



Chapter Charter Manual

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Starting a New Chapter

ALL CHAPTER MEMBERS MUST JOIN AND MAINTAIN MEMBERSHIP WITH ITNS INTERNATIONAL IN ADDITION TO LOCAL CHAPTER MEMBERSHIP.

Requirements for a chapter:

In order for a local member group to become a chapter of ITNS, it must be “chartered” by the ITNS Board of Directors (BOD). A chapter is chartered when the local member group has agreed to abide by ITNS requirements, has submitted documentary evidence of its commitment and organization status, and the ITNS BOD has reviewed and approved their application. ITNS formally recognizes chartered chapters at the Annual Symposium. Chartering gives a chapter the right to be represented in ITNS governance and have access to all support services provided by the Society.

To be chartered, your local member group must present the following documents to ITNS:

- A “**Chapter Charter Petition Form**” signed by at least 10 persons. Persons signing the petition can concurrently apply to be an ITNS member (either active or associate) as long as they are both a local and international member.
- A copy of either the registration/incorporation filing you made with your state or the certificate of registration/incorporation you received from your state. Contact your Secretary of State’s office for more information. No sample is given because each state’s requirements for these filings are different. (For US chapters only)
- A copy of either the Federal Employee Identification Number filing or the certificate of filing status granted. (For US chapters only)
- A copy of your Constitution/Bylaws which incorporates the chapter members. Downloading the ITNS International Bylaws and using them as a guide is permissible. There is also a “generic” version of bylaws available as a resource.
- A copy of the minutes and attendees list of your organizational meeting.
- A “Chapter Officer List” that includes a list of names, addresses, phone numbers, and email addresses of chapter officers, board members and committee chairpersons.

Step One: Chapter Organization Meeting

Congratulations! Your local transplant nurses have demonstrated interest in developing a local ITNS chapter. Your first step is to have an organizational meeting. This meeting is usually attended by key people instrumental in the development of your local chapter and can assist in planning and delegating the activities needed to get your chapter chartered. Feel free to use the “Checklist for Chapter Organization Meeting” for guidance. Remember: The tax information only applies to the US chapters. All other countries should check their own tax codes and laws.

Step Two: First Official Chapter Meeting

This is the first opportunity for the organizational group to share the process of chapter development with all interested local transplant professionals. It can be an avenue to increase interest in ITNS thereby increasing membership and members’ involvement in your group.

Agenda items to consider for this meeting may include:

- Select the frequency and time of chapter meetings.
- Review the model bylaws with chapter officers and members. Revise as necessary to reflect the structure of your chapter.
- Vote on acceptance of bylaws. Date the bottom of the last page when accepted by the local membership. A local chapter may amend and use, as their bylaws, the bylaws of the Society. If a chapter chooses to do so, a letter of statement should be included with the other documents submitted for charter.
- Plan schedule for election of officers

Step Three: Submission of Required Documentation

See the “Checklist for Chapter Charter Application”. This checklist will review each document and assist in the organization of this required documentation for submission.

These documents may be submitted at any time during the year to the Chapter Development Director. The Chapter Development Director will review the submission and be responsible for organizing a review by the ITNS BOD for their next regularly scheduled Board meeting. The ITNS BOD meetings are typically held on a quarterly basis and your Chapter Development Director can provide you with the timeliness of

BOD review. Once the application for a chapter has been approved for chartering, the application will remain on file in the Society's office. Any changes/updates regarding the chapter will be added to this file for future reference.

Once charter approval occurs by the ITNS BOD, you will be notified in writing and your chapter leaders will continue to be a part of the chapter leaders listserv for future communication exchange and networking opportunities. Additional information will be provided regarding acknowledgement of your chapter charter at the Annual Symposium.

Congratulations! You have now successfully completed the Chapter Charter process and are well on your way to establishing a new ITNS chapter. Remember, your local chapter is a VITAL part of the growth of the International Transplant Nurses Society and we are willing to assist you with ongoing growth in development.

Ongoing Chapter Growth and Development

Chapter Reporting Requirements

Every 6 months, each Chapter is required to submit **Biannual Reports** to the Chapter Development Director. This occurs in April and October of each calendar year. These reports include chapter information regarding activities, meetings, elections, and other comments. Chapter Presidents will typically receive a reminder one month before reports are due.

A blank “**Chapter Officer List**” will be included as part of the Biannual Reports so current Chapter BOD contacts are available in the ITNS office. Please include each officer’s name, credentials, address, and chapter position to insure that ITNS sends official correspondence to the proper persons. In addition, this will ensure that chapters are properly represented in ITNS governance matters.

A complete **list of the Chapter’s members** must also be submitted and this list will be crosschecked with ITNS membership roster to insure that dual membership requirements are being met.

It is recommended that **Chapter Bylaws** are reviewed every other year. Changes should be proposed, reviewed, and voted on by Chapter members. An updated copy of these bylaws should be included in the Biannual Updates.

The ITNS Chapter Development Director is:

Brittany Williams

uabrttny@gmail.com

Suggested Officer Positions for Local Chapters:

President oversees all chapter activities, leads Chapter Board Meetings, and acts as chapter representative to the ITNS BOD.

President-Elect will succeed the President and may be delegated to perform duties in the President's absence. This person may also perform other duties as assigned by the President. 11

President-Emeritus serves in an advisory capacity to the Chapter BOD for one year after the President term has been completed.

Secretary keeps minutes of Chapter Board Meetings and committee meetings and completes other assignments as requested.

Treasurer is responsible for the fiscal activities of the Chapter such as forming the budget, fiscal reports, paying Chapter bills, and collecting Chapter fees from members for programs.

Program Chairperson is responsible for organizing all chapter programs.

It is recommended that Chapter officer elections should coincide with the Society's Board of Director's elections. New officers should take office at a similar time. Election results should be reported to the ITNS BOD within two weeks after elections have occurred

Tax Exemption Status for ITNS Chapters

Each chapter of ITNS must apply for its own tax status and exemptions. This is necessary in as much as each chapter is organizationally separate from ITNS (even though each chapter is chartered by ITNS). If your chapter pays out funds to individuals in excess of \$600.00 per calendar year, then the person receiving funds must complete an IRS W-9 form.

Tax-exempt organizations (other than private foundations) are generally required to file an annual Internal Revenue Service (IRS) information return on IRS Form 990, IRS form 990EZ, or Return of Organization Exempt from Income Tax. The short form, IRS Form EZ, is used by tax-exempt organizations which normally have less than \$100,000 in gross receipts and did not have assets of \$250,000 or more at the end of the taxable year.

Generally, any organization (other than private foundations) exempt under Section 501 C must file either Form 990 or Form 990-EZ. There are, however, limited exemptions to this filing requirement. The major exemption is for churches, like entitles and integrated auxiliaries and certain other organizations associated with them. Also, excluded from filing are organizations whose annual gross receipts are normally \$25,000 or less. Therefore, if your local chapter's receipts are less than \$25,000, then filing a federal tax return is not required. (Gross receipts are equal to the total amount of funds received without subtracting any costs or expenditures.)

Federal Tax ID Number

Each chapter will be required to obtain a Federal Tax ID Number (same as Federal Employer ID Number). Upon obtaining the letter confirming the Federal Tax ID Number, a copy of the letter must be sent to the Chapter Development Director (Only for US chapters). A copy of this confirmation will be kept in the ITNS main office in case an IRS audit would be requested. 14

If you have any questions regarding the completion of IRS Form SS-4 (Application for Employer ID Number), please contact the Society's Office, the Chapter Development Director, or the ITNS Treasurer.

Bank Accounts

Each chapter will exist independently from other chapters and from ITNS. A chapter will assume fiscal accountability for any and all financial obligations of the chapter.

Each chapter will be required to open and maintain its own checking and/or savings account. It is common to have the Chapter Treasurer's name on this account with a secondary board member. It is helpful to have a back-up person so that fiscal activities will not be delayed or affected in the Treasurer's absence.

If dissolution of your chapter occurs, all funds from the bank account will be directed to the Society and held according to the Society's policy.

Society Dues Structure

Chapter Dues

Each chapter is responsible for setting and collecting their chapter dues and membership renewals. Suggested information needed to maintain a membership list is as follows:

- First, middle and last name
- Credentials
- Position/title
- Home and work address
- Home and work phone number
- Home and work email address
- Date chapter and ITNS dues are paid

Remember to also verify each member's ITNS membership status. This can be accomplished in two ways. 15

- Request a copy of each member's ITNS membership card, noting that the expiration date had not lapsed.
- Request a list of ITNS members for State/Providence from the Society's Office and compare to the chapter membership list.

If discrepancies are found, notify member as to what is required to maintain current chapter and ITNS membership.

Chapter Programs

Chapter programs should be developed to meet the educational needs and goals of the chapter members. A variety of educational methods can be included in chapter programs and some suggestions are:

Regularly scheduled meetings

Decide when you would like to schedule upcoming educational meetings. These meetings could be a combination of educational dinner meetings, journal clubs, or informal gatherings to promote your chapter's growth and development. Speakers for these meeting can consist of current chapter members, transplant professionals you would like to attract to your chapter, physicians, administrators, suppliers/vendors with products for transplant technology, or invited guests from other chapters or transplant centers.

Workshops or seminars for half day, one day or more

Depending on chapter size and scope of program, a chapter may elect to host and /or sponsor a workshop or seminar for a half day, full day or more than one full day. Essentially, a workshop or seminar is an expanded version of a monthly educational program with additional challenges and administrative requirements. This type of program generally offers CEU and /or CEPTC. The "Chapter Program or Seminar Checklist" can be downloaded off the ITNS website (www.itns.org) to guide you through this planning process.

Chapter Newsletter

A chapter newsletter is a helpful tool to market the existence, activities, and success of your chapter. It establishes a means of communication with current members as well as attracts those who are not yet ITNS members. You may want to refer to the "How to Develop a Chapter Newsletter" document under chapter resources on the ITNS website (www.itns.org) for tips and guidance for chapter newsletter development.



Chapter Charter Form

Charter Name _____ Date _____

Name	Home Address (with Zip/Postal Code)	Home Phone Number (with Area Code)	Work Phone Number (with Area Code)	ITNS Membership Number	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

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Generic Guidelines for Developing Bylaws

Guidelines listed here are based on the Bylaws of the Society

Article I Name

Article II Purpose

Article III Philosophy of the chapter (optional)

Article IV Membership

- A. Eligibility – who can join
- B. Dues – how much, how often, when to be paid
- C. Expectations/responsible of membership – for example attendance at meetings, participation on committees, and confidentiality.

Article V Governance

A. Officers (for example: President, President-elect)

1. Responsibilities
2. Authority
3. Length of term

B. Election of officers (for example, Nominating Committee will submit a single slate of nominees to be voted on by the chapter membership)..

C. Standing Committees and Task Forces (for example, Steering, Program, Publicity and Nominating)

1. Purpose of each committee
2. Responsibilities of each committee
3. How chairperson and members determined

Article VI Rules of Order (for example, Robert's Rule of Order)

Article VII Dissolution Statement

8735. In the event a chapter folds, any funds in the treasury revert to ITNS.

Article VIII Revision of Bylaws

- A. Membership to be given a 30-day notice of proposed changes.
- B. Vote needed to pass such as 2/3 of membership present and voting.
- C. All active and associate chapter members (in good standing) may vote and hold office on a chapter level. *Associate members cannot vote on an international level.

Sample Chapter Bylaws

INTERNATIONAL TRANSPLANT NURSES SOCIETY

_____ CHAPTER BYLAWS

ARTICLE I Name

Section 1 The name of this chapter of The International Transplant Nurses Society (ITNS) shall be _____.

Section 2 The Chapter shall be incorporated as a non-for-profit corporation under the laws of the state of _____.

Section 3 Mission Statement

The _____ Chapter of the International Transplant Nurses Society is committed to the promotion of excellence in clinical transplant nursing through the provision of educational and professional growth opportunities, interdisciplinary networking, collaborative activities and nursing research.

ARTICLE II Goals

A. To provide a network for communication among nurses and associated transplant professionals with a focus and commitment to transplantation.

B. To provide a means of continuing education for nurses and associated transplant professionals with a focus in transplant nursing.

C. To examine trends in all types of transplantation affecting patient care and role of the transplant professional.

D. To promote and support research in transplant nursing.

E. To discuss the results of scientific investigations among nurses and associated transplant professionals.

F. To foster an awareness of ongoing ethical considerations in procurement, donation, and recipient selection.

G. To maintain fiscal responsibility and establish financial stability in order to support the objectives of the _____ Chapter and the International Society.

H. To do all that is necessary and proper for the accomplishment of all of the foregoing or other proper and lawful purposes and objectives of the Society.

ARTICLE III **Membership**

Section 1 Categories

The _____ Chapter, ITNS shall have two member categories: *Active and Associate*. No person shall be denied membership because of gender, age, race, national origin, political affiliation, sexual orientation, or religious belief.

Section 2 Qualifications and Privileges

A. Active Member a. Any member who is licensed to practice as a Registered nurse in the United States or Canada, or any individual licensed or registered to practice professional nursing outside the United States.

b. Entitled to vote, hold office and serve on committees.

c. Shall have all benefits of membership

B. Associate Member a. Any health professional involved in transplantation or full-time student enrolled in an accredited professional nursing program.

b. Entitled to vote, hold office and serve on committees in the _____ Chapter.

c. Shall have all benefits of membership

Section 3 Application for Membership

Any individual eligible for membership under these bylaws may become a member upon completion of the written application for and payment of dues to both the ITNS Society and the _____ Chapter.

Section 4 Duration of Membership and Resignation

Membership in this Society is voluntary. Any member may, by giving written notice of such intention, terminate by voluntary withdrawal. All rights and privileges shall cease on termination of membership. No dues shall be refunded.

Section 5 Dues

8735. Amount

The annual dues for each member of the _____ Chapter, ITNS shall be _____ dollars. Any change in membership dues shall be determined by the _____ Chapter Board of Directors.

B. Failure to Pay

Members who fail to pay their dues within thirty (30) days from the time they become due shall be notified. If payment is not made within the next thirty (30) days, the member may be terminated from active membership.

Section 6 Responsibilities of Membership

A. Active members are expected to attend as many meetings as possible, as attendance and participation will support the effective functioning and growth of the _____ Chapter, ITNS and the Society.

B. Members are expected to keep confidential any patient or professional information discussed at meetings, educational or professional growth opportunities, or when participating in collaborative or research activities.

Section 7 Membership Meetings

8735. Annual Meeting

There shall be an annual meeting of the _____ Chapter at a time to be determined by the Board of Directors. The purpose of the meeting will be for installation of Officers, for receiving annual reports, and the transaction of other chapter

business. Chapter members will be notified of such meeting and the agenda at least thirty (30) days before the date appointed for the meeting. Members present shall constitute a quorum.

B. Dinner Meetings/Journal Clubs

Dinner Meetings and journal clubs of the _____ Chapter shall be held periodically throughout the year for the purpose of the provision of educational and growth opportunities, interdisciplinary networking, collaborative activities, transplant research, and other activities. The date of the next meeting shall be scheduled by informal consensus of the Board of Directors. Members are encouraged to attend. Members present shall constitute a quorum.

Section 8 Voting

Voting by members on all items of business may be conducted by either mail ballot, email or by vote at any annual meeting of members.

ARTICLE IV Governance

Section 1 Responsibilities

The Board of Directors will be composed of the _____ Chapter Officers. The Officers shall have supervision, control, and direction of the affairs of the Chapter, shall determine its policies or changes within the limits of the bylaws, shall actively execute its purposes, and shall have discretion in the distribution of its funds. It may adopt such resolutions, policies, and procedures for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

Section 2 Officers

8735. President

The President shall oversee all Chapter activities of the _____ Chapter, ITNS, lead Chapter board meetings, and act as the Chapter representative to the ITNS Board of Directors. The President shall preside over the annual meeting and assist the Committee Chairs in accordance with the mission statement and goals. The President shall hold office for

the term of one year or until his/her successor has been elected and qualified.

B. President-Elect

The President–Elect shall succeed the President. The President-Elect may be delegated by the President to perform duties of the office of the President, in the event of temporary disability or absence from meetings by the President, and shall have such other duties as the President may assign. The President-Elect shall have a major role in organizing the annual meeting, as well as involvement in fundraising, dinner meetings, journal club activities, and general management of the Chapter. The President-Elect shall hold office for the term of one year or until his/her successor has been elected and qualified.

C. President Emeritus

The President-Emeritus shall serve a one-year term following the year as President primarily in an advisory capacity. The President-Emeritus may be delegated by the President to perform duties, in the event of temporary disability or absence from meetings, and shall have such other duties as the President may assign. The President-Emeritus shall hold office for the term of one year or until his/her successor has been elected and qualified.

D. Secretary

The Secretary shall keep the minutes of all _____ Chapter Board of Director meetings and submit a written account to the BOD for approval. The Secretary shall also provide an annual report of _____ Chapter activities at the end of the fiscal year to be distributed to the membership. The Secretary shall be responsible for chapter correspondence such as thank you notes to supporters and is involved in organizing/facilitating chapter activities as requested by the President. The Secretary shall hold office the term of _____ years or until his/her successor has been elected and qualified.

E. Treasurer

The Treasurer shall be responsible for all financial activities of the chapter, maintaining and balancing the financial records, and paying outstanding debts. The Treasurer shall also be responsible for making sure that the chapter is in compliance with all local, state, and national regulations, submitting a written report to the BOD, and presenting a verbal report to

the membership at the chapter dinner meetings. The Treasurer shall perform all other duties as assigned by the President. The Treasurer shall hold office for the term of _____ years or until his/her successor has been elected and qualified.

Section 3 Election and Voting

A list of candidates for each office and ballots shall be provided via mail to each voting member no less than sixty (60) days prior to the date of the annual meeting. Ballots must be received postmarked no later than thirty (30) days prior to the annual meeting. Ballots will be counted with two (2) weeks of receipt. Those elected will be notified within one (1) week. Announcement of the elections to the general membership shall occur at the annual meeting. In event of a tie, the Board will conduct a secret ballot prior to the annual meeting. All ballots shall be retained for at least thirty (30) days after the election.

Section 4 Vacancies

A. In the event a vacancy occurs in the office of President, the President-Elect shall assume the duties of President.

B. Vacancies in any office may be filled for the balance of the term thereof by appointment by the BOD at any regular or special meeting of the Board.

Section 5 Resignation

Any Board member may resign at any time by giving written notice to the Board. Such resignation shall take effect at any time specified therein upon the acceptance of the Board of Directors.

ARTICLE V **Chairpersons/Committees**

(You may or may not want this section. A chairperson tends to be an appointed position with no end to the term until they resign. Additional positions for your board you may want to consider for either elected or appointed positions could include Research, Program/Continuing Education, Newsletter, Membership, and Nomination.

Any of these board members could seek the development of a committee to “get their job done”. Committee membership can be

beneficial. It is a way to introduce chapter members to Board positions and at the same time potentially mentor them for future Board involvement. CEPTCs can also be earned for Committee membership)

ARTICLE VI **Revision of Bylaws**

These bylaws may be amended at the annual meeting or at any special meetings duly called for the purpose of amending the Bylaws by a majority vote of those present. Notice of the proposed amendments will be provided to the members at least thirty (30) days prior to the meeting. Amendments that have been approved by a majority vote of the members voting shall become effective at the conclusion of the annual meeting at which the results are presented

ARTICLE VII **Fiscal Year**

The fiscal year shall begin January 1 and end December 31 each year.

ARTICLE VIII **Indemnification**

The Chapter may, by resolution of the Officers, provide for indemnification by the Chapter of any and all of its Officers against expenses actually necessarily incurred by them in connection with the defense of any action, suit, or proceeding, in which they or any of them are made parties, by reason of having been Officers of the Chapter, except in relation to matters as to which such Officer or former Officer shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty. Indemnification shall also not be allowed in matters that are settled by agreement based on the existence of such liability for negligence or misconduct.

ARTICLE IX **Parliamentary Authority**

All meetings of the Chapter shall be conducted according to parliamentary law set forth in Robert's Rules of Order.

ARTICLE X

Dissolution Statement

On dissolution of the Chapter, any remaining funds shall be reverted to the ITNS International home office:

ITNS
8735 West Higgins Road
Suite 300
Chicago, IL 60631

These Bylaws have been voted and accepted on _____.



Chapter Officer List

Chapter _____

Date Submitted _____

President	
Name (with Credentials):	
Address:	
Phone:	
Email:	
Employer:	Job Title:

President-Elect	
Name (with Credentials):	
Address:	
Phone:	
Email:	
Employer:	Job Title:

President-Emeritus	
Name (with Credentials):	
Address:	
Phone:	
Email:	
Employer:	Job Title:

Secretary	
Name (with Credentials):	
Address:	
Phone:	
Email:	
Employer:	Job Title:

Treasurer	
Name (with Credentials):	
Address:	
Phone:	
Email:	
Employer:	Job Title:

Chairperson	Committee
Name (with Credentials):	
Address:	
Phone:	
Email:	
Employer:	Job Title:

Chairperson	Committee
Name (with Credentials):	
Address:	
Phone:	
Email:	
Employer:	Job Title:

Please return form to:

Muneeb Jaffry
8735 West Higgins Road
Suite 300
Chicago, IL 60631
mjaffry@itns.org
Fax: (847) 375-6341



Checklist for Chapter Organization Meeting

Action Item	Done
1. Get acquainted with each other	
2. Elect a Chairperson to facilitate the organizational process	
3. Review the “How to Charter a New Chapter”	
i) Process and requirements for Chapter Charter	
ii) Chapter Governance	
iii) Financial Information	
4. Select a Governance structure until formal election of officers	
5. Elect three Trustees/Guardians to serve until formal election of officers	
6. (*US) Apply for Incorporation as a business/professional organization <ul style="list-style-type: none"> • Contact the Secretary of State’s office in your state to obtain information about incorporation process. Please check your state requirements for annual renewal of your incorporation. 	
7. (*US) Apply for Federal Employee Tax Identification Number (501(c)(3)) at http://www.irs.gov	
8. Open a checking account in the name of the chapter with two names on the account.	
9. Select the date and time of the first official chapter meeting Date: _____	
10. Select a program for the first official chapter meeting Program: _____	
11. Announce and publicize the first official chapter meeting	
12. Plan for election of officers at the first official chapter meeting	



**Checklist for
Chapter Charter Application**

Action Item	Done
1. Chapter Charter Petition signed by at least 10 current ITNS members	
2. Copy of registration/incorporation filing with state or certificate of registration/incorporation from state. (US Only)	
3. Copy of Bylaws approved by chapter members	
4. Copy of minutes and list of attendees of first meeting	
5. Chapter Officers List	
6. Copy of document assigning your Federal Employee ID number (EIN) (US Only)	

Questions?

Muneeb Jaffry

Account Administrator

Email: mjaffry@itns.org

Fax: (847) 375-6341

Sample Chapter Recruitment Letter

(You may want to put ITNS or chapter logo/address at top of page)

Dear _____,

We cordially invite you to join the _____ Chapter of the International Transplant Nurses Society (ITNS). Our purpose is to promote specialty practice of clinical transplant nursing. The goals of ITNS are to:

- Provide educational and professional growth activities for clinical transplant nurses.
- Encourage networking and collaborative activities among transplant nurses and related organizations.
- Support nursing research in issues related to transplantation.

In addition to local Chapter publications and programs, your membership includes numerous services and benefits from ITNS. Enclosed is our membership brochure. Please note that you must be a member of ITNS before you are eligible to join the local chapter.

Our next meeting will be located at _____ on _____ from _____ to _____. Please contact _____ at _____ for more information.

Your experience in the field of transplantation makes you a valuable asset to our Chapter and to the network of professionals who are committed to transplant nursing. We welcome your interest and participation.

Sincerely,
President

_____ Chapter, ITNS