



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 Leah Zamora, Executive Director at lzamora@aann.org or by phone at (847) 375-6386 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: Leah Zamora
AANN Chapters
8735 W. Higgins Road, Suite 300 Chicago,
IL 60631
Email: lzamora@aann.org



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 _____



AANN Group Exemption Chapter Consent Form

Chapter Name

Return this completed form **immediately** to Leah Zamora
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: _____

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:

Leah Zamora
Email: lzamora@aann.org
AANN Headquarters
8735 West Higgins Road
Suite 300
Chicago, IL 60631

V.B. Policies and Procedures for AANN Chapters

Issue Date: November 2003

Last Reviewed Date: February 2019

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 virtual or state based:
 - i. Charter Application form
 - ii. Signed and dated copy of chapter bylaws
 - iii. Current membership list
 - iv. Bank information for electronic deposit of dues
- 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
- 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 Agnes Marshall Walker Foundation's general fund for 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 Agnes Marshall Walker Foundation's general fund for 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 and all Chapter members must be members of AANN National.
- 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 chapter by the national office. Third parties wishing to buy the mailing list should contact the national office for information on list availability.
 - v. 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.
 - vi. 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.
 - iv. Chapter dues are collected by AANN National with AANN National membership dues.
 - v. Chapter dues are paid quarterly via electronic deposit.

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.



Charities & Non-Profits Topics

- [A-Z Index](#)
- [Search for Charities](#)
- [Calendar of Events](#)
- [Charity and Nonprofit Audits](#)
- [Free e-Newsletter](#)
- [Online Training](#)
- [Life Cycle](#)
- [Taxpayer Bill of Rights](#)
- [Tax Exempt and Government Entities](#)
- [Charities & Non-Profits](#)
- [Home](#)

- All organizations are required to register at IRS.gov prior to filing Form 990-N. You will not be asked to register again the next time you file.
- Form 990-N must be completed and filed electronically. There is no paper form.

See [Annual Electronic Filing Requirement for Small Exempt Organizations](#) for more information on Form 990-N.

How much does it cost to file Form 990-N?

[Form 990-N](#) can be filed for free at IRS.gov. There is no paper form.

Do I need special software to file Form 990-N?

No, the IRS has created a simple Internet-based process for filing Form 990-N, so organizations do not need to purchase software to file. Organizations that do not have access to a computer can go to places that provide Internet access to the public, such as their local library, to file the Form 990-N, the *e-Postcard*.

Do I need an e-mail address to file Form 990-N?

Yes, you will need an e-mail address. The system uses the e-mail address to activate your login ID and password.

You will not receive notification by email that your form was rejected or accepted. You must return to the [Form 990-N electronic Filing system \(e-Postcard\)](#) to determine the status of your organization's Form 990-N.

When my organization attempted to file Form 990-N, we received an error message indicating that the EIN was incorrect. What should we do?

If you are certain that your EIN was entered correctly, the IRS may not have your organization listed as a tax-exempt organization. This may be because your application for tax exemption is pending or you did not apply for tax exemption. If this is the case, an officer of the organization should contact Customer Account Services at 1-877-829-5500 (a toll-free number) and ask that the organization be set up to allow filing of Form 990-N, the *e-Postcard*.

Your organization will need to allow six weeks for the IRS to update its records before you can file your Form 990-N. Your organization should not be concerned if this delay causes your filing to occur after your Form 990-N is due because there are no late filing or delinquency penalties associated with Form 990-N. Note, however that an organization's tax-exempt status is [automatically revoked](#) if it does not satisfy its annual filing requirement for three consecutive years.

What should I do if another organization filed Form 990-N using my organization's employer identification number?

If you cannot file your Form 990-N because another organization used your employer identification number (EIN), you must contact IRS Customer Account Services at 1-877-829-5500 (a toll-free number) and explain the situation. In most instances, you will be able to file your Form 990-N using your EIN, and IRS will notify the other organization of its error. This situation sometimes occurs when a subordinate organization inadvertently uses the EIN of a related organization or the parent organization.

What should I do if I'm having trouble with the Form 990-N electronic filing website?

If you experience a problem with the Form 990-N electronic filing system, such as trouble logging onto the system, please contact IRS Customer Account Services at 877-829-5500 (a toll-free

How do I file Form 990-N, the e-Postcard?

Use the [Form 990-N Electronic Filing system \(e-Postcard\)](#) to electronically submit Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ*.

Additional information

- [Form 990-N FAQs](#)
- [Annual Electronic Filing Requirement for Small Exempt Organizations](#)
- [Form 990-N Electronic Filing system \(e-Postcard\)](#)

To file the 990N, you will need to first set up a user ID and password with the IRS. Start the process here:

<https://sa.www4.irs.gov/eauth/pub/login.jsp?Data=VGFyZ2V0TG9BPUI%253D&TYPE=33554433&REALMOID=06-000ca231-ad53-16bc-8663-483c0adb40e7&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-m5OrA%2b7FvbGU%2bgLgvTS4wrt26VgObWqx%2b78E5Bj5nDRoJHeUNEeLTNGiERDz%2bh%2fe&TARGET=-SM-http%3a%2f%2fsa%2ewww4%2eirs%2egov%2fepostcard%2fsecure%2fhome%2f>

Click Get Started under First Time User



First Time Users

Create a Login to:

- Verify your identity for access to your personal tax information.
- Create a user ID and password to save time on future visits.
- Lock your online account to prevent access.

[Information you need to verify your identity](#)

GET STARTED >

Returning Users

Log in below if you've previously created a UserID for any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)

User ID

Mask User ID

LOGIN >

[Forgot User ID](#)

[Lock your online account to prevent access](#)

[IRS Privacy Policy](#) | [Accessibility](#)

Supply the requested information:



Step 1 of 4: Personal Information

All fields are required.

First Name

Last Name

Email Address

Re-Enter Email Address

A confirmation code will be sent to your email address.

CANCEL **SEND EMAIL CONFIRMATION CODE** >

What will we do with your information?

The IRS may use third party data to verify your identity. The third party provides the IRS with information to generate questions used to help authenticate your identity. This action may create an entry called a "soft inquiry" on your credit report. The soft inquiry will be listed as an IRS inquiry with the date of the request. Only you can see the IRS soft inquiry. Soft inquiries do not affect your credit score and are not reported to lenders. [Learn more about soft inquiries.](#)

[IRS Privacy Policy](#) | [Accessibility](#)



The IRS will email a confirmation code – enter it on the next screen to continue. Do not enter the dash, it will appear automatically



Step 2 of 4: Verify Identity

- Do not close this browser window or you will have to restart the process.
- A confirmation code will be sent to your email address within the next 10 minutes
- Check your spam folder if you don't receive an email.
- If you don't receive a confirmation code within 15 minutes, please select cancel and request a new code.

Enter Confirmation Code

CANCEL CONTINUE >

[IRS Privacy Policy](#) | [Accessibility](#)

Complete the security profile. Make note of your user ID and password as you will need it to access the site in the future.



Step 3 of 4: Security Profile

All fields are required.

User ID and Password

User ID
julienemmer

Password
●●●●●●●●

Re-enter Password
●●●●●●●●

Primary Email
jnemmer@connect2amc.com

Secondary Email (optional)

Unique phrase which will be included in confirmation emails sent by IRS Online Services to you

Enter a User ID of your choice. The User ID cannot be an email address, SSN, or contain a space, or special character (!@#%*^&*).

Password Rules:

- Between 8 and 20 characters long.
- Must contain at least one numeric and one special character (!@#%*^&*).
- At least one uppercase and at least one lowercase letter.
- Matching password must be re-entered.



Site Phrase

Create a site phrase that you will recognize when you login.

Site Image

Select an image that you will recognize when you login.



Challenge Questions



You also need to create an e-Postcard Profile before you can file the 990N. Click on Manage E-Postcard Profile



Electronically file your Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

[More information](#) on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.



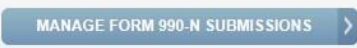
Application Version Number: 1.0.1

Version Build Date: 2016-02-29 22:16

Manage Form 990-N Submissions

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N



Select Exempt Organization



e-Postcard Profile

[Home](#) | [Security Profile](#) | [Logout](#)



Please select Exempt Organization or Preparer

User Type

Select One--

Exempt Organization

Preparer

Enter you Chapter EIN and click "add EIN". You should then see your EIN listed under "Currently Associated EIN". Click on Create New Filing



e-Postcard Profile [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

You are logged in as: **Exempt Organization** [Edit user type](#)

EIN [ADD EIN](#)

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
No EINs are currently associated with your ID			

[DELETE EIN](#) [CREATE NEW FILING](#) >

You should then see your organization information. You will need to answer the two questions – Has your organization terminated and are your gross receipts normally less than \$50k. Then hit continue



Organization Details

e-Postcard Profile **Select EIN** **Organization Details** Contact Inform

Electronic Notice-Form 990-N (e-Postcard)

Organization Information

For the tax year ending
December 31, 2015 ?

Has your organization terminated or gone out of business?
--Select One-- ?

Are your gross receipts normally \$50,000 or less?
--Select One-- ?

Organization's legal name -Line 1
AMERICAN ASSOCIATION OF ?

Organization's legal name -Line 2
NEUROSCIENCE NURSES ?

Employer Identification Number (EIN)
411689976 ?

[PREVIOUS](#) [CANCEL FILING](#) [CONTINUE](#) >

Now enter your chapter's organization and principal officer information. The name that appears in the IRS database will be the beginning of your name as submitted when obtaining your EIN number. If you conduct business under another name (for example: AANN-chapter name) enter that in the DBA name fields.



Enter the organization address as the national office address in Chicago as noted below



Contact Information

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile **Select EIN** **Organization Details** **Contact Information** Confirmation

Electronic Notice-Form 990-N (e-Postcard)

Organization Address and Principal Officer Information

Organization's legal name: **AMERICAN ASSOCIATION OF NEUROSCIENCE NURSES**

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

* = required field

Organization:

DBA Name

AANN Upper Mississippi Basin Chapter ?

DBA Name - continued

?

ENTER ADDITIONAL DBA NAMES

Country*

US - United States ?

Number and Street (or PO Box)*

8735 W Higgins Rd Suite 300 ?

City or Town*

Chicago ?

State*

IL - Illinois ?

Zip Code*

60631 ?

Organization's website address, if applicable



990 N FILING INSTRUCTIONS

Enter the principal officer's name and address (this would usually be the president). Once that is complete you can hit Submit filing. If you want to save the filing and finish it later you can use the save filing button. The 990N will not be complete until you hit Submit.

Principal Officer:

Type of Name*

 ?

Person Name*

 ?

Country*

 ?

Number and Street (or PO Box)*

 ?

City or Town*

 ?

State*

 ?

Zip Code*

 ?

[PREVIOUS](#) [CANCEL FILING](#) [SAVE FILING](#) [SUBMIT FILING](#)

Once you submit you will be taken to a screen summarizing your submission. Please save a copy of this for your records. Once a copy is saved click on "Manage From 990-N Submissions"



Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN Organization Details Contact Information **Confirmation**

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** AMERICAN ASSOCIATION OF NEUROSCIENCE NURSES
- **EIN:** 411689976
- **Tax Year:** 2015
- **Tax Year Start Date:** 01-01-2015
- **Tax Year End Date:** 12-31-2015
- **Submission ID:** 10065520160620003244
- **Filing Status Date:** 03-02-2016
- **Filing Status:** Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

[MANAGE FORM 990-N SUBMISSIONS](#)



Manage Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
41-1689976	AMERICAN ASSOCIATION OF NEUROSCIENCE NURSES	2015	12-31-2015	03-02-2016	Pending	10065520160620003244	"Get Updated Status" action available 7 minutes following submission

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[CREATE NEW FILING](#)

You will need to either wait for the status of the submission or come back later to view the status. If waiting, skip to next step. If you decide to close and go back later, just return to the same website (noted at beginning of this document) and sign in as a returning user using the user ID and password you created. Once on the site click on Manage Form 990-N Submissions



Electronically file your Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

More information on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

[MANAGE E-POSTCARD PROFILE](#)

Application Version Number: 1.0.1

Version Build Date: 2016-02-29 22:16

Manage Form 990-N Submissions

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
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4. Delete an in-progress Form 990-N

Click on the button below to get started.

[MANAGE FORM 990-N SUBMISSIONS](#)

On the next screen click on "get updated status" in the action column and the status should now say "accepted". Click on the submission ID number



Manage Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
41-1689976	AMERICAN ASSOCIATION OF NEUROSCIENCE NURSES	2015	12-31-2015	03-02-2016	Accepted	10065520160620003244	

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CREATE NEW FILING >

Send a copy of this confirmation showing a filing status of accepted to the national office for your compliance reporting.



Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN Organization Details Contact Information **Confirmation**

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** AMERICAN ASSOCIATION OF NEUROSCIENCE NURSES
- **EIN:** 411689976
- **Tax Year:** 2015
- **Tax Year Start Date:** 01-01-2015
- **Tax Year End Date:** 12-31-2015
- **Submission ID:** 10065520160620003244
- **Filing Status Date:** 03-02-2016
- **Filing Status:** Accepted

< MANAGE FORM 990-N SUBMISSIONS

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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 - The Chapter Secretary
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 - Chapter Committees
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 - Nominating
 - Continuing Education
 - Publicity

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 - How do we manage our finances?
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 - Income
 - Fund Raising
 - How do we find and keep leaders/volunteers?

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
- File with the IRS annually
- 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
- Collects dues and remits to chapters on a quarterly basis
- Provides tax exemption status under National status
- AANN Chapter Manual provides leaders with information and guidelines needed to manage a chapter
- Chapter Leader E-mail NeuroNetwork group; Network with other AANN chapter leaders to find out how they handle chapter matters; request mentorship
- Quarterly Chapter Leader calls
- 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:

- Email or 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
- 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.

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