



**National
Association of
Neonatal
Nurses**

Chapter Manual

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I. LIFE AS A CHAPTER

Why Chapters??

NANN 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 neonatal nursing**
- **Promote NANN**

The Basics

NANN 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 March 1**
- **Elect a president and secretary/treasurer. Chapters may elect additional officers, as necessary.**
- **File an online 990-N tax report with the IRS, and provide proof of filing to the NANN office by May 15 each year.**
- **All members must pay local and national dues. Local dues cannot be higher than national dues.**



What does NANN do for chapters?

NANN supports chapters in the following ways:

- Staff liaison at national headquarters to assist with chapter management issues
- Board of Directors liaison to chapters
- NANN Chapter Manual provides leaders with information and guidelines needed to manage a chapter
- Chapter E-mail discussion group; Network with other NANN chapter leaders to find out how they handle chapter matters
- Mailing labels for members in your state(s) are provided at no charge to advertise meetings and events
- NANN table skirt available for use at local meetings
- List of new NANN members in chapters' state(s) provided quarterly for recruitment purposes
- Chapter Networking Event at the NANN Annual Conference
- Resources and forms available on NANN website
- Chapter Awards



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, develops and approves the annual budget, and complies with tax reporting requirements
- 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 after an election

Chapter Officers

Chapters must minimally elect a President and a Secretary/Treasurer. Alternatively, the chapter may decide to make Secretary and Treasurer two separate positions. It is strongly recommended that the chapter also elect a President-Elect to ensure that a President is in place for the next term.

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/Treasurer

- 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
- 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 NNP's 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 NANN annual meeting**
- **Communicate with members through a Newsletter**
- **Set up your own website to facilitate communication**

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)

Tax-Exempt Status. NANN is organized as a non-profit, tax-exempt professional organization under section 501(c)(6) of the Internal Revenue Code and section 23701e of the California Revenue and Taxation Code. For the benefit of its chapters, NANN also has a Group Exemption. The exemption recognizes chapters as subordinate groups of the national organization and gives them tax-exempt status as well. Some states require a tax return to be filed even if the chapter is included in the Group Exemption. Each chapter should check with their local IRS office.

The most common misunderstanding about a tax-exemption is that it exempts the Association and its chapters from all taxes. However, this is not the case. Tax-exempt status means only that the Association and its chapters do not pay federal tax on income from activities that are directly related to the organization's purpose; education. However, if income is generated by an activity unrelated to the organization's purpose, the chapter **MUST** pay tax on that income. Such "unrelated income" includes money received

from garage or yard sales, bake sales, raffles, and the sale of promotional items, even if no profit was realized. In order to conduct such sales, chapters must: (1) obtain a certificate of registration from the Sales & Use Tax Division of their State Department of Revenue, and (2) file Sales and Use Tax Reports and pay the tax due. If the unrelated business income is more than \$1,000, the chapter must also file a federal tax form 990-T. Chapters who receive "unrelated income" but fail to report and pay sales tax in an appropriate and timely manner may not only be required to pay penalty and interest on that sales income, but risk having their tax-exempt status revoked.

If the chapters' gross receipts are \$25,000 or less, an annual electronic notice, Form 990-N, must be submitted to the IRS by the chapter. The submission of the 990-N is free of charge and is submitted online. If the chapters' gross receipts are over \$25,000, a paper tax return, Form 990 must be submitted to the IRS. IRS forms can be printed from the IRS website at www.irs.gov.

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. Additional information about obtaining an EIN can be found on the following IRS webpage: www.irs.gov/businesses/small/article/0,,id=97860,00.html

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.

Fund Raising

Fund raising 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.

Donations. Many chapters solicit and receive donations from corporations and other sponsors to launch and support their activities. While no restrictions exist to obtaining such funds for the chapter, those donations are not deductible by the donors as charitable contributions as defined in section 170(c) of the Internal Revenue Code.

Gambling/Raffles. A number of chapters have sponsored raffles at their meetings as a means of generating income. Since many state laws prohibit gambling, a raffle's validity will depend on the gambling laws in the state where the raffle is held. Before planning raffles, contact your Representative at the state level.

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**

And Finally...

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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