

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.