

ASSOCIATION OF LEGAL NURSE CONSULTANTS CHAPTER RULES & REGULATIONS

Chapters of the American Association of Legal Nurse Consultants (AALNC) are authorized by and accountable to the AALNC Board of Directors. Chapters must be organized and operated in accordance with the purposes of AALNC, and must comply with the AALNC Chapter Bylaws, the AALNC Chapter Rules & Regulations, and federal guidelines for tax-exempt organizations. Failure to comply will result in revocation of the chapter's charter.

I. **Application for charter as an AALNC Chapter**

- A. The following items must be submitted to the AALNC office:
 - 1. Chapter Intention Form
 - 2. Completed Charter Application Form including the chapter's current mailing address, EIN, and bank account location
 - 3. Complete chapter membership list and a list of chapter officers (including national membership numbers for each). A minimum of eight (8) AALNC members is required to organize and maintain a viable chapter.
 - 4. Copy of generic AALNC Chapter Bylaws, modified to reflect the chapter name, location, and configuration of chapter board of directors and nominating committee, as approved by the chapter membership.
 - 5. The chapter charter fee of \$55 must be paid by a check made payable to American Association of Legal Nurse Consultants and drawn on the chapter's bank account.

II. **Organization of Chapters**

- A. Bylaws
 - 1. AALNC chapters must adopt a version of the generic AALNC Chapter Bylaws. At any time, amendments and additions to the chapter bylaws must be approved by the National AALNC Board of Directors before they are sent to the chapter membership for approval.
 - 2. All active and associate chapter members must be members of the national association (AALNC). National membership for those in the sustaining category is optional.
 - 3. Each chapter must have a board of directors of no fewer than four members. Each chapter chooses the number and titles of its board members, based on its needs and resources, and amends the generic chapter bylaws accordingly. One of the board members must be designated the president of the chapter. Other officers may be the president-elect, secretary or treasurer or secretary/treasurer, or immediate past-president. In addition to the officers, the board must include one or more directors-at-large.

4. Each chapter determines the size and composition of its nominating committee and amends the generic chapter bylaws accordingly. The membership of the nominating committee should include elected representatives and may also include at-large members or board members appointed by the board of directors.
- B. Chapter Name
- AALNC chapters must choose chapter names that reflect the geographic location of the chapter (i.e., Phoenix Chapter, Atlanta Chapter). The name of the chapter will be approved by AALNC during the Chapter Charter approval process.
- C. Chapter Operations
1. Chapters are expected to manage day-to-day operations with minimal support from the AALNC office or board of directors. Chapter leaders are encouraged to consult with the AALNC staff, officers, and directors, however, for advice on organizational challenges.
 2. Chapters must submit annual financial and activity reports to the national office no later than January 31. Annual activity reports must conform to the format established by AALNC and include changes in officers, program dates and sites, and other such data required in the annual report form. Reports must be clear and legible, preferably typewritten.
 3. Chapters must inform headquarters immediately of any changes in the chapter's address, officers' names or addresses, or other contact information.
 4. The national and chapter mailing lists are the property of AALNC. Third parties wishing to purchase the mailing list should contact the AALNC office for information on list availability.
 5. The chapter must indicate on all correspondence, brochures, and other printed materials that it is a chapter of AALNC and not the national organization itself.
 6. Chapters may use the AALNC logo in association with the chapter name. Individual members may not use the AALNC logo for their personal use.
 7. Chapters must receive the approval of the national association before affiliating with, or establishing liaisons with, any other organization, is in co-sponsorship of educational programs.
 8. If a chapter chooses not to offer sustaining memberships, it can otherwise seek support from organizations such as law firms through the solicitation of sponsorship, advertisements, and exhibits.
 9. Chapters may issue membership cards upon initial membership and when chapter membership is renewed.

10. Chapters shall hold meetings on a periodic basis for the purpose of transacting business and presenting educational programs.
11. Chapters shall not participate in, or contribute to, any political campaign on behalf of or in opposition to any candidate for public office. Chapters may inform their membership about developments in healthcare policy and legislation.

III. **Financial Regulations**

A. **Records and Reporting**

1. Annual financial reports must be submitted to AALNC within thirty (30) days following the end of each fiscal year (i.e., by January 31 for the January 1—December 31 fiscal year), using the required format.
2. The chapter president or president-elect and the chapter treasurer are the only chapter members who may be authorized to sign checks.
3. An audit committee shall be established for the purpose of auditing financial records every two or three years. The audit committee shall be comprised of at least three chapter members or non-members, excluding chapter officers and those involved with chapter finances. A copy of the completed audit committee report must be sent to AALNC upon request.
4. Financial records must be kept for a minimum of seven years.
5. Chapters must obtain written approval from AALNC before entering into any contract or financial obligation beyond one-year.
6. Chapters that acquire office space must carry liability and personal injury insurance of \$500,000, naming AALNC as beneficiary.

B. **Tax ID Number/Tax Filing**

1. AALNC (including its chapters) is incorporated in the state of Arizona as a non-profit organization under Section 501(c) 6 of the Internal Revenue Code. The AALNC federal identification number is 36-2857977. Each chapter will apply for its own federal identification number.
2. AALNC recommends that each chapter contact the Secretary of State or an attorney with experience in the incorporation of non-profit organizations in their state for advice on specific state regulatory and tax requirements.
3. Chapters shall make separate applications for state income tax exemptions and shall file tax returns or information with state taxing agencies as determined by their respective state statutes.
4. AALNC will make all necessary federal income tax filings on behalf of the chapters. Chapters should forward any requests for filings from any federal agency to the national office.

5. Chapters may apply to their local post offices for a bulk mail permit.

C. Chapter Revenue

1. Chapters may charge member and non-member fees, or ask for contributions, for attending educational meetings.
2. Chapters may sell space for educational exhibits at their events. The exhibitors' giveaways should be reviewed to ensure that they do not represent a conflict of interest.
3. All income generated by chapters should be related to the chapter's mission and goals. Business income unrelated to the chapter's non-profit mission is subject to federal income tax.
4. Chapters may accept donations to offset the costs of publishing chapter-related materials such as newsletters and brochures.

D. Utilization of Funds

All chapter funds must be used to further the mission and purposes of AALNC and the chapter, as detailed in the bylaws.

E. Funding Guidelines

1. Chapters may solicit financial support for activities related to legal nursing education. Financial support includes money solicited from private individuals, private foundations, companies, and corporations, and excludes state and federal funding.
2. Financial support may be solicited for speaker honoraria, coffee breaks, meals, door prizes, publications, program supplies, scholarships, program and chapter publicity, and educational materials (A/V and printed).

IV. Educational Guidelines

The intended audience for all educational programs offered by chapters should be nurses, attorneys, insurance companies and others in the medical/legal community.

V. Annual Renewal of Chapter Charters

A. Chapter charters will be renewed annually. AALNC will send chapter charter renewal notices to each chapter at least one month prior to the annual renewal date. A chapter's charter will be renewed only if the chapter completes the renewal process and is in compliance with the Rules & Regulations for AALNC Chapters and the AALNC Chapter Bylaws. Following is a list of the types of items that will be required for renewal:

1. Charter renewal form and annual renewal fee
2. Copy of chapter bylaws if they have been revised within the past year
3. List of officers (including names, addresses, telephone numbers, and AALNC membership numbers)

4. List of members with their AALNC membership numbers
 5. Annual chapter financial report
 6. Annual report of the chapter's educational activities in support of AALNC's purpose and goals.
- B. AALNC will declare invalid and disband any chapter that fails to complete the annual renew process.
1. A late reminder will be sent to the respective chapter president of any chapter that fails comply with the renewal process within a period of thirty (30) days of the annual renewal deadline.
 2. A follow-up call will serve as a final reminder to the respective chapter president of any chapter that fails to comply with the renewal process within a period of sixty (60) days of the annual renewal deadline.
 3. Any chapter that fails to comply with the renewal process within a period of ninety (90) days of the annual renewal deadline will be declared invalid and automatically disbanded.
 4. If a chapter is disbanded, AALNC will notify the chapter by certified letter and the chapter must send all meeting minutes, financial records, and remaining treasury funds to the national office.