chapter officers.
 - iii. During the inactive year, the chapter president is required to contact the Staff Liaison at least twice to provide an update on the reorganization process.
 - iv. Any chapter that finishes reorganizing before the inactive year has expired, can contact the Staff Liaison to request that its charter be changed to active status. The Staff Liaison will forward the information to the Board, which will vote to determine if the charter should be reactivated.
 - v. Following the decision by the Board, a registered letter detailing the action will be sent via registered mail to the chapter officers.

2) Organization of Chapters

- a) **Bylaws:** it is required that chapters adopt bylaws which are in the same form as "Chapter Bylaws" provided by AANN.
- i. The chapters are governed by AANN's bylaws, which take precedence over any chapter bylaws.
 - ii. The chapter must follow a fiscal year of Jan 1-Dec. 31.
 - iii. Officers must be members of AANN
- b) **Chapter Operations**
- i. Chapters may issue membership cards upon initial membership and annually when chapter membership is renewed.
 - ii. Chapters shall hold at least 2 meetings annually for transacting business and presenting educational programs.
 - iii. It is recommended that chapters have a stable mailing address. A post office box is encouraged. The national office is to be informed of any address changes immediately.
 - iv. Chapters shall not sell mailing lists that have been provided to the
 - v. chapter by the national office. Third parties wishing to buy the mailing list should contact the national office for information on list availability.
 - vi. The AANN logo is a registered trademark of the American Association of Neuroscience Nurses. If the Association's logo is used, the chapter's name must be prominent in the design.
 - vii. Chapters shall not participate in or contribute to any political campaign on behalf of or opposing any candidate for public office.

3) Financial Regulations

- a) **Taxes:** Chapters must obtain an employer's identification number (EIN) from the IRS (even if the chapter has no employees). Form SS-4 is the Application for Employer Identification Number. A copy of the chapter's EIN must be filed with the national office within 30 days of obtaining the EIN from the IRS. If the chapters' gross receipts are over \$25,000, a tax return, Form 990 must be submitted to the IRS. IRS forms can be printed from the IRS website at www.irs.gov. Some states require a tax return be filed even if the chapter is included in the AANN Group Exemption. Each chapter should check with their local IRS office. Income of the chapter cannot inure the benefit of any private individual.
 - b) **Financial Records Retention:** Financial records must be kept for an indefinite period of time. Financial reports must include:
 - i. Cash disbursement record
 - ii. Cash receipts record
 - iii. Bank reconciliation
 - iv. Bank statements
 - c) **Chapter Revenue**
 - i. Chapter dues may not exceed national membership dues.
 - ii. Chapters may ask for a contribution from members and nonmembers attending monthly education meetings.
 - iii. Chapters may sell space for educational exhibits at symposia.
- 4) Educational Guidelines**
- a) **Program Considerations**
 - i. Educational programs offered by chapters for the nursing community should be geared to the professional nurse level.
 - ii. Chapters are encouraged to be responsive to the health and educational needs of the community.
 - b) **Program Approval**
 - i. Chapters are encouraged to seek CEU approval for educational programs from their respective state nursing associations.

American Association of Neuroscience Nurses



Chapter Development Manual

AANN

8735 West Higgins Road, Suite 300
Chicago, IL 60631

Phone: (847)375-4733

Fax: (847) 375-6430

Website: www.aann.org

Email: info@aann.org

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I. LIFE AS A CHAPTER

Why Chapters??

AANN values its' chapters because chapters can:

- Provide a means of networking
- Provide a forum for educational programs
- Foster leadership qualities
- Encourage new graduates to enter neuroscience nursing
- Promote AANN

The Basics

AANN chapters must meet the following basic requirements:

- Hold 2 meetings per year
- Follow a fiscal year from January 1 to December 31
- Complete an annual report and submit it by January 31
- Elect a president, secretary/treasurer and other officers as deemed necessary (officers must be members of AANN)



What does AANN do for chapters?

AANN supports chapters in the following ways:

- Staff liaison at national headquarters to assist with chapter management issues
- AANN Chapter Manual provides leaders with information and guidelines needed to manage a chapter
- Chapter Leader E-mail Listserv group; Network with other AANN chapter leaders to find out how they handle chapter matters; request mentorship
- Mailing labels for members in your state(s) are provided at no charge to advertise meetings and events
- AANN table skirt available for use at local meetings
- List of new AANN members in chapters' state(s) provided quarterly for recruitment purposes
- Chapter Leadership Workshop at AANN Annual Conference
- Information and forms available on AANN website
- Outstanding Chapter of the Year Award

II. CHAPTER ORGANIZATION

Chapter Board of Directors

- Is responsible for supervising, controlling, and directing the affairs of the chapter
- Selects the bank in which the chapters' funds are deposited, manages and disburses its' funds, and develops and approves the annual budget
- Authorizes and monitors committees, reviews and evaluates projects
- Develops and monitors chapter policies and procedures
- Meets as often as needed, but at least twice per year
- Submits chapter report to national office annually
- Submits a list of new officers to national office within 30 days of an election

The Chapter President

- Supervises and directs chapter activities
- Is responsible for ensuring that the board functions effectively, and that board members understand and adequately discharge their duties
- Schedules meetings of the board, presides at all board and general membership meetings
- Appoints standing and special committees, and appoints chairpersons

The Chapter Secretary

- Maintains all chapter records, including bylaws, financial reports, minutes of board meetings, business, and committee meetings
- Distributes notices of chapter meetings
- Maintains current committee and membership rosters

The Chapter Treasurer

- Is responsible for the funds of the chapter and for keeping records of all income and expenditures
- Deposits all chapter receipts in a bank account maintained in the name of the chapter
- Prepares an annual financial budget for approval by the board and keeps the membership informed of the chapters' financial condition

Chapter Committees

Creative ideas are often developed within committees. Each committee should have a chair that directs its activities, and a budget. Here are some suggestions for committees:

Membership: Promote new membership through membership drives and by establishing contacts in hospitals, schools of nursing, and other health care agencies.

Nominating: Solicit candidates for any offices that need to be filled and collect review materials from candidates such as CV, references, etc. Submit slate of officers to the Board of Directors, prepare ballots, and compile results of balloting.

Continuing Education

Plan and develop quality educational activities that meet the needs of the membership. Apply for CE credit. Make all logistical arrangements for educational offerings and programs.

Publicity

Publish a chapter newsletter. Publicize all chapter activities, programs, elections, etc. Distribute promotional materials regarding chapter events.

III. WHAT TO DO NEXT

How do we get new members?

Membership is one of the biggest challenges that chapters face. Here are a few suggestions:

- Mail educational flyers to local facilities and schools
- Offer contact hours at every appropriate gathering
- Have a contest to see who can bring in the most members
- Provide incentives like gift certificates and free registrations to members who recruit new members
- Contact CNRNs & SCRNs in your area who are not yet members
- Schedule innovative speakers and publicize your meetings
- Have a drawing for meeting attendees for a free chapter membership
- Rotate meetings at different facilities
- Stock a table at your meeting with membership applications and educational brochures
- Provide a door prize for meeting attendees
- Network and combine meetings with other chapters
- Tell people who are not active chapter members that you still appreciate their support
- Send a personal thank you to non-members who have attended meetings
- Sponsor a social event like a holiday party to encourage networking and recruiting
- Sponsor a community action drive (food, toys, clothing)
- Adopt a high school and promote nursing to graduating seniors

- Make a special effort to welcome newcomers
- Evaluate your members' needs, and then fulfill them!
- Get people involved, keep it fun
- Assign members to maintain a poster at their institutions
- Have a drawing for transportation to the AANN annual meeting
- Give a CNRN or SCRN review course
- Communicate with members through a Newsletter
- Set up your own website

How do we manage our finances?

An annual budget should be used to plan and monitor your chapter's income and expenses. The easiest way to prepare a budget is to look at your plans for the coming year, and make adjustments to the current year's budget. If your chapter has never written a budget before, use previous income and expense records to help you predict what next year's revenue sources and expenditures will be. Comparing actual with budgeted numbers throughout the year will also help you to understand your chapter's finances.

Maintain a permanent file with the following information:

- Chapter bylaws
- Meeting minutes
- Records of financial transactions
- EIN number (Employer's Identification Number)

All chapters are required to have an EIN number for tax purposes or bank accounts. If your chapter does not have one, call your local IRS office to get one.

Taxes

AANN has a group tax exemption that your chapter can be included in. You can request to be a part of this exemption on your annual report. To be included in this exemption, we must have your annual report, bylaws, membership list, and EIN number.

Income

All chapters should charge dues to members, in order to offset expenses. Dues should be reasonable, but also provide funds necessary to run the chapter. Chapter dues are collected by National and remitted back to the chapters via direct deposit or check on a quarterly basis.

Fundraising

Fundraising is also an important source of revenue. This is an area where you can be creative – have bake sales, solicit sponsorship, sell ad space in your newsletter, charge non-members higher fees, have raffles or auctions.

How do we find and keep leaders/volunteers?

- Have a clear outline of what your leaderships' responsibilities will be
- Be clear about how long a commitment is required. Make some commitments short term, and project oriented.
- Be open to innovation and creativity

- Make sure your meetings are well organized and planned ahead of time
- Appreciate volunteers' efforts. Acknowledge accomplishments and provide feedback
- Include others whenever you can in order to promote a sense of community and spirit
- Ask others to participate – they may be reluctant to volunteer, but willing once asked
- HAVE FUN!!

This manual is intended to be a general guide for basic chapter concerns. Feel free to contact the national office at any time for assistance in any area.

AANN Member Services: (847) 375-4733

Email: info@aann.org