



### State Chapter Responsibilities

- Chapters will submit reports as directed by the NADONA office.
- Chapters will approve state bylaws (using a template from the NADONA office, as portions of the Bylaws must match NADONA bylaws).
- Chapters will have a bank account with a 'two signature check signing requirement'. (Requires 2 signatures on any check withdrawing money)
- Chapters should apply for a tax ID number with their state. States are not allowed to use the same tax ID number as NADONA. Every association must have an individual number.
- Chapters will secure bonding insurance (surety bonding), the bonding should be increased as your balance increases as your chapters' functions and membership increases.
- Chapters will have a functioning board as outlined by their bylaws. If there is a change in the board, you must notify the National office. Any changes in information must be sent to the National office.
- Maintaining a minimum of Ten members are needed to constitute a state chapter.
- Chapter Chatter - quarterly in 'Director' (will give early notice)
- Send Annual Report to National Office yearly (1 to 2 months before Conference) in order to receive free registration at Conference.
- Chapters will adhere to membership guidelines as follows:
  - A newsletter/eblast will be developed and provided to all members (NADONA is available to assist you with developing your newsletter/eblast. Let us know if you are interested in assistance!)
  - A welcome letter will be developed and provided to all new members upon joining (can be emailed or snail mailed)
  - Maintain a current membership roster
  - Utilize newsletter/eblast for membership news and promotions.
  - Maintain communication with state and national associations
    - Follow up on all non renewals
    - Issues/challenges related to membership
    - Recruiting assistance
    - Sharing Successess

Submit a three year plan annually to the National Association

Examples of potential goals include:

Increase members to 100 by 2015

Hold a one day state meeting by January, 2015

Develop and send a newsletter to all members by December, 2015

(goals should be reviewed and updated annually) Updated 09/2013