

ONA Region and Chapter Guidelines

Approved by the ONA Board of Directors April 2, 2016

Background

In 2014 the ONA House of Delegates worked to transform the organizational structure of the Oklahoma Nurses Association. This work included the following changes:

- ❖ Reduced the number of Regions to 6: OKC, Tulsa and the four quadrants of the state as defined in ONA Policies.

- ❖ Within the Regions, Chapters would be formed based on a number of different attributes that might include but not be limited to:
 - Type of Practice
 - Workplace/Location
 - Demographics
 - Interests

- ❖ Regions may have the choice to remain separate entities (separate tax status) or to operate under the ONA Federal Tax Identification Number (FIN) [also known as an Employer Identification Number (EIN)].
 - Regions Under the ONA Umbrella
 - Regions may choose to operate under ONA's FIN utilizing ONA's billing and payment system. Regions funds will be segregated within our financials. This will reduce financial risk to the Regions using this system and to ONA.
 - A memorandum of understanding will replace bylaws for these Regions.
 - Regions as Separate Entities - Maintaining Bank Accounts
 - Regions that choose to maintain a bank account will need to remain a separate entity utilizing a FIN as well as filing Form 990 with the IRS by the deadline (6 months after the end of the Fiscal Year).
 - Those Regions receiving income less than \$50,000 may file Form 990N, which is an electronic postcard. Form 990 is required to be submitted annually to maintain its status as 501 (c) 6. This form will need to be maintained by the Region.
 - Entities whose fiscal years end on December 31 the 990 must be completed by May 15. It may be completed as early as 30 days prior to the end of the fiscal year.
 - Bylaws must also be congruent with ONA's Bylaws. In addition the Region will need to complete an annual financial report with ONA.

- ❖ Region Membership Dues would be split between the Regions and the Membership Development Fund in accordance with the bylaws using the methodology below. Current Regions Dues are \$6 per member per year based on the Membership Dues Policy passed by the ONA Board, April 2, 2016, which reduced the dues fees from \$7(less technology fees) to \$6.

The Dues will be split the using the following formula between the Regions and the Membership Development Fund (BOD 4/2/2016):

- *FY 2016 (July 1, 2016 – June 30, 2017) split 60/40: 60% to Regions and 40% to the MDF.*
- *FY 2017 and Beyond (starting July 1, 2018) split 50/50: 50% to Regions and 50% to the MDF*

Regions funds are encouraged to create opportunities for membership engagement, food and beverage, Delegate Travel Stipends, Convention Registration Stipends, and Educational Stipends and other similar expenses. Scholarships are not appropriate uses of Region Funds as ONA and its Regions are 501 (c) 6 organizations.

- ❖ The Membership Development Funds would be available to Regions and Chapters to conduct membership growth, engagement and development activities. To receive these funds an application process will be established.
 - Regions would be required to have depleted their existing funds (reserve and investment funds included) before receiving Membership Development Funds.
 - Chapters that are geographically located within a Region will apply to the Region Leader of said Region for funds for membership activities until those funds are depleted.
 - Statewide Chapters without geographical boundaries may apply directly to the Membership Development Committee for funds.

- ❖ Potential Region/Chapter Activities, not limited to:
 - Continuing Education opportunities
 - Political Engagement
 - Legislative Meet and greet
 - Networking – Career and Community
 - Engaging nurses to make a difference – community volunteer opportunities
 - Current issues

Region Guidelines

- ❖ Region Leadership to be composed of Region Leader and Chapter Chairs. The number of officers and titles of the Region Leadership to be determined by the Region.
- ❖ Each Region to have at least a Region Leader that works with the Chapter Chairs
- ❖ Each Region will abide by the ONA Bylaws and Operating Policies
- ❖ Region Borders will be determined by the ONA Board of Directors
- ❖ Signed Memorandum of Understanding on file in the ONA Office
- ❖ Chapters in the geographic area of a Region are part of the structure of the Region
- ❖ Region Leader sits on ONA Board of Directors
- ❖ A Region Leader Job Description will be available from the ONA Office

ONA Chapter Development Guidelines

1. Obtain a copy of ONA bylaws and the ONA policies.
2. Gather together a minimum of 5 ONA members who share similar interests. For sustainability It is recommended that Chapters have 10 or more members.
3. Work with Region Leadership
4. Select a chapter chair.
5. Identify and agree upon chapter purpose. (Chapters may not compete with statewide nursing specialty organizations)
6. Decide on chapter name.
7. Submit a roster of members to the ONA office that ONA staff will use to verify as current ONA members.
8. Complete the Chapter Formation application to become a chapter of the Region and ONA. Information to be submitted includes the following: Chapter chair name and chapter contact information including an email; Chapter name; Chapter purpose; Chapter roster.
9. The application will then go to the Membership Development Director who will discuss with the Region Leader and forward it to the Board of Directors. The Board will approve or decline the application and notify the applicant of its decision.