

Frequently Asked Questions

1. Can Associate Chapter members vote and hold office within the local chapter?

According to the ITNS bylaws, Associate members have all the benefits of membership with the exception that they cannot vote or hold office.

2. How many Committees should our Chapter have?

Committees are variable depending on your Chapter membership and member involvement. You should consider at least Membership / Recruitment and Chapter Meeting / Continuing Education Credit committees when your chapter is first chartered. Once your membership builds, you can form Publicity / Newsletter, Journal Club, Fundraising, Research and Nominating Committees, to name a few.

3. Can one person fill two elected positions (i.e. Secretary and Treasurer)?

Yes, but it is strongly discouraged.

4. Does a chapter need to file a tax form with the IRS each year?

Yes, all U.S. Chapters must file with the IRS each year. For more information, contact info@itns.org. Also, check your local tax laws for state tax filing.

5. Is there a list of ITNS speakers that I might contact to do a presentation for our chapter?

Yes, ITNS maintains a Speaker's Bureau. Contact Member Services at 847.375.6340.

6. Can we develop our own Chapter logo and letterhead?

Yes, in fact, we encourage you to do so.

7. How can I check if our chapter members are also current international members?

Login to the Members-Only section of the website and visit the Membership Directory. All active ITNS members are available in our searchable database.

8. Who should I notify about our Chapter election results?

Notify the Chapter Development Director as soon as your election results are known.

9. How often do I need to report my chapter activities to ITNS?

Your Chapter President will receive bi-annual chapter activity report request from Chapter Development Director. Completing these forms will assist us in meeting your chapter needs as well as inform the general membership of your activities. Your chapter activities will be published in the ITNS newsletter or on the ITNS Web Site.

10. Who should I contact if our chapter has questions or problems?

The Chapter Development Director is the primary contact for chapter questions or issues. You may contact the director directly or through the Society office at info@itns.org

11. How often should our chapter hold meetings?

Chapters should hold at least quarterly educational / business meetings. Journal club meetings, seminars, fundraiser and special events can be held as often as desired.