

DDNA Developmental Disabilities Nurses Association

"Networking to care, advocate, and educate"



Chapter Handbook

August 2011

Thank you for your interest in starting a DDNA Chapter!

The Developmental Disabilities Nurses Association is a 501(c) (3), not-for-profit organization of nurses who provide care and services to individuals with developmental disabilities. Because DDNA is a voluntary association with limited staff, it is vital that members contribute their efforts to expand and promote its mission of providing care, advocacy, and education for nurses who work in the specialty of Intellectual/Developmental Disabilities (I/DD) nursing. Our members are the *best* and *brihgest* of nurses in this nursing specialty.

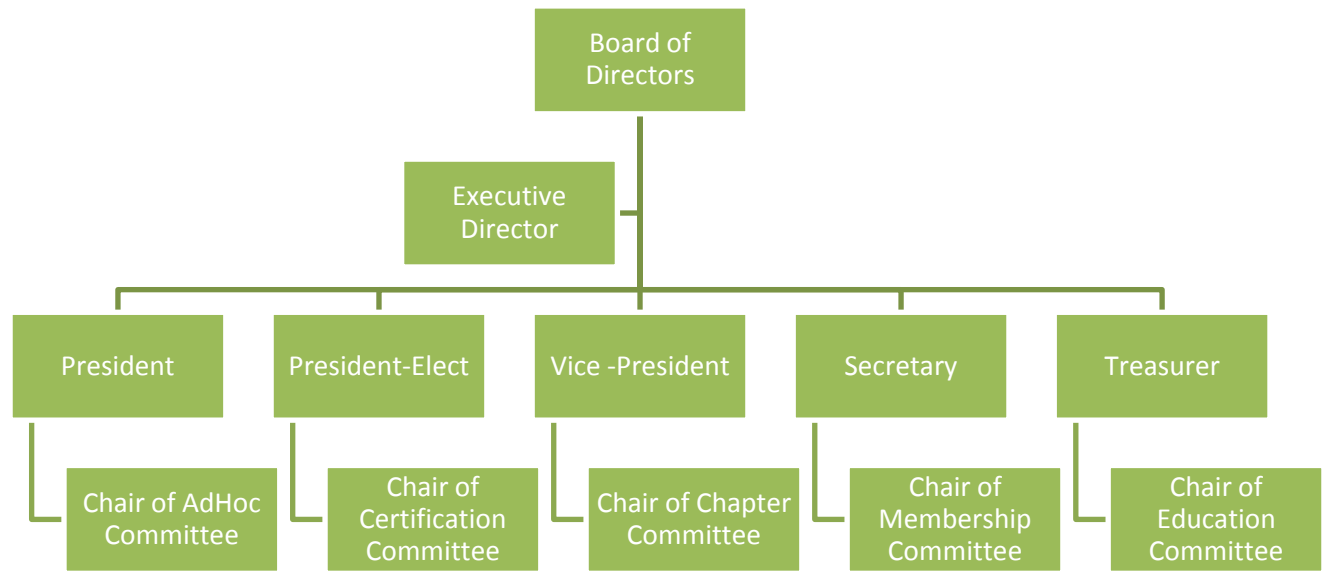
To more directly serve members and to provide an avenue for local networking and support, DDNA encourages its member nurses within each city, state, or regional area to form DDNA chapters. Given the diversity of geographic areas and the varied roles that nurses play in this specialty, DDNA invites and advocates networking within localized areas to directly address the perspectives, needs and concerns that may be intrinsic to the DDNA members of that chapter.

DDNA Chapters can be invaluable for instilling a sense of belonging to the national organization through involvement in specific tasks and activities. Your formation and facilitation of a DDNA chapter strengthens the foundation of the organization, builds the credibility of our specialty and, most importantly, benefits and supports the practicing I/DD nurse.

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DDNA Organizational Structure



Chapters – closely affiliated extensions of DDNA; general operating practices, membership management and bylaws are established by DDNA; DDNA’s tax-exempt status is extended to the chapter; there is reciprocal responsibility between DDNA and the chapter; regular reporting to DDNA’s national office is required

Networks – loosely affiliated groups; *may* interact collaboratively with DDNA; legally independent in operation of network – establishes own bylaws, manages own membership, etc.; has no responsibility to DDNA and DDNA has no responsibility for the network

Overview of Chapter Benefits

Why form a Chapter?

- To create a more cohesive group for “close to home” support of I/DD nurses
- To facilitate better communication with the DDNA national office, the DDNA Board of Directors, and the DDNA membership
- To strengthen the voice of DDNA and I/DD nurses everywhere

Chapter Features

- Closely affiliated extensions of DDNA
- General operating practices, membership management and bylaws are established by DDNA
- DDNA’s tax-exempt status is extended to the chapter
- There is reciprocal responsibility between DDNA and the chapter
- Regular reporting to DDNA’s national office is required

Chapter Benefits

Chapter Webpage

- Available on DDNA website (no cost)
- Can be regularly updated by the designated Chapter administrator (training available from DDNA webmaster at no cost)
- Includes access to individual chapter “forum” for communication among chapter members

501(c)(3) Tax-exempt status

- Chapters are affiliated branches under the DDNA umbrella
 - Same tax-exempt benefits as the national organization
 - Same bylaws/IRS language
 - Same sales tax exempt number
 - Tax exempt gift eligibility
- DDNA’s Legal Counsel may be utilized for assistance in filing required documents related to establishment of a chapter

Membership Management

- All chapter members must be DDNA members
- DDNA maintains the membership database; will provide current local membership list upon chapter President's request
- DDNA will send out membership renewal reminders
- DDNA will collect dues and remit Chapter portion of 80/20 split directly to Chapter Treasurer

Speakers/Conferences

- Upon request, DDNA will assist in identifying speakers for chapter meetings/conferences
- Upon request, DDNA will send a display banner and table cloth for chapter and DDNA promotion at conferences (no cost)

Nursing Continuing Education

- Continuing education contact hours from DDNA for CDDN/DDC renewal for chapter meeting or conference educational presentations (no application fee)

Chapter Brochures

Upon request, DDNA will send DDNA Membership/Certification brochures (no cost)

DDNA Participation in Chapter meetings

Under exigent circumstances and/or upon chapter request, DDNA Board of Directors members/others may participate by phone or in person to support the needs of the chapter

Chapter Application Guidelines

By definition, a DDNA Chapter is a group of DDNA members who meet on a regular basis to address the needs of their specialty while furthering the goals of DDNA.

The DDNA chapter is an extension of DDNA and the chapter addresses its needs through discussion, education, advocacy, and expansion of membership.

Getting Started

- Gather a group of at least four DDNA members who are interested in starting a DDNA Chapter in your place of employment, city, state, or region.
- Review all components of the “DDNA Chapter Handbook” as available on the DDNA website (www.ddna.org). Discuss plans to form a chapter.
- Determine and publicize a date/time/place for a Charter meeting.
- At the Charter meeting:
 - Explain the objectives of DDNA and the step/plans for starting a chapter
 - Complete the following:
 - **Select officers** to serve. The initial term of office for each officer is at the discretion of the chapter. Minimally, the chapter must elect a President/Chairperson, Vice President/Vice Chair, Secretary, and Treasurer. Initial responsibilities are to organize and promote the chapter and to assure communication with the DDNA national office.
 - **Identify the chapter contact person.** The chapter must identify the person who will serve as the chapter contact person for the national DDNA office. Ideally, this would be the President or Secretary.

After the Charter meeting

Whether the scope of your planned chapter is to be local, regional, or statewide, establishing a DDNA chapter requires the following:

- **Notify DDNA** of your interest in starting a DDNA chapter.
- **Within 30 days after the Charter meeting**, submit the following forms to the national DDNA office and the designated DDNA Board of Directors Chapter Liaison:
 - **Chapter Application (Form A)**
 - Indicate the general geographic area to be targeted. Duplicate chapters within the same area will not be authorized unless there is a clear indication of need.
[Example: Large metropolitan areas or states may find several chapters more helpful than one for the entire area.]
 - **Chapter Charter Petition (Forms BI, BII, BIII)**
 - Complete Parts I, II, III
 - **Chapter Responsibility Agreement (Form C)**
 - Responsibility for the use of the name Developmental Disabilities Nurses Association (DDNA) as it relates to chapter business and interests and assurance of confidentiality of all association-related data and information.

- **Conflict of Interest Statement (Form D)**
 - Pertains to the prevention of inappropriate or undue influence upon operations of the association and to the protection of the tax-exempt interest of the Developmental Disabilities Nurses Association (DDNA).
 - **NOTE:** *Each Chapter Officer/Representative must review and sign a separate Conflict of Interest statement; make multiple copies*
- **Dissolution Agreement (Form E)**
 - Identifies action to be taken if the chapter disbands in the future
- **Chapter Organizational Report (Form F)**
 - Attach a list of ten (10) DDNA members (or individuals who are interested in becoming DDNA members) who plan to be active in the chapter
- **Signed Acknowledgement of DDNA Chapter Bylaws (Form G)**
 - Indicates formal adoption of the DDNA Chapter Bylaws by the chapter; Bylaws govern chapter operations and functions
- **Completed copy of the Bylaws (Forms H)**
 - Insert Chapter name where indicated

Chapter Induction

Upon satisfactory submission and DDNA review of all chapter application documents, a letter confirming acceptance of your chapter's application will be sent. Your chapter will then be officially inducted into DDNA at the next DDNA conference. Chapter applications received and accepted by March 31 of a given calendar year can anticipate participating in the Chapter Induction at the conference within the respective calendar year.

Prior to the DDNA conference, each chapter must submit the name(s) and contact information of the person(s) who will represent the chapter at the DDNA conference and participate in the Chapter Induction. The chapter representative(s) must attend the Chapter Induction at the annual DDNA conference to assure the chapter's formal induction into DDNA.

Ongoing Chapter Responsibilities

- Inform the DDNA national office (admin@ddna.org or 1-800-877-6733) of any changes in officers, contact person(s), chapter status as changes occur.
- Identify projects the chapter will pursue to promote the goals of the national DDNA
- Identify a chapter representative to serve on a national DDNA committee(s)
- Designate a chapter leader to attend the Chapter Leadership event at the annual DDNA conference
- Quarterly
 - Review and update the chapter's webpage on the DDNA website
- Annually - by February 1
 - Submit a *Chapter Organizational Report including renewal of Conflict of Interest Statement (available on DDNA website – www.ddna.org; click on Chapters link*



Chapter Application Packet

Instructions: *Within 30 days after a Chapter Charter meeting, please complete and submit all of the following forms to the national DDNA office and the designated DDNA Board of Directors Chapter Liaison:*

- A. **Chapter Charter Application**
- B. **Chapter Charter Petition – Parts I, II, III**
- C. **Chapter Responsibility Agreement**
- D. **Conflict of Interest Statement** (one signed copy from each chapter officer/rep is required)
- E. **Dissolution Agreement**
- F. **Chapter Organizational Report**
- G. **Signed Acknowledgement of DDNA Chapter Bylaws**
- H. **Completed copy of the Bylaws**

Upon completion of this application, please submit it to the DDNA office in one of the following ways:

- **By Mail:** DDNA, PO Box 536489, Orlando, FL 32853-6489
- **By Fax:** 407-426-7440
- **By Email:** admin@ddna.org

DDNA CHAPTER CHARTER APPLICATION

FORM A

Chapter Name: _____ **Chapter of DDNA**

Chapter Contact Information:

Contact Person(s) Name: _____

Address: _____

City/State/Zip Code: _____

Phone Numbers:

Home: _____

Work: _____

Cell: _____

E-Mail Address: _____ *** Required!**

Please “check” the contact information you want published in the DDNA Newsletter.

Proposed *geographic area* to be served: _____

Charter Meeting Location: _____

Charter Meeting Date: _____

Chapter Correspondence Address: _____

Proposed Frequency of Meetings: _____

Dates/Locations of Next 2 Meetings (if known)

1. _____

2. _____

Comments or Additional Information:

CHAPTER CHARTER PETITION - PART I

FORM BI

PETITION FOR CHARTER from the Developmental Disabilities Nurses Association (DDNA) for a local chapter to be known as the _____ Chapter of DDNA.

We whose signatures appear below represent the above named Chapter, and are sincerely interested in advancing the mission and goals of the Developmental Disabilities Nurses Association; and,

We represent a geographic and institutional cross section of developmental disabilities nursing in the chapter area of the following zip codes _____, in _____, of _____, (city) _____ (counties and state)

We whose signatures appear below pledge to abide by the Bylaws of the Developmental Disabilities Nurses Association and all of the rules and regulations promulgated by the Association; and, will plan at least two chapter activities per year, to maintain our chapter charter; and,

THEREFORE, be it resolved, that we whose signatures appear below formally petition the Board of Directors of the Developmental Disabilities Nurses Association to grant a charter with all appropriate privileges to the _____ Chapter of DDNA.

Respectfully submitted,

Petition submitted by

Date

Petition submitted by

Date

Petition submitted by

Date

Petition submitted by

Date

Petition submitted by

Date

***CHAPTER CHARTER PETITION - PART II
FINANCIAL DISCLOSURE***

FORM BII

Regarding the <insert Name of Chapter> Chapter of DDNA

Whereas, we are petitioning to become a voluntary, non-political, non-profit 501(c)(3) chapter of the Developmental Disabilities Nurses Association, we hereby disclose that as of <insert date>, the total amount of our available funds is <insert amount> . These funds are being maintained at <insert name of bank, city, state>.

We understand that these funds may be used as determined by the chapter as long as the chapter's activities do not violate federal regulations regarding the association's tax-exempt status. (Reference: Chapter Bylaws Article I, Sections 1-6).

We understand that DDNA's tax exempt status may be extended to chapters at no cost upon request to the national association.

We will not, as a chapter function, permit the solicitation of funds from a source available to the national organization.

Should this Chapter desire to relinquish its Charter, this Chapter shall send to the DDNA Chapter Liaison, a statement signed by the Chapter President and Treasurer stating that it wishes to relinquish its Charter.

Within 30 days of dissolution, this Chapter will submit a statement to DDNA certifying that all financial obligations of every sort have been discharged and declare the amount of any surplus in its treasury, and include a check made payable to the DDNA in that amount.

This statement shall be accompanied by the Chapter's Charter from DDNA, the chapter meeting records, and financial reports/statements.

The Chapter Liaison shall notify the DDNA Board of Directors of the receipt of the complete records and maintain a copy of these records at the national office.

Respectfully submitted,

Disclosed by

Date

Disclosed by

Date

**CHAPTER CHARTER PETITION - PART III
SIGNATURES**

FORM BIII

For the _____ Chapter of DDNA

A minimum of two (2) active members of the Developmental Disabilities Nurses Association must sign this petition. Each name and address must be typed or printed below the signature. Additional signatures may be added to an attached sheet.

Signature

Name (print)

Home Address

City, State, and Zip Code

Facility Affiliation

Phone Number (day time)

Signature

Name (print)

Home Address

City, State, and Zip Code

Facility Affiliation

Phone Number (day time)

FOR OFFICE USE ONLY:

CHAPTER CHARTER APPROVAL

Chapter Name: _____ Chapter of DDNA

Copy of Petition received by DDNA Chapter Liaison _____
Date

Charter Granted _____ Date Approval Letter Mailed _____ Date

Petition approved by _____
Signature

DDNA CHAPTER RESPONSIBILITY AGREEMENT **FORM C**

Official Chapter Name: _____

City/State/Region of Chapter: _____

Chapter Correspondence Address – *Include address/city/state/zip* : _____

As the representative of record for the chapter, I take responsibility for the use of the name Developmental Disabilities Nurses Association (DDNA) as it relates to chapter business and interest.

I agree that any information received from DDNA national office is private and must be maintained in a manner that assures confidentiality.

I agree that any DDNA member data is strictly the property of DDNA and may not be shared or released to any outside entity without the expressed, written permission of DDNA.

I fully realize and accept that should I breach any part of this agreement, I will be subject to ethical and legal action.

I further agree that this DDNA Chapter will be subject to any and all chapter-related policy restrictions/requirements placed upon it by the Developmental Disabilities Nurses Association.

Signature of Chapter Representative

Date

Printed Name of Chapter Representative

Type of Nursing License & State

Nursing License Number

DDNA Member Number & Expiration Date

DD Nursing Certification Number & Expiration Date

CONFLICT OF INTEREST STATEMENT**FORM D**

Official Name of Chapter: _____

City/State/Region of Chapter: _____

Chapter Correspondence Address – *Include address/city/state/zip* : _____

The purpose of this acknowledgment is to prevent inappropriate or undue influence upon operations of the association and to protect the tax-exempt interest of the Developmental Disabilities Nurses Association (DDNA).

As an Interested Person, as defined in Article XII , Section 2, a and b of the DDNA by-laws, I have a duty to disclose the existence of any actual or possible conflict of interest that may exist. Failure to disclose any actual or possible conflict of interest will result in disciplinary and corrective action by DDNA.

I acknowledge that as a Chapter Officer/Representative I am an *Interested Party* and subject to the rules and bylaws governing a conflict of interest. As such, I agree to disclose any actual or possible conflict of interest that may exist in accordance with Article XII of the DDNA by-laws.

I fully realize and accept that should I breach any part of this agreement, I will be subject to ethical and legal action.

Signature of Chapter Officer or Representative_____
Date_____
Printed Name of Chapter Officer or Representative_____
Type of Nursing License & State_____
Nursing License Number_____
DDNA Member Number & Expiration Date_____
DD Nursing Certification Number & Expiration Date

NOTE: One signed copy of Form D must be submitted from each Chapter Officer or Representative

DISSOLUTION AGREEMENT

FORM E

WE, THE UNDERSIGNED OFFICERS of the _____
Chapter of DDNA hereby accept the dissolution as outlined in the Chapter Charter Petition as a
condition for obtaining a chapter's charter for the Developmental Disabilities Nurses
Association.

Signature – President or Chapter Chairperson

Date

Signature – Treasurer

Date

Signature - Secretary

Date

Signature – Other Chapter Officer(s)

Date

Signature – Other Chapter Officer(s)

Date

DDNA CHAPTER CHARTER ORGANIZATIONAL REPORT FORM F

DDNA requires each Chapter to submit an annual report as a means to maintaining timely communication with DDNA concerning each Chapter's status. This will enable DDNA to effectively support a close affiliate relationship with each Chapter. Each Chapter is also strongly encouraged to directly contact DDNA concerning any significant Chapter status and/or leadership changes as they occur.

Please provide all the information requested. You may open this Report form in Microsoft Word and type in the information in the spaces provided.

Chapter Name _____ **Chapter of DDNA**
(Insert name of State and/or area covered by Chapter)

Number of Members _____

Chapter Contact Person (*this person essentially serves as the Chapter office and receives information for the Chapter from DDNA, sends Chapter information to DDNA, including quarterly DDNA newsletter submissions, and is the referral contact for any Chapter inquiries*)

Name: _____

Mailing address: _____

City/State/Zip: _____

Phone number: _____

Fax number: _____

Email address: _____

Please list the phone number and email address to be published in DDNA newsletter, if different than above:

Public phone number: _____

Public email address: _____

Chapter Representative (*this person represents the Chapter on a national DDNA Committee of choice, attends the current year's DDNA conference and represents the Chapter at the conference Chapter event*)

Name: _____

Phone number: _____

Email address: _____

Chapter Leadership

Office/Position	Name of Individual	Member of DDNA?	DDNA Membership # and Expiration Date ***	Is this person a new Officer since last report?
<i>President</i>		Yes ___ No ___		Yes ___ No ___
<i>President-Elect</i> <i>(leave blank if not applicable)</i>		Yes ___ No ___		Yes ___ No ___
<i>Vice-President</i>		Yes ___ No ___		Yes ___ No ___
<i>Secretary</i>		Yes ___ No ___		Yes ___ No ___
<i>Treasurer</i>		Yes ___ No ___		Yes ___ No ___
<i>Chapter Representative</i>		Yes ___ No ___		Yes ___ No ___
<i>Chapter Contact</i>		Yes ___ No ___		Yes ___ No ___
<i>Other</i>		Yes ___ No ___		Yes ___ No ___

*** To verify/obtain Membership # and Expiration Date – each member may log on to the DDNA website - www.ddna.org - and click on the green toolbar at the top of the page which says “click here to view your information”; dropdown will appear

Chapter Committees (not national DDNA Committees)

Type of Committee	Name of Chairperson	Changed since last report?	
		Yes ___	No ___
_____	_____	Yes ___	No ___
_____	_____	Yes ___	No ___
_____	_____	Yes ___	No ___
_____	_____	Yes ___	No ___

ACKNOWLEDGEMENT OF DDNA CHAPTER BYLAWS FORM G

Chapter's Name: _____ **Chapter of DDNA**

This statement indicates that the _____ Chapter of DDNA has reviewed and formally adopted the established DDNA Chapter Bylaws for the association, which govern the operations and functions of this chapter, its membership, and its officers.

To meet legal requirements, all articles and sections of the DDNA Chapter Bylaws have been adopted by this chapter *as written* and without modification.

Further, the _____ Chapter acknowledges that once adopted, this chapter may not amend or revise any section of the bylaws without authorization from DDNA.

WE, THE UNDERSIGNED OFFICERS of the _____ Chapter of DDNA, serving as representatives of same, hereby accept and adopt the Developmental Disabilities Nurses Association Chapter Bylaws *as written* and without modification.

Signature – President or Chapter Chairperson

Date

Signature – Treasurer

Date

Signature - Secretary

Date

Signature – Other Chapter Officer(s)

Date

FORM H

DDNA

Developmental Disabilities Nurses Association

"Networking to care, advocate, and educate"



CHAPTER BYLAWS

Insert Chapter Name and Date

**THE _____ CHAPTER
OF THE DEVELOPMENTAL DISABILITIES NURSES ASSOCIATION, INC.**

ORGANIZATION BYLAWS

Article I – Name, Status and IRC 501(c)(3) Tax Exemption Provisions

Section 1

Name & Status

This voluntary, non-political, non-profit 501(c)(3) organization shall be known as the _____ Chapter of the Developmental Disabilities Nurses Association. It is a direct subsidiary of the Developmental Disabilities Nurses Association, Incorporated, (also known by its acronym, "DDNA") which is itself a voluntary, non-political, non-profit 501(c)(3) organization incorporated in the State of Florida. This Chapter is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code. The _____ Chapter of the Developmental Disabilities Nurses Association has the same structures, purposes, activities and bylaws as its' central organization, DDNA as set forth herein. The Chapter has a defined relationship with its central organization, DDNA, and is subject to the direct supervision and control of DDNA.

Section 2

Limitations on Activities

No substantial part of the activities of this Chapter shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and this Chapter shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provisions of these bylaws, this Chapter shall not carry on any activities not permitted to be carried on (a) by a Chapter exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by a Chapter, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 3

Prohibition Against Private Inurement

No part of the net earnings of this Chapter shall inure to the benefit of, or be distributable to, its members, directors or trustees, officers, or other private persons, except that DDNA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this Chapter.

Section 4

Distribution of Assets

Upon the dissolution of this Chapter, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Chapter, shall be distributed **to** DDNA for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

Section 5

Private Foundation Requirements and Restrictions

In any taxable year in which this Chapter is a private foundation as described in Section 509(a) of the Internal Revenue Code, DDNA 1) shall distribute its income for said period at such time and manner as not to subject it to tax under Section 4942 of the Internal Revenue Code; 2) shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code; 3) shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code; 4) shall not make any investments in such manner as to subject the Chapter to tax under Section 4944 of the Internal Revenue Code; and 5) shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code.

Section 6

Gifts

The DDNA Board of Directors may accept on behalf of the Chapter any contribution, gift, bequest, or devise for the nonprofit purposes of this Chapter.

Article II - Purpose

Section 1

The purpose of this non-profit mutual benefit Chapter shall be:

- A. To support and maintain the standards of acceptable nursing practice in the field of developmental disabilities;
- B. To serve as a resource for developmental disabilities nursing practice and to support mutual sharing of information and views which foster the growth of the profession;
- C. To help DDNA serve as a liaison to other professional organizations that directly or

indirectly address the field of developmental disabilities;

- D. To sponsor quality educational programs oriented toward an advanced scope of quality practice in developmental disabilities nursing;
- E. To promote, support, and sponsor developmental disabilities nursing certification on a Chapter and National level, requiring continuing education and certification renewal.

Article III – Membership

Section 1

- A. All Chapter members must be National level DDNA members. Regular Membership shall be open to Registered Nurses and Licensed Practical (Vocational) Nurses, upon payment of annual dues and upon approval at the Chapter level by DDNA.
- B. Application for membership shall include current nursing license number and payment of the annual fee.
- C. Membership entitles a member to hold office, serve as chairperson or member of any committee, participate in association meetings, and to have a single vote in the election of directors and officers and other issues requiring organizational vote.
- D. Any Chapter member may be suspended, expelled, or disaffiliated from the _____ Chapter of DDNA by a majority vote of the Chapter Board of Directors and with approval of the National DDNA Board of Directors. Grounds for such action shall include unprofessional conduct, abuse of membership in the DDNA, or violation of the DDNA code of ethics.
- E. Membership in the DDNA shall be unrestricted by consideration of nationality, race, creed, color, sex, or disability. All membership issues shall be decided by the DDNA Board of Directors at the Chapter level.

Section 2

- A. Associate Membership will be available to individuals with ongoing involvement in developmental disabilities nursing.
- B. Associate Membership dues will be established by the Board of Directors at the Chapter level.
- C. Associate Membership entitles the member to receive all benefits provided to a Regular Member except that an Associate Member may not hold office, serve as chairperson of any DDNA committee, or have a vote in the affairs of the Association.

- D. Any Associate Chapter Member may be suspended, expelled, or disaffiliated from the _____ Chapter of DDNA by a majority vote of the Board of Directors and with approval of the National DDNA Board of Directors. Grounds for such action shall include unprofessional conduct or abuse of membership in DDNA.
- E. Membership in DDNA shall be unrestricted by consideration of nationality, race, creed, color, sex, or disability. All membership issues shall be decided by the DDNA Board of Directors at the Chapter level.

Section 3

- A. Dues for members of the _____ Chapter of DDNA will be established by the National DDNA Board of Directors.
- B. Charter members, designated as those whose membership was postmarked no later than December 31, 1992, will enjoy the charter membership dues rate throughout their membership.

Article IV - Board of Directors

Section 1

- A. The Board of Directors of the _____ Chapter of DDNA shall address the regular business of the association at meetings and by other various means of communication, such as, but not limited to phone, mail, electronic mail, facsimile transmission, or telecommunications.
- B. The Board of Directors shall consist of not more than five (5) voting members as defined by Article V, Section 1A. The duties of the Board of Directors shall include:
 1. Enforcing the National policies of the DDNA;
 2. Review and approval of the Chapter's expected annual revenues and Chapter expenses.
 3. Providing a report of the Chapter's expected annual revenues and expenses to DDNA's Chapter and National Headquarters.
 4. Approval, modification, or disapproval of reports and actions of the Chapter's officers or committees, minutes and reports of which shall be copied to DDNA's Chapter headquarters and DDNA National Headquarters.
- C. A quorum shall be comprised of a majority of Board members.

- D. Motions considered by the Board shall be approved by majority vote following discussion and seconding.

Section 2

- A. The Chapter Board of Directors shall meet in person at least once per year. Board members shall each have one vote, and a majority shall decide the matters before the board.
- B. In order to conserve travel and telephone costs, uncomplicated or single issue matters may be determined by presentation to, and voting by, the Board of Directors by mail, electronic mail, or facsimile.
- C. A Chapter officer may be removed by the Chapter level Board of Directors of DDNA, for cause, with approval of the DDNA National Board of Directors. "Cause" shall include, without limitation, failure to perform the duties of the office, failure without excuse to attend meetings, or acting in such a way as to injure the DDNA's reputation or hamper its work
- D. An officer may resign by giving a minimum of thirty days written notice.
- E. In the event of a vacancy, the unexpired term of an officer will be filled by appointment by the Chapter level Board of Directors

Article V – Officers

Section 1

- A. There shall be the following elected Chapter officers:
 - (1) President
 - (2) President Elect
 - (3) Vice President
 - (4) Secretary
 - (5) Treasurer
- B. These elected officers shall serve as members of the Board of Directors for the Chapter with the President being Chairman of the Board.

Section 2

- A. An elected officer's term of office shall be as stated in Article VI, Section 1A. Maximum tenure shall be six consecutive years in any given office.

- B. Qualified nominees for all Board positions shall be a RN or LPN/LVN and a National DDNA member in good standing as of the date of the nomination deadline.

Article VI – Elections

Section 1

- A. The term of office for the President-Elect shall be for two years, who shall succeed to the office of President at the end of the two year term and serve as President for two years. At the discretion of the Board, at the end of the President’s term, the President may attend Board meetings for a one year period as Past President in an advisory non-voting capacity.
- B. The terms of office for the Vice President, Secretary, and Treasurer shall be for three years. The Board may shorten or lengthen the terms of these offices for purposes of achieving staggered terms.

Section 2

- A. The annual election of Officers shall be by a confidential ballot. Manually executed paper ballots must be made available to members upon request. Only members who have paid annual dues a minimum of eight weeks prior to the election are eligible to vote.
- B. The Chapter Board of Directors may choose to make available access to biographical information regarding candidates for election and shall provide Chapter members with an official ballot at least four weeks prior to the election. The Chapter Secretary shall oversee the count of all approved ballots and present the results to the Chapter Board, the National DDNA Board, and the Chapter membership.
- C. The Chapter Board of Directors may choose to establish rules and procedures for campaigning for Chapter offices to take into account avoidance of negative comments or acts disparaging another candidate, potential candidate, the Chapter and its Board of Directors, or the DDNA and its Board of Directors.

Article VII - Duties of Officers

Section 1

The President shall:

- A. Represent the Chapter and preside at all meetings of the Chapter Board of Directors, as well as any special meetings that may be called by the Board of Directors.

- B. Appoint heads of all committees and make interim appointments as needed with majority approval of the Chapter Board of Directors.
- C. Make interim appointments as needed with the majority approval of the Chapter Board of Directors.
- D. Be a signatory to contracts binding the Chapter.
- E. Serve as ex-officio Member of all Chapter committees.

Section 2

- A. The President-Elect shall perform the duties of the President if absent, and other duties as assigned by the President.
- B. The Vice President shall perform the duties of the President-Elect, if absent, and other duties as assigned by the President.

Section 3

- A. The Secretary shall ensure that minutes are recorded of all proceedings of the Board of Directors, and special meetings as called by the Board of Directors. In addition, the Secretary shall perform duties as assigned.

Section 4

- A. The Treasurer shall perform the duties of the financial officer of the association, including, but not limited to: payment of expenses, preparation of financial reports, custodial care of the association checking account(s), and will report directly to the DDNA Board of Directors. In addition, the Treasurer shall perform duties as assigned.

Article VIII- Meetings

Section 1

- A. The Chapter Board of Directors shall notify Chapter members and the Chapter DDNA headquarters of any and all Chapter meetings reasonably in advance of such meetings.

Section 2

- A. The Board of Directors shall meet at least once annually.

Article IX – Finances

Section 1

- A. Fiscal Year: The fiscal year of the Developmental Disabilities Nurses Association shall be January 1 through December 31.
- B. Dues: Dues for the _____ Chapter of DDNA shall be established, billed, collected, and disbursed by the National Board of Directors of DDNA and the National DDNA office. Membership dues will be payable for a twelve (12) month period, which period will coincide with the Chapter member's National DDNA membership. Pro rata dues will be assessed for periods of less than one year and will be assessed in monthly increments, with one twelfth (1/12) of the annual dues rate per month or partial month of applicability. Members shall forfeit all membership rights by non- payment of dues.
- C. Signatures: Checks, drafts, notes, and other documents of a fiscal nature may be signed by the President, Treasurer, and/or other such persons as the Chapter Board of Directors may designate.

Article X- Amendments

Section 1

- A. The National DDNA Board of Directors shall, by a majority vote, have the authority to amend the Chapter bylaws for any reason, including, but not limited to, conformity with DDNA policy, consistency with applicable state and federal law, and compliance with Internal Revenue Service regulations.
- B. All changes shall be made available to the Chapter Board and membership via written or electronic communication.

Article XI – Offices

Section 1

- A. The principal office and mailing address of the _____ Chapter of the Developmental Disabilities Nurses Association shall be established by the Chapter Board of Directors at such places as the Board of Directors may from time to time determine or the business of the Association may require, and be immediately reported to the Chapter DDNA members and the National DDNA Headquarters.

Article XII - Conflict of Interest and Compensation Approval Policies

Section 1

Purpose of Conflict of Interest Policy

The purpose of this conflict of interest policy is to protect this tax-exempt Chapter's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Chapter or any "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations and which might result in a possible "excess benefit transaction" as defined in Section 4958(c)(1)(A) of the Internal Revenue Code and as amplified by Section 53.4958 of the IRS Regulations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2

Definitions

a. Interested Person. Any director, principal officer, member of a committee with governing board delegated powers, or any other person who is a "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations, who has a direct or indirect financial interest, as defined below, is an interested person.

b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Chapter has a transaction or arrangement;
2. A compensation arrangement with the Chapter or with any entity or individual with which the Chapter has a transaction or arrangement; or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Chapter is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3, paragraph B, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3

Conflict of Interest Avoidance Procedures

- a. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose to the Chapter and Chapter level Boards the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall withdraw from the governing board or committee meeting, which shall be held in abeyance while the determination of a conflict of interest is discussed and voted upon by the Chapter level Board of Directors, which shall decide if a conflict of interest exists.
- c. **Procedures for Addressing the Conflict of Interest.** An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall withdraw from the meeting during the discussion of, and the deliberation and vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson of the Chapter Board of Directors shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the Chapter Board of Directors shall determine whether the Chapter can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Chapter Board of Directors shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Chapter's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether the Chapter may enter into the transaction or arrangement.

- d. **Violations of the Conflicts of Interest Policy.** If the Chapter Board of Directors has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the National Board of Directors determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4

Records of Board and Board Committee Proceedings

The minutes of meetings of the Chapter and National Board of Directors and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the National Board of Directors' final decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5

Compensation Approval Policies

A voting member of the Chapter Board of Directors who receives compensation, directly or indirectly, from the Chapter for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any Chapter committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Chapter for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the Chapter Board of Directors or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Chapter, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

When approving compensation for directors, officers and employees, contractors, and any other compensation contract or arrangement, in addition to complying with the conflict of interest requirements and policies contained in the preceding and following sections of this article as well as the preceding paragraphs of this section of this article, the Board or a duly constituted compensation committee of the Board shall also comply with the following additional requirements and procedures:

- a. The terms of compensation shall be approved by the Board or compensation committee prior to the first payment of compensation;

- b. All members of the Board or compensation committee who approve compensation arrangements must not have a conflict of interest with respect to the compensation arrangement as specified in IRS Regulation Section 53.4958-6(c)(iii), which generally requires that each Board member or committee member approving a compensation arrangement between this organization and a "disqualified person" (as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations):
1. Is not the person who is the subject of the compensation arrangement, or a family member of such person;
 2. Is not in an employment relationship subject to the direction or control of the person who is the subject of the compensation arrangement;
 3. Does not receive compensation or other payments subject to approval by the person who is the subject of the compensation arrangement ;
 4. Has no material financial interest affected by the compensation arrangement; and
 5. Does not approve a transaction providing economic benefits to the person who is the subject of the compensation arrangement, who in turn has approved or will approve a transaction providing benefits to the Board or committee member.
- c. The Board or compensation committee shall obtain and rely upon appropriate data as to comparability prior to approving the terms of compensation. Appropriate data may include the following:
1. Compensation levels paid by similarly situated organizations, both taxable and tax-exempt, for functionally comparable positions. "Similarly situated" organizations are those of a similar size, purpose, and with similar resources;
 2. The availability of similar services in the geographic area of this organization;
 3. Current compensation surveys compiled by independent firms; and
 4. Actual written offers from similar institutions competing for the services of the person who is the subject of the compensation arrangement.

As allowed by IRS Regulation 4958-6, if this organization has average annual gross receipts (including contributions) for its three prior tax years of less than \$1 million, the board or compensation committee will have obtained and relied upon appropriate data as to comparability if it obtains and relies upon data on compensation paid by three comparable organizations in the same or similar communities for similar services

- d. The terms of compensation and the basis for approving them shall be recorded in written minutes of the meeting of the Board or compensation committee that approved the compensation. Such documentation shall include:
1. The terms of the compensation arrangement and the date it was approved;
 2. The members of the Board or compensation committee who were present during debate on the transaction, those who voted on it, and the votes cast by each board or committee member;
 3. The comparability data obtained and relied upon and how the data was obtained;
 4. If the Board or compensation committee determines that reasonable compensation for a specific position in this organization or for providing services under any other compensation arrangement with this organization is higher or lower than the range of comparability data obtained, the Board or committee shall record in the minutes of the meeting the basis for its determination;
 5. If the Board or committee makes adjustments to comparability data due to geographic area or other specific conditions, these adjustments and the reasons for them shall be recorded in the minutes of the board or committee meeting;
 6. Any actions taken with respect to determining if a Board or committee member had a conflict of interest with respect to the compensation arrangement, and if so, actions taken to make sure the member with the conflict of interest did not affect or participate in the approval of the transaction (for example, a notation in the records that after a finding of conflict of interest by a member, the member with the conflict of interest was asked to, and did, leave the meeting prior to a discussion of the compensation arrangement and a taking of the votes to approve the arrangement); and
 7. The minutes of Board or committee meetings at which compensation arrangements are approved must be prepared before the later of the date of the next Board or committee meeting or 60 days after the final actions of the Board or committee are taken with respect to the approval of the compensation arrangements. The minutes must be reviewed and approved by the Board and committee as reasonable, accurate, and complete within a reasonable period thereafter, normally prior to or at the next Board or committee meeting following final action on the arrangement by the Board or committee, and be copied to National DDNA headquarters.

Section 6

Annual Statements

Each director, principal officer, and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy;
- b. Has read and understands the policy;
- c. Has agreed to comply with the policy; and
- d. Understands the Chapter is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7

Periodic Reviews

To ensure the Chapter operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining; and
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Chapter's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

Section 8

Use of Outside Experts

When conducting the periodic reviews as provided for in Section 7, the Chapter may, but need not, choose to use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

DDNA Committees

DDNA's overall goal is to support the practicing DD nurse. The association utilizes several approaches in its effort to meet this goal. The use of specific committees is one tool used by the association. The purpose of the committees is to promote and expand involvement of DDNA members toward effectively achieving DDNA's goals to educate, advocate, and care for I/DD nurses. DDNA has developed committees to address specific aspects of the Association's responsibilities.

Standing committees include:

- **Membership**
 - Chairperson - DDNA Secretary
 - Scope - To promote DDNA and generate interest in membership
 - Goals:
 - To increase national DDNA membership
 - Welcome new members; demonstrate that DDNA values all its members
 - Develop membership strategies for Chapters
- **Certification**
 - Chairperson – DDNA President-Elect
 - Scope – To promote DD specialty certification
 - Goals:
 - Increase certification – CCDN and DDC
 - Increase employer knowledge about the value of certification
 - Assist in writing “practice” exam items
- **Education**
 - Chairperson – DDNA Treasurer
 - Scope – To help DDNA plan and provide quality education opportunities
 - Goals:
 - Primary role – plan annual DDNA conference
 - Conduct post-conference review of conference sessions evaluations; write “post-test” evaluation questions
 - Educate employers about the value of DDNA membership, certification, and conference attendance
- **Chapter**
 - Chairperson – DDNA Vice-President
 - Scope – To offer support to and serve as a resource to DDNA Chapters
 - Goals:
 - In with the Membership Committee, develop strategies to increase Chapter membership
 - Serve as a resource/support for new Chapters
 - Support chapter relationships with the national DDNA office
 - Assist with Chapter Leadership event at the annual conference

- **AdHoc or Specially-Convened**
 - Chairperson – DDNA President
 - Scope – To address specific DDNA issues as directed by the DDNA Board of Directors
 - Goals:
 - Evaluate the issue and review DDNA’s interest
 - Identify the strategies and action steps to address the issue and protect DDNA’s interests
 - Craft a position statement or paper which describes DDNA’s position on the issue when directed by the Board of Directors

Each chapter is strongly encouraged to identify at least one DDNA Committee on which a representative of your chapter is willing to serve or participate.

Service expectations include:

- Identify the committee on which your chapter plans to serve and notify DDNA;
- Provide the name & contact information for the chapter member who will serve;
- Chapter participant must be available to the committee by e-mail & phone on a regular basis;
- Chapter participant must be available to “meet” with committee by phone or internet-conferencing on an at least quarterly basis and attend the annual Committee face-to-face meeting at the DDNA Conference ;
- Chapter participant must be available to complete assigned tasks between “meetings”/conferencing and submit work when requested;
- Chapter participant must notify chapter President/Chairperson and the DDNA office if unable to meet the requirements outlined.

Compensation

- Committee involvement is strictly voluntary and without compensation
- It is suggested that conference attendance for the annual face-to-face meeting be covered by the sponsoring chapter or the individual
- If additional face-to-face meetings are deemed necessary by the DDNA Board of Directors, DDNA will cover the travel expenses

Certified Developmental Disabilities Nurse (CDDN) or Developmental Disabilities Certified (DDC) Certification Continuing Education

DDNA offers the unique opportunity for both RNs (CDDN) and LPNs (DDC) to become professionally certified as developmental disabilities nurses. Once certified, IDD specific continuing education units are required as part of continued eligibility to renew one's certification.

DDNA provides many continuing education resources which can be found on its website www.ddna.org /click on "Resources". Participation at DDNA conferences also provides valuable continuing education.

Continuing education units may also be obtained for educational presentations at chapter meetings or regional conference. Prior approval of these continuing education units by DDNA requires an application process.

Continuing Education Application Documents Download

All current information is available on the DDNA website – www.ddna.org ; click on CE/Education

To access, you will need to log in as a DDNA member. There is no application fee for DDNA Chapters.

RN/LPN/LVN Licensure Continuing Education Units *(current 6/2010)*

There have been changes in what must be done to obtain and maintain a national provider number for RN licensure continuing education. As DDNA was considering renewal of its provider status, it was learned that the American Nurse Credentialing Center (ANCC) has *significantly* changed the requirements for obtaining this status. In fact, the requirements have become as stringent as those for physicians' Continuing Medical Education (CME). The cost just for application submittal to ANNC is now up to \$4300. The effort to attain/maintain ANCC provider status also requires additional fees to submit ongoing required documentations, as well as considerable expertise, time, and effort to complete these lengthy applications, mandatory reports, and renewals. Under these circumstances, the DDNA Board has regretfully determined that, at this time, DDNA is not able to proceed with provider status renewal.

If a chapter is interested in offering RN licensure continuing education credits for a conference, they will need to contact their state for the required paperwork. The nurse educators at Upper Management, DDNA's management company, will assist Chapters that have questions about completing CE applications in their states for their Chapter conferences. ("Assist" means answering questions or providing clarification of requirements; it does not mean completing the application for the Chapter).

DDNA Website – Chapter Webpage

Information about DDNA Chapters

DDNA desires to increase communication between and among DDNA members, and to be an open and inviting association for all DD nurses who are looking for opportunities to meet and get to know other DD nurses, for example, at a Chapter meeting.

To access the Chapters map on the DDNA website, click on the “Chapters” links from the menu bar on DDNA home page, or go to: <http://php.ddna.org/chapters.php>

If there is no Chapter in your state and you are interested in starting one, or if there is a Chapter in your state, but it is not convenient to your location and you would like to form a Chapter closer to you, please call DDNA (1-800-877-6733) or send us an email (admin@ddna.org)

Getting the Word Out about Your Chapter

DDNA has made a webpage for all active Chapters on our website.

By placing your Chapter’s contact information and information about your activities prominently on the webpage, your information can now be found more easily by all nurses who might be interested in joining your Chapter.

Please review and update your Chapter’s webpage at least quarterly before the end of June, September, December, and March.

Your Chapter’s contact person can obtain access and instructions on editing the webpage from the DDNA webmaster (call 1-800-877-6733).

If your Chapter’s contact person changes, please contact DDNA so the new person’s ability to edit your Chapter’s webpage can be enabled.

If your Chapter has its own website, please contact DDNA so a link to your website can be provided on the DDNA website map.

Building Chapter Membership

Continuous recruitment of new DDNA members and the retention of current members is challenging for many reasons. Each DDNA member is encouraged to actively share information about DDNA and its benefits with nurses of all specialties as well as other allied health professionals who may join DDNA as associate members and student nurses who may join as student members.

When new persons attend Chapter meetings, take a few minutes to provide a brief overview of Intellectual and Developmental Disabilities (IDD) nursing. Give them the DDNA website URL (www.ddna.org) and offer a copy of the flyer “Have You Considered DD Nursing?” (http://www.rrti.org/uploads/DD_Nurses_Flyer.pdf)

Other activities to promote membership growth may include:

- Contacting the Community Nursing instructor at local/regional/state schools of nursing; offering DD nursing flyers and a free Chapter meeting pass card with essential information about your next meeting
- Sponsoring special events and inviting area healthcare providers, such as, ER nurses, EMTs, staff physicians, medical students, physical/occupational/communication therapists, psychiatrists, neurologists, community organization leaders, school teachers, nurses in community hospitals, pharmacy staff who serve IDD, etc.
- Arranging meetings in locations most convenient for your attendees and/or consider using internet technology, such as GoToMeeting
- Encouraging regular attendees to invite a friend to attend
- Recruiting a Chapter Membership Chairperson. If a member misses a meeting, have the Chairperson make an encouraging “we missed you” call or send an email and invite them to the next meeting
- Keeping a current Chapter membership list (DDNA sends each Chapter a quarterly membership update)

To make meetings well worth the time and travel and increase an employer’s willingness to allow employees to attend:

- Offer educational speakers and continuing education units (for more information, go to the “Education and CE” link on the DDNA website homepage); plan a series of certification review study sessions (different topic for each meeting)
- Plan a meeting around a food opportunity (examples: fondue party, finger food picnic, brunch potluck); everyone always enjoys eating!
- Allow time for networking during the meeting
- Offer valuable freebies, such as, information about new IDD resources, research updates, medication updates, legislative updates etc.

DDNA Chapter Frequently Asked Questions (FAQs)

QUESTION - What is the time frame for the network - chapter conversion?

ANSWER - The process for *conversion* to chapter status will take several weeks (*to months for final step*).

The steps include:

- 1) Network may contact DDNA to inform of the decision to convert to chapter status;
- 2) Network accesses and reviews Parts C and D of the DDNA Chapter Handbook (www.ddna.org ; click on “Chapters” link);
- 3) Network completes all forms in Part D of the Chapter Handbook and mails hard copy to DDNA;
- 4) DDNA reviews the packet and "approves" the *conversion* to chapter status;
- 5) DDNA issues final approval letter to “new” chapter;
- 8) Representative(s) from the “new” chapter attend the *Chapter Induction* at the next annual conference.

QUESTION - Once we formally become a chapter are we able to still use our recruiting material, such as our brochure and stationary, both of which have the logo we designed or must we at that point use only the national logo?

ANSWER - YES - A chapter may use its own material, with approval of DDNA's legal counsel. If a chapter decides to create new recruiting materials, it is permitted to include DDNA national's logo on these materials, in conjunction with the chapter's own name and logo. DDNA's legal counsel will review chapter material to assure no conflict with DDNA's mission or the national association's material, and to assure no violation with federal regulations regarding the association's *tax-exempt* status.

QUESTION - What happens to the money we have in our treasury at the time of the conversion, are we able to use it for what we want or does it get incorporated into the national budget?

ANSWER - The chapter's funds remain with the chapter.* The chapter's funds may be used as determined by the chapter - as long as the chapter's activities do not violate federal regulations regarding the association's *tax-exempt* status.

*If a chapter dissolves, the chapter leadership must take the following action within 30 days of dissolution: 1) close any account that holds chapter funds, 2) obtain a cashier's check for the total amount of chapter funds, and 3) forward the cashier's check to the national office immediately.

QUESTION - We have several network members that are already national members, would their membership date change or would you pro-rate their new dues to keep them in line with the rest of the group?

ANSWER - The national membership renewal date would remain the same. The most efficient approach would be to change the local chapter membership renewal date, to coincide with the national membership - this would create a *single* membership renewal date for each chapter/national member. The national office will work with the chapter to determine the best approach to take with chapter membership renewals.

QUESTION

Must all DDNA Chapter members be national DDNA members?

ANSWER

Yes. The DDNA Bylaws state, “All Chapter members must be National level DDNA members. Regular membership shall be open to registered nurses and licensed practical (vocational) nurses, upon payment of annual dues and upon approval at the Chapter level by DDNA.” (Article III, Section 1, A.)

QUESTION - Is it a requirement that a chapter's officers must be CDDNs ?

ANSWER - NO – This decision is left to the chapter. However, all chapter officers must be members of DDNA.

QUESTION – Is it a requirement that a chapter’s officers must be nurses?

ANSWER – Yes. Article III Section 1 A. and C. of the DDNA Chapter bylaws states that “Regular membership shall be open to Registered Nurses and Licensed Practical (Vocational) Nurses, upon payment of annual dues and upon approval at the Chapter level by DDNA....Membership entitles a member to hold office, serve as chairperson or member of any committee, participate in association meetings, and to have a single vote in the election of officers and other issues requiring organizational vote.

Further, Article III Section 2 A. and C. states that “associate memberships will be available to individuals with ongoing involvement in developmental disabilities nursing....Associate membership entitles the member to receive all benefits provided to a regular member except that an associate member may not hold office, serve as chairperson of any DDNA committee, or have a vote in the affairs of the Associations.”

QUESTION - As a chapter would we need to apply for tax exempt status - if so, how would we do this and do you know what it would cost approximately?

ANSWER - DDNA's tax exempt status is extended to all chapters. The chapter would not need to apply for this tax exempt status or for an extension of the status. The status is "automatically" extended to the group, as each chapter is an actual part of DDNA. There is no associated cost to the chapter. Documentation of tax-exempt status and the tax exempt number may be obtained by contacting the national DDNA office (admin@ddna.org).

QUESTION - Is the membership fee set?

ANSWER - The annual DDNA membership fee is \$100.00; \$80 for national membership dues and \$20 for chapter dues. On a quarterly basis, DDNA remits the \$20.00 directly to the respective chapter designated by the member. All Chapter members must be members of DDNA.

QUESTION - Is there somewhere on the DDNA website that gives more information about the differences between a chapter and a network?

ANSWER - There are two presentations on the website that illustrate the differences between the two structures:

1. "Network Meeting 2007" Presentation
2. "Minnesota Network Presentation" from the 2007 conference

These are available on the DDNA website (www.ddna.org) ; Click on *Resources*; scroll down to *Conference 2007*; select *Minnesota Network Presentation* and/or *Network Meeting 2007* presentations. Both of these PowerPoint presentations may be downloaded and used as needed.

QUESTION - If a DDNA Chapter should decide to disaffiliate and convert to Network status, what happens to the Chapter's funds?

ANSWER - All DDNA Chapters are non-profit 501(c)(3) entities under the umbrella of the national DDNA organization. As such, the DDNA tax-exempt number applies to all chapters. If a DDNA Chapter decides to change to or revert back to Network status, the Chapter retains all of the funds it began with and declared in its original financial disclosure. Any monies in excess of funds originally declared when the Chapter was formed shall be remitted to DDNA funds.