



The Bridge Between Practice and Research in Addictions Nursing

Chapter Handbook International Nurses Society on Addictions

IntNSA's mission is to advance excellence in nursing care for the prevention and treatment of addictions for diverse populations across all practice settings through advocacy, collaboration, education, research and policy development.

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Table of Contents

Preliminary Groundwork.....	4
Initial Meeting.....	4
Initial Chapter Board Meeting.....	4
Chapter Approval Process	4
Goals and Objectives.....	7
Program Development	7
Recruitment Strategies.....	7
Appendix A - Sample Agenda and Notice of Meeting.....	9
Appendix B - Sample Roster.....	10
Appendix C - Chapter Officers Roles and Functions.....	11
Appendix D - Petition for Chapter Charter.....	13
Appendix E - Sample Chapter By-Laws	14
Appendix F – Sample Annual Report	18
Appendix G – Applying for Non Profit Classification with the IRS (USA Based Chapters)	19



International Nurses Society on Addictions
3416 Primm Lane
Birmingham, AL 35216
P: 205-823-6106, F: 205-823-2760
intnsa@primemanagement.net

Page: 3

Dear IntNSA Members,

The mission of IntNSA is to advance excellence in nursing care for the prevention and treatment of addictions for diverse populations across all practice settings through advocacy, collaboration, education, research and policy development. Chapter development is one way to carry out this mission.

If there is not a chapter in your area, please consider developing one. Chapter development is an opportunity for IntNSA members to assume a leadership role in IntNSA. Chapters also serve to introduce your colleagues to addictions nursing, in general, and the professional society of IntNSA, in particular.

Wherever there are nurses, there are opportunities for IntNSA Chapters, whether within a state within the United States or province / region outside the United States. This handbook has been developed to provide a step-by-step approach for establishing an IntNSA Chapter. Formal and informal communications with the network of IntNSA Chapter officers will be invaluable as you maintain and expand your Chapter.

This handbook has been developed with input from previous Chapter Officers. However, you may encounter challenges or nuances unique to your situation. Please contact the IntNSA office with any questions you have about Chapter formation and any issues that arise as your Chapter grows. Your success is key to IntNSA's growth and visibility!

International Nurses Society on Addictions
3416 Primm Lane
Birmingham, Alabama 35216 USA

Phone: 205-823-6106

Fax: 205-823-2760

Website: www.intnsa.org

Email: intnsa@primemanagement.net

Preliminary Groundwork

1. Review the Chapter Handbook in its entirety.
2. Introduce yourself to current Chapter Leaders.
3. Contact IntNSA Executive Office to request list of IntNSA members in the geographic region where Chapter is targeted.
4. Identify facilities, hospitals, community agencies, state/provincial agencies, colleges, etc. where there are nurses or future nurses.
5. All Chapter Officers must be IntNSA members: President, President- Elect/Vice President, Secretary, Treasurer.
6. Chapter members are encouraged to become IntNSA members, but can be Chapter-members only.

Initial Meeting

1. Determine a meeting location, date, and time.
2. Prepare agenda (See Appendix A).
3. Send notice of meeting with agenda and request RSVP (See Appendix A).
4. Ensure that a roster is completed at meeting (See Appendix B).
5. Conduct meeting.
 - a. Introductions
 - b. Review IntNSA Constitution and Bylaws (See <https://www.intnsa.org/about-us/bylaws-2/>).
 - c. Affirm interest in development of Chapter. (Note: A minimum of three IntNSA members are required to vote for the development of a new Chapter.)
 - d. Review Chapter Officers role and functions (See Appendix C).
 - e. Initiate nominations for Chapter Officers. (Note: The Chapter Officers must be members of IntNSA.)
 - f. Initiate Petition for Chapter Charter (See Appendix D).

Initial Chapter Board Meeting

1. Develop Chapter Bylaws (See Appendix E).
2. Finalize Petition for Chapter Charter (Note: The name of the Chapter must include the name of the International Nurses Society on Addictions.)
3. Submit Petition for Chapter Charter with Chapter Bylaws to IntNSA Office.

Chapter Approval Process

1. IntNSA Executive Director will ensure complete application and submit to IntNSA Board of Directors.
2. IntNSA Board of Directors will review application and render decision.
3. IntNSA Executive Director will notify the forming Chapter President of the decision.
4. Approved Chapters will receive Charter within two weeks.

5. New Chapters will be announced via IntNSA NewsWave and at the next IntNSA Annual Education Conference.
6. Chapter President will be added to the IntNSA website with leadership contact information.

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 1-Jul to 30-Jun.
 - e. Provision for dissolution of chapter with treasury funds and records being returned to IntNSA.

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

1. 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).
2. Administrative and fiscal year that begins 1-Jul and ends 30-Jun.
3. Minimum of three chapter members.
4. Evidence of at least two meetings during the year. One must be the annual business meeting.
5. File an annual report with IntNSA Executive Office annually on 1-Jul (Appendix f).

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 Board Liaison 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 (31-Jul), 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).

Dissolution of a Chapter

1. The Chapter board members can vote to dissolve the chapter and notify IntNSA Board of Directors about the decision in writing.
2. IntNSA Board of Directors can request dissolution of the chapter if there has been no significant activity or meetings in the previous year
3. Once dissolution of the Chapter has been agreed upon, all Chapter funds will be transferred to the IntNSA Treasurer to be used for educational purposes.

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. The members provide 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 (IntNSA 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. Quality 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.



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Birmingham, AL 35216
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intnsa@primemanagement.net

Page: 8

Meeting sites can be rotated to different types of institutions to expose the potential members to what IntNSA 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 Chapters Board Liaison. All efforts and assistance possible will be given each organizing group.

Establishing Bylaws

The attached sample bylaws may be used as a guide (See Appendix F). 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.



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3416 Primm Lane
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Page: 9

Appendix A - Sample Agenda and Notice of Meeting

International Nurses Society on Addictions New Chapter

Date: 12-Jun-2011

Location: 40 British Street, Gotham, NY Room 222

Time: 2-4pm

Agenda

1. Welcome/Introductions/ Attendance
2. Review IntNSA Bylaws and Sample Chapter Bylaws
3. Affirm interest in development of Chapter Review Chapter Officers roles and functions
4. Initiate nominations for Chapter Officers Initiate petition for Chapter Charter

Appendix C - Chapter Officers Roles and Functions

Chapter President

1. The president of a chapter is its chief administrative and executive officer. This officer 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 1st 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 the name of the chapter. Disbursements from this account shall be made on behalf of the chapter according to a board- authorized budget. The bank account should provide for one of at least two signers, usually the president in addition to the treasurer.

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 identification number for the chapter. In order to obtain a Tax ID number, also referred to as the Employer Identification Number (EIN), 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. The chapter will need this number to open a checking account.
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 nominations presented, 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 or credit union. 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.



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 3416 Primm Lane
 Birmingham, AL 35216
 P: 205-823-6106, F: 205-823-2760
intnsa@primemanagement.net

Appendix D - Petition for Chapter Charter

International Nurses Society on Addictions
 3416 Primm Lane
 Birmingham, Alabama 35216 USA
 Phone: 205-823-6106
 Fax: 205-823-2760

We, the undersigned members of the

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 Officers will maintain concurrent membership in the International Nurses Society on Addictions.

Signed this day _____, 20 _____ by _____
 Chapter President

 Chapter Secretary

Chapter Officers:

President:	Secretary:	Treasurer:

Charter Members:

The boundaries for this chapter are:

The goals for this chapter are:



Appendix E - Sample Chapter By-Laws

Establishing Bylaws

The sample bylaws may be used as a guide or they may be used exactly as they are by inserting the name of the new chapter. The article on membership, amendments and dissolution must remain as they are. New chapters must also include a purpose that is consistent with IntNSA's, provide for calling an annual meeting and provide for amending the bylaws. The term "board of directors" is used throughout because that is the usual name of the governing body - it can be changed.

For the most up to date version of the IntNSA Bylaws, visit <https://www.intnsa.org/about-us/bylaws-2/>.

New Chapter

International Nurses Society on Addictions Chapter Bylaws

Article I: Name and Purpose

This organization shall be known as the New State Chapter of the International Nurses Society on Addictions (IntNSA). The purpose of the Chapter shall be to promote quality nursing care for the addicted person. It will serve as a meeting ground for nurses that are interested in the problem of addiction in order that they may enhance their knowledge, advance their skills, and continue their education.

Article II: Membership

Section 1-Active Membership: Active Membership shall be open to registered professional nurses who are concerned with or engaged in the practice of addictions nursing. Active members may vote and hold office.

Section 2- Associate Membership: Associated Membership shall be open to persons other than registered professional nurses who are concerned with or engaged in the practice of addictions nursing. Associate members may not vote or hold elective office.

Article III: Finances

Section 1: Dues for the New Chapter of IntNSA are established by the Board of Directors. Forfeiture of all membership rights shall occur if dues are not paid as required by current policy.

Section 2: Additional funds may be raised in any other manner approved by the Board of Directors of the New Chapter of IntNSA.

Article IV: Fiscal Matters

Section 1: Fiscal Year: The fiscal year of the New Chapter of IntNSA shall be from July 1st through June 30th.

Section 2: Signatures: Checks, drafts, notes, and other papers of a fiscal nature shall be signed by those agreed upon by the Board of Directors of the New Chapter of IntNSA.



Section 3: Auditing: The accounts of the New Chapter of IntNSA shall be audited as determined by the Board of Directors of the New Chapter.

Section 4: Bonding: The Board of Directors of the New Chapter of IntNSA may require of any officer, agent or employee of the chapter to be bonded. The expenses of furnishing such bond shall be borne by the Chapter.

Article V: Officers

Section 1: Officers: The officers of the New Chapter shall be President, President-Elect or Vice President, Secretary, and Treasurer.

Section 2: President: The president shall be the Chief Executive Officer of the Chapter. The President shall preside at all meetings of the Board of Directors and at the Annual Business Meeting of the Chapter and shall perform such duties as may be prescribed by the Board of Directors. The president shall submit an annual report to the IntNSA Board of Directors via the IntNSA Executive Director.

Section 3: Secretary: The Secretary shall keep an accurate record of the proceedings of the meetings of the Board of Directors and the Annual Business Meeting, shall preserve records, documents, and correspondence as directed by the Board of Directors; shall cause to be given notice of all meetings of the Chapter, and shall perform all other duties incident of the Office of Secretary, as assigned by the President.

Section 4: Treasurer: The Treasurer shall be custodian of the Chapter's funds. This person shall monitor to assure all monies designated for the New York State Chapter are appropriately deposited. In accordance with the budget adopted by the Board of Directors, the person shall approve distribution of the funds of the Chapter. At least once a year, at the Annual Business Meeting, the Treasurer will provide an accurate accounting of all transactions. The Board of Directors can request reports anytime.

Section 5: Vacancies: Offices that are vacated prior to the expiration of the term may be filled by appointment of the President with the approval of the Board of Directors.

Section 6: Officer's Term: Term of office for President shall be two (2) years, and for Secretary and Treasurer, it shall be one (1) year.

Article VI: Elections

Section 1: Election of officers shall be determined at the initial charter formation meeting. Thereafter, election of officers shall be by individual ballot mailed to the Chapter members two months prior to the Annual Business Meeting.

Section 2: Each voting member of the Chapter shall cast one vote, which, to be counted, must be received by the Secretary at least thirty days prior to the Annual Business Meeting.

Section 3: A plurality is sufficient to elect officers.



Article VII: Meetings

Section 1: There shall be an Annual Business Meeting of the Chapter.

Section 2: Special Meetings of the Chapter may be called by the Board of Directors or by written request of one-third of the voting members.

Section 3: Meetings may be held via electronic communication including but not limited to phone conference, or video conference, e-mail, in person attendance.

Section 4: The Board of Directors shall meet at least two times per year which may include an in person meeting or electronic communication.

Section 5: The Board of Directors shall act upon any issues concerning the Chapter which are required for the fulfillment of its purposes and objectives. The President will keep the active members informed of any issues requiring approval from the membership.

Section 6: The President will call the meetings of the Board of Directors, and/or Standing Committees, and will set the agenda, or the Secretary may call a meeting at the request of the President or any officer acting temporarily for the President.

Section 7: Board of Directors action on any issue may be taken with the approval of the majority.

Section 8: If the Board of Directors is polled individually by phone or electronic communication, the Secretary may request written votes from each member within 15 days.

Section 9: The Board of Directors will accept for consideration or study any matter presented to it by any member of the Chapter.

Section 10: Any member of the Board of Directors may be removed by two-thirds vote of the officers at any regular meeting. Any officer who is absent without notice from three consecutive regular meetings of the Board of Directors may be removed upon approval of the Board of Directors, this considered adequate cause for removal.

Section 11: Vacancies occurring prior to the expiration of the term may be filled by appointment of the President with the approval of the Board of Directors.

Priority consideration will be given to the person(s) receiving the most votes, in order, in the most recent election.

Article IX: Standing Committees

Section 1: The Chairs of the Standing Committees will be appointed by the President. The Chairperson will select his/her own committee members. The Board of Directors may determine the number of members on any Committee. Committees will report to the Board of Directors and may need approval to institute plans.



Section 2: The committee of Bylaws shall:

1. Suggest and receive all proposed amendments to this chapter's bylaws.
2. Submit proposed amendments to the voting body in accordance with the provisions for amendment in these bylaws.

Section 3: The committee on Membership shall:

1. Develop plans for retaining and increasing membership
2. Enhance the public image of IntNSA

Section 4: The Committee on Nominations shall consist of at least three (3) persons. The committee shall prepare a slate of at least one (1) candidate for each office whose term will expire at the Annual Meeting. This slate, in the form of a mail ballot, will be mailed to all IntNSA members at least eight (8) weeks prior to the Annual Meeting. The results of the mail ballot shall be given to the Board of Directors and be announced at the Annual Business Meeting.

Section 5: Special Committees: The President, with the approval of the Board of Directors, shall appoint such other committees, subcommittees, or task forces as are necessary and which are not in conflict with the provisions of these Bylaws. The duties of any such committee shall be prescribed by the Board of Directors upon its appointment.

Article X: Amendments

Section 1: Copies of proposed amendments to the Bylaws shall be mailed (either via regular mail or e-mail) to eligible voting members two months prior to the Annual Business Meeting. Voting shall be done by regular or e-mail ballot. A two-thirds majority vote of the responding members of the New York State Chapter shall be required for the adoption of the proposed amendments.

Section 2: Notification of adopted amendments will be furnished to all New Chapter members.

Article XI: Dissolution

The Chapter shall use its funds only to accomplish the objectives and purposes specified in these bylaws and no part of such funds shall issue or be distributed to any members. On dissolution of the Chapter, any remaining funds shall be sent to the treasurer, International Nurses Society on Addictions, to be used for educational purposes.



International Nurses Society on Addictions
 3416 Primm Lane
 Birmingham, AL 35216
 P: 205-823-6106, F: 205-823-2760
intnsa@primemanagement.net

Appendix F - Sample Annual Report

International Nurses Society on Addictions
 3416 Primm Lane
 Birmingham, Alabama 35216 USA
 Phone: 205-823-6106
intnsa@primemanagement.net

IntNSA Chapter Annual Report
 Due annually on 1-Jul

Chapter Name:		
Current Officers	President:	
	Vice President/ President-Elect:	
	Treasurer:	
	Secretary:	
	Other:	
Number of Members		
Number of Non-Members		
Treasury Balance		

Chapter Accomplishments:

Future Goals:

Enclose any additional program material, media coverage, etc.



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intnsa@primemanagement.net

Page: 19

Appendix G – Applying for Non Profit Classification with the IRS (USA Based Chapters)

Step 1. State Requirements. Some states have specific guidelines and routine filing requirements even for the formation of small organizations. Contact your *Secretary of State* or search for *Business Entity Formation* guidelines to determine the appropriate process for non-profit organization formation in your state.

Step 2. Obtain a Federal Tax ID. This form must be completed by a chapter officer. Complete the application currently found at: <https://sa.www4.irs.gov/modiein/individual/index.jsp>. (If this link is not active, search “Obtain a federal tax ID” on a web search engine, and select the links that take you to the IRS website). Proceed through the application as if your Chapter is a non-profit organization.

Step 3. Complete Form 1023-EZ. Once you receive your EIN confirmation letter, you can complete Form 1023-EZ to become a non-profit organization. The fee is currently \$275. Go to <https://pay.gov/public/home> and create an account. Once logged in, search “1023 ez” in the search box. Results should show: Streamlined Application for Recognition of Exemption Under Section 501(c)(3) Description: Application for tax exemption using the 1023 EZ Form Number: 1023-EZ Payment Form Agency: Treasury (UST): Internal Revenue Service (IRS). Click the continue button and follow the onscreen instructions to complete the application.

Contact IntNSA if you require assistance completing either application.