



**National
Association of
Neonatal
Nurses**

NANN CHAPTERS POLICIES AND PROCEDURES AND RULES AND REGULATIONS

Chapters of the National Association of Neonatal Nurses (NANN) are authorized by and are accountable to the NANN Board of Directors. Chapters must be organized and operated in accordance with policies and procedures adopted by the NANN Board of Directors.

NANN requires chapters to compile with and be in accordance with all NANN Chapter policies. **Chapters must also file an annual report with the NANN National Office.** Failure to comply may result in revocation of the chapter charter and the rights contained within that agreement.

I. NANN Chapter Charter

- A. **Chapter Formation:** The following items are to be submitted to the national office of NANN to start a new chapter:
 1. Petition for Charter Application Form
 2. Affiliation Agreement
 3. \$25.00 charter fee
 4. Signed and dated copy of chapter bylaws
 5. List of officers including names, addresses, telephone numbers, and national membership numbers.
- B. **Annual Charter Renewal:** Chapter charters must be renewed annually. Chapters will receive notification to renew their charter from the national office at the end of each year. Renewal of chapter charters is dependent on compliance with the *NANN Chapters Policies and Procedures and Rules and Regulations* and submission of an Annual Report:

Annual Reporting: Chapters will complete and submit their Annual Report using the NANN Annual Report online form. The following will be required:

 1. List of Current Officers
 2. Financial Statement
 3. Signed and dated copy of current bylaws, only if they have been revised during the year.
 4. Current Membership List. **All chapter members must be NANN members.**
 5. Evidence of chapter activities supportive of NANN's purpose and goals.
 6. Annual Reports are to be retained in the permanent files of the organization.
- C. **Involuntary Closure:** Noncompliant chapters are those who are not in compliance with the *NANN Chapters Policies and Procedures and Rules and Regulations* and have not submitted an Annual Report by the stated deadline. NANN will implement the following process to assist chapters in meeting the reporting requirements.

1. Within 60 days following the Annual Report deadline, the national office will attempt to contact the President of the chapter on file with the national office.
 2. If there is no response from the chapter, or contact cannot be made with other officers on file, a general notice will be posted on the NANN Website and in the next issue of *NANN Central* requesting that any chapter member with information about chapter status should contact the national office.
 3. At the same time, a registered letter will be sent from the national office to the President or any officers on file for the chapter requesting that an Annual Report be filed.
 4. If there is no response to the request within 90 days of the deadline, the staff liaison will forward a request to the NANN Board of Directors recommending revocation of the chapter charter.
 5. Following the decision by the NANN Board of Directors, a registered letter detailing the action will be sent via registered mail to the chapter officers.
 6. The chapter's records and remaining treasury funds should be surrendered to the NANN office in accordance with the terms of NANN's chapter affiliation agreement. If a chapter wishes to distribute the funds in another manner (i.e. refund membership, donate to charity, etc), NANN strongly advises that the chapter consult an attorney, specifically one experienced in the practice of not-for-profit law.
- D. **Voluntary Closure:** Chapters may elect to voluntarily revoke their charter with NANN. This decision must be made by a chapter membership vote, and all current members must be notified as provided in their bylaws. Once the decision has been made, the following procedures must be completed:
1. Notify the national office staff liaison of the decision.
 2. Notify all remaining members of the decision and provide information on nearby chapters, if available.
 3. The chapter's records and remaining treasury funds should be surrendered to the NANN office in accordance with the terms of NANN's chapter affiliation agreement. If a chapter wishes to distribute the funds in another manner (i.e. refund membership, donate to charity, etc), NANN strongly advises that the chapter consult an attorney, specifically one experienced in the practice of not-for-profit law.
 4. The chapter's charter plaque must be returned to NANN.
 5. The chapter must cease and desist using any name or logos that imply or connote association with NANN 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:
1. The chapter president should contact the national office to request that the chapter's charter be changed to inactive. The liaison will forward the chapter's request to the NANN Board

- Liaison to Chapters for approval.
- 2. Following the decision by the NANN Board Liaison to Chapters, a letter detailing the action will be sent via registered mail to the chapter officers.
- 3. Any chapter that finishes reorganizing before the inactive year has expired can contact the assigned national office staff liaison to request that its charter be changed to active status. The NANN Board Liaison to Chapters will then determine if the charter should be reactivated.
- 4. Following the decision by the NANN Board Liaison, a registered letter detailing the action will be sent via registered mail to the chapter officers.

II. Organization of Chapters

- A. **Bylaws:** It is required that chapters adopt bylaws which are in the same form as "Bylaws for chapters of NANN."
 - 1. The chapters are governed by NANN's bylaws, which take precedence over any chapter bylaws.
 - 2. The following items may not be modified:
 - a. Fiscal year dates (Jan 1-Dec. 31)
 - b. Membership qualifications
 - 3. Bylaws are to be retained in the permanent files of the organization.
- B. **Chapter Designations** (Names chosen by chapter should reflect geographic names, i.e., Houston Area Association of Neonatal Nurses).
- C. **Chapter Operations**
 - 1. Chapters may not incorporate as separate entities. Chapters may issue membership cards upon initial membership and annually when chapter membership is renewed.
 - 2. Chapter members must also be NANN national members.
 - 3. Chapters shall hold meetings on a periodic basis for transacting business and presenting educational programs. Chapters must hold a minimum of 2 meetings per year.
 - 4. Chapters should have a stable mailing address. A post office box is strongly recommended. The national office is to be informed of any address changes immediately.
 - 5. Chapter officers must minimally include a President and Secretary/Treasurer. Chapters may elect additional officers as needed.
 - 6. If chapter officers change during the year, or if an officer's address or other contact information changes, the chapter president is required to notify the national office of the changes within 30 days.
 - 7. The national and chapter mailing lists shall not be sold or shared with any third parties. Third parties wishing to use the mailing list should contact the national office for information on list availability.
 - 8. The NANN logo is a registered trademark of the National Association of Neonatal Nurses. The Association's logo must be represented somewhere in the chapter's logo design.
 - 9. Chapters shall not participate in or contribute to any political campaign on behalf of or opposing any candidate for public office.

III. Financial Regulations

- A. **Taxes:** The chapters must obtain an employer's identification number (EIN) from the IRS (even if the chapter has no employees). *A copy of the chapter's EIN must be filed with the national office within 30 days of obtaining the EIN from the IRS.* Form SS-4 should be used. The chapter must file an informational return with the IRS (Form 990). Each state may have similar requirements and a state form should be filed if necessary. It is also essential in the conduct of your chapter that any income of the chapter cannot inure the benefit of any private individuals.

Chapters whose income is generally under \$25,000 are required to submit an online 990-N tax report to the IRS by May 15 each year, and provide proof of submission to the NANN office. Chapters whose income is over \$25,000 must submit a paper tax return, and provide a copy to the NANN office.

- B. **Financial Records Retention:** Financial records must be kept for an indefinite period of time. Financial reports must include:
1. Cash disbursement record; must be retained permanently
 2. Cash receipts record; must be retained permanently
 3. Bank reconciliation; must be retained for 7 years
 4. Bank statements; must be retained for 7 years
- C. **Chapter Revenue**
1. Chapter dues may not exceed national membership dues.
 2. Chapters may ask for a contribution from members and nonmembers attending monthly education meetings.
 3. Chapters may sell space for educational exhibits at symposia.

IV. Educational Guidelines

- A. **Program Considerations**
1. Chapters must hold a minimum of 2 meetings per year.
 2. Educational programs offered by chapters for nursing community should be geared to the professional nurse level.
 3. Chapters are encouraged to be responsive to the health and educational needs of the community.
- B. **Program Approval**
1. Chapters are encouraged to seek CEU approval for educational programs from their respective state nursing associations.

V. Chapter Participation

- A. Chapters may submit chapter news items to the national office for inclusion in *NANN Central* or *E-News*.
- B. Faces of Neonatal Nursing Photo Contest – Chapters should consider submitting a photo that portrays the spirit of neonatal nursing with a short description. Conference attendees at the Annual Conference vote to choose a winner.
- C. Chapter of the Year and Individual Project Awards – Chapters are encouraged to apply for these prestigious awards where the winner receives cash prizes, recognition at the Annual Conference, and in *NANN Central*.
- D. Silent Auction – Chapters are requested to prepare gift baskets to be entered in the Silent Auction at the Annual Conference, to raise money for the March of Dimes Prematurity Campaign.

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