



The Bridge Between Practice and Research in Addictions Nursing

Guide to the Development of IntNSA Chapters
Approved August 2018

It is the Vision of the International Nurses Society on Addictions (IntNSA) “To be a global leader in addictions nursing.” Our strength comes through our members. It is the goal of our Society to attract and retain full-fledged members of IntNSA from around the world. In pursuit of that goal, local, State, and regional Chapters often play an important role in introducing prospective members to addictions nursing, and to IntNSA. For these reasons, IntNSA supports the creation of these chapters, and sets forth guidelines to assist in this process.

I. Support of IntNSA Members to Assist in the Creation of Chapters

Officers of IntNSA Chapters must be dues paying members of IntNSA. Individual Chapters set dues for Chapter membership, if applicable, at the local, state, or regional level. In recognition of the work required to establish a new chapter, IntNSA offers Chapter officers a discount of 50% for up to four years.

- A. All Chapter officers listed on the charter will receive the discount for the first year and may request to extend the discount for up to 2 additional years (3 years total).
 - 1. Officers are defined as President, Vice-President or President-Elect, Secretary, and Treasurer.
- B. In the event that officers have already paid for IntNSA membership, they will be offered the discount when their current annual membership is renewed.
- C. In order to receive this discount the following must occur:
 - 1. IntNSA members should submit, via email, a request for the discount, declaring intent to form a Chapter.
 - a. This should be sent to the Executive Director at intnsa@primemanagement.net who will forward the request to the Chairperson of the Chapter Development Task Force for review.
 - 2. A Chapter charter must be submitted to the Executive Director at intnsa@primemanagement.net who will forward the request to the Chairperson of the Chapter Development Task Force.
 - 3. If the Chapter charter is not submitted to IntNSA Leadership for review within six (6) months, then the officers who were extended the discount will be billed for the discounted dues in order to continue their membership in IntNSA for the next six (6) months.
- D. The offer of the 50% dues reduction will expire six months after written declaration to start a Chapter.

II. IntNSA’s Support of Chapter Start-up

- A. IntNSA will maintain a Chapter Handbook, available as a download at <http://intnsa.org/Resources/Documents/ChapterHandbook.pdf>

1. The Chapter Development Task Force of IntNSA will maintain a list of members that are willing to mentor or advise with the start-up process. The mentors/advisors are: Robert Ranieri, intnsa@primemanagement.net.
2. IntNSA will identify, and provide contact information for, existing IntNSA members in the target Chapter area. Contact the IntNSA Executive Office (<http://www.intnsa.org/about/contact>) for additional information.
3. IntNSA will offer a one-time grant of \$500 per Chapter to assist with the cost of start-up. (Set up link on Chapter website to application, although it will likely be adjacent to this file in the same location)
 - a. Members applying for the start-up grant must meet the following conditions:
 - o Provide the names and contact information for self-identified or elected Chapter officer's that are applying for the local charter on the Grant application.
 - o Complete the Application for the IntNSA Charter Grant, and submit to the Executive Director at intnsa@primemanagement.net who will forward the request to the Chairperson of the Chapter Development Task Force for review.
 - o Each Chapter must have documentation of a valid bank account.
 - b. Funds awarded as an IntNSA Chapter Grant must be accounted for, including
 - o Documentation, with receipts, for funds spent.
 - o Some suggestions for use of the funds may include but are not limited to the following:
 - i. Office supplies
 - ii. Communication needs
 - iii. Web site development
 - iv. Food for bona-fide Chapter events
 - v. Chapter advertising
 1. Media
 2. Supplies, such as giveaways, to promote the local chapter
 - vi. Monies cannot be used for
 1. Personal supplies
 2. Meals other than bona-fide Chapter events
 3. Transportation
 - vii. Chapter start-up funds that are not used by local chapters within one year of the date of disbursement will be returned, via check or money order, to:



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

Chapter Name:

- is applying for a one-time grant of \$500 to assist with Chapter start-up.
 is applying for a 50% membership discount for year 1, 2, 3, 4.

Checklist

Chapter Officers <input type="checkbox"/>	Officers are members of IntNSA <input type="checkbox"/>
Charter to IntNSA <input type="checkbox"/>	Chapter Bank account <input type="checkbox"/>
By-Laws to IntNSA <input type="checkbox"/>	Application for the Grant <input type="checkbox"/>

President (Full name): _____ **Email:** _____

Phone: _____

Address:

Date Charter and By-Laws Submitted to IntNSA: _____

Amount Requested: \$ _____

Please state how you plan to use this money

If you have any questions feel free to contact intnsa@primemanagement.net who will direct you to the Chapter Development Chairperson for additional help and guidance.

Chapter President or designee Signature

Date Received ____/____/____	Amount Requested \$_ _____	Amount Awarded \$_ _____
Date sent ____/____/____	Check # _____	Follow Up Date _____ _____