

Role of Local Chapters (Summary)

Benefits of GAPNA Membership

- A bi-monthly printed and online subscription to the official Journal of GAPNA, *Geriatric Nursing*
- Quarterly issues of the GAPNA Newsletter (via Email). Also downloadable from the website.
- A 10% discount on your ANCC accreditation renewal.
- Access to clinically relevant information found on the “members only” section of the GAPNA website
- Monthly to bi-weekly issues of our eAlert noting relevant legislative news, Chapter events, timely topics of interest
- Discounted registration fee to our Annual Conference (held every year in September)
- Discounted fee for CNE credits and educational sessions via our Online Library
- Access to resources for education, research, health advocacy, and networking specific to the needs of advanced practice nurses who care for older adults
- Opportunities for professional growth through participation on GAPNA committees

Chapter Requirements and Responsibilities

A. Members

- The minimum number of regular members is ten.
- Chapters need to have a members committed to maintaining successful chapters. The commitment includes, but is not limited to the mentorship and nurturing of new members to assume positions of responsibility and leadership.
- Only regular members may serve as chapter officers.

B. Meetings

- At least one business meeting must be held annually to conduct elections and review bylaws.

C. Finances

- Chapters must be financially independent.
 - Chapters function as a separate entity from GAPNA, both legally and financially.
 - All expenses and liabilities of a local chapter are the sole responsibility of that chapter, and GAPNA shall have no liability with respect to any such obligation.
- Steps to establish financial independence include the following:
 - Obtain an Employer Identification Number (EIN).
 - Each chapter must obtain an EIN from the Internal Revenue Service (see GAPNA website for link and forms).
 - Get your Chapter Affiliation Agreement signed and submit to the National Office. You will need to take a copy of this to the bank to open a checking account.
 - Establish a checking account.
 - Requirements to establish a business checking account include establishing an EIN number, bringing a copy of the Chapter Affiliation Agreement with you, and signature of two officers. The Chapter Affiliation Agreement can be obtained via the National Office.
 - Develop an annual financial plan for the upcoming year that includes
 - Chapter dues.
 - Potential institutional or corporate support.
 - Potential fundraising activities.
- GAPNA Stipend
 - A start-up stipend of \$250 is provided to new chapters for initial costs such as mailings and marketing.
- The fiscal year is January 1 to December 31.

D. Bylaws and Policies

- Chapters will develop bylaws that are congruent with GAPNA bylaws (see Appendix A).

- Each chapter shall review its bylaws annually and can amend them as stipulated in the bylaws.
- Any changes to the chapter's bylaws must be submitted to the GAPNA National Office along with the annual report.

E. Officers

- The Board of Directors of each chapter shall consist of a president, president-elect, secretary, and treasurer. (The secretary and treasurer positions may be combined into one role.) There shall be a minimum of three chapter officers with staggered terms of office.
- Each member of the Board of Directors shall have a job description (see Appendix B for examples).
- Elections
 - Election of officers is held annually during the second quarter of the year (April – June).
 - When the size of chapter membership allows, a nominating committee can determine a slate of candidates for office.

F. Committees

- The Board of Directors shall appoint committees and task forces as needed to complete the work of the unit (see Appendix C for examples).

G. Record-keeping

- The chapter shall maintain minutes of every meeting of the general membership and the every meeting of the Board of Directors.
- The chapter shall maintain records of program offerings and attendance, including CE events as per GAPNA's provider unit policies.
- The chapter shall maintain financial records including checkbooks, account statements, receipt books, audit reports, annual financial reports, tax submissions, and any other items of a fiscal nature. The treasurer will provide at least an annual report of finances and proposed budget to the local membership.
- The chapter maintains a membership list including name, PO Box, and contact information.

H. Reporting

- The chapter submits reports to GAPNA on a scheduled basis including
 - Current list of officers, term of office, and contact information following each election.
 - Annual report of activities, budget, and membership roster (see Appendix E) to be submitted two months prior to the annual conference of GAPNA.
 - Any changes to chapter bylaws must be submitted with the annual report.
- The chapter notifies the National Office of changes in officers, upcoming meetings, and chapter activities for posting on the GAPNA website.