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Running a ANAC Chapter

Pocket Guide

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CHAPTER RECOGNITION

REPORTING REQUIREMENTS

ANAC has created this pocket guide to help chapters easily run their local chapters and special interest groups. This guide serves as a “quick reference” for chapters and is not meant to replace the board-approved chapter handbook, which is available online at www.nursesinaidscare.org/_____.

CHAPTERS, CHAPTERS IN FORMATION AND SPECIAL INTEREST GROUPS

ANAC has more than 40 chapters, chapters in formation and special interest groups. Chapters and chapters in formation are located in the United States, while special interest groups are located throughout the world.

Chapters

Chapters consist of 10 more active ANAC members who have been granted a charter by the national office. Chapters provide a network of support, education, and communication among nurses in their area.

- Chapters may use the ANAC name and logo per our branding guidelines.
- Chapters are included in the group exemption for income tax and the ANAC annual income tax filing

Chapters that violate the terms of ANAC's policy manual (found at www.nursesinaidscare.org), chapter bylaws, or any other policy or procedure adopted by ANAC, may have their chapter revoked. ANAC bylaws, policies and procedures take precedence over those of a chapter. Therefore, mandatory chapter bylaws, policies, and procedures must be consistent with those of ANAC. Sample Chapter bylaws are found on ANAC's website.

Charter renewal: The Charter for each chapter is renewed annually, and Chapters must meet minimum Quality Standards as listed in the Compliance Self-Assessment available on the website to qualify for renewal. The Chapters Committee chair reviews all required reports for completion and compliance. Upon satisfactory review, a recommendation for renewal of the Chapter Charter is made to the ANAC Board of Directors, which will notify the Chapter Board of Directors of the Charter renewal in writing.

Compliance with ANAC policies and laws: Chapters, their members, officers, directors and committee chairs must comply with the organization's policies and procedures, as well as local, state and federal laws. Any violation that could adversely effect on ANAC or its ability to retain its tax-exempt status will result in revocation of the chapter's charter.

Chapters-in-Formation (CIF)

Groups of ten (10) or more active ANAC members in a locale may petition for a chapter charter. Once an official "Declaration Form" has been received and approved by the chapters chair and committee, the "Chapter-in Formation Application Packet" needs to be submitted within one (1) year of the Declaration. The Chapter-in-Formation agrees to meet the requirements for chapter charter and operate in compliance with the terms of the ANAC chapter policy manual. If ANAC approves the application, the Chapter-in-Formation will be presented a charter at the next annual conference.

- A CIF is fully recognized as part of the National organization and can use the ANAC logo.
- Dues may be collected once the CIF begins the process to become a chapter.
- The members of the local chapters MUST be members of the national organization, but non-members can be guests at chapter events (they usually pay a small amount, \$5-\$10/event).
- The Chapter must updated its chapter roster of officers yearly, and submit a formal Annual Report.
- A bank account must be started and a required FEIN Number obtained.
- A post office box may be rented for use by chapter members.

Special Interest Groups (SIGs)

SIGs are groups of ANAC members and who live or work in the same area and come together for social support and networking, educational programs, and community service projects. Special Interest Groups may remain in SIG status for an indefinite period of time or choose to apply for an ANAC chapter charter. SIGs seeking charter status must work with the ANAC chapters chair and committee.

- SIGs cannot use the ANAC logo, but may use the ANAC name as a tag line only.
- SIGs do not receive ANAC's group income tax exemption or tax filing. Funds held by SIGs must be held by individual members and may not be affiliated in any way with the National Association.
- Members do not need to be National ANAC members, but should be encouraged to join.
- SIGs must complete a one-page Annual Report by January 31 and provide the names of one or two contact persons to the national office by November 1.
- No PO box is needed but certainly one can be used if desired.
- SIGs are not eligible for chapter recognition or assistance for leaders to attend the ANAC National Conference.

Other chapter policies and information

Appealing the rejection, non-renewal or revocation of a chapter charter

Chapters whose charters have been rejected, not renewed or revoked may appeal the decision of ANAC. Details are available in the policy and procedure manual.

Failure to maintain active membership and chapters wishing to disband

ANAC will make every effort to maintain chapters in areas where it believes there are opportunities to serve nurses working in the HIV community. If chapter membership and activity drops significantly, the ANAC's chapters' committee chair will provide the chapter with suggestions for strategies to help increase the chapter's membership and maintain its status as a chapter. If the chapter wishes to disband, the chapters' committee chair will assist in the procedure.

Chapters wishing to divide or combine to form new chapters

There are situations when it makes financial and/or operational sense to combine or divide chapters. Chapters wishing to do this must apply for a new chapter charter within the new geographic area. The existing chapter shall submit a letter of request to the chapters' committee chair indicating their desire to divide or combine their chapter(s). The chapters' committee chair will work with both chapters regarding finances, bylaws and other details to ensure a smooth transition.

Changing a chapter name or geographic region

Chapters wanting to change a chapter name or geographic region must request the change in writing to the chapters' committee chair. The letter must state the purpose of the change and how this change will impact their current chapter. The request will be reviewed by the chapter's committee and forwarded to the ANAC board for approval.

CHAPTER BOARD OF DIRECTORS

Board composition, terms, elections and responsibilities

The chapter bylaws govern the board of directors. At minimum, the chapter shall comprise three officers:

- president, secretary, and treasurer; or
- president, president-elect, and secretary/treasurer).

Nominating committee chair: Chapters are required to elect a nominating committee chair, who is a non-board member, does not have voting rights and is not eligible for election. Some chapters choose immediate past president for this role. The nominating committee chair, in consultation with the board, will appoint a nominating committee.

At-large members: The board may also include a director(s)-at-large who may be appointed by the board and/or elected by chapter members. Only elected members and officers hold voting rights on chapter business.

Terms: Each board member shall serve a term of at least one (1) year or until his or her successor is elected or appointed. It is recommended that the secretary and treasurer serve alternating two-year terms and that board members serve alternating two-year terms. The president-elect and president may be asked to serve a third year as immediate past president.

Elections: Elections of officers are held annually, and must be completed no later than October 1. Candidates are sought by the nomination committee, which recommends a slate of candidates to the chapter board for approval. Once approved, the slated is voted on by chapter members. (Election policies and processes are available in the ANAC Chapter Handbook.)

Board responsibilities

The Board of Directors is responsible for ensuring that the chapter complies with all rules and regulations of ANAC and with all applicable federal, state, and local laws or regulations. Chapter officers should review the official ANAC Chapter Policy Manual prior to assuming office and as needed during their terms. Chapter officers needing further clarification or information should consult ANAC's Operations Manual and/or the chapters committee chair.

Specific responsibilities include:

- Adopt/maintain chapter bylaws
- Develop and direct the implementation of a chapter strategic plan
- Develop, approve, and monitor an annual chapter budget
- Ensure that chapter and ANAC goals, policies and procedures are followed, and the needs of the membership of the local chapter are met.
- Communicate effectively with members, ANAC's chapter committee chair, chapter committee liaisons, and the directors, officers, and staff of ANAC
- Plan and develop leadership opportunities for chapter members
- Recognize and promote diversity within the local chapter
- Recognize professional achievements of chapter members
- Complete all required chapter reports
- Develop and implement a systematic transition plan for changes in the chapter leadership

Board Meetings

- Board meetings should be planned at the beginning of the year and held at least quarterly. Emergency meetings can be scheduled if needed by the president of the chapter or by a majority vote of the chapter board.
- Roberts Rules of Order shall govern each meeting.
- The secretary must notify the board of the date, time, and location of each meeting at least two weeks prior to the meeting.
- A meeting agenda shall be distributed to the members of the BOD no less than five (5) days prior to the date of each meeting of the BOD. Meeting minutes and committee reports shall be prepared and distributed to the members of the BOD in a timely fashion following each meeting.
- The President presides at all board meetings. If he or she is unavailable, the president-elect will preside. If the president-elect is unavailable, the secretary or another officer may run the meeting.
- A quorum (as defined by chapter bylaws) must be present at any board meeting to conduct business.
- Each officer and each other elected board member present at the meeting is entitled to one vote.
- Board actions requiring a vote must be passed by a majority of voting members present at the meeting.

Annual Chapter Leadership Meeting

Local chapter leaders meet formally once each year, usually on the first day of the ANAC Annual Conference. During this meeting, new policies and changes to existing procedures are discussed with Chapter leaders, and speakers may discuss member recruitment and retention, leadership development skills, educational programs and fundraising. Local Chapter leaders can also meet ANAC's National Board of Directors and office staff.

MEMBERSHIP

ANAC national membership is required for membership in a local chapter. The chapter secretary should verify local membership with national membership records to ensure compliance.

Local membership: While not required, the national office recommends that chapters charge an annual local membership fee of at least \$10 to support basic chapter services such as checking account fees, post office box fees, mailings, etc. and to differentiate members from non-members. Members should receive lower cost or free admission to local chapter events, while non-members should be charged a fee/higher fee; only chapter members are entitled to vote on chapter business.

Associate Members: Associate members shall be any student enrolled in an accredited educational program leading to licensure as a professional or practical/vocational nurse. Associate members shall be eligible to vote on chapter matters, hold chapter office, serve on and chair chapter committees.

Chapter meetings: Chapters are encouraged to create a mix of educational and social activities during their chapter meetings. Many chapters have collaborative arrangements with area partners to provide CEU's and participate in group social activities.

- A minimum of four (4) chapter member meetings shall be held each year in accordance with chapter bylaws. Chapter business must be conducted at least one (1) meeting.
- Meeting notices must be given by the secretary to each member in accordance with chapter bylaws.
- A quorum of chapter membership (defined in the bylaws) must be present at the meeting in order to conduct business.
- Each voting member shall have one (1) vote.
- ANAC member ID's cannot be used or asked for on chapter application. These numbers are confidential and are for national office use only.

CHAPTER OPERATIONS

Bylaws

Chapter bylaws are adopted and maintained by the chapter and must be approved/accepted by the ANAC Board of Directors at recommendation of the chapters and bylaws committee chairs. Proposed changes to the bylaws should be discussed with the Chapters Committee Chair before the chapter vote to avoid conflict with ANAC bylaws, policies, and procedures. Chapter bylaws are submitted for approval as changes are made.

A current copy of the chapter bylaws must be provided to the ANAC office. Sample chapter bylaws are found on ANAC's website as a guide.

Communications and public relations

Strong communications lead to strong chapters. Therefore, regular communication with members through newsletters, program flyers and other methods is very important. It is also important for chapters to communicate their activities with the ANAC national office and chapter committee chair, so consider adding them to your communications list.

- It is recommended that chapters obtain a post office box to facilitate communications with members and ANAC National Office.

Use of ANAC logo and brand

Promoting and maintaining the integrity of the ANAC brand is important to our organization. We require the use of the ANAC logo on all chapter materials and encourage the co-branding of ANAC with the chapter name. A complete guide to using the ANAC brand has been developed for all chapters and is available online in the chapter resource area.

Public Relations Assistance: ANAC staff helps local chapters publicizing or promoting the association, and responds to requests from external groups for the ANAC display materials. Chapters seeking public relations assistance or display materials need to submit a written request to the ANAC office at least 30 days in advance. Please include detailed information on the event, the date and location, expenses, and assistance requested. For items requiring display materials, chapters will be notified of approval/denial at least two weeks prior to the event. Costs for shipping materials for non-national coordinated events will be billed to the chapter.

Conflict of Interest

Conflict of interest includes, but is not limited to, activities that oppose, detract from or could be detrimental to ANAC. Individuals do not have the authority to:

- Act on behalf of ANAC except as such authority is outlined in the bylaws of ANAC or approved by the national ANAC board of directors.
- Use ANAC's name or logo or any terminology implying association sponsorship or endorsement without prior approval of ANAC's board of directors.

Elected officials or committee members acting in behalf of ANAC shall not take part in any decision or action of ANAC in which they have financial interests unless such participation is authorized by the ANAC board of directors. Prior to entering into any formal relationship with any such person, group, or organization, any conflict of interest on the part of any elected official or committee member shall be fully disclosed to ANAC.

Financial and Legal information

Fiscal year and financial guidelines: Chapters operate on a calendar fiscal year and chapter financial reports are due January 31. All forms are available on the ANAC website and submission is required to maintain active chapter status.

ANAC's national office provides the following guidelines and policies for chapters:

- Chapter funds must be sequestered in a separate organizational checking account.
- ANAC recommends having several officers authorized as signatories on the account to smooth the transition when new officers are elected.
- Funds received from outside organizations for programs must be handled in compliance with 501(c)(3) guidelines, the reporting standards established by ANAC, and chapter fund-raising policy.
- Chapters are expected to be self-supporting. Income may be generated from various sources including dues, program fees, educational grants, etc. The chapters' committee chair and the ANAC office can assist chapters with suggestions and assistance to meet this goal.

Antitrust: No one shall explicitly or implicitly communicate in the name of ANAC (e.g., in speeches, articles, testimony or letters) without prior approval of the ANAC Board of Directors or President of ANAC. ANAC's legal counsel should review any matter of communication that could raise a question of anti-competitiveness or any other antitrust question

Contracts: Chapters and their board or representatives do not have the power or authority to sign any contract or agreement for or on behalf of ANAC or otherwise bind ANAC in any manner whatsoever without written approval from the national office. Authorized chapter representatives may sign routine contracts with hotels, restaurants and other venues where the chapter holds events in the name of and on behalf of the chapter without notifying ANAC.

Disclaimer: Disclaimer statements must be included on all ANAC chapter products. Approval for the use of the disclaimer statement must be obtained from the ANAC President.

Use of federal tax ID number: Current Chapters and special interest groups may NOT use the national ANAC federal tax ID number. Chapters-in-Formation may use the national ANAC federal tax ID number as outlined in the chapter policy and procedure manual.

Program and product endorsement

ANAC's national office and board of directors must review all endorsement requests (publications, videotapes, teleconferences, other products, etc.) All programs/products must be voted on and approved by the board of directors prior to an endorsement being granted.

Fundraising and corporate sponsorships

Fundraising: Chapters are permitted to raise funds to supplement local dues. ANAC is a 501(c)(3) tax-exempt organization and all chapter fundraising activities must conform with all state and federal laws, and filing requirements. Chapters cannot engage in any profit-making activity, whether through fundraising endeavors or otherwise, that would jeopardize ANAC's tax-exempt status or reputation.

- Chapters may accept cash or in-kind donations (e.g., non-cash items for the chapter such as meeting space, advertising, office supplies, program speaker or meal sponsorship) that are freely given and do not incur any reciprocal obligation on the part of the chapter.
- A chapter may not provide services in exchange for a donation.

Chapters may not accept payment to endorse any product, individual, or service. Sponsors who support activities of the chapter shall be acknowledged only by the words "Supported by (name of Sponsor)"

Corporate Sponsorships: Corporate sponsorships can help ANAC and its chapters fund operations and special projects. ANAC chapters may consider participating in corporate partnerships only when the goals of such projects are in line with ANAC's mission, and when the partnership is mutually beneficial.

In order to avoid any conflicts of interest or misrepresentation of ANAC, any chapter seeking to establish a corporate partnership or sponsorship must contact the ANAC national office.

CHAPTER RECOGNITION

ANAC chapters are eligible for recognition for outstanding effort in meeting the mission of the organization by reaching out to the nursing community to provide a network of support, education, and communication in regard to HIV infection. The chapter will have demonstrated extraordinary efforts to promote the mission of the organization through its activities, communication, programs and collaborative efforts.

The ANAC Chapter Recognition Award recipient is chosen by the Awards and Chapters Committees and is presented during the Awards Ceremony of the Annual Conference. The selected chapter will be notified by August 30. The Chapter President or designee will receive a plaque, complimentary registration to the annual conference, and a limited amount of reimbursable travel expenses with receipts.

Eligibility: Chapters must be in existence for a minimum of two (2) years and be in compliance with ANAC's bylaws and the chapter bylaws.

REPORTING REQUIREMENTS

ANAC chapters are required to submit reports on a regular basis to the national office.

Important Reporting Deadlines

Due date	Report	Details
November 1	Chapter leadership list due	Must be completed and submitted by the chapter president. Forms may be downloaded or submitted online. Downloaded forms may be completed and mailed or faxed to the national office. All forms are available online at http://www.nursesinaidscare.org
January 31	Chapter annual report due	Must be completed and submitted by the chapter president. Forms may be downloaded or submitted online. Downloaded forms may be completed and mailed or faxed to the national office. Online forms are available at: (need url)
March 1	Late reminder sent to chapter presidents and chapter board members	Chapters not complying with the annual report deadline will receive a late reminder. This reminder will be sent to the immediate past president, chapter president and the chapter board of directors.
April 1	Recommendation of chapter charter revocation	If all sections of the annual report are not received within thirty (30) days of the date of notice from the ANAC office, the chapters chair will recommend to the ANAC board of directors that the chapter's charter be revoked and not renewed. Notice of such revocation and non-renewal will come from the board.

Annual Report Guidelines

Reports may all be found online at: www.nursesinaidscare.org/ _____

Signature page: This one-page report is to be completed by the chapter president whose term of office expired December 31 of the previous year. This page must include: chapter FEIN number, current chapter member roster, including the name and National ANAC ID number of each member.

Chapter treasurer's report: This is a two-page report that is to be completed by the Chapter Treasurer whose term of office expired December 31 of the previous year.

Failure to comply with reporting requirements: Failure to submit required "Annual Report of the Chapter Board of Directors" or any other reporting required by ANAC within one month after the deadline jeopardizes the chapter charter. Chapters will receive ample notice of failure to comply before a charter is recommended for revocation.