

# Chapter Handbook

## International Nurses Society on Addictions



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Dear IntNSA Members,

Belonging to a chapter of the International Nurses Society on Addictions (IntNSA) provides a way for nurses interested in addictions to come together for this type of exchange and professional growth.

*Chapter officer must be an IntNSA member to qualify for chapter membership.* However, If you are an active member of IntNSA and do not have an active chapter in your area, you are invited to start an IntNSA chapter in your geographic area, whether it be a state, province or country. The IntNSA Board of Directors and Chapter Committee Chairs are pleased to provide you with this IntNSA Chapter Formation Handbook available on our web site.

We hope that many of you will take advantage of this opportunity to participate in IntNSA at the state, provincial or country level by forming a chapter. For those of you who belong to an active IntNSA chapter, we hope that this handbook will provide you with ideas for maintaining and expanding your chapter.

### **International Nurses Society on Addictions**

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**Starting a Chapter:**

1. Go to the IntNSA website ([www.intnsa.org](http://www.intnsa.org)) to see the current list of local chapters.
2. Contact IntNSA Executive Office to register intent to start a chapter. A list of members and prospects currently on file from the area you are interested in serving can be requested.
3. Assemble a list of prospective members. Send a notice to appropriate groups (hospitals, specialty facilities, free-standing facilities, community/state agencies, educational institutions, etc.) notifying them of plans to hold a chapter organizational meeting.
4. Prepare a formation meeting agenda. Designate a chairperson and secretary pro tem at the initial meeting. Review chapter bylaws (see attached).

**Organizing Checklist:**

1. Contact IntNSA Executive Office to discuss intent of chapter formation meeting.
2. Prepare a list of prospective members.
3. Select meeting date and location.
4. Send notice of meeting and request reply. Refer prospective members to download and review IntNSA Chapter bylaws from the website ([www.intnsa.org](http://www.intnsa.org)).
5. Prepare a meeting agenda.
6. Provide a copy of chapter bylaws for each attendee.
7. Provide opportunity for nomination of chapter officers.
8. Maintain a roster of names, addresses and phone number of person attending each meeting.

**Chapter Formation Guidelines:**

1. Start with a minimum of three voting members for a new chapter. A chapter needs a minimum of three members to provide a core group of leadership.
2. Name the chapter and establish boundaries. Designate geographic boundaries for the chapter; e.g., state/province/country or more than one state/province/country. The group should be aware that if a second chapter forms in a nearby area, the original chapter would need to designate new boundaries. If there is an existing chapter in the area, the president of the forming chapter is instructed to contact the chapter president of the existing chapter to establish mutually agreeable boundaries. (The change will require a bylaws revision for the existing chapter) Chapters are to include the name of the International Nurses Society on Addictions in their title; i.e. Texas Chapter of the International Nurses Society on Addictions. Existing chapters using only the name of the state as their name may retain that name only until such time that a second chapter is chartered in that state. At that time, the existing chapter must also change its name.
3. Write Chapter bylaws that are consistent with IntNSA bylaws. Bylaws should include:
  - a. Purpose statement that is congruent with IntNSA's
  - b. Membership requirements consistent with IntNSA's bylaws
  - c. Provisions for at least two meetings per year, one of which is the annual business meeting of the chapter
  - d. Provision for an administrative and fiscal year from July 1 to June 30.
  - e. Provision for dissolution of chapter with treasury funds and records being returned to IntNSA

- f. Other points as required by law (Model Chapter bylaws are provided by IntNSA). Chapters may use the model bylaws and make modifications such as board size to suit their needs. State laws differ, but all have some basic requirements for tax-exempt organizations.
4. Petition to Charter New Chapter. To become a chapter, a group must meet established guidelines determined in the IntNSA Bylaws and the Board of Directors and must affirm having done so through a petition to become chartered as an IntNSA chapter. Having met the criteria, the group may apply to the IntNSA Board of directors for a charter by sending a petition, signed by at least three chapter leaders and a copy of the chapter's approved bylaws. Upon receipt of the petition for charter, Executive Office will review the application to make certain that all of the formation criteria have been met. If a problem exists with the petition, Executive Office will notify the forming chapter president and the IntNSA Chapter Committee Chairpersons within three weeks of receipt of the chapter petition. They will work with the forming chapter to correct any deficiencies. Upon completion of the charter requirements, Executive Office will notify the forming Chapter Committee Co-Chair leadership and IntNSA president and Board of Directors of the petition. Executive Office will notify the forming chapter president of the decision regarding the petition for chapter within three weeks of the vote or if applicable, at the annual members' meeting, at which time the charter will be presented.

**Suggested Agenda for organizational meeting:**

1. Welcome guests.
2. Introduce Chapter Formation Committee.
3. Request attendees to introduce themselves and state their employment affiliation.
4. Explain the purpose of the meeting.
5. Discuss merits of chapter formation and determine chapter boundaries.
6. Request motion to proceed with chapter formation.
7. Discuss and adopt bylaws.
8. Establish membership dues and provide opportunity for guests to become members.
9. Elect officers as provided in bylaws.
10. Have charter members sign petition for chapter charter.
11. Set date and location for next membership meeting.
12. Set date for board meeting.

**Agenda for First Board Meeting:**

1. Complete petition for chapter charter and forward with a copy of the adopted bylaws, and a chapter membership list to IntNSA Executive Office within thirty days of chapter formation.
2. Select banking facility.
3. Arrange communication system for local membership, i.e. newsletter, email, etc.
4. Appoint chapter committees and chairpersons.

**Guidelines for Continuing Chapter Operation**

To continue its status as an IntNSA chapter, the groups must meet certain criteria and report this information to the IntNSA Chapters Committee biannually (see report form).

1. Administrative and fiscal year that begins July 1 and ends June 30.

2. Minimum of three chapter members.
3. Evidence of at least two meetings during the year. One must be the annual business meeting.
4. File an annual report with IntNSA Executive Office annually on July 1.

### **Provisional Status**

The IntNSA board may place a chapter on provisional status if it lacks meeting the chapter operation guidelines. If the omissions are not corrected by the next operating year, the charter may be revoked.

1. If the chapter does not meet any of the operation guidelines at the time of the chapter's annual report, a three-month grace period will be extended. During this time, the Chapter Leadership Co-Chairs or designees are available to assist the chapter to meet the criteria. For example, assistance may take the form of suggestions for recruiting, fund raising, and/or educational programming.
2. At the end of this three-month grace period, the chapter will submit an addendum to the annual report, showing that it has been able to meet the criteria. If this is not completed, the chapter will be placed on provisional status for the remainder of the year.
3. During this period the Chapters Committee Chair and IntNSA Executive Office will communicate regularly with the chapter leadership and keep the IntNSA Board of Directors apprised of the chapter's progress.
4. At the end of this year, the chapter will file another report (July 31), including all the required information. If the chapter still does not meet the operation guidelines, the charter may be revoked and dissolved (See Article XI Chapter Bylaws: Dissolution).

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# Petition for Chapter Charter in The International Nurses Society on Addictions

To the IntNSA Board of Directors:

We, the undersigned members of the \_\_\_\_\_ Chapter of the International Nurses Society on Addictions, present this petition for a formal Charter and request it be granted.

<b>The boundaries for this chapter are:</b>	

<b>The goals for this chapter are:</b>	

Submitted herewith for your approval is a copy of our Chapter bylaws.

The undersigned Chartering (Original) Members also agree to the provisions set forth in the bylaws of the International Nurses Society on Addictions and will conform to all requirements set forth therein.

We further understand that all Chapter members will maintain concurrent membership in the International Nurses Society on Addictions.

Signed this day, 20\_\_\_\_ by \_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Chapter Secretary

<b>Charter Members:</b>		

Please fill in the appropriate officers for your chapter.

**Chapter:**

<b>Chapter Officers:</b>	President
	Secretary
	Treasurer

Other possible officers created by your chapter:

## **Chapter Officers**

### **Chapter President**

1. The president of a chapter is its chief administrative and executive officer. This office is responsible for seeing that the board meets regularly and functions effectively, and that members of the board understand and adequately discharge their duties.
2. The president calls all meetings of the board and instructs the secretary to issue appropriate notices to board members.
3. The president presides at all meetings of the board and of the chapter unless this responsibility is designated to some other board member.
4. The president is responsible for the appointment of standing and special committees, as provided in the bylaws.
5. The president submits an annual chapter report by July 1<sup>st</sup> to the IntNSA national office.
6. The president or designee shall represent the chapter at the IntNSA annual business meeting.

### **Chapter President-Elect or Vice President**

1. The purpose of this position is to fulfill the obligations of the president during the president's absence and to serve as a training ground for the office of president.
2. The president-elect/vice president should be assigned duties by the board that will allow the person to become familiar with the leadership role within the organization.
3. The president-elect/vice president is often assigned the responsibility of program chair and is therefore largely responsible for the educational format of each chapter meeting.

### **Chapter Secretary**

1. It is the secretary's responsibility to present communications to the board for appropriate action and to keep the IntNSA Executive Office informed of chapter activities.
2. The secretary's duties include distribution of notices in conjunction with chapter meetings, including the distribution of agendas, maintenance of membership attendance records, and preparation of minutes of all meetings of the chapter.
3. The secretary is responsible for maintenance of an up-to-date record of names and addresses of all chapter members.

### **Chapter Treasurer**

1. The chapter treasurer is responsible for the funds of the chapter and for the adequate record keeping of all income and expenditures. Establishing an account for a non-profit group is one of the first orders of business for a chapter so that checks can be written and in some cases interest can be drawn. The treasurer shall deposit all receipts of the chapter in a bank account maintained in

2. The treasurer prepares the annual financial budget and shall keep the membership informed as to the chapter's financial condition. The treasurer is responsible for securing a tax number for the chapter. **In order to obtain a Tax ID number please call 1(800) 829-4933 (IRS) Monday to Friday from 7:00 am – 10:00 pm and ask for the form SS 4. Send a copy of your form to the executive office.**
3. Treasurer reports at the chapter meetings provide a cursory check of income and expenses compared to a budget. The board approves the budget and regularly reviews the budget and the treasurer's financial report. An evaluation at the end of the fiscal year assists in improved planning for the future year.

#### Chapter Board of Directors

1. The Board of Directors, under the leadership of the president, is responsible for the general management and successful operation of the chapter. It is composed of the president, president-Elect, secretary treasurer and two (2) elected directors. The elected director's terms are two (2) years. The board reviews and takes appropriate action on recommendations presented to it, authorizes or confirms the appointment of special committees, and takes action on proposals submitted by such committees.
2. The Board of Directors is responsible for the financial affairs of the chapter and approves the selection of a bank. The board approves the budget and regularly reviews the budget and treasurer's financial report.
3. Meetings of the Board of Directors shall be held as the need arises, but at least quarterly.

#### Goals and Objectives

The International Nurses Society on Addictions provides structure in the Constitution (Article I), which states the purpose of the organization. Each chapter can set goals for achieving the broad purpose as well as addressing specific chapter needs. In general, these goals are established each year at the beginning of the officers' terms. From that point, specific objectives can be set to meet these goals.

Specific time lines should be established for each objective so that progress can be measured and completion can be verified.

#### Program Development

What an organization offers its membership is a core component of its ability to recruit and retain members. Addictions nurses benefit from peer collaboration and education. The resources within each chapter are as many and as varied as its members and their many contacts. This all feeds into a resource pool from which programs can be developed.

The word "programs" in this context refers to the educational portion of the meetings. These programs are usually one hour in duration and occur before or after the general business meeting.

Periodically the chapters may sponsor a half-day or daylong program. An educational plan for the year should be established so that members and non-members can be enticed to attend and bring other interested individuals.

The topics need to be of general interest and timely in nature. Ask the membership for topic suggestions and explore volunteer resources for presentations. Provide ample time to communicate program to members and non-members prior to educational meeting.

### **Recruitment Strategies**

There are many factors that influence the development and survival of an organization. Some of the major issues surrounding any recruitment effort center are the following questions:

1. Who are the nurses who might identify with addictions?
2. In what way can the organization (chapter) attract new nurses?
3. How can contact be made?
4. Once found how do we get them to join?

One of the key components for chapter recruitment is in the area of program development. Good programs attract and retain members. In addition, the peer relationship among addictions nurses provides a forum for looking at legislative issues and common practical problems and for exchanging professional and technical ideas.

Meeting sites can be rotated to different types of institutions to expose the potential members to what the Society has to offer. These meetings can be open meeting and invitations can be extended to potential members to speak at these meetings.

Some potential settings for meeting sites:

1. General Hospitals
2. Free-standing Facilities
3. Community and State Agencies
4. Educational Institutions

The organizing group should maintain communication with IntNSA Executive Office and the chapter's committee chair. All efforts and assistance possible will be given each organizing group.

### **Establishing Bylaws**

The attached sample bylaws may be used as a guide. They may be used exactly as they are, adding the name of your chapter, or you can modify articles such as those on meetings and officers. The article on membership, amendments and dissolution must remain as they are. You must also include a purpose that is consistent with IntNSA's, provide for calling an annual meeting and provide for amending your bylaws. The term "board of directors" is used throughout because that is the usual name of the governing body – it can be changed.

### **IntNSA Chapter Annual Report**

Due: July 1 annually

Chapter Name: \_\_\_\_\_

Current Officers

President: \_\_\_\_\_

Vice President/President-Elect: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Secretary: \_\_\_\_\_

Other: \_\_\_\_\_

Number of Members: \_\_\_\_\_

Nonmembers: \_\_\_\_\_

Treasury Balance \$ \_\_\_\_\_

Chapter Accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Future Goals:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Enclose any educational program material, media coverage, etc.

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_