



**National
Association of
Neonatal
Nurses**

Starting a NANN Chapter

4700 W. Lake Avenue
Glenview IL 60025-1485

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Starting an NANN Chapter

Organizing an NANN chapter is an important step toward developing and maintaining the professional skills necessary to meet the increasing demands of neonatal nursing. There are social benefits as well. Bringing together neonatal nurses in the community helps build a personal as well as professional network.

First Steps

Get a core group of individuals interested in working with you. Ideally, members should represent several hospitals.

- Set a date for a meeting.
- Solicit interest in membership – post notices at facilities, do a mailing, contact drug and medical supply companies, send press releases
- Draw up an agenda for your meeting. The following are important issues that will need to be discussed at upcoming meetings:
 - Chapter name- acronym must be unique
 - Short term and long term objectives addressing educational plans, membership drives, leadership development
 - Officers – can be temporary at this point
 - Committees
 - Geographical Boundaries
 - Dues
 - Development of Chapter Insignia, if desired (see Insignia section of this manual)

- Chapter bylaws- A set of sample bylaws is included in this packet. Your officers should vote to approve the bylaws.
- NANN requires a minimum of ten chapter members before approving a chapter. Remember, chapter members must be NANN national members!
- Once you have a group that is serious about starting the chapter, you should call the local IRS office for an EIN number (identification number that you will use to open a bank account, and for tax records). NANN requires that your chapter be set up with a fiscal year *January 1-December 31*. This should be reflected in the paper work that is submitted to the IRS.

Guide to the Development of Chapter Insignias

Overall design criteria:

- Includes upright print of NANN footprint.
- Includes full name of chapter in print large enough to be easily read.
- If the name of your chapter does not include the state or an easily recognized region of your state, this should be represented graphically in the logo.
- Must not include any emblem or logo known to be copyrighted by or commonly associated with another group, company, or corporation.
- Must not include any words other than the full name of chapter written out.

A copy of the draft insignia should be sent to the national office for approval. If, at any time following charter, a

chapter wishes to revise its registered insignia, it should submit a written request with justification.

You are now ready to apply for your chapter charter!! Fill out the chapter charter application, and submit it to the NANN office with a copy of your bylaws, insignia if applicable, and initial membership list. The NANN Board of Directors will vote on your chapter charter at their next regularly scheduled meeting.





National Association of Neonatal Nurses

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www.nann.org • E-mail info@nann.org

Petition for Charter Application

Chapter Name: _____ Acronym: _____

Chapter Address: _____

EIN Number: _____ Membership dues amount: _____
(Necessary for all financial transactions Contact your local IRS office.)

Geographic areas to be covered: _____

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: _____

Objective: _____
_____ Committee: _____

Number of business meetings held to date ___ Number of educational meetings held to date ___

Chapter Logo

Chapter logos must include a copy of the official NANN logo footprint. Let us know if you need camera-ready artwork of the NANN logo.

Checking Account Information

Institution Name and Address: _____

Account Number: _____ Current Balance: _____

Chapter Officers

President Name & credentials: _____ NANN ID# _____

Home Address: _____

Work Address: _____

Home Telephone: _____ Work Telephone: _____ Email: _____

Secretary Name & credentials: _____ NANN ID# _____

Home Address: _____

Work Address: _____

Home Telephone: _____ Work Telephone: _____ Email: _____

Treasurer Name & credentials: _____ NANN ID# _____

Home Address: _____

Work Address: _____

Home Telephone: _____ Work Telephone: _____ Email: _____

Other Officers and Directors:

Name: _____ **Position:** _____ **NANN ID#** _____

Home Address: _____

Work Address: _____

Home Telephone: _____ Work Telephone: _____ Email: _____

Name: _____ **Position:** _____ **NANN ID#** _____

Home Address: _____

Work Address: _____

Home Telephone: _____ Work Telephone: _____ Email: _____

The officers of the above stated NANN chapter agree to comply with NANN Bylaws.

Signed _____ Title _____

Please enclose application fee of \$25, a copy of Chapter Bylaws, membership list, and chapter logo if applicable.

Please mail to:

National Association of Neonatal Nurses - Chapters
4700 W. Lake Avenue, Glenview, IL 60025
E-mail: info@nann.org, Fax: 866/927-5321

Model Form For Chapter Bylaws

ARTICLE I

NAME

The name of this organization shall be the ----- ASSOCIATION OF NEONATAL NURSES ("Association.")

ARTICLE II

PURPOSE

The purpose of this ASSOCIATION shall be:

1. To promote the highest standards of neonatal nursing practice and education, and research; and
2. To maintain an organization that will assist the neonatal nurse in optimizing professional development and economic and general welfare.
3. To provide an organization that promotes the general welfare of neonatal nurses.

ARTICLE III

GOALS

The goals of the ASSOCIATION shall be to:

1. Facilitate an exchange of information between nurses in the neonatal field;
2. Maintain for its members a forum for continuing education;
3. Provide communication networks among neonatal nurses working in the field;
4. Participate in legislative activities that will promote and improve neonatal nursing and health care for the infant and family;
5. Promote equitable compensation commensurate with the education, training and responsibilities of the neonatal nurse;

6. Support and participate in the ongoing development and implementation of specialty certification;
7. Work toward standardization and accreditation of programs that prepare nurses to work in advanced practice neonatal nursing roles; and,
8. Facilitate and support advanced practice neonatal nursing roles.

ARTICLE IV

MEMBERSHIP

Section I

Membership in the ASSOCIATION is a privilege and is contingent on concurrent membership in the NATIONAL ASSOCIATION OF NEONATAL NURSES ("NANN.")

Section II

The membership of this ASSOCIATION shall not be limited by numbers.

Section III

Membership shall consist of current members as set forth by NANN bylaws.

Section IV

A person shall be declared a member upon payment of local and national dues.

Section V

Dues shall be determined by a majority vote of members. Dues MAY NOT exceed NANN dues.¹

ARTICLE V

OFFICERS

Section I

The officers of the ASSOCIATION shall consist of a President, and Secretary/Treasurer.³ Officers shall be registered nurses. These officers are referred to as the Executive Committee.

Section II

The officers shall be elected by a majority of votes cast by written ballot, to serve for a term of two (2) calendar years.² All officers shall take office on January 1 immediately following their election. No officer shall hold the same elected office for more than two (2) consecutive terms (four years).

Section III

The duties of the officers are as follows:

The President shall preside at any official meeting of the ASSOCIATION and coordinate the work of the officers to ensure that the objectives and policies of the ASSOCIATION are maintained and promoted.

The Secretary/Treasurer shall record the minutes of business meetings, conduct official correspondence of the ASSOCIATION, and be responsible for keeping Bylaws and membership records. The Secretary/Treasurer also shall collect and disburse ASSOCIATION funds and present a statement of financial condition at each general business meeting.

Section IV

Executive Committee meetings shall be held quarterly.⁴ Meeting time and place shall be arranged by the President.

Section V

In the event of a resignation or vacancy of an office, an election shall be held at the next business meeting to fill the office for the unexpired term.

ARTICLE VI

MEMBERSHIP MEETINGS

Section I

The regular meetings of the ASSOCIATION shall be held according to chapter needs (quarterly, monthly).⁵ Meeting time and place shall be arranged by the President.

Section II

A quorum shall consist of all active members present at the meeting.

Section III

Each active member present shall be entitled to one vote on matters properly placed before the membership.

ARTICLE VII

AMENDMENTS TO THE BYLAWS

Section I

The Bylaws shall be reviewed annually.

Section II

The Bylaws may be amended at any regular business meeting of the ASSOCIATION by a favorable vote of two-thirds of the members present.

ARTICLE VIII

RULES AND PARLIAMENTARY AUTHORITY

The rules governing the ASSOCIATION shall be decided upon by a simple majority of members present at any regular business meeting. The rules contained in the most current edition of Robert's Rules of Order shall be the parliamentary authority.

ARTICLE IX

ADOPTION

Adopted at a meeting of the ----- ASSOCIATION OF NEONATAL NURSES on the ----- day of -----, 19---.

Signature of President

Signature of Secretary

MODIFICATION OF THE MODEL

¹Article IV, Section V may be modified with the addition of a statement specifying the dollar amount.

²Article V, Section II may be modified to limit the term of office to one (1) calendar year. The term of office, however, cannot be extended beyond two years. However, an officer can run for a second term of two years and serve a maximum of four years. If the term of office is modified to one year, an incumbent may run for a second term and serve a maximum of two years in the same office.

³Article V, Section I may be modified to include the office of President-Elect. The position of Secretary/Treasurer may also be divided into two positions of Secretary, and Treasurer.

⁴Article V, Section IV may be modified according to chapter needs. The meeting frequency, however, cannot be reduced to less than two times a year.

⁵Article VI, Section I may be modified to provide for more frequent membership meetings. The meeting frequency, however, cannot be reduced to less than two times a year.