



Chapters Handbook

includes

Operating Guidelines
Policies
Chapter Management Tools
Chapter Forms

Revised Summer 2011, 11/2024

-Table of Contents-

Part I. Introductory Information

ANAC Mission Statement	4
Association Goals	4
Core Purpose.....	4
Core Values.....	4
Purpose of the Chapters Policy Manual.....	5
Policy Manual Revisions	5

Part II. Chapter Operating Guidelines

Special Interest Groups	6
Chapters-in-Formation.....	7
Chapters	7
Annual Chapter Leadership Meeting	8
Chapter Charter Renewal.....	8
Duties of a Chapter	8
Composition of the Chapter Board of Directors	9
Responsibilities of the Board of Directors.....	9
Chapter Fiscal Year.....	10
Meetings.....	10
Board of Directors.....	10
Membership	11
Determination of Membership.....	12
Election Policies.....	12
Finances	13
Communications.....	13
Bylaws.....	14
Chapter Recognition Award	14
ANAC Regular Reporting Requirements	15
Changes in Chapter Charter Status	16
Failure to Comply with Reporting Requirements.....	16
Failure to Comply with ANAC Policies Protecting Tax Exempt Status	16
Appealing the Rejection, Non-renewal or Revocation of a Chapter Charter	17
Failure to Maintain Active Membership/Chapters Wishing to Disband	17
Chapters Wishing to Divide/Combine Thus Forming New Chapters	17
Chapters Wishing to Change Name or Geographic Region	18

Part III. ANAC Chapters Related Policies and Procedures

Mandatory Chapter Policies (Contracts, Disclaimer, Antitrust).....	18
Program/Product Endorsement Policy.....	19
Chapter Fund-raising Policy	19

Use of ANAC Logo Policy.....	19
Conflict of Interest Policy.....	20
Corporate Relations: Guiding Principles for Proprietary Entities.....	20
Public Relations Assistance to Chapters	21
Policy and Procedure for Use of ANAC’s Federal Tax ID Number	21
Part IV. Chapter Management Tools	23
New Member Orientation Packet.....	23
Sample Letter to New Members	24
Sample Letter inviting National Members to Join Local Chapter.....	25
Sample Email Letter encouraging members to Renew Membership.....	26
Sample Letter Encouraging Members to act as mentors	27
Sample Thank You Letter to committee members	28
Sample Letter detailing Local Scholarships.....	29
Sample Certificate of Attendance	30
How to Run a Business Meeting.....	31-32
Roberts Rules of Order, Order of Motions	33-34
Taking Meeting Minutes.....	35
Sample ANAC Meeting Minutes Template.....	36
Sample Meeting Agenda.....	37
Sample Educational Program Flyer	38
Chapter Fundraising Ideas.....	39
Membership Recruitment Ideas	40
Part IV. Appendices.....	41
Appendix A—Reporting Forms	42-46
Appendix B—Other Reporting Forms.....	47-48
Appendix C—Charter Application Packet.....	49-57
Appendix D— Chapter Award Application	57-63

ANAC Mission Statement

The Association of Nurses in AIDS Care is a nonprofit professional nursing organization committed to fostering the individual and collective professional development of nurses involved in the delivery of health care to persons infected or affected by the Human Immunodeficiency Virus (HIV) and to promoting the health, welfare, and rights of all HIV-infected persons.

Association Goals

The members of ANAC strive to achieve the mission by:

- Creating an effective network among nurses in HIV/AIDS care;
- Studying, researching, and exchanging information, experiences, and ideas leading to improved care for persons with AIDS/HIV infection;
- Providing leadership to the nursing community in matters related to AIDS/HIV infection;
- Advocating for HIV-infected persons;
- Promoting social awareness concerning issues related to HIV/AIDS. Inherent in this mission is an abiding commitment to the prevention of further HIV infection.

Core Purpose

To advance expertise and excellence in nurses engaged in any dimension of HIV disease and to ensure the expertise of ANAC and its members is recognized and incorporated in decisions affecting the HIV community.

Core Values

Knowledge. Knowledge is the basis for all decision making in ANAC. Knowledge guides ANAC in all its work. Development and dissemination of knowledge is central to the evolution of ANAC.

Advocacy. Patient advocacy and compassionate public policy is valued by ANAC members. ANAC seeks the inclusion of the voice of nurses in shaping the health, welfare, and rights of all individuals living with HIV/AIDS.

Diversity. ANAC strives for inclusiveness in all its work. ANAC promotes the inclusion of members with diverse backgrounds and perspectives in the leadership and work of all association activities and initiatives. Diversity of members includes all personal aspects of an individual as well as professional role, educational preparation, populations served, and geographical location.

Support. ANAC members seek support and nurturing from their colleagues. The provision of support and renewal to its members is a primary concern in ANAC's work.

Collaboration. Attainment of ANAC's goals requires collaboration within the Association, across the Nursing discipline, and among colleagues in other disciplines. ANAC forges strategic partnerships to move its work forward.

Purpose of Policy Manual

In 1990 ANAC implemented the mechanism for the creation of local chapters, providing members with resources located in their communities. Local chapters meet on a regular basis to expand education, service, and social contacts for professional HIV caregivers. Now with close to fifty Chapters, Special Interest Groups and Chapters-In-Formation (CIFs), ANAC is beginning to explore alternative support structures which may include regional chapters, or internet/teleconference-based "virtual" chapters.

The purpose of this manual is to provide the local, regional, and "alternative" based leadership of **chapters, special interest groups (SIGs), and chapters-in-formation (CIFs)** an overview of the relationship of these groups to ANAC National. Additionally, this manual is intended to provide assistance to chapter leaders in managing the operations of the chapters in accordance with the policies established by the ANAC Board of Directors and to share helpful hints and recommendations from other chapter leadership. Blanks of required reports and when they are due, applicable ANAC policies, and sample bylaws are all included in this handbook to assist chapters with compliance tasks.

In recognition of the difficulties some chapters have had in maintaining chapter charters within ANAC guidelines, this manual also outlines procedures followed when required reports and communications and/or level of chapter activity or involvement may warrant withholding renewal of a charter or voluntary disbanding/reorganization of a chapter. It is common in the natural history of an organization that interest and enthusiasm wax and wane. When a chapter can no longer meet the requirements of charter, the decision to disband or reorganize into a special interest group may be the best alternative. The Chapters Committee Chair should be called upon to provide support and assistance for chapters wishing to maintain their charter but will also monitor closely for non-compliance and follow through as needed when chapters are not able or willing to provide required reports and information.

Chapter Policy Manual Revisions

This Chapter Policy Manual is subject to regular review and revision by the ANAC Chapters Committee and the ANAC Board of Directors. Suggestions for revision should be forwarded to ANAC's Chapters Committee Chair. Approved revisions are binding on all chapters and will be distributed to all ANAC chapters within six weeks of approval.

Chapter Operating Guidelines

SIGs, CIFs, & Chapters

Special Interest Groups (SIGs)

SIGs are defined as groups of individuals who are ANAC members and who live or work in the same area. These members come together for the purposes of social support and networking, educational programs, and community service projects.

- Special Interest Groups (SIGs) are not allowed to use the ANAC logo, but may use the ANAC Name as a tag line only.
- Special Interest Groups are not included in the ANAC's group exemption for income tax or in ANAC income tax filing. As such, any monies/funds held for use by the SIG 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 the national Association.
- A one page Annual Report, but no treasurer's report will be due annually by January 31 of the New Year. (see ##)
- The name of one or two contact persons will be due to the National office by November 1st of the current year.
- No PO Box is needed but certainly one can be used if desired.
- No "Chapter Recognition" at ANAC National Conferences.
- No monies are available to help offset the costs of leaders attending the National Conference.

Special Interest Groups may choose to remain in SIG status for an indefinite period of time. SIGs may also choose to apply for an ANAC chapter charter. Any SIG seeking Charter status must work with the ANAC Chapters Chair and Committee toward chartered chapter status and may also apply to ANAC for assistance with programs and projects in their region.

Chapters-in-Formation (CIF)

Groups of ten (10) or more active (*as indicated on Page 8 of the ANAC Organizational Manual*) ANAC members in a locale interested in starting an ANAC Chapter should review the “How to Start an ANAC Chapter” information sheet (*see Appendix C*). After gathering the necessary members to start an ANAC Chapter, the members may petition for a Chapter Charter by completing the “Declaration to become a Chapter-in-Formation (*see Appendix C*).” Once that has been received and approved by the Chapters Chair and Committee, the “Chapter-in Formation Application Packet” (*see Appendix C*) 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 this Policy Manual. If ANAC approves the application, the Chapter-in-Formation will be presented a Charter at the next Annual Conference. The Chapters Chair and Committee will work closely with the Chapter-in-Formation to assist with all aspects of this process.

- A Chapter-in-Formation (CIF) or Chapter (once they are Chartered) is fully recognized as part of the National organization and can use the National 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 National but non-members can be guests at chapter events (they usually pay a small amount, \$5-\$10/event).
- The Chapter is required to complete a Chapter Roster of Officers annually and to complete an Annual Report (including Treasurers report).
- A bank account must be started and the required FEIN Number obtained.
- A Post Office Box may be rented for use by the chapter members.

Chapters

A Chartered Chapter of ANAC is a group of ten (10) or more active members (*as indicated on Page 8 of the ANAC Organizational Manual*) of ANAC in a locale who has completed the Chapter-in-Formation process and has been granted a Charter. This group must maintain the Charter through annual reporting (*see Appendix B*) and participation guidelines. Chapters are permitted to use the ANAC name and logo (per guidelines) and are included in the group exemption for income tax and the ANAC annual income tax filing. Should the chapter violate the terms of this Policy Manual, the Chapter’s Bylaws, or any other policy or procedure adopted by ANAC, the chapter’s Charter may be revoked.

The mission of the ANAC Chartered Chapters is to assist ANAC in meeting its goals as addressed in the ANAC Mission Statement, and the ANAC Core Purpose and Core Values. Chapters achieve these goals by the establishment of a community-based group, which functions to provide a network of support, education, and communication among nurses in their area. A Chartered Chapter is an extension of ANAC.

The bylaws, policies, and procedures of ANAC shall take precedence over any bylaw, policy, or procedure of the chapter. Therefore, the bylaws, policies, and procedures of each chapter must be

consistent with those of ANAC. Sample Chapter bylaws are found on ANAC's website as a separate document. These bylaws are the mandatory minimum for each Chartered Chapter.

Chapter Charter Renewal

The Charter for each chapter of ANAC is renewed *annually*. To meet requirements for Chapter Charter renewal, the chapter *must* meet minimum Quality Standards as listed in the Compliance Self-Assessment available on the [website](#). 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. The final decision on Charter renewal is the responsibility of the ANAC Board of Directors, which shall notify the Chapter Board of Directors of the Charter renewal in writing.

Annual Chapter Leadership Meeting

The leadership of the local Chapters typically meets formally once each year, usually on the first day of the Association's Annual Conference. During this annual meeting, new policies and changes to existing procedures are usually discussed with Chapter leaders, and often times, there are special speakers who have been selected to address Chapter Leaders on issues of member recruitment and retention, leadership development skills, educational programming and fundraising. This annual meeting also provides the opportunity for local Chapter leaders to meet and dialogue with members from ANAC's National Board of Directors and with the ANAC office staff.

Duties of a Chapter

The duties of a chapter of ANAC include:

- Promoting the mission of ANAC
- Communicating to the nursing community the actions and activities of ANAC and the chapter
- Communicating the issues, ideas, and concerns of the chapter and the nursing community to ANAC's Board of Directors by way of the Chapters Committee
- Complying with the Bylaws of ANAC and the Bylaws of the chapter
- Completing the managerial duties and obligations of the chapter
- Consulting with ANAC's Chapters Committee with issues related to the chapter management

Composition of the Chapter Board of Directors (BOD)

The overall composition of the BOD of each chapter shall be determined in accordance with the Bylaws of the chapter. At a minimum, the BOD of each chapter shall be comprised of three officers (President, Secretary, and Treasurer or President, President-elect, and Secretary/Treasurer). The BOD of a chapter may also include Director(s)-at-large who may be appointed by the Board and/or elected by the members of the chapter, as determined by the Bylaws of the chapter. Only members elected to the BOD, as well as the officers, shall be entitled to a vote on issues coming before the BOD. Directors who are not elected by the membership of the chapter shall not be voting members of the BOD.

Each member of the BOD shall serve for a term of at least (1) year or until his or her successor is elected or appointed, as applicable, as provided in the Bylaws of the chapter. It is suggested that the Secretary and Treasurer serve alternating two-year terms and that Board members also serve alternating two-year terms. An individual serving as President-elect and President, might also be asked to serve a third year as Immediate Past President.

Chapters are required to elect a Nominating Committee Chair. The Nominating Committee Chair is not a member of the BOD and has no voting rights on the BOD. Some chapters may elect to have the outgoing President remain in office for one year as Immediate Past President and also make this person responsible for the Nominating Committee Chair function. The Nominating Committee Chair is not eligible for election.

Responsibilities of the Chapter Board of Directors (BOD)

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 this 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 Board Responsibilities include:

- Adopt/maintain bylaws of the chapter ("Bylaws") establishing standard organizational and operational rules of the chapter that are consistent with the policies and procedures of ANAC as contained in this Policy Manual.
- Develop a strategic plan for the chapter that is consistent with the mission of ANAC, the needs of the membership of the local chapter and the personnel and financial resources available to the chapter.
- Develop, approve, and monitor an annual chapter budget (a "Budget").
- Direct the implementation and evaluation of a strategic plan to ensure that the goals of the chapter are achieved, the policies and procedures of the chapter and ANAC are followed, and the needs of the membership of the local chapter are met.

- Establish/maintain effective lines of communication among the chapter membership, ANAC's Chapter Committee chair, Chapter Committee Liaisons, and the Directors, officers, and staff of ANAC.
- Plan and develop leadership opportunities for the membership of the chapter.
- Recognize and promote diversity within the local chapter and local chapter leadership. ANAC strives for inclusiveness in all its work. ANAC promotes the inclusion of members with diverse backgrounds and perspectives in the leadership and work of all association activities and initiatives. Diversity of members includes all personal aspects of an individual as well as professional role, education preparation, populations served, and geographical location.
- Recognize professional achievements of the members of the chapter.
- Complete all required reports for the chapter in such form, and containing such information, as may be required by ANAC.
- Develop and implement a systematic transition plan for changes in the chapter leadership.

Chapter Fiscal Year

- In congruence with ANAC national, chapters are required to operate on a calendar fiscal year.

This will make financial reporting and leadership transitions easier to manage.

- Elections must be held no later than October 1st of the current year so that the leadership for the following year can be reported to the Chapters Committee Chair before the ANAC Annual

Conference. All Chapters are to submit the names and offices of the Chapter's Leaders to the National Office no later than November 1st of that same year. This is so that new leaders can be invited to leadership events at the ANAC Conference.

Meetings

Board of Directors

- Meetings of the BOD of each chapter shall be held at least quarterly each year. The dates of such meetings for each year shall be established at the beginning of each term of the BOD.
- Emergency meetings shall be scheduled as deemed necessary by the President of the chapter or by a majority vote of the Chapter BOD.
- Notice of the date, time, and location of each meeting of the BOD shall be given to each member of the BOD by the Secretary of the chapter at least two weeks prior to the date of such meeting.
- An agenda setting forth the proposed business to be conducted at the meeting of the BOD shall be submitted and distributed to the members of the BOD no less than five (5) days prior to the date of each Meeting of the BOD. Minutes of the meeting and any applicable written committee reports shall be prepared and distributed to the members of the BOD in a timely fashion following each meeting.

- The President shall preside at all meetings of the Chapter BOD. In the absence of the President, the President-elect (if available) will preside. If the President-elect is unavailable, the Secretary or another officer may chair the meeting.
- In all cases, meetings of the BOD shall be conducted in accordance with Robert's Rules of Order (current edition).
- A quorum of the members of the BOD of the chapter, as defined in the Bylaws of the chapter, must be present at any meeting of the BOD in order to transact business.
- Each officer and each other elected member of the Chapter BOD present at the meeting shall be entitled to one vote.
- All actions of the BOD requiring a vote must be passed by a majority of the members entitled to vote present at the meeting.

Membership

- A minimum of four (4) meetings of the chapter membership shall be held each year. Meetings shall be held on a quarterly basis in accordance with the Bylaws of the chapter.
- At least one (1) meeting of the chapter membership must include the conduct of chapter business.
- Notice of each meeting of the membership of the chapter shall be given by the Secretary to each member of the chapter in accordance with the provisions of the Bylaws of the chapter.
- A quorum of the chapter membership as defined in the Bylaws of the chapter shall be present at the meeting in order to conduct business.
- Each member of the chapter entitled to vote at a membership meeting shall have one (1) vote.
- Membership ID cannot be used or asked for on chapter application. National ANAC numbers are confidential and reserved for use of the national office. Chapters should use the membership list sent to chapter officers quarterly by the national office to verify membership.
- All elections shall be held and all questions shall be decided by a majority of the votes cast at a duly constituted meeting of the chapter.
- In all cases, membership meetings of the chapter shall be conducted in accordance with Robert's Rules of Order (current edition).

Determination of Membership

- Membership in ANAC national is a requirement for membership in a local chapter and the category of membership shall be the same as that in ANAC (*see Page 11 of the ANAC Operations Manual*). It is recommended that the Chapter Secretary review local membership applications with national membership records. **National ANAC membership numbers are confidential and reserved for the use of the national office.** Chapters should use the membership list sent to chapter officers quarterly by national office to verify membership.
- Chapters may levy a membership fee of a minimum of \$10.00. The purpose of the fee is to support basic chapter services such as checking account fees, post office box fees, mailings, etc. and to differentiate members from non-members. Chapter sponsored events, for instance, should be at lower cost or free for members while charging non-members 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.

Election Policies

- The Chapter Nominating Committee shall be responsible for conducting an annual chapter vote for the election of BOD.
- The members of the Chapter Nominating Committee shall be appointed by the Chair of the Nominating Committee in consultation with the President and the Chapter BOD.
- The number of members on the Chapter Nominating Committee shall be determined by the Chair of the Nominating Committee in consultation with the President and the Chapter BOD.
- The members of the Chapter Nominating Committee shall serve for a period of at least one (1) year. Members of the Chapter Nominating Committee may serve successive terms.
- Members of the Chapter Nominating Committee are not eligible for election.

In collaboration with the BOD, the Nominating Committee shall:

- Establish qualification criteria for candidates for chapter offices.
- Develop a plan for conducting annual chapter elections that includes, but is not limited to:
- Notifying the chapter membership of the offices to be filled and the time commitment required to fulfill the duties of such offices
- Establishing the qualifications for each office

- Establishing the deadlines for each phase of the election process
- Soliciting candidates for offices
- Preparing, distributing, and tabulating election ballots
- Distribute candidate information packets to all members who request such materials. Candidate information packets shall include, without limitation, the following:
 - Job description and responsibilities of each office
 - Length of term of office, qualifications, and time commitment for each office
 - Review all materials submitted by each candidate for office.
 - Prepare a slate of candidates to be submitted to the Chapter BOD for approval.
 - Prepare and distribute election ballots that include the names of candidates, instructions for voting, and deadline for returning the ballot.
 - Implement strategies to encourage members to vote in chapter and ANAC elections.
 - Receive and verify that ballots have been completed and returned to the Chapters Nominations Committee by the published deadline.
 - Tabulate the votes for each candidate.
- Announce the election results to the BOD, the candidates, and the chapter membership.

Finances

- Chapter funds must be sequestered in a separate organizational checking account.
- It is recommended that several officers be 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.

Communications

- It is recommended that chapters obtain a post office box to facilitate communications with members and ANAC National Office.
- Chapters are required to communicate regularly with chapter members through newsletters, program flyers, etc.
- Chapters are required to communicate chapter activities to the ANAC office and chapter committee chair. It is recommended that the ANAC office and chapter committee chair be placed on the chapter mailing list as a recipient of all membership mailings.

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 separate document.

Chapter Recognition Award

Purpose: A recognition award will be given to a chapter of the Association of Nurses in AIDS care (ANAC) in order to recognize the chapter's 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.

A chapter will be reviewed for:

- Activities that promote the mission of ANAC
- Establishment and maintenance of communication within the community
- Identification of community needs and targeting those needs with appropriate programs
- Maintenance of chapter records and reporting requirements to the Board of Directors of ANAC
- Coordinated and collaborative efforts on the part of the elected officers, board members, and chapter committees

Eligibility

In order to be eligible for the award, a chapter must have been in existence for a minimum of two (2) years. The chapter must have maintained appropriate chapter records and have been in compliance with ANAC's bylaws and the chapter bylaws. See Appendix D for application.

Judging and Award Information

The Award Committee in collaboration with the Chapters Committee will conduct selection of a chapter for the award. 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. See Appendix D—Chapter Award Application

Presentation of Award

The ANAC Chapter Recognition Award is presented during the Awards Ceremony of the Annual Conference. This award recognizes the outstanding efforts of one of ANAC's chapters in

meeting the mission of the organization. The first Chapter Recognition award was first presented in 1999.

ANAC Regular Reporting Requirements

The reports listed below need to be sent to the ANAC national office by the dates indicated.

November 1st: ANAC Chapter Leadership List

All Chapters will have their Chapter Leadership List submitted to the National Office by this date. Outgoing Chapter Presidents are responsible for the completion and submission of this form. This form may be downloaded, printed, completed and either mailed or faxed to the ANAC National Office, or may also be submitted electronically via the ANAC website. (<http://www.nursesinaidscare.org/i4a/forms/form.cfm?id=19&pageid=3414&showTitle=0>)

January 31st: Annual Report of Chapter Board of Directors All Chapters should have their Annual Report Forms Submitted to the National Office by this date. These forms may be downloaded, printed, completed and either mailed or faxed to the ANAC National Office, or may be submitted electronically via the ANAC website. *These forms are also found in Appendix A.*

- The Annual Report has been revised and now includes the following:
 - A. **Signature Page.** This one-page report is to be completed by the Chapter President whose term of office expired December 31st of the previous year. This form requires the following information:
 - i. Chapter FEIN Number
 - ii. Current Chapter Member Roster, including the name and National ANAC ID number of each member. Address and phone numbers are optional, email addresses are welcomed.
 - B. **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 (see the following link: <http://www.nursesinaidscare.org/i4a/forms/form.cfm?id=23&pageid=3459&showTitle=1>).
- Chapters must submit their Treasurer's Report and end of year bank statement to the National Office by January 31st of each year as required by our accountant. Per U.S. Federal tax law, in the event that a chapter has \$25,000 or greater in income for any calendar year, regardless of expenses, that chapter must file a complete 990 report to the Federal government. If a chapter opts to remain part of ANAC's umbrella 990 filing, the chapter will be responsible for paying the tax accountant the amount of the cost of the filing (between \$500 and \$1000). If the chapter opts to file its own 990, then a copy of the 990 must be sent to the National Office immediately after the filing deadline of May 15 of each year. Chapters need to be aware that filing outside of ANAC's umbrella 990 voids their coverage In ANAC's Director and Liability insurance.

If a chapter does not submit their information on time and are not included in ANAC's group return, the chapter cannot be included in the group return again.

March 1st: Late Reminder to Chapter Presidents and Chapter Board Members

• Thirty days following the deadline of January 31st, the ANAC Office will be authorized to send a late reminder to the Immediate Past President, Chapter President and the Chapter Board of Directors.

April 1st: Recommendation of Charter Revocation

• If all sections of the Annual Reports 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 ANAC Board of Directors.

Changes in Chapter Charter Status

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. (See ANAC Regular Reporting Requirements on Page 15 of this manual).

- Thirty days following deadline, the ANAC Office is authorized to send a late reminder to the Immediate Past President, Chapter President and the Chapter Board of Directors.
- If the reports are not submitted within thirty (30) days of the date of written notice from the Chapters Chair, the Chapters Chair may recommend to the BOD that the Chapter's Charter be revoked and not renewed. If such a recommendation is made and accepted by the Board of Directors, a letter will be sent to all ANAC members in the geographic region of the chapter to advise them.

Failure to Comply with ANAC Policies Protecting Tax Exempt Status

If a chapter, or any of its members, officers, Directors, or committee Chairs, engage in any activity in violation of the terms of the Policy Manual, any other policy or procedure of ANAC or any federal, state, or local law or regulation, which activity has or could potentially have a materially adverse affect on ANAC or ANAC's ability to retain its tax-exempt status, as determined solely by ANAC, then all rights to operate as a chapter shall immediately be revoked and the Chapter's Charter shall be revoked. In this event, a letter will be sent to all the ANAC members in the geographic region of the chapter to advise them of this action.

Appealing the Rejection, Non-renewal or Revocation of a Chapter Charter

The appeal method is as follows:

- The chapter shall make an appeal to ANAC within thirty (30) days after the date of the letter informing the chapter of the decision to reject the Charter application or revoke the Charter.
- The Chapter President in consultation with the Chapter Board of Directors prepares the appeal. The appeal is then mailed with a prepaid certified letter, return receipt requested, addressed to the President of ANAC with a copy to the Chapters Committee Chair stating the desire to appeal the decision.
- ANAC's Board of Directors shall review the appeal and advise the appealing party regarding the BOD decision.
- The decision of the ANAC Board of Directors is final.

Failure to Maintain Active Membership and Chapters Wishing to Disband

If chapter membership and activity drops significantly, 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.

- Any chapter choosing to disband shall notify the Chapters Committee Chair in writing.
- The Chapters Committee Chair will write a letter to all the ANAC members in the geographic region of the chapter to advise them of this requested action thus allowing for the possibility that other ANAC members in the region may be willing to come forth to work to maintain the Charter. These persons would be required to demonstrate the ability to comply with minimum requirements for maintenance of the Chapter Charter within one month of the communication. If no individuals are willing or able to meet the minimum requirements, the chapter will be instructed to follow procedures as below.
 1. The chapter minutes, correspondence, and financial records should be clearly labeled, boxed, and inventoried and sent to ANAC's national office.
 2. After paying or making provisions for the payment of all its liabilities, including mailing all records to ANAC, any and all remaining assets will revert to ANAC by sending a certified check to ANAC's national office.
 3. If any chapter disbands and turns their money into ANAC it would not be redispensed if in the event that the Chapter re-activated.

Chapters Wishing to Divide or Combine, thus Forming New Chapters

Forming of a new chapter from within an existing chapter(s):

- The new group shall apply for a new Chapter Charter with a new geographic area defined.
- 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 geographic areas of existing chapters shall be redefined by revising the Bylaws of the existing chapters.
- Monies shall be proportionally *divided* based on existing membership at the time of the split.
- Monies shall be *combined* in the case of chapters that are merging.

Chapters Wishing to Change Name or Geographic Region

- Notification of the desired change must be made in writing to the Chapters Committee Chair
- The notification must include the purpose of the change and how this change will impact their current chapter.
Chapters Committee Chair will discuss changes with the Chapters Committee, and if approved, will forward the request to the ANAC Board of Directors for approval.
- The ANAC Board of Directors will notify the chapter of the decision to accept or reject the proposed change.

ANAC Chapter-related Policies

Mandatory Chapter Policies

Contracts

No chapter, nor any member, officer, Director, Chair, or other individual associated with a chapter, shall 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 the express written consent of ANAC. All contracts must be sent to the ANAC National office for review and approval prior to entering into such contracts. Any questions should be referred to the ANAC Executive Director or the President of the Chapter. Notwithstanding the foregoing, authorized representatives of chapters may sign routine contracts with hotels, restaurants and other venues in which the chapter holds chapter events in the name of and on behalf of such Chapter without notifying ANAC.

Disclaimer

Any 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.

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 anticompetitiveness or any other antitrust question

Program/Product Endorsement

The National ANAC Office must review requests for endorsements of publications, videotapes, teleconferences or other products. All such requests shall be submitted to the ANAC Board of Directors for assignment to a specific committee for review. The recommendation for program/product endorsement/rejection shall be submitted to the Board of Directors of ANAC for vote. Only the Board of Directors of ANAC shall be entitled to endorse a program or product in ANAC's name. Endorsement of programs/products shall be based upon the following criteria:

- The program/product shall be consistent with the mission of ANAC.
- ANAC shall retain editorial control over the program/product during all stages of development.
- The burden of the cost of development and production of the program or product shall be the responsibility of the developer.

Chapter Fund-raising

Membership dues support basic operations at the chapter level. For activities beyond basic operations, additional funds may be required. Because ANAC is a 501 (c) (3) tax-exempt organization, all chapter fundraising activities must conform with all laws and regulations pertaining to tax-exempt organizations. Chapters shall not engage in any profit-making activity, whether through fund-raising endeavors or otherwise, that would jeopardize ANAC's tax-exempt status or reputation.

- Chapters shall be free to engage in any fund-raising activity that is not prohibited by law, ANAC bylaws or policies, or that would jeopardize ANAC's tax-exempt status.
- ANAC and its chapters abide by Federal tax regulations that prohibit ongoing profit-making activity not related to the mission of the organization. That is, while an activity may produce a surplus of money (revenue) that money must be used to further the purpose and mission of ANAC and the local chapter.
- Chapters that are engaging in fund-raising shall be required to adhere to all applicable state charitable solicitation statutes and regulations and shall comply with any required filings there under.
- 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 offer to provide services in exchange for a donation. Also, before entering into any agreement or contract that entails financial or performance obligations on the part of the chapter, the chapter shall consult with ANAC's Chapters Committee Chair to obtain approval for the activity.
- Accurate and complete records of all fund-raising shall be maintained by the chapter and reflected in the Annual Report of Chapter Board of Directors—Treasurer's Report.
- In no event shall any chapter 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)"
- Use of the ANAC logo is reviewed in the Membership and Public Relations Policy. Any questions about the appropriate use of the ANAC logo with fund-raising activities should be referred to ANAC's Chapters Committee chair.

Use of ANAC Logo for Local Chapter Activities

- Each chapter shall be required to use the official logo of ANAC. Camera-ready artwork for the logo shall be available upon request by the chapter from ANAC's national office. The chapter may elect (and is encouraged) to personalize ANAC's logo with the logo of their chapter. The logo of the chapter shall consist of the official name of the chapter and a statement that the chapter is associated with ANAC.
- All chapter logos shall be submitted for approval by ANAC's Chapters Committee Chair prior to use by the chapter and may not be used until approved by ANAC.
- Each chapter shall use its' logo and ANAC's logo only in conjunction with programs or activities that are directly associated with the chapter. Any other use of such logos must be pre-approved by ANAC's Chapter Committee Chair.
- ANAC is the sole and exclusive owner of the ANAC logo and the chapters shall not do anything inconsistent with such ownership. The chapters shall have no right, title or interest in or to the ANAC logo, other than the right to use the same in accordance with the terms herein set forth. Upon the termination of a chapter for any reason whatsoever, including the revocation of the Chapter Charter by ANAC, such chapter shall immediately discontinue all uses of ANAC's logo, including, without limitation, uses in conjunction with the chapter's name or logo.

Conflict of Interest Policy

Conflict of interest is defined to be, but is not limited to, activities that are in opposition to, detract from, or in some manner could be detrimental to ANAC as described in ANAC's bylaws, policies, and procedures.

- No individual has 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.
- No individual is authorized to 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 after full disclosure of the facts.
- 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.

Corporate Relations: Guiding Principles for Proprietary Entities

- Corporate sponsorships can assist ANAC in the fulfillment of its mission. ANAC chapters actively seek financial support from proprietary entities to fund operations and special projects.
- ANAC chapters may participate in projects with proprietary entities only when the goals of such projects are congruent with the mission of ANAC.
- ANAC chapters should participate in projects where mutually beneficial goals can be established.

- Proprietary entities are recognized as valuable supporters in the development of educational programs. However, ANAC chapters do not permit proprietary entities to determine educational content in any ANAC forum.
- ANAC chapters may not endorse proprietary products, programs, or services unless ANAC has an integral role in the development of such products and the ANAC Board of Directors approves the endorsement.
- ANAC charges a negotiated consulting fee on all collaborative projects with proprietary entities that do not come to ANAC in the form of unrestricted educational grants.
- ANAC recognizes that use of certain corporate logos, names, and literature within various ANAC forums may be a fair and equitable trade for support. Any and all such uses shall require the prior approval of the Board of Directors of ANAC.

Public Relations Assistance to Chapters

The National ANAC Staff provides assistance and oversight to local chapters involved in activities publicizing or promoting the association, and responds to requests from external groups for the ANAC tabletop display and banner to ensure the congruence of local chapter activities with the mission and philosophy of the association.

- A member or chapter wishing to undertake a publicity or promotional activity at the local or regional level should submit a written request to the ANAC office at least 30 days in advance. This request should detail information on the nature of the activity, its scheduled date and location, expenses, and assistance requested.
- ANAC staff may consult with the ED to determine if the proposed activity is appropriate to the image and mission of the association and within the annual budget for shipping.
- ANAC staff will notify the requestor of the decision at least two weeks prior to the date needed and will coordinate the necessary obtaining and returning of the items requested.
- The cost of shipping for non-national coordinated events will be billed to the chapter (or individual) requestor.

Use of ANAC's Federal Tax ID Number Policy

- Current Chapters: Current chapters may not use the National ANAC Federal Tax ID number
- Special Interest Groups: Special interest groups may not use the Federal Tax ID number.
- Chapters-in-Formation (CIF): Chapters-in-Formation may use the National ANAC Federal

Tax ID number under the following criteria:

1. The Chapters Committee Chair must have received a *Chapter In Formation Declaration* from the group requesting CIF status. In this letter, the CIF must make a commitment to apply for Chapter Charter within twelve (12) months. The Chapters Committee Chair approves this request and the letter is forwarded to the National ANAC Treasurer, with copy sent to the ANAC office.
2. Use of the ANAC Federal Tax ID number, when granted, will be limited to:
 - Opening a local bank account so the CIF can proceed with activities and,

- Receiving grants/funds for the support of chapter activities.
 - Submitting a financial report by January 31 of each year (as required by all chapters).
3. The CIF's bank account would be opened as: “ ‘Name of Chapter’ ANAC Chapter in Formation”
 4. Upon receipt of Chapter Charter, the newly formed chapter will implement a process within thirty (30) days to apply for its own Federal Tax ID number under the ANAC group exemption umbrella.
 5. Upon receipt of an individual Chapter Federal Tax ID number, the national ANAC number is immediately removed from all local accounts by the local chapter and not used again for any reason.
 6. The ANAC Treasurer may, only provide the ANAC Federal Tax ID number, and authorizations to use it, after a recommendation by the Chapters Chair.
 7. If a CIF has not been awarded a Chapter Charter twelve (12) months following the submission of its' *Chapter in Formation Declaration*, a letter will be sent to the CIF leadership and its bank withdrawing permission for the use of ANAC's Federal Tax ID number.

Chapter Management Tools

Sample New Member Orientation Packet

The Chicago ANAC Chapter, winner of the first Chapter Recognition Award in 1999, provides all new ANAC members with a New Member Orientation Packet. This packet is comprised of a bright red glossy folder with a label affixed to the outside of the folder with “The Association of Nurses in AIDS Care” imprinted on its label. Inside the packet, the following items are provided to new members:

- Welcome Letter from the Current Chapter President
- Flyer(s) for upcoming Chapter Meetings and Educational Sessions
- Listing of Chapter Officers with Telephone Numbers and Email Addresses
- Listing of Chapter Members by Zip Code
- Local Membership Application
- Recent Chapter Newsletter
- Recent Issue of JANAC
- Recent Issue of ANACdotes

Sample Letter to New Members in Orientation Packet

(Courtesy of Chicago Chapter)

{{CHAPTER LOGO}}

DATE

Dear Nursing Colleague,

I am writing to tell you about an organization based here in Chicago dedicated to promoting development of nurses who care for persons living with HIV/AIDS.

The Chicago Chapter of the Association of Nurses in AIDS Care (ANAC) was chartered in November of 1990 and is one of the largest chapters in the country. For local chapter dues of \$10 and national membership dues of \$70, a nurse can attend 4-5 education meetings per year that provide nursing continuing education credits. These meetings include dinner and usually parking. ANAC members also receive *The Journal of the Association of Nurses in AIDS Care*, reduced fees for the annual conference, and reduced fees for the ACRN certification program.

Annually, the Chicago Chapter acknowledges two outstanding HIV/AIDS nurses (one member and one non-member) for their dedication to direct patient care, education, and/or research. Candidates are usually nominated by a co-worker. The recipients of the awards receive a one year membership in ANAC or a cash honorarium that can be used to attend the national conference. I hope that you would consider nominating yourself or a co-worker for one of these awards.

Please look through the information contained in this folder that describes the outstanding benefits of our organization. If you would like to nominate a colleague for one of our chapter awards or if you have any questions regarding the enclosed information, please call our Chapter Secretary {{NAME}} at {{telephone number}} or send email to {{email address}}.

Thank you for allowing me some of your time.

Best Regards,

{{NAME}}

Chapter President

Sample Letter Inviting National Members to Join the Local Chapter

(Courtesy of Ft. Lauderdale Chapter)

{{Chapter Logo}}

{{DATE}}

Dear fellow ANAC member,

I noticed that your name appears on the national roster for ANAC and you list a local zip code as your home address. We have a great local chapter and would truly like you to become involved in any way you can. We all understand how busy a nurse's life can be and sometime there just isn't any time left over for extra curricular activities. We offer educational opportunities at our bimonthly meetings as well as the opportunity to network with your peers and maybe even just talk to someone who is or has been in a situation similar to yours. Furthermore it saves you the trouble of cooking, if only for one meal.

We have a vital and dynamic chapter in the greater Fort Lauderdale area. Nurses and other healthcare professionals from all aspects of HIV/AIDS care are represented. Our bimonthly meetings are held at 6:30 pm on the third Thursday of odd numbered months. Some additional meetings are held—the dinner this month is a good example. You already receive the national newsletter and JANAC, but whether or not you join, your name will be added to our mailing list for the local newsletter unless you choose not to receive it. You will also be invited to join us at our local meetings for a nominal fee.

Please call me if you have any questions regarding membership at the local level, or if you have already joined and are receiving this letter in error. Being a member of the local chapter has afforded me many opportunities for education, networking, camaraderie and just plain fun. I hope you choose to join us.

Sincerely,

{{Chapter President}}

Sample Email Letter to Members asking to Renew Memberships

(Courtesy of Greater Washington DC Chapter)

Dear Nurse in HIV/AIDS Care;

A few months ago, we sent out our annual Greater Washington Association of Nurses in AIDS Care (GWANAC) renewal applications. Thanks to those who have either joined GWANAC for the first time or re-joined this year.

In February, we held our first educational dinner program, sponsored by Abbott Laboratories, at Morton's of Chicago in Washington, DC. Dr. Badda Bing, MD, of Family Medical Services in Baltimore, Maryland, spoke about "Advancements in Protease Inhibitor Regimens." The program was well attended and the information was very timely since it included some of the latest data presented at the annual Retrovirus conference (CROI) in San Francisco. We have planned additional exciting educational presentation dinners for this year. Topics include an HIV patient panel discussion, a maternal-child health and pediatric update, and a program focusing on international HIV/AIDS issues.

We are writing to invite and encourage you to join us. The officers and board of GWANAC strongly believe that a local and national network of nurses dedicated to improving the delivery of care and therefore the quality of life for people living with HIV/AIDS can help all of us meet our professional challenges.

To abide by the rules of our national organization, one must be an ANAC member to join a local chapter. ANAC membership can be obtained online at www.nursesinaids.org. ANAC membership includes a subscription to the Journal of the Association of Nurses in AIDS Care, periodic newsletters, continuing education opportunities, and discounted fees for the annual conference, the core curriculum on HIV nursing and the certification examination.

We have not raised our \$20 GWANAC annual membership fee for many years. It entitles you to free admission to all educational dinner meetings, the "GWANACdotes" Newsletter, an opportunity to apply for a scholarship to the national ANAC conference and free CEU's at all educational meetings. So don't delay, send in the enclosed membership form today!

Sincerely,

Sample Letters to Encourage Mentoring of New Members

{{Chapter Logo}}

{{Date}}

Dear Members:

Thank you all for your hard work and dedication to the (insert name here) chapter. It is now time to focus on retaining the new members that we have recently worked hard to identify and recruit. This is an important time to promote our local chapter and ensure that our new members are being mentored.

Please take some time to call or email our new members to see if they have any questions or concerns. Each member is being asked to contact (insert number) members and answer any questions or concerns that they may have. In addition, we ask that you contact these members on on-going basis especially around the time of events. Hopefully, these personalized contacts will let each new member know that we value them and are glad that they chose ANAC.

Enclosed you will find the names and numbers of the new members that have been assigned to you. We thank you again for all of your hard work and want to remind you that you are very appreciated and important to our local ANAC chapter.

Sincerely,

{{Chapter President}}

Sample Thank You Letters to Committee Members

{{Chapter Logo}}

{{DATE}}

Dear {{Member Name}}

It is with great appreciation that we send this letter. We want to thank you for all of your recent hard work on the {{Name of Committee}). The work you have all done is testament to the strength and dedication of the missions of ANAC. As professional adults, we realize that your time is valuable and recognize the special effort you sacrificed for the good of the {{Chapter Name}} chapter of ANAC.

You are an asset to the {{Chapter Name}} Chapter and we could not accomplish our goals without each and every one of you. Thank you again on your diligent committee work, you should all be proud of the work you have produced.

Please feel free to contact any of the Board of Directors at anytime with questions or concerns.

Sincerely,

{{Chapter President}}

Sample Letter for Local Scholarships

(Courtesy of Ft. Lauderdale Chapter)

{{Chapter Logo}}

Scholarship Committee

{{Address}}

{{City, State, Zip}}

The Association of Nurses in AIDS Care (ANAC) is a nonprofit nursing organization committed to fostering the individual and collective professional development of nurses involved in the health care of persons infected or affected by the HIV. Furthermore, we want to promote the health, wealth, and rights of all HIV infected persons.

Scholarships in the following areas are being offered in all or part of the following:

National membership dues (2003)

National conference registration fees (2003) (this year in New York City)

Ft. Lauderdale Spring Break Conference registration (2003)

Local membership dues (2003)

Each scholarship applicant will be required to submit a letter of intent to:

Association of Nurses in AIDS Care

Scholarship Committee

P.O. Box 101296

Ft. Lauderdale, Fl 33310-1296

The letter must include explanation of financial need or academic achievement. We want to reward professional achievement as well as assist those in need. Please include employment status, or area of study and year of nursing school graduation. Also, include complete name, address, contact telephone number. Applicant must be an active member of the Greater Fort Lauderdale Chapter of ANAC to request scholarship monies.

As our funds are limited and we wish to assist as many applicants as possible, only one scholarship application may be submitted per person.

All letters for next year's national conference must be received no later than August 9, 2003. When applying for the 2003 Spring Conference or annual dues, please have letters submitted by February 15, 2003.

Professionally yours,

Chairperson, Scholarships Committee

Sample Certificate of Attendance

Certificate of Attendance

This is to certify that

Name of Attendee

License Number

has participated in the course entitled
Women's Issues in HIV presented by Dr. Badda Bing

On
September 18, 2003
And is awarded

1.0 Contact Hour



Greater Fort Lauderdale Chapter

Margaret McGough—Director of Education
Provider Number FBN2587
Board of Nursing, State of Florida

How to Run A Successful Business Meeting

The bane of every worker or volunteer is the meeting that lasts for hours and accomplishes little. While some people simply stifle inner groans and tolerate whatever contortions managers, the board, or a committee wants to make, other people have identified and implemented ways to make meetings more meaningful for the participants.

Several talented managers have defined meetings as falling on a scale between rambling and unstructured to focused and structured. The goal of most of these managers is to get their meetings as far over toward the focused and structured as possible. In that vein, an effective meeting might be defined as one that:

- Takes only as much time as is needed to accomplish its goals
- Sticks to the subject
- Meets its objectives or goals

There are several practical tools that anyone chairing a meeting can use to make a meeting more effective. These tools are ones that have been suggested by top-level managers, meeting experts, association resources, and books and articles on the subject. They are intended to be practical resources that can be used immediately to make meetings more effective.

Agendas

It is nearly impossible to talk about effective meetings without discussing agendas. A properly prepared agenda can have a tremendous influence on the meetings outcome. Some agendas are more effective than others. The items listed should not be merely sketchy notations indicating generally what is to be discussed but should be described at such length that the board will know what to expect. The person responsible for the presentation of each item should be noted, as should the expected length of time for its consideration at the meeting. Due care must be given to keep the agenda of the board meeting from becoming too full. If matters can be handled outside the meeting, they should be.

Another manager suggests listing only committees on the meeting agenda that have something to report. Traditionally, an agenda might list every single committee, which leaves the committee chair feeling that they have to give some sort of report, even if they don't have anything to say.

Communication

Communication between meeting attendees is important. Letting all participants see an agenda before the meeting starts helps them come prepared to each meeting. It gives them a chance to review issues before the meeting begins and even get questions answered outside of the meeting.

Meeting Calendars

A meeting calendar can help a manager running a meeting determine when reports will be given and schedule issues to be discussed. This keeps participants from feeling that every issue must be discussed at every meeting. One manager said he uses the meeting calendar to help impose

discipline at meetings. While the manager may not want to forbid anything that is not scheduled, he or she should encourage participants to stick to it.

Meeting Procedures

Every meeting must have some sort of procedure by which it is run. General Henry Robert developed meeting procedures in 1876 by adapting the rules followed by the U.S. House of Representatives. Since that time, Robert's Rules of Order have been generally accepted as an efficient way to run a group meeting. The Association of Nurses in AIDS Care requires that Roberts Rules of Order, Newly Revised, be used for Chapter meeting procedural concerns.

Some people, though, may resist Robert's Rules of Order as too stifling or because they inhibit debate. However, when used correctly, Robert's Rules can do just the opposite. They are ultimately meant to ensure that the majority is able to accomplish its goals while the views of the minority are protected and heard.

A copy of Robert's Rules of Order, major motions are included on the following 2 pages.

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO	YOU SAY	INTERRUPT ?	2ND?	DEBATE?	AMEND ?	VOTE??
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	NO	No	Majority
§16 Close debate	I move the previous question	No	Yes	NO	NO	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT	2ND?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	NO	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33 Request for information	Point of information	Yes	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 majority w/notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

Taking Meeting Minutes

Taking minutes is a necessity of many organizational gatherings. It is a final accurate record of what transpired at a meeting. It does not have to be a difficult task.

The meeting needs to be organized. If a meeting is not structured or if it is disorganized, chances are the minutes will reflect this. Make sure that the Chairperson holding the meeting understands the fundamentals of what must occur. This will be the first step in the whole process running smoothly.

The minutes-taker should not be a participant in the meeting. In order to allow for the minutes-taker to pay the best attention possible, he or she should not be a participant in the meeting—only the taker of the minutes. Their sole responsibility should be that of taking the minutes.

The minutes-taker should sit as close as possible to the Chairperson. Having the minutes-taker sit close by the Chairperson will make it easier for that person to clarify any points that might have been made.

The minutes-taker should have a list of all attendees at the meeting and a copy of the Agenda. If this is not possible, before the meeting begins, pass around a piece of paper for everyone to print his or her name on. Note anyone who arrives at the meeting late or leaves early. For the record, it should be noted if any of the attendees arrives late or leaves early.

Have an agenda for the meeting ready and a copy of the minutes for the last meeting. The minutes-taker should have at his or her disposal the agenda for the meeting and a copy of the minutes for the last meeting. All background information pertaining to the meeting should also be provided to the minutes taker. They may need to refer back to this information during the meeting. The whole process can flow much more smoothly if the minutes-taker has some knowledge of the subjects to be discussed.

The minutes should reflect the name of the association meeting, the location, date and time of the meeting as well. Do not deviate from the agenda. It is best to stick to the agenda as much as possible in order to keep all information on record. Do not allow any business to be discussed that is not on the agenda. This will make for mass confusion.

Use a tape recorder as a backup. In case the minutes-taker become distracted and misses something at the meeting, having a tape recording of the meeting can be of great value. It can be replayed for the vital information that might have been overlooked.

Record motions properly. A motion is a formal suggestion made by an attendee at the meeting that has been seconded by another attendee, and then passed by a vote. The minutes-taker may need to restate a motion after a lengthy discussion. It is therefore very important to record these motions exactly as they have been stated. An example of how to document a motion is as follows: Moved, seconded, and carried that all members of the Board will receive a three percent cost of living raise. Be sure to list the names of all attendees making and seconding any motions.

Record every action taken. The minutes-taker should record every action taken, whether they seem trivial or not. If there are any questions regarding importance, the minutes-taker should speak to the Chairperson as soon as possible after the meeting.

- After the meeting has finished, the minutes must then be transcribed. There are many ways to format the meetings' minutes. Please see the following pages for some ideas.

Sample ANAC Chapter Meeting Minutes Template

Name of Chapter: _____

Date/Place/Time: _____

Presiding Officer: _____ Secretary: _____

Time Started: _____ Time Ended: _____

Approval of last meeting minutes: _____

Current Chapter Account Balance: _____

Current # of Active ANAC Members: _____

Committee Reports:

	<u>Report Given</u>	<u>Given By</u>
• Educational	Yes	No
• Nominations	Yes	No
• Membership	Yes	No

Educational Activities:

Event:

Date:

General Announcements/Business:

Item:

Given By:

Meeting Notes:

Actions Voted On:

1.	Passed	Failed
2.	Passed	Failed
3.	Passed	Failed

Questions/Problems/Concerns:

Items of Interest for ANACdotes:

Roster of Meeting Attendees:

Next Meeting Time and Date:

Signature of Secretary: _____

Sample Meeting Agenda

{{Chapter Name}}

{{date}}

-Chapter Meeting Agenda-

1. Call To Order Chapter President
2. Roll Call Secretary
3. Approval of the Agenda President
4. Approval of Previous Meeting Minutes Secretary
5. Report of the President President
6. Report of Officers Board Members
 - President Elect
 - Secretary
 - Directors at Large
7. Committee Reports President
 - Education Committee
 - Nominations Committee
 - Fundraising Committee
 - Membership Committee
 - Bylaws Committee
 - Advocacy/Public Awareness Committee
8. Report of the Treasurer Treasurer
9. Old Business President
 - Report from the National Conference
 - Update on Scholarship Venture
10. New Business
 - Visit to OSU School of Nursing
 - ANAC Table at Oregon Nurses Assn Convention
 - Update on National Conference in New Orleans
 - AIDS Candlelight Vigil in December
 - Invitation to sit on RWCC Meetings
11. Announcements
 - Chapter Recognition Award
 - Community Activity: Logan's Food Bank
- 12 Adjournment

Sample Educational Meeting Flyer

{{Chapter Logo}}

ANAC – Greater Cincinnati

Education Dinner Meeting

Pain Management Issues in Patients Living with HIV Disease

Presented by

Dr. _____ MD, MPH

University of Kentucky, Lexington

Vernon Manor

1122 High Point Drive, Cincinnati

Monday, May 13, 2003

Refreshments at 5:45pm

RSVP Linda 555-1212 or Mary 555-4321

Supported by Janssen Pharmaceuticals

CEUs available for RNs and LPNs

Chapter Fundraising

(Ideas courtesy of Michelle Burton (Seattle/Puget Sound),
and all participants in the Regional Chapter Leadership Workshops)

Guidelines for chapter fundraising:

First and foremost, chapters need to have a budget in hand and know exactly how much they are trying to raise, and why they are trying to raise it. Chapters' first priority should be to fund their own programs and expenses. There should also be a strategy in place for any overages in revenue. For example, chapters can consider banking the overages as savings, to be kept in case of emergency. This would allow chapters to feel more financially stable as they move from one fiscal year to the next.

Prior to starting a fundraising campaign, it is a good idea for the local chapter to check with individual state laws/code. One way is to call the Secretary of State or the Department of Tax in the state the chapter is located to see what limitations or reporting requirements exist in that state.

Fundraising Ideas:

The following fundraising ideas range from a minimal amount of work with good return to incredibly time consuming efforts, yielding little income. Keep this in mind when you choose your fundraising strategies.

- Have an HIV nursing teaching day or conference.
- 50/50 raffle at meetings: Sell tickets for \$1.00 each or 6 for \$5. At the end of the meeting, count the money and pull a name out of the hat. The winner gets 50% of the ticket sales and the chapter gets 50%, hence the 50/50 raffle.
- Charge non-members at chapter meetings a small fee for their dinners.
- Selling merchandise (e.g., Chapter Logowear).
- Raffles/fundraisers: A cause is identified and marketed (funds from ticket sales will support the cause.) Tickets are sold for goods and services that are donated by members, friends, colleagues and community members. A drawing is done during a meeting and winners may, or may not need to be present.
- Auctions (similar principle as #5).
- Selling entertainment books or World's Finest Chocolate Bars
- Dinner parties: participants pay a per plate fee.
- Bingo brunch
- "You are so not invited" parties where you send out an invitation to a bunch of friends for a nonevent and then describe how they can pay to not come. Kind of fun twist.
- Bake sales.
- Services (such as selling hours as a slave to do housework, yard work, babysitting)
- Selling flowers. Ask a local grocery or florist to donate something that a chapter could sell outright and keep proceeds.
- Host a silent auction at a dinner meeting
- Approach a Wal-Mart or JoAnn Fabrics type of store and ask for donation of red ribbons and pins – perhaps the chapter could have a ribbon-making meeting and sell the red-ribbon pins for \$1 around an AIDS function or day.
- Host a chapter-wide garage sale with all proceeds benefiting the local chapter
- Increase your annual dues from \$10 to \$20
- Have your local chapter help run a BINGO night – lots of hard work, but well worth the money received in return

Membership Recruitment

(Ideas courtesy of Erin Weah (IndiANAC Chapter) and all participants of the Regional Chapter Leadership Workshops)

- Advertise ANAC chapter meetings to local HIV/AIDS organizations, clinics, specialty care units (dialysis, labor & delivery, ER/ED, Internal Medicine, hematology/oncology), local health departments, statewide HIV Prevention and RW Care Programs, Visiting Nurse Organizations, Hospice programs, Correctional Facilities, Mental Health Facilities, Drug Treatment clinics, primary/private providers, and area hospitals that serve patients with HIV/AIDS.
- Display chapter materials and meeting information at local health fairs, nursing association meetings, local newspapers, state nursing newsletters, places of employment, local HIV/STD testing sites, family planning clinics, faith based communities.
- Have a booth at fundraising activities for HIV/AIDS including the National AIDS walk and local initiatives, raffle off a free national membership to student nurses and non-member nurses.
- Encourage local chapter members to offer to teach HIV/AIDS Curricula at schools of nursing, student nurse associations, state nursing association, hospitals and non-governmental organizations, and of course vocational/technical schools for LPN students.
- Raffle off membership dues to the National ANAC organization or conference registration fees for a national conference to stimulate interest in ANAC.
- Design a chapter website that can be accessed from the National ANAC website. The website can have contact information as well as a calendar of local meetings and events.
- Hold a yearly recruitment drive where for a specified period of time chapter members focus on finding and recruiting potential new members.
- Discuss ANAC and the benefits of joining both the national and local chapters to friends and colleagues on a routine basis.
- Reach out to colleagues who may be members of other nursing organizations, e.g. Hispanic or Black Nurses Associations, Sigma Theta Tau, Emergency Room Nurses, Critical Care Nurses, School Nurses, Public Health Nurses, Employee/Occupational Health Nurses, Sexual Assault nurses, Military Nurses, and of course, nurses in Academia.
- Write articles on HIV Care to be published in your local media and/or state nursing newsletters.
- Encourage the pharmaceutical reps with whom you have a close relationship to carry extra ANAC membership brochures and dinner meeting flyers on their business calls.
- Have business cards made for the local chapter and pass them out to anyone and everyone you can think of.
- Contact old members who are no longer active and invite them to return to the Chapter and back into ANAC.

Appendices

Appendix A: Annual Report Forms

Appendix B: Other Reporting Forms (including Sample IRS Forms)

Appendix C: Chapter In Formation Forms and Chapter Charter Application Packet

Appendix D: Chapter Award Application

Appendix A

- **Special Interest Group Reporting Form**
- **Annual Report of the Board of Directors & Cover Sheet**
Includes: Compliance Self Assessment
Signature Page

Special Interest Group (SIG) Annual Report Form Due 1/31 of current year _____

Name of Group: _____

Location (State/City): _____

Contact Name: _____

Email Address: _____

Address: _____

Phone: _____

Approximately how many members do you have? _____

How many are National Members? _____

1. Describe activities the group participated in this past year:

- Event: _____ Date: _____ # of members: _____
- Event: _____ Date: _____ # of members: _____
- Event: _____ Date: _____ # of members: _____
- Event: _____ Date: _____ # of members: _____

. If more room is needed describe events below:

2. Is there anything that National office, the Board of Directors, or the Chapter Chairperson to do to help your chapter?

3. Please attach the list of your members (National Members or not) including their addresses, phones, and emails if available.

Thank you for completing this form. Please mail, fax, or e-mail to the National Office:
Association of Nurses in AIDS Care, 1802 Vernon St. NW #1125 Washington, D.C. 20009
Fax: (330) 670-0109. E-mail: anac@anacnet.org

ANNUAL REPORT OF THE CHAPTER BOARD OF DIRECTORS

_____ Chapter of ANAC

COMPLIANCE SELF-ASSESSMENT (Not a required form)

Available online at <http://www.nursesinaidscare.org/i4a/pages/Index.cfm?pageID=4195>
(Minimum Quality Standards for Chapters of ANAC)

STANDARD

Met	Not Met	
		1. Promote the Mission of ANAC.
		2. Ensure that all Chapter members are National members of ANAC.
		3. Hold annual elections for a minimum of three Officers and Chairperson of the Nominating Committee.
		4. Hold four (4) meetings of the BOD Annually
		5. Hold four (4) meeting of the Chapter Membership Annually
		6. Adopt/maintain Bylaws that conform to both ANAC & ANAC Chapter Organizational Manual Guidelines. (If not on file with national office must provide a copy to the national office for their files
		7. Ensure that Chapter Leadership annually reviews and complies with all policies and procedures of ANAC per the Organizational Manual.
		8. Forward copies of newsletters, flyers etc. to National (if applicable
		9. Maintain communication between chapter members through flyers, newsletters, E-mail, etc.
		10. Maintain Checking account for Chapter funds with proper FEIN #.
		11. By NOVEMBER 1st of the current year, complete and submit the Chapter Leadership List for the upcoming year to National.
		12. By JANUARY 31st of the current year, complete and submit the Annual Report of the Chapter Board of Directors for the previous year.

Please explain any lack of compliance and the Chapter's plan to correct the standard.

Standard not met	Plan to correct standard in the future

Chapter President's Signature

_____, 20_____
Date Completed

**ANNUAL REPORT OF THE CHAPTER
BOARD OF DIRECTORS**

-TREASURER'S REPORT-

Chapter _____
Of ANAC covering January 31, _____ to December 31,

A. Beginning Balance (Ending Balance Last Year's Report)	\$ _____ (A)
Revenues:	
Dues (Amount per person \$ _____ X _____ members)	\$ _____
Program Fees Collected	\$ _____
Interest (Checking/Savings/Certificate)	\$ _____
Total Donations received (List name, address, & amt. for each on attached form)	\$ _____
Exhibit Fees (Describe on attached form)	\$ _____
Fund-raising (List type of fund-raiser and amount raised on attached form)	\$ _____
Miscellaneous Other (Specify on attached form)	\$ _____
B. Total Revenues	\$ _____ (B)
Expenses:	
Printing (Typing, copying, printing, etc.)	\$ _____
Postage	\$ _____
Supplies	\$ _____
Meetings (Place, refreshments, etc.)	\$ _____
Travel	\$ _____
Accounting Fees/Bank Service Charges	\$ _____
Rent/P.O. Box Rent	\$ _____
Honorariums and/or Speakers (List name, address and amount on attached form)	\$ _____
Grants/Scholarships/Awards (List name, address, and amount on attached form)	\$ _____
Fund-raising (List type of fund-raising expense)	\$ _____
Miscellaneous Others (Specify on attached form)	\$ _____
C. Total Expenses	\$ _____ (C)
D. Ending Balance This Period (A + B - C = D)	\$ _____ (D)

****Attachments Required:** Please **attach** a copy of year-end Bank Statement (December 31)

Completed by: (print name) _____ (office held): _____

Signature: _____ Date: _____

Attachment Form ANAC Treasurer's Report

REVENUES:

Donations *(Complete only if \$5,000 or more)* (List name, address, and amount for each):

Exhibit Fees *(Complete only if \$5,000 or more)* (List type of exhibit(s) and fees collected):

Fund-raising *(Complete only if \$5,000 or more)* (List type of fund-raiser and amount raised):

Miscellaneous Other Income *(Complete only if \$5,000 or more)* (Specify):

EXPENSES:

Honoraria for speakers (Complete if \$600 or more per person) Include: name, social security number, address, amount):

*[For example speaker is paid \$1100. \$550 covers travel expenses and the remaining \$550 is income, no 1099 has to be filled out but you **must** have receipts on hand representing claimed expenses.]*

Grants/Scholarships/Awards *(Complete if over \$600 per person or more)*
(List name, social security number, address, amount, and any relationship of recipient to national or chapter officers (IRS requirement)):

Important Information for Chapters

- For monies paid to one person, totaling more than **\$600/year minus expenses**, the chapter officers will need to file an **IRS-1099 Form**. Visit the IRS Website for more information at: <http://www.irs.gov>
- The following information will be needed to complete this form: name of recipient, address, social security number, and amount paid to recipient.
- The ANAC national office will assist in completing this form annually.
- Once the **IRS-1099** Form is completed, an **IRS-1096** Form will also need to be completed and filed with the IRS.
- Thus, it is **not** advisable for chapters to disperse monies greater than \$600/year to any single person, if at all possible.

**ANNUAL REPORT OF THE CHAPTER
BOARD OF DIRECTORS**

_____ Chapter
of ANAC covering January 31, _____ to December 31, _____

**By Signature at the Bottom of this page, I verify the following
to be true to the best of my knowledge:**

SIGNATURE PAGE

LOBBYING STATEMENT

Lobbying may be defined as “any activity that constitutes approaching an elected official in order to influence or guide his/her vote on a particular piece of legislation while acting as an officer or representative of the Association of Nurses in AIDS Care, or as a member of the local chapter.

_____ This Chapter has not participated in lobbying activities

AUTHORIZATION TO BE INCLUDED IN THE GROUP FORM 990

Chapter FEIN Number: _____

I, _____, the president of the _____ Chapter of the Association of Nurses in AIDS Care hereby authorize the Association of Nurses in AIDS Care to include this chapter in the Group 990 filed for the year ending December 31, 20____ (year). I also declare under penalty of perjury that the statements made within the included Treasurer’s Report required on Group Form 990 and the authorizations are true and complete.

Name (please print): _____, Chapter President

Signature: _____ Date: _____

**Appendix B – Other Reporting Forms
Authorization to Be Included in Group Exemption Letter**

Click here for this form:

**[http://www.nursesinaidscare.org/i4a/forms/form.cfm?id=24
&pageid=3460&showTitle=1](http://www.nursesinaidscare.org/i4a/forms/form.cfm?id=24&pageid=3460&showTitle=1)**

Note: If you need a copy of the SS-4, 1096, or 1099 contact either the national office at 800-260-6780 or the IRS at 800-TAX-FORM or download the IRS forms in PDF format by linking to: <http://www.irs.gov>.

Authorization to Be Included in Group Exemption Letter

The Association of the Nurses in AIDS Care (ANAC) is hereby authorized to include the local chapter listed below in its Group Exemption Letter.

This authorization will remain in force until the local chapter notifies the Association of Nurses in AIDS Care in writing that it no longer wishes to be included in ANAC's Group Exemption Letter.

Chapter FEIN Number: _____
Name of Chapter: _____ Chapter of ANAC
Chapter President (please print): _____
Signature: _____ Date: _____

- This form is completed only once for each chapter. (Note: All established chapters have completed this form and it is on file at ANAC as of July 2004).
- This form must be completed by all *new* chapters as of *December 15* of the year in which they are granted a chapter charter.
- The FEIN# is obtained by filing an *SS4* request with the IRS. (See sample in Appendix B.)
- The IRS will send the number *directly* to the chapter.
- It is the chapter's responsibility to *transfer the FEIN number to this form* and send this *original* form to the ANAC national office. Keep a copy for chapter records.
- This FEIN number is *required* to be included in ANAC Group Exemption Letter for federal income tax.
- The ANAC office can assist in filing the form.

IRS Tax Forms

The forms can be downloaded from the IRS Website located at:

<http://www.irs.gov/charities/article/0,,id=96109,00.html>

- Form SS-4: Application for Employer Identification Number (FEIN), revised December 2001.
- Instruction SS-4: Department of the Treasury Internal Revenue Service instructions for Form SS-4, revised September 2003.
- Form 1096 and 1099 must be ordered directly from the Internal Revenue Service by calling 800-TAX-FORMS.

Appendix C

Charter Application Packet

- **How to Start an ANAC Chapter Instruction Sheet**
- **Chapter In Formation Declaration Form**
- **Charter Application Packet**

HOW TO START AN ANAC CHAPTER

1. All members of an ANAC local chapter **must** be members of ANAC National. The National Office can supply a list of all ANAC members in your state, which will allow you to identify any current members in your area. If you have people who are interested in forming a chapter, but who are not members, then the Chapters Chair will assist you in encouraging interested parties to join the ANAC organization.
2. Set up an organizational meeting to discuss:
 - The viability of starting a chapter
 - When to meet
 - Where to meet
 - Educational topics for meetings / strategic plan
 - Chapter leadership
 - Commitment to policies and procedures for ANAC chapters
3. Plan, promote and hold first "Chapter-in Formation" meeting. A commitment of **10 ANAC National members** is needed to start a Chapter-In Formation (CIF)
4. Information is available on the ANAC website at <http://www.nursesinaidscare.org>
5. Once it has been decided that you are ready to commit to forming a chapter, then a "Chapter-in Formation" Declaration has to be completed. This is not yet on the website, but a copy may be obtained from the National Chapters Chair or on page 65 of this Chapters Handbook.

* If you are unable to access the website, then contact the National Chapters Chair or the National Office and hard copies of the required documents will be forwarded to you.

ANAC National Office
1802 Vernon St. NW #1125
Washington, D.C. 20009
(800) 260-6780 or (330) 670-0101
email: anac@anacnet.org

Association of Nurses in AIDS Care "Chapter-In -Formation" Declaration

Declaration Date: _____

The following individual *ANAC National Members have agreed to work together for the next six (6) to twelve (12) months to develop a local chapter of the Association of Nurses in AIDS Care (ANAC) in the geographic areas loosely defined as:

(Insert state, counties, cities, parishes etc. to define the location of the chapter)

Members:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

***All of the above named persons must be paid members of National ANAC as of date of Declaration**

The following individual will be the ANAC Chapter's Committee "Chapter-in Formation" contact person:

Name:

Mailing Address:

Home Phone # _____ **Work Phone #** _____

Fax # _____ **Email:** _____

Please indicate preferred method of contact i.e. Home phone / Work phone / fax / e-mail

Instructions and Checklist for Completing the Chapter Charter Application

Chapter Name: _____ Chapter of ANAC
Date Application Submitted: _____

This application contains all the necessary forms needed to apply for a Charter as a Local Chapter. This checklist has been provided to help complete the process. Check off each item upon completion. The completed chapter application will be reviewed by the Chapter Committee for accuracy and completion. If all is in order, the Chapter Application will be submitted to the ANAC Board of Directors (BOD) for Charter approval. Once approved by the ANAC BOD, the charter will be awarded at the next Annual Meeting of ANAC.

_____ **Letter of Application for Chapter Charter:** This form must be dated and signed by all officers.

_____ **Roster of Elected Officers:** Elections may take place as soon as the group has agreed to work together to form a chapter. Requirements per the bylaws for elected officers are waived the first five (5) years of the chapter.

_____ **Roster of ANAC Members:** A minimum of ten (10) **active** members of ANAC are required to apply for a charter as a local chapter. The ANAC national office will verify membership. List all members. This form may be duplicated to accommodate all members. The president and secretary must sign and date this form.

_____ **Letter of Agreement:** This must be dated and signed by the President and Secretary. Please review the policy (Chapter Guidelines) in regard to choosing a chapter name.

_____ **Group 990 Letter Form:** This form must be completed and signed to authorize chapter use the of Association Federal EIN number for tax-exempt, nonprofit organizations. Should any questions arise regarding tax status, the matter should be directed to the Chapters Committee or the national office. This form is found in Appendix B.

_____ **Meeting Minutes (Four (4) Meetings):** Minutes should be completed for each meeting during the formation process. A minimum of four (4) meetings with completed minutes should be included in this packet.

_____ **Chapter Bylaws:** A sample Chapter Bylaws has been provided. This sample copy contains all the necessary information that must be included in a chapter's bylaws. The bylaws provide guidelines for the management of a chapter. In general, keep the bylaws brief and simple. As the chapter grows and develops, incorporating flexibility into the bylaws will help reduce the amount of work needed to revise the bylaws. In preparing bylaws, use the sample bylaws for guidance.

_____ **Chapter Logo/Newsletter:** If the group has already produced a chapter logo or developed a chapter newsletter, please include a sample of these items. Please refer to the policy in regard to chapter logos.

Letter of Application for Chapter Charter

Date: _____

To: ANAC Chapters Committee

From: _____, Chapter in Formation

Enclosed are three (3) copies of the completed "Local Chapter Charter Application Packet." We agree to operate and conduct chapter affairs in compliance with the bylaws, policies, and procedures of the Association of Nurses in AIDS Care.

Signed,

_____, President Date: _____
_____, President-elect Date: _____
_____, Secretary Date: _____
_____, Treasurer Date: _____

Roster of Local Chapter Officers for Chapter-in-formation

President

Name: _____ Date Elected: _____
Address: _____ Term Expires: _____
_____ Email: _____
Phone: _____ Work Phone: _____

President-elect

Name: _____ Date Elected: _____
Address: _____ Term Expires: _____
_____ Email: _____
Phone: _____ Work Phone: _____

Secretary

Name: _____ Date Elected: _____
Address: _____ Term Expires: _____
_____ Email: _____
Phone: _____ Work Phone: _____

Treasurer

Name: _____ Date Elected: _____
Address: _____ Term Expires: _____
_____ Email: _____
Phone: _____ Work Phone: _____

Roster of ANAC Members

The following are active members of ANAC and the Chapter in formation. (A minimum of ten (10) active members are required for chapter charter.)

Signed and dated on _____

President: _____ Secretary: _____

Member:	Type of Membership (Active, Associate, etc.)
---------	--

Name: _____	_____
--------------------	-------

Address: _____	
----------------	--

Phone: _____	
--------------	--

Work: _____	
-------------	--

Email: _____	
--------------	--

Name: _____	
--------------------	--

Address: _____	
----------------	--

Phone: _____	
--------------	--

Work: _____	
-------------	--

Email: _____	
--------------	--

Name: _____	
--------------------	--

Address: _____	
----------------	--

Phone: _____	
--------------	--

Work: _____	
-------------	--

Email: _____	
--------------	--

Name: _____	
--------------------	--

Address: _____	
----------------	--

Phone: _____	
--------------	--

Work: _____	
-------------	--

Email: _____	
--------------	--

Name: _____	
--------------------	--

Address: _____	
----------------	--

Phone: _____	
--------------	--

Work: _____	
-------------	--

Email: _____	
--------------	--

Name: _____	
--------------------	--

Address: _____	
----------------	--

Phone: _____	
--------------	--

Work: _____	
-------------	--

Email: _____	
--------------	--

Roster of ANAC Members, Cont'd

Member: _____ Type of Membership (Active, Associate, etc.)

Name: _____

Address: _____

Phone: _____

Work: _____

Email: _____

Name: _____

Address: _____

Phone: _____

Work: _____

Email: _____

Name: _____

Address: _____

Phone: _____

Work: _____

Email: _____

Duplicate this form as needed.

Letter of Agreement for

Chapter-in-Formation

Date: _____

To: ANAC Board of Directors

From: _____ Chapter-in-Formation

Re: Letter of Agreement

On _____ (insert date), the members of this Chapter-in-Formation voted to seek Charter as a local chapter of the Association of Nurses in AIDS Care and approved as the chapter name: _____ (insert name) Chapter of ANAC.

Geographic scope of this chapter will include: _____

(Insert counties, boroughs, cities, parishes, etc., including state. Attach a map with the area highlighted.)

Signed,

_____, President Date _____
_____, Secretary Date _____

Group 990 Agreement Form
Chapter-in-Formation

Date: _____

Name of Chapter: _____

We, the officers of the above named chapter of the Association of Nurses in AIDS Care, hereby authorize the Association's national office to act as our agent in obtaining a Federal EIN number for tax purposes. We consent to inclusion in a Group 990 form.

Signed,

_____, President
_____, Secretary
_____, Treasurer

Appendix D – Chapter Award Application
Due to National ANAC by Mid-June of current year
(Check www.nursesinaidscare.org for details and current year application)

ANAC Chapter Recognition Award
SAMPLE Application Form

Description

The Association of Nurses in AIDS Care (ANAC) **Chapter Recognition Award** recognizes the outstanding efforts of one of ANAC's chapters in meeting the mission of the organization, including: (a) Creating an effective network among nurses in HIV/AIDS care; (b) providing leadership to the nursing community in matters related to HIV/AIDS; (c) studying, researching, and exchanging information, experiences, and ideas leading to improved care for persons with HIV/AIDS; (d) advocating for persons with HIV/AIDS; and (e) promoting social awareness concerning issues related to HIV/AIDS.

Application Criteria and Instructions

1. Any chapter maintaining a **current chapter charter** for a **minimum of two (2) years** is eligible for this award.

2. A current chapter officer needs to complete the attached **application form** that includes a detailed description of how that chapter implemented the mission of ANAC. Also included is the **consent to apply for this award**, signed by the chapter president.

3. Chapter award applicants must have **demonstrated satisfactory reporting requirements** for a minimum of the previous two consecutive years.

4. At least three, but no more than five, **letters of chapter support**, drafted specifically for this year's award and that provides additional evidence of this chapter's specific effectiveness in carrying out the mission of ANAC, must be attached. Return the attached application form and all pertinent documents to: ANAC Office, 3538 Ridgewood Road, Akron, Ohio, 44333.

5. All documents must be received **in the ANAC office by Mid June**. The Awards Committee will not consider late or incomplete nominations.

Judging and Award Information

1. The ANAC Chapters Committee Chair will review the chapter applications to determine adherence to all reporting requirements for the previous two

consecutive years and forward the confirmed applications to the ANAC Awards Committee for award consideration.

2. The ANAC Awards Committee will review applications and select the recipient of this competitive award.
3. The chapter to receive this award will be notified of its selection by September 1. An ANAC member representing the chapter will receive the award for the chapter at the Awards Ceremony held during the Annual ANAC Conference this year. The ANAC member representing the chapter may also be given a complimentary conference registration and a limited amount of reimbursable travel expenses with receipts.

Application Form ANAC Chapter Recognition Award

The Association of Nurses in AIDS Care (ANAC) **Chapter Recognition Award** recognizes the outstanding efforts of one of ANAC's chapters in meeting the mission of the organization, including: (a) Creating an effective network among nurses in HIV/AIDS care; (b) providing leadership to the nursing community in matters related to HIV/AIDS; (c) studying, researching, and exchanging information, experiences, and ideas leading to improved care for persons with HIV/AIDS; (d) advocating for persons with HIV/AIDS; and (e) promoting social awareness concerning issues related to HIV/AIDS.

Please *type or print* all information and mail to ANAC 1802 Vernon St. NW #1125 Washington, D.C. 20009. All application forms and requested documents must be received **in the ANAC office by Mid June**. The Awards Committee will not consider late or incomplete nominations.

Chapter Name: _____

Chapter Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Current Chapter President:

Number of years the chapter has had an Active ANAC Chapter Charter: _____

Please attach *all* of the following items:

1. A hand-written/typed **application form**, completed by one of the current members of the chapter Board of Directors, describing how this chapter is fulfilling the mission of ANAC. All questions contained on the form must be answered as completely as possible. Examples of chapter initiatives, activities, or programs should be included.
2. At least three, but no more than five, **letters of chapter support**, drafted specifically for this year's award. These letters may be from people living with and affected by HIV/AIDS, chapter members, current or previous members of the chapter Board of Directors, and other local professionals who provide additional evidence of this chapter's specific effectiveness in carrying out the mission of ANAC.

3. **Additional evidence** of this chapter's extraordinary initiatives, activities, and/or recognitions (newspaper items, letters of thanks, etc.). Any documents submitted must be no longer than standard size paper.

4. The **chapter's consent**, signed by the current chapter president, indicating the intent of this chapter to be considered for this award; and a **statement of intent** for a chapter member to attend the Awards Ceremony at the Annual ANAC Conference this year to accept this award.

Application Form ANAC Chapter Recognition Award

Chapter Name: _____

1. How did your chapter create an effective network among nurses in HIV care in your community?

2. How did your chapter study, research, exchange information, experiences, and/or ideas with the intention of improving care for persons with HIV?

3. How did your chapter provide leadership to the nursing community in matters related to HIV infection?

4. How did your chapter advocate in your community for persons with HIV infection?

5. How did your chapter promote social awareness concerning issues related to HIV infection?

6. How did your chapter show commitment to the prevention of further HIV infection within your community?

Application Form

ANAC Chapter Recognition Award

Chapter Name: _____

Consent to be Considered as a Chapter Applicant for the ANAC Chapter Recognition Award

I hereby agree for this chapter to be considered as an applicant for the ANAC Chapter Recognition Award.

Signature of Chapter President _____ *Date* _____
Phone: Work (____) _____ Home (____) _____

**A chapter member plans to attend the Awards Ceremony at the
Annual ANAC Conference this year if selected for this award.**

Yes _____ No _____

Name: _____

These application forms and the required documents must be received by **June 14**. Please mail to:

*Association of Nurses in AIDS Care
1802 Vernon St. NW #1125
Washington, D.C. 20009*

ANAC Chapter Recognition Award Committee Review Form

Rating Tool _____
Reviewer's Name _____
Chapter Name _____

Score _____
Rank _____

Recommendation:

- _____ I could recommend this chapter.
_____ I could support the recommendation of this chapter.
_____ I do not recommend this chapter

Please review the application/nomination portfolio and rate it by using the tool below. Place a check mark next to your chosen assessment in each of the items to be rated.

When you have completed the rating tool, total the scores by adding the numbers in parentheses to the left of your check mark. Place this total score in the space indicated at the top of the page.

If, after completing the scoring for all the chapters nominated, two or more receive the highest total score, please rank order those nominations to indicate which would be your first, second, and third choices for this award. Place your rank order in the space indicated at the top of this page.

1. Overall significance of chapter activities that promote the mission of ANAC.

A. Creation of an effective network among nurses in HIV/AIDS care:

- (0) _____ no documented evidence
(1) _____ average, or what is expected of a chapter, based upon documentation presented.
(2) _____ significant documentation presented.
(3) _____ evidence of outstanding chapter activities documented.

B. Provide leadership to the nursing community in matters related to HIV/AIDS:

- (0) _____ no documented evidence
(1) _____ average, or what is expected of a chapter, based upon documentation presented.
(2) _____ significant documentation presented.
(3) _____ evidence of outstanding chapter activities documented.

C. Study, research, and exchange information, experiences, and ideas leading to improved care for persons with HIV/AIDS:

- (0) _____ no documented evidence
(1) _____ average, or what is expected of a chapter, based upon documentation presented.
(2) _____ significant documentation presented.
(3) _____ evidence of outstanding chapter activities documented.

D. Advocacy for patients with HIV/AIDS:

- (0) _____ no documented evidence
(1) _____ average, or what is expected of a chapter, based upon documentation presented.
(2) _____ significant documentation presented.
(3) _____ evidence of outstanding chapter activities documented.

E. Promotion of social awareness concerning issues related to HIV/AIDS:

- (0) _____ no documented evidence
- (1) _____ average, or what is expected of a chapter, based upon documentation presented.
- (2) _____ significant documentation presented.
- (3) _____ evidence of outstanding chapter activities documented.

2. Number of years the chapter has been in existence.

(These criteria will need to be verified by the ANAC office staff prior to any chapter being considered by the rating committee.)

- (0) _____ less than 2 years.
- (1) _____ more than 2 but less than 5 years.
- (2) _____ more than 5 years.

3. Chapter's ability to identify the needs of its community and target those needs with appropriate programs.

- (0) _____ no documented evidence
- (1) _____ average, or what is expected of a chapter, based upon documentation presented.
- (2) _____ significant documentation presented.
- (3) _____ evidence of outstanding chapter activities documented.

4. Chapter's ability to maintain appropriate records and complete reporting requirements to the BOD of ANAC.

(Also will need to be verified by the office staff)

- (0) _____ no documented evidence
- (1) _____ average, or what is expected of a chapter, based upon documentation presented.
- (2) _____ significant documentation presented.
- (3) _____ evidence of outstanding chapter activities documented.

5. Chapter's ability to coordinate and collaborate on the part of its elected officials, board members, and chapter committees:

- (0) _____ minimal coordination and collaboration documented.
- (1) _____ average coordination and collaboration documented.
- (2) _____ outstanding coordination and collaboration documented.

6. Number of members in the chapter: _____

Additional Comments:

May 2005
Revised June 2007