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Revised September 2016
Why does NGNA exist? It is so important to know the why and for whom. It is so important for us to have an “undying belief in a purpose or cause bigger than ourselves’ (Sinek, 2009).

NGNA’s Mission is to equip the workforce with the necessary skills and knowledge to care for our older adults. We care for the nurses who care for the older adults. Additionally, having a Chapter in every State allows NGNA members to engage the community through Aging Services, Schools of Nursing, Technical Schools, Long Term Care, acute care, CCRCs, Assisted Living Centers, Retirement Centers, Community Senior Centers, businesses, and others.

The process of engaging each of your communities allows you to spread the mission of NGNA beyond our annual GeroFocus: NGNA Conference on Gerontology. Bringing education, skills, evidence-based practice, mentorship, and the message that NGNA is the only inclusive nursing organization for gerontological nursing in the country, is a powerful message and commitment to your organization.

Chapters are a vital link between members within the chapter, as well as between the chapter and the National Office. Your collaborative efforts are vitally important to every nurse, caregiver, older adult, educational and healthcare facility within your reach.

The Chapter President’s Forum members are available as mentors to ALL Chapter Presidents and their members.

If you have any questions, please do not hesitate to contact either one of us.

Sincerely,

Joanne Alderman
President, NGNA
Jalderman.president@ngna.org

Kim Novak
Chair, President’s Forum
knovak@friendship.us

OVERVIEW

Founded in 1983, the National Gerontological Nursing Association (NGNA) is the voice for registered professional nurses, licensed practical/vocational nurses, nursing assistants, and all those who care for and about older adults in diverse settings.

Benefits of membership:

- Subscription to *Geriatric Nursing*, a bimonthly journal
- The association online newsletter, *NGNA Insider*
- Conference registration discounts
- Discounts to co-sponsored seminars and three American Nurses Credentialing Center gerontological nursing certification exams
- Access to Research and Education
- Resource for networking with professionals in similar roles and with similar interests

The goals of NGNA are to:

- Provide a forum in which gerontological nursing issues are identified and explored;
- Promote the specialty of gerontological nursing;
- Conduct educational programs;
- Promote research in gerontological nursing;
- Support the professional development of nurses whose practice includes older adults;
- Engage in programs designed to demonstrate innovative techniques and approaches in gerontological health care to better meet the needs of America’s aging population;
- Advocate for legislation which enhances the care of older adults and the role of gerontological nursing in the care of older adults;
- Provide grants or gifts to others to conduct activities which further the goals and purposes of NGNA;
- Disseminate information related to gerontological nursing.

PURPOSE OF NGNA CHAPTERS

Chapters are an important way to collaborate at the local level; it is in chapters where enthusiasm and interest in gerontological nursing come alive. NGNA chapters serve as a vital link between people within the chapter, as well as between the chapter and the National Office. Involvement in a local chapter is a very exciting way to collaborate and pool the talents and expertise of fellow nursing professionals.

Benefits of chapter membership:
- Professional growth within the specialty
- Ability to network with people of similar interests
- Potential for leadership at the local level
- Communication network at a local level
- Participation in educational programs at a local level
- Partnership with the National Office and all NGNA chapters

Revised September 2016
REQUIREMENTS FOR ESTABLISHING NGNA CHAPTERS

• A minimum of 5 individuals involved with gerontological nursing are needed to start a chapter. All members must be NGNA members.

• Chapters must be financially independent. Each chapter is a separate entity, both legally and financially. All expenses and liabilities of a local chapter are the sole responsibility of that Chapter, and the NGNA shall have no liability with respect to any such obligation. Financial independence can be accomplished by charging local chapter membership dues, obtaining sponsors from local healthcare facilities, schools of nursing, and pharmaceutical companies, and charging minimal meeting fees.

• If chosen, Articles of Association (page 17) shall be executed by at least two persons. If a Chapter elects to incorporate, Articles of Incorporation (page 19) must be approved by the appropriate state official. It is the obligation of each local Chapter to comply with all state laws. These requirements may vary from state to state.

• Chapters will develop local bylaws (page 20). Chapters have autonomy with respect to their mission, goals, objectives, and activities as long as there is no conflict with the national organization’s mission, goals, objectives, and activities.

GETTING STARTED

☐ The NGNA National Office will provide a list of NGNA members in a specific geographic area.

☐ Plan a strategic method of recruitment: this can either be a mailed questionnaire or personal contact. Explain the purpose and benefits of forming a chapter. Contact local agencies in the area, in addition to local hospitals and home care services.

☐ Once interest is established, schedule an organizational meeting with adequate advance notice in a centrally located site for interested people. Some sites may include hospital meeting rooms, restaurants, or local clubs.

☐ Draft and mail invitations or flyers to interested people and various institutions. Utilize Social Media.

☐ Appoint a program committee to help organize a brief educational session. A guest speaker can be a helpful drawing card.

☐ Set the initial meeting agenda, such as:
  1. Call to order
  2. Welcome & Introductions
  3. Educational presentation
  4. Plans for chapter development
  5. Questions and answers
  6. Elect or ask for volunteers for officers
  7. Plan next meeting/future education
  8. Adjourn for refreshments/networking

☐ Download a supply of NGNA membership applications from the website (http://www.ngna.org/about/ngna-membership.html) to distribute at the meeting.

☐ Develop a plan for financial independence.
☐ File Articles of Association or Incorporation with the appropriate state official.

☐ Develop chapter bylaws.

☐ Complete the Chapter Application Form (page 14) and return it, with attachments, to the National Office.

☐ Chapter address. If at all possible, chapters should have published, permanent chapter address and phone number to:
  1. Ensure that communications will be received and responded to in a timely manner
  2. Ease administrative functions such as establishing legal and tax-exempt status
  3. Foster a sense of identity and permanence
  4. Decrease paperwork and confusion for the Internal Revenue Service; each time the contact person and address changes, Form 8822 must be filed with the IRS

CHAPTER OFFICERS

In order to get the chapter up and running, it is beneficial to create committees to divide the workload. The number of people on each committee will be determined by the objectives and the size of the chapter. Terms of office shall be staggered so that all officers and committee members do not begin and end their terms at the same time (officers shall serve a minimum of one year). The following are suggestions for officers/committees and their responsibilities:

Nominating Committee
  Compile nominations for a slate of Officers and Board members
  Regulate/officiate nominations

President
  Serve as the official representative of the chapter
  Preside at all official meetings of the chapter
  Serve as the link to the National Office by attending bi-monthly Chapter President’s Forum calls.

Vice President
  Assist President in performance of duties when requested
  Substitute for the president when required, including chairing meetings in the absence of the president

Secretary
  Record and circulate to all members the minutes of all meetings
  Send notice of all meetings to all members
  Conduct official correspondence
  Maintain correspondence for NGNA

Treasurer
  Be in charge of all funds of the chapter
  Deposit all monies in the name of and to the credit of the
Render a statement of financial condition of the chapter at all meetings. Provide the Annual Fiscal Report to the National Organization.

**Program Planning**
Develop and promote educational sessions.
Design and send flyers/announcements of all planned sessions.
Obtain and distribute handouts and evaluations for each program.
Obtain contact hour approval for each program (see Obtaining Contact Hours).

**Marketing**
Advertise the chapter by creating a newsletter, using bulletin boards, media, newspapers, and SIGN.
Welcome and promote membership into the group (see Membership Development).
Utilize Social Media (Facebook, Twitter, LinkedIn) for publicity of meetings.

**Fund Raising**
Organize all activities related to fund raising. Some ideas for raising funds include:
- half or full day seminars
- raffles
- membership fees
- corporate sponsorship

**THE APPLICATION PROCESS**

Complete the application form (page 12) and return it with the following information to the Chapter Services Specialist, NGNA National Office, 446 East High Street, Suite 10, Lexington, KY 40507.

- Roster of current officers (with the terms of office) and a membership list
- Chapter bylaws
- Copy of Form SS-4, “Application for Employer Identification Number (EIN).” (Upon receipt of the EIN, send this number to the NGNA).
- Articles of Association or Articles of Incorporation
- Chapter Exemption Questionnaire
- $50 annual Chapter fee

When the application arrives at the NGNA office, it will be checked for completeness. It will be verified that chapter officers are also members of NGNA. Copies are then sent to the NGNA Chapter President’s Forum, which must make recommendations to the Executive Board for charter approval. Each Chapter must not control, be controlled by, nor be accountable to any organization other than the NGNA. Upon approval, the chairperson of the chapter will receive a written response, and a plaque will be given at the next conference. Recognition will also be given in the *NGNA Insider*, NGNA’s online newsletter.

Revised September 2016
TAX EXEMPT STATUS

NGNA has acquired a group exemption from the IRS to provide tax exemption for NGNA Chapters. New chapters must supply a copy of their IRS EIN letter to obtain this group exemption. Upon inclusion, each chapter will be considered tax exempt by the IRS. To obtain the definition of “tax exempt” please visit https://www.irs.gov/pub/irs-pdf/p557.pdf. This exemption will apply for federal income tax purposes. It is the responsibility of each chapter to determine its status for state and local law purposes. Each chapter must comply with all regulations pertaining to the formation and operation of a tax exempt group which include filing an annual tax report. The chapter shall not engage in any activities or exercise any powers that are not in furtherance of the tax-exempt purpose of the chapter. https://www.irs.gov/charities-non-profits/annual-reporting-and-filing.

ANNUAL REPORTS and CHAPTER RENEWAL

The Chapter Annual Report and Financial Report forms are due to the NGNA National Office in early April of each year. Chapter leaders will be notified of the exact deadline. For most chapters, it will be most effective for the person who served as President during the year to complete the forms. The following must be submitted to the NGNA office:

- Annual Report and Annual Financial Report
- Bylaws, if changed since last submission (please highlight any changes)
- List of current officers and members with email addresses and telephone numbers
- Statement of chapter address change, if applicable
- Copies of federal, state, and local tax filings
- $50 Chapter renewal fee

A chapter’s charter will be declared invalid and the chapter will be automatically disbanded if the chapter fails to comply with its bylaws, the written policies of the NGNA, or properly submit for renewal of its Chapter Charter.

MARKETING

Add to a chapter’s mailing list by collecting names from peer organizations. During the first year, it pays to send mailings to a large list to inform potential members about the new chapter.

Take advantage of the meeting or calendar of events in the local newspaper to publicize meetings. Utilize Social Media. If the chapter covers a large geographic area, send announcements to newspapers in all the areas in which members may reside or work. Use available bulletin board space in area facilities to post informational flyers. Newsletter such as SIGN can also be used as an advertising medium. Announcements of upcoming meetings should also be sent to the NGNA National Office and can be posted on website.

Develop a chapter newsletter to announce member promotions, moves and share helpful tips. Positions and/or business card advertising (either free or reduced rate for members) can be used to support the newsletter and even generate additional
revenue for the chapter treasury. Some typesetters and printers will produce the newsletter either free or at a reduced charge if they receive a credit line in the publication. Ask other chapters in the region to send meeting announcements too.

Find someone with some public relations knowledge in the chapter membership to serve as marketing chair and write the newsletter and report on news releases at no charge. The Marketing Committee should write and place stories about chapter activities in local newspapers and other media outlets in the area.

Each Chapter should develop a webpage on NGNA to promote activities. The National Office web-master can assist in developing.

**MEMBERSHIP DEVELOPMENT (All members must be NGNA members)**

Publicity efforts should create interest in membership. Introduce the membership chair at each meeting to address the benefits of membership. Make membership benefits obvious by **charging non-members slightly more to attend meetings**. Use different colored nametags to identify non-members, and encourage members to greet non-members and make them comfortable.

Acknowledge new members (and the members who recruited them) in the chapter newsletter. Consider giving an annual award to the member who recruits the most new members. Ask members to encourage others in their organization to become NGNA members.

Use labels and/or email addresses obtained from NGNA office to reach national members in the geographic area that the chapter encompasses.

New member listing will be sent monthly to Chapter Presidents so that you can send a welcome and invitation to join Chapter.

Never forget the fact that your relationship with a new member starts the day the application is processed. Be prompt, be accessible, and know what new members want. Reach out to local schools of nursing to promote Gerontological nursing (standard PowerPoint available on membership webpage) and promote membership at student rate.

**SERVICE/ADVOCACY**

On a yearly basis, each Chapter will facilitate ONE community program. Building relationships and partnering with our communities and community organizations will spotlight NGNA members as the experts in caring for older adults. Examples of activities:

- Alzheimer’s Association
- Area Offices on Aging
- Home Health Agencies
- Long Term Care Facilities and Associations
- Palliative Care and Hospice
- Acute Care

Other locally Gerontological focused organizations, i.e. GAPNA, GSA

Revised September 2016
MISCELLANEOUS INFORMATION

Committees. NGNA has various national committees for your membership to become involved in like the Advancing Excellence in America’s Nursing Homes, Convention Planning, EBP/Research, Advance Practice, Membership and Nominating. More information: [http://www.ngna.org/committees/general-information.html](http://www.ngna.org/committees/general-information.html)

Avoid burnout! As quickly as possible, recruit members to assist committee chairpersons. Otherwise, a small group of people will end up doing all the work and will quickly burn out. Say thanks to officers and committee members often and sincerely. Consider generating sufficient funds from chapter activities to partially or fully fund a chapter member’s attendance at the national convention or other leadership training programs.

Surveys. As soon as possible after start-up, survey the entire mailing list to solicit opinions on meeting topics and program locations (provide a variety of choices). The survey can also be used to recruit committee volunteers and provide membership information. These data will provide solid direction for chapter activities and will encourage non-members to join the chapter.

DISSOLUTION 😓

Unfortunately, things change and your chapter may fold. Upon the dissolution of the Association, its remaining assets, after payment, or provision for payment, of all debts and liabilities of the Association, shall be distributed to the National Gerontological Nursing Association, provided its tax-exempt status under Code Section 501 (c) (3), or any successor provision, has not been revoked. In this event, such assets shall be distributed to one or more entities which are recognized by the IRS as organized and operated exclusively for an exempt purpose within the meaning of Code Section 501 (c) (3), or any successor provision.
CHECKLIST FOR CHAPTER FORMATION

☐ Keep the number of the NGNA National Office handy: (800) 723-0560

☐ Hold a meeting of all people interested in forming a NGNA chapter.

☐ Compile a membership list of at least five NGNA members to charter the chapter.

☐ Volunteer officers and committee chairpersons selected.

☐ Obtain an Employer Identification Number and develop a plan for financial independence.

☐ Establish chapter bylaws.

☐ File Articles of Association/Incorporation

☐ Create a mission statement, goals, and objectives for the chapter.

☐ Submit application package, this checklist, and $50-chapter fee to the address below.

National Gerontological Nursing Association
Attn: Chapter Services Specialist
446 East High Street, Suite 10
Lexington, KY 40507

(859) 977-7453
Toll-free (800) 723-0560
FAX (859) 271-0607
info@ngna.org
www.ngna.org

Revised September 2016
National Gerontological Nursing Association (NGNA)  
Chapter Application Form

NAME OF CHAPTER ____________________________________________________________

CONTACT PERSON ____________________________________________________________

ADDRESS ________________________________________________________________

TELEPHONE ________________________________________________________________

FAX ________________________________________________________________

E-MAIL ________________________________________________________________

DATE CHAPTER FORMED ____________________________________________________

Attach the following information (check off that each item is attached):

☐ Current officers list and terms of office
☐ Chapter membership list
☐ Chapter bylaws
☐ Copy of Form SS-4, “Application for Employer Identification Number.” (Upon initial receipt, send taxpayer identification number to the NGNA).
☐ Articles of Association or Articles of Incorporation
☐ Chapter Exemption Questionnaire
☐ $50 initial application fee
☐ Narrative description of:
  ○ How the chapter will be supported (dues, corporate support, etc.)
  ○ Financial plans for the coming year

National Gerontological Nursing Association  
Attn: Chapter Services Specialist  
446 East High Street, Suite 10  
Lexington, KY 40507  
(859) 977-7453  
Toll-free (800) 723-0560  
FAX: (859) 271-0607  
info@ngna.org  
www.ngna.org

Revised September 2016
National Gerontological Nursing Association (NGNA) 
Chapter Exemption Questionnaire

A. Has the Chapter previously applied to the IRS for recognition of exemption as a tax-exempt organization?

[ ] NO
[ ] YES

B. Has the Chapter previously filed Federal Income Tax returns or exempt organization information returns?

[ ] NO
[ ] YES

C. List the Chapter’s current or anticipated sources of support (e.g., membership fees or fundraising activities). List in descending order of size with the largest source of funds first.

D. Describe the Chapter’s past or proposed fundraising program.

E. Will any officer or other member of the Chapter’s governing body, or any relative thereof, receive compensation? If yes, state the annual compensation per person.

[ ] NO
[ ] YES

F. Will Chapter members receive any benefits in exchange for their dues payment? If yes, please explain.

[ ] NO
[ ] YES

G. Does or will the Chapter attempt to influence legislation? If yes, please explain.

[ ] NO
[ ] YES

H. Does or will the Chapter intervene in any way in political campaigns, including publication or distribution of statements? If yes, please explain.

[ ] NO
[ ] YES
Note: You may use this form or create a report that includes the following information. Feel free to include any additional information and comments.

NGNA Chapter Name: ____________________________________________________________

Chapter Address: _____________________________________________________________

City/State/Zip: ________________________________________________________________

Contact Person: ______________________________________________________________

Report Dates from: January 1, 20__ to December 31, 20__

Officers & Dates of Terms:

Meetings and Programs: Please provide the title and a brief description of each program

Number of Board Meetings ______
Number of Membership Meetings ______

Service/Advocacy event date and title ____________________________________________
Chapter Annual Report (continued)

Goals and accomplishments:

Future directions and activities planned:

Membership totals: (please attach a current membership list with annual report) Number of chapter members this year: _____
Current total chapter membership: _______________

☐ Remember to include $50.00 Renewal Fee

Mail Annual Reports and Current Membership List, to:

National Gerontological Nursing Association Attn: Chapter Services Specialist
446 East High Street, Suite 10
Lexington, KY 40507
(859) 977-7453
Toll-free (800) 723-0560
FAX (859) 271-0607
info@ngna.org
www.ngna.org
NGNA Chapter Annual Financial Report  
(Due April 1)

Chapter Name ____________________________________________

For Year Ending December 31, 20__

Employer Identification Number ____________________________

**TAX RETURNS: (Check/complete if applicable)**

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<thead>
<tr>
<th>IRS Form 990 not required</th>
<th>State Tax Return not required</th>
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<tbody>
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<table>
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<th>IRS Form 990 last filed</th>
<th>State Tax Return last filed</th>
</tr>
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<tbody>
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<td>_________________________</td>
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</tbody>
</table>

**PLEASE INCLUDE ALL COPIES OF FEDERAL, STATE, AND LOCAL TAX FILINGS**

**BANK ACCOUNTS:**

<table>
<thead>
<tr>
<th>Checking Accounts Balance</th>
<th>Savings Account Balance</th>
<th>Other Investments</th>
<th>TOTAL ASSETS</th>
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<tr>
<td>_________________________</td>
<td>_________________________</td>
<td>__________________</td>
<td>__________________</td>
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</tbody>
</table>

**BALANCE SHEET**

**ASSETS**

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<thead>
<tr>
<th>Membership fees</th>
<th>Gifts, grants, contributions, receivable</th>
<th>Gross investment income</th>
<th>Sales, admissions, services Other (please list)</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
<td>________________________</td>
<td>________________________</td>
<td>____________________________________________</td>
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<table>
<thead>
<tr>
<th>TOTAL ASSETS</th>
</tr>
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<tbody>
<tr>
<td>__________________</td>
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</table>

**LIABILITIES**

<table>
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<tr>
<th>Expenses</th>
<th>Refunds</th>
<th>Gifts, grants, contributions, payable</th>
<th>Capital loss</th>
<th>Other (please list)</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________</td>
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<table>
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<tr>
<th>TOTAL LIABILITIES</th>
</tr>
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<td>__________________</td>
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</table>

**NET INCOME**

__________________________

Submitted By ____________________________ Date ____________

Revised September 2016
SAMPLE

These Articles of Association are executed by the undersigned for the purpose of forming a local chapter of The National Gerontological Nursing Association.

1. **Name.** The name of the Association is:

2. **Address.** The address of the Association is:

3. **Purpose and Organization.** The Association is organized exclusively for educational, charitable and scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 (the “Code”), or any successor provision. The purpose and aims of this Association shall be congruent with those of the National Gerontological Nursing Association. Notwithstanding any other provision of these Articles, the Association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of the Association. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association 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.

4. **Membership and Administration.** All aspects of membership in, and administration of, the Association shall be governed by the By-laws of the Association, attached hereto and made a part hereof.

5. **Guidelines.** The attached National Gerontological Association Nursing Association Local Chapter Guidelines are hereby accepted by the Association.

6. **Property of Association.** The property of the Association is irrevocably dedicated to the purposes set forth in paragraph 3 hereof, and no part of the net income or assets of this Association shall ever inure to the benefit of any director, officer or member thereof, or to the benefit of any private person, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in paragraph 3 hereof.

7. **Dissolution.** Upon the dissolution of the Association, its remaining assets, after payment, or provision for payment, of all debts and liabilities of the Association, shall be distributed to the National Gerontological Nursing Association, provided its tax-exempt status under Code Section 501 (c) (3), or any successor provision, has not been revoked. In this event, such assets shall be distributed to one or more entities which are recognized by the IRS as organized and operated exclusively for an exempt purpose within the meaning of Code Section 501 (c) (3), or any successor provision.
Executed this __ day of ________, 20 __, by the undersigned:

________________________  ______________________
________________________  ______________________
________________________  ______________________

12/04 BJB
If you elect to incorporate, you must include the following language in the Articles of Incorporation of the Chapter.

**Purpose and Organization.** The corporation is organized exclusively for educational, charitable and scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 (the “Code”), or any successor provision. The purpose and aims of this Corporation shall be congruent with those of the National Gerontological Nursing Corporation. Notwithstanding any other provision of these Articles, this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Corporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this Corporation 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.

**Guidelines.** The attached National Gerontological Nursing Association Local Chapter Guidelines are hereby accepted by the Corporation.

**Property of Corporation.** The property of the Corporation is irrevocably dedicated to the purposes set forth in paragraph hereof, and no part of the net income or assets of this Corporation shall ever inure to the benefit of any director, officer or member thereof, or to the benefit of any private person, except that this Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in paragraph hereof.

**Dissolution.** Upon the dissolution of this Corporation, its remaining assets, after payment, or provision for payment, of all debts and liabilities of the Corporation, shall be distributed to the National Gerontological Nursing Association, provided its tax-exempt status under Code Section 501 (c) (3), or any successor provision, has not been revoked. In this event, such assets shall be distributed to one or more entities which are recognized by the IRS as organized and operated exclusively for an exempt purpose within the meaning of Code Section 501 (c) (3), or any successor provision.
Chapter Bylaws [Sample]

ARTICLE I: NAME

The name of the association is the Central Jersey Chapter of the National Gerontological Association, hereinafter referred to as CJC-NGNA.

ARTICLE II: PURPOSE

CJC-NGNA is a non-profit organization formed to promote quality care for the older adult by enhancing the professionalism of the gerontological healthcare worker through collaboration and education.

ARTICLE III: GOALS

A. Provide a forum in which gerontological issues are identified and explored;

B. Conduct educational programs;

C. Disseminate information and research results related to gerontological issues;

D. Advocate for legislative activities which enhance the quality of care of the older adult;

E. Utilize grants, donations, and gifts to conduct activities which further the goals and purposes of CJC-NGNA;

F. Support the professional development of the gerontological healthcare worker.

ARTICLE IV: ELIGIBILITY AND CATEGORIES OF MEMBERSHIP

A. An active member is currently a licensed nurse and a member of NGNA who is interested in fostering the development and improvement of care for older adults. An active member may vote, hold office, and serve on committees.

B. An associate member is an individual interested in participating in the local chapter who is not a member of NGNA. An associate member is not entitled to hold office or vote, but may serve on committees.

C. An associate group/corporate member is any group interested in assisting CJC-NGNA to achieve its stated purposes.

ARTICLE V: DUES

A. Annual Membership Dues of the CJC-NGNA shall be determined yearly by a majority vote of the Active Membership.

B. Annual membership dues will be prorated on a quarterly basis for individuals joining CJC-NGNA throughout the year.

Revised September 2016
ARTICLE VI: MEMBERSHIP MEETINGS

A. Membership meetings shall be held at least quarterly at locations determined by the membership.
B. Members shall be notified of the meetings at least 30 days in advance.
C. A simple majority vote shall be sufficient to authorize action.

ARTICLE VII: OFFICERS AND DUTIES

A. The officers of CJC-NGNA are President, Vice President, Secretary, and Treasurer.
B. The officers comprise the Executive Board.
C. The Executive Board will meet at least twice annually.
D. A simple majority of the Executive Board members present shall be sufficient to authorize action.

E. President
   1. Is the Chief Executive Officer of CJC-NGNA.
   2. Shall preside at all meetings of CJC-NGNA.

F. Vice President
   1. Performs the duties of the President in the absence or inability of the President. Such duties performed on behalf of the CJC-NGNA shall have the same force and effect as if executed by the President.
   2. Performs other duties as delegated by the President or the Executive Board.

G. Secretary
   1. Records minutes of the membership and Executive Board meetings.
   2. Is custodian of all books, correspondence, and papers relating to CJC-NGNA business, except those of the Treasurer.
   3. Maintains the Membership Roster and sends notices of meetings to the members.
   4. Performs such other duties as may be delegated by the President or the Executive Board.

H. Treasurer
   1. Manages the financial affairs of the CJC-NGNA; these activities include collecting dues and funds, paying CJC-NGNA’s obligations, and maintaining full and accurate accounts of all receipts and disbursements.
   2. The Financial Books will be open at all times and available for inspection by the Executive Board or active members.
   3. Have an annual audit or compilation completed on the financial books.
   4. Present a financial report at all Executive Board and general membership meetings.
   5. Perform other duties that may be delegated by the President or Executive Board.

ARTICLE VIII: ELECTIONS

A. The election of the officers will be by a ballot, which is sent to each active member with the notice of the November membership meeting.
B. Each active member will have one vote.
C. The results of the ballot will be tabulated by the Nominating Committee.

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D. The report of the election will be given as a first order of business at the membership meeting.

E. Newly elected officers will be installed at the November Meeting.

**ARTICLE IX: TERMS OF THE EXECUTIVE BOARD**

A. The President shall be elected for a two-year term in odd years.

B. The Vice President shall be elected for a two-year term in even years.

C. The Secretary shall be elected for a two-year term in odd years.

D. The Treasurer shall be elected for a two-year term in even years.

E. Officers shall serve no more than two consecutive terms in their position.

**ARTICLE X: VACANCIES ON THE EXECUTIVE BOARD**

A. Any vacancy that occurs in an elected position due to resignation or inability or ineligibility of the incumbent to perform the duties of the office shall be filled in the following manner:
   1. Presidential vacancy will be filled by the Vice President;
   2. The Executive Board of Directors shall appoint all other vacancies;
   3. Any member filling a vacancy for an un-expired term of more than one year is deemed to serve one term.

**ARTICLE XI: TASK FORCES AND COMMITTEES**

A. Task Forces and Committees
   1. The Executive Board shall establish task forces and/or committees as necessary to accomplish the work of CJC-NGNA. Examples include, but are not limited to, Membership Development, Nominating Committee, and Program Planning.
   2. Each Task Force or Committee shall consist of a Chair and members.
   3. A simple majority of the Committee Members present at a meeting shall be sufficient to authorize action.
   4. The Chair of the Committee will provide reports at the membership meetings.

**ARTICLE XII: FISCAL YEAR**

A. The fiscal year of the Association will be January 1 through December 31.

**ARTICLE XIII: PARLIAMENTARY AUTHORITY**

A. The rules contained in Robert’s Rules of Order shall govern CJC-NGNA in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the Articles of Association.

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ARTICLE XIV: AMENDMENTS

A. Proposals for amendments to these bylaws may be initiated by action of the Executive Board, or by petition of any 5 members of the CJC-NGNA. Individual members may submit suggestions for bylaws changes to the Executive Board for study and consideration.

B. The bylaws may be amended through a vote of the active membership where a majority vote constitutes adoption of the amendment. The bylaws may also be amended at any business meeting of the membership by a majority vote of the active members present, provided that members have received copies of the proposed amendments at least 30 days prior to the meeting.

ARTICLE XV: DISSOLUTION

A. Dissolution of the CJC-NGNA may occur only by a majority vote of active members attending a meeting or responding to a mail ballot or when a formal petition for bankruptcy is filed.

B. Upon the dissolution of the CJC-NGNA and after the payment of all liabilities of the CJC-NGNA, the Executive Board shall dispose of all remaining assets to NGNA provided that its tax-exempt status under the Code Section 501(c)(3) of the Internal Revenue Code or any successor provision has not been revoked. In this event, such assets shall be distributed to one or more entities which are recognized by the IRS and organized and operated exclusively for an exempt purpose within the meaning of Code Section 510(c)(3), or any successor provision.

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