



Chapter Development Handbook

Thank you for your interest in starting a RNO Chapter!

The Rural Nurse Organization is an organization of nurses which provides education, advocacy, training, and networking for rural nurses working in local, regional, national, and international settings. Because RNO is a voluntary association with limited staff, it is vital that members contribute their efforts to expand and promote its mission of providing education, advocacy, training, and networking for nurses who work in or advocate for rural settings. Our members are the outstanding force of nurses in rural areas.

To serve members directly and to provide an avenue for local networking and support, RNO encourages its member nurses within each city, state, or regional area to consider forming RNO chapters. Given the diversity of geographic areas and the diverse roles nurses play in this specialty area of practice, RNO invites and advocates networking within localized areas to directly address the perspectives, needs and concerns that may be intrinsic to the RNO members of that chapter.

RNO Chapters can be invaluable for instilling a sense of belonging to the international organization through participation in specific tasks and activities. Your formation and facilitation of a RNO chapter strengthens the foundation of the organization, builds the credibility of our specialty and, most importantly, benefits and supports practicing rural nurses.

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RNO Organizational Structure

RNO Board of Directors

Current Board of Directors can be found at <https://www.rno.org/Board-of-Directors>

Committee Chairs:

Current Committee Chair can be found at <https://www.rno.org/Board-of-Directors>

History of the RNO:

The history of the RNO can be found at <https://www.rno.org/History-of-RNO>

Overview of Chapter Benefits

Why Form a Chapter?

- ❖ To create a more cohesive group for “close to home” support of nurses working in rural settings.
- ❖ To facilitate better communication with the RNO international organization, the RNO Board of Directors and the RNO membership.
- ❖ To strengthen the voice of the RNO and rural nurses nationally and internationally.

Chapter Features

- ❖ Closely affiliated extensions of RNO.
- ❖ General operating policies and practices, membership management and bylaws are established by RNO.
- ❖ RNO’s tax-exempt status is extended to the chapter once obtained.
- ❖ Regular reporting to RNO’s international office is required.

Chapter Benefits

- ❖ Chapter information and activities published on the RNO website.
- ❖ Networking at Bi-annual International Conference.
- ❖ Collaboration with other rural nurses throughout the world.

Membership Management

- ❖ All chapter members must be RNO members.
- ❖ RNO maintains a central membership database.
- ❖ RNO will send out membership renewal reminders.
- ❖ RNO will collect chapter dues and remit the Chapter portion quarterly to Chapter Treasurer.

Educational Sessions/Conferences

- ❖ Upon request, RNO will assist in identifying speakers for chapter meetings or conferences.
- ❖ RNO will offer support for conference advertising through the RNO website.
- ❖ RNO can offer planning support for conferences and mentors can be requested.

RNO Participation in Chapter meetings

- ❖ Under exigent circumstances and/or upon chapter request, RNO Board of Directors members/others may participate by phone or in person to support the needs of the chapter.
- ❖ Requests for participation at least quarterly scheduled chapter

meetings can frequently be accommodated with a 30-day notice.

❖ RNO Chapter Policy

Guidelines for Establishing a Local RNO Chapter

The purpose of the Chapter Policy is to provide members with guidelines to establish a RNO Chapter. Chapters are an instrumental way to enhance the organization's mission to member rural nurses. A well-established Chapter may offer locally needed support for Chapter members on an ongoing basis and represent the organizations' mission and goals. RNO mission and goals can be found at <https://rno.org/About>.

Thoughtful organization provides scaffolding for an effective and successful chapter. Please read the following information carefully. Prospective ideas for developing chapter structure, leadership, and programming are provided in the Getting Started section of this handbook. However, should you have questions please contact the RNO office for assistance (membership@ruralnurseorg.org).

1. Chapter Purpose

The purpose of chapters is to promote the mission of RNO at the local and international level to offer education, professional development, career advancing opportunities and networking for rural nurses. The RNO is an organization formed for the purpose of recognizing, promoting, and maintaining the unique specialty of rural nursing practice.

The RNO Envisions: Recognition of the diversity of rural nursing practice, a voice for rural nurses to healthcare agencies, academia, and government, continuing education, and access to resources for rural nurses and quality healthcare for rural communities.

Chapters shall be responsible to coordinate and encourage participation in events listed below:

- The chapter will encourage its members and other interested professionals to attend the International Rural Nurse Conference.
- Local chapters are encouraged to nominate individuals for RNO distinguished awards, RNO Board of Directors and other professional society awards or boards.
- Any member is eligible to apply for financial assistance to attend the international conference or other RNO sponsored events, subject to eligibility guidelines.
- Chapter members may participate in and encourage positive community engagement activities.
- Chapter members may organize and participate in events and activities where participants learn about RNO and how to contribute to the RNO mission.
- Local chapters are highly encouraged to develop fundraising events to raise funds to assist chapter members or students to attend the international conference or other chapter activities.

2. Chapter Membership

- A. RNO is an inclusive organization that is dedicated to the recognition, maintenance, and promotion of the specialty of rural nursing through education and networking. Local chapters of the RNO shall be open to any interested registered nurses, nurse educators, licensed practical/vocational nurses and nurse assistants, those nurses having special skills and knowledge relative to rural nursing and those who are advocates for rural health care.
- B. A local chapter is comprised of individuals who hold current membership in the RNO. At least five (5) voting members are required to establish a local chapter. Voting members meet the standard for individual membership as defined by the RNO Bylaws, Article III, Section 1: Eligibility
- C. In addition to individual membership, local chapters may recruit and include the following categories of membership:

Institutional Membership: Institutions that support rural health or employ Registered Nurses or Advanced Practice Registered Nurses who provide, promote, or advance rural nursing and rural health care are eligible for institutional membership. Institutions shall identify up to five representatives from their organization at the time of annual membership renewal. Two of the five representatives shall have voting privileges for the institution. Voting representatives shall be identified at the time of annual membership renewal.

Student Nurse Members: Individuals actively enrolled in an accredited nursing program are eligible for student nurse membership. Student members may not vote or hold office. Written proof of enrollment is required.

Sustaining Member: Individuals or organizations that provide financial support to the RNO are eligible for sustaining membership. Sustaining members may not vote or hold office.

Honorary Member: The Board of Directors, by two-thirds (2/3) vote, may confer the title of Honorary Member on individuals of distinction who have rendered outstanding service to rural nursing. Honorary members shall not pay dues, vote, or hold office.

Associate Member: Advocates or supporters of rural nursing and rural health care, including licensed practical/vocational nurses and nurse assistants, and those in non-nursing roles are eligible for associate membership. Associate Members may vote but may not run for an elected office.

International Member: Individual Registered Nurses or Advanced Practice Registered Nurses who provide, promote, or advance rural nursing and rural health care, and who live or work outside the United States are eligible for international membership. An international member may vote and hold elected office. The membership fee shall be equivalent to the existing fee based in U.S. currency.

International Institutional Membership: Institutions that support rural health or employ Registered Nurses or Advanced Practice Nurses who provide, promote, or advance rural nursing and rural health care, and are located outside the United States are eligible for international institutional membership. International institutions shall identify up to five representatives from their organization at the time of annual membership renewal. Two of the five representatives shall have voting privileges for the institution. Voting representatives shall be identified at the time of annual membership renewal. The membership fee shall be equivalent to the existing fee based in U.S. currency.

International Associate Member: Advocates or supporters of rural nursing and rural health care, including licensed practical/vocational nurses and nurse assistants, and those in non-nursing roles who live or work outside the United States are eligible for international associate membership. An international associate member may vote but may not run for an elected office. The membership fee shall be equivalent to the existing fee based in U.S. currency.

Emeritus Member: RNO members in good standing for ten years or more and who leave the nursing profession because of retirement or illness are eligible to apply for emeritus membership.

- D. Membership rosters are required as part of the Chapter Annual Report. Memberships are verified through the RNO membership office database. Persons who qualify for membership, upon approval of application and payment of dues, shall be accepted as RNO members. Acceptance of membership at a chapter level will constitute an agreement of such member to comply with the RNO Bylaws. No persons will be denied membership with RNO due to race, color, ethnicity, national origin, religion, sex, gender identity, sexual orientation, pregnancy status, marital or family status, place of residence, economic or social situation, ability, age, or educational attainment.

3. Chapter Status

- A. Develop Chapter Bylaws (policies and procedures): RNO requires that each RNO chapter follow bylaws provided by the international organization. A bylaws template is provided to all chapters via a link on the RNO website <https://www.rno.org/Start-an-RNO-Chapter>. The template has writable fields in Adobe Acrobat for your convenience. If amendments are made to meet specific needs of the chapter, these changes must be highlighted in yellow directly in the bylaws document. The Chapter Mission must reflect the RNO mission. A copy of the chapter's bylaws shall be submitted as part of the chapter application.
- B. Complete chapter application materials shall be submitted to the RNO for review and approval by the Board of Directors. The checklist of required documents to be submitted is found in Appendix A. All documents should be submitted in a pdf

format to the individual as listed on the Chapter page on the RNO website. After review and examination by the RNO Board, the local group will be notified in writing regarding the decision to grant chapter status. Should the application materials not comply with the Chapter Policy guidelines; the international office of the RNO will request revisions. The RNO reserves the right to withhold approval until final revisions are submitted and all questions are answered.

- C. The RNO office may revoke RNO chapter status if the chapter violates any of the following policies: safe and open to all eligible persons, chapter policy, or acts that are not in accordance with the RNO mission, bylaws, or other governing documents.
- D. Joint Chapters: RNO chapters that join other organizations must abide by the RNO chapter policies in addition to the following:
 - a. The joint organization(s) must have similar missions and goals similar to those of the RNO and the name/mission of the joint organization must be submitted with the chapter application.
 - b. An addendum must be made to the chapter bylaws to indicate that the RNO chapter is a joint chapter and with _____ (fill in name) organization(s).
 - c. The joint chapter name must have “RNO” in the title.
 - d. The chapter must make a request by email to the RNO President for a review of the proposed joint chapter and include in the email documentation that meets the previously stated requirements. The RNO President will present to the RNO Board of Directors the request for evaluation and approval.

4. Relationship with RNO International Organization

A. Name and Logo

- The chapter may form under the name “RNO Chapter at (Healthcare Center/Region)” or other name approved by healthcare center/university, provided however, that the chapter name must begin with “RNO” in the title.
- A uniform RNO logo has been developed by the international office and will be made available to officially recognized RNO chapters. The uniform logo helps to enforce the international branding of RNO chapters and to enhance the international recognition and visibility of the RNO chapter program. The chapter can place a request to the RNO Board of Directors for a RNO Chapter logo.
- The chapter acknowledges that the RNO has a proper and vested interest in maintaining the value of its name, logo, and reputation. The RNO international and chapter logos must remain unmodified. If the chapter wishes to use the RNO logo, a request is made by email to the RNO President who will then receive approval from the RNO Board of Directors.

B. Social Media

- The chapter is encouraged to create its own social media accounts (for Facebook, Google+, Twitter, etc.) which must clearly be identified with their chapter name and approved logo. (We recommend that each chapter use only one profile per social media network to avoid confusion to the public).
- When possible, the URL of the chapter account should include both RNO and the sponsoring institution's acronym, preferably in the format RNO Institution or organization/region.
- All local chapters represent RNO and thus online postings (conversations, photos, etc.) should always reflect this.

C. Liability:

- Chapters shall not represent to any third party that the chapter has authority to serve as the agent of or to enter into contracts or to incur any legal obligation on behalf of RNO International for any purpose.
- Chapters shall not contract or incur any liabilities beyond their financial means, which RNO may be required to pay or is expected to pay.
- Any liabilities contracted for or incurred by the chapter shall remain the sole liability of the chapter. Each chapter shall indemnify RNO and hold RNO harmless from and against any loss, expense, cost or damage by reason of the activities conducted as a RNO chapter affiliate.
- Each Chapter will be responsible for (1) submitting an IRS postcard (2) pay any yearly state or federal taxes and (3) audit completion when there is a change of treasurer. Financial year end income and balance sheets for the term of office of the outgoing chapter treasurer will be submitted to the RNO Treasurer for review.

D. Reporting:

- Chapters should send in a report to the RNO that corresponds with the RNO Board of Directors meetings. The reporting template is found in Form E
- Chapters are required to submit an annual report to the RNO office on or before June 1st of each year to remain active. A template of this report is found in Form E.
- Reports shall include:
 - ✓ Elected officers for the next fiscal year.
 - ✓ Summary of chapter activities and accomplishments for the past year.
 - ✓ Report of fundraisers
 - ✓ Report of volunteer activities
 - ✓ Reports required as a part of receiving grant funding from the international office.
 - ✓ Budget of revenue and expenses for the year.
 - ✓ Change in chapter contact person.

E. International Database:

- The RNO database will reflect whether a member belongs to a specific chapter and is current on dues.
- Dues for RNO international membership will remain separate from chapter dues.
- Renewal of annual individual membership is the responsibility of each member.

F. Publications/Materials:

- Printed materials such as the International Conference Program, RNO brochures or other promotional items are available upon request from the RNO office.
- Any materials developed by the local chapter are not official publications of RNO but must comply with RNOs mission and branding guidelines.
- The chapter must indicate its chapter name on any printed materials.

G. Chapter Liaison:

- Each local chapter is required to appoint a voting member willing to serve as the **Chapter Liaison** to the international organization. RNO prefers that the chapter liaison be the chapter president or the chapter advisor. Current chapter information including changes to bylaws, newly elected chapter officers, contact information, should be updated with the RNO international office within two weeks of the change.
- If the Chapter Liaison is not the Chapter President, the Chapter Liaison's role and responsibilities should be documented in the Chapter bylaws submitted to RNO.

H. Finance:

- RNO chapters are responsible for creating their own accounting systems and procedures in accordance with the expected financial practices.
- The RNO international office requests that the chapter liaison, president, and the treasurer be responsible for the financial accounting.
- The chapter is responsible for obtaining an Employer Identification Number (EIN) from the Internal Revenue Service and setting up a Chapter bank account.
- The chapter is responsible for informing the RNO office of the physical address where quarterly reimbursements and an updated list of Chapter members are to be sent by RNO staff.
- All checks and other instruments for the payment of monies of the chapter shall be drawn in the name of the chapter and if not electronically issued, be signed by both the treasurer and the president.

Getting Started: Formalizing Your RNO Chapter

By definition, an RNO Chapter is a group of the Rural Nurse Organization (RNO) members who meet on a regular basis to address the needs of rural nurses while supporting the goals of the RNO. The RNO chapter is an extension of RNO, and the chapter addresses mission and goals through sharing of information on best practices, education, advocacy, and expansion of membership.

Getting Started

- Gather a group of at least five RNO members who are interested in starting an RNO Chapter in your place of employment, city, state, or region.
- Review all components of this “RNO Chapter Handbook”, also available on the RNO website (<https://www.rno.org/Start-an-RNO-Chapter>). Discuss plans to form a chapter.
- At the Charter meeting
 - Explain the objectives of the RNO and the step/plans for starting a chapter.
 - Complete the following:
 - Select officers to serve. The initial term of office for each officer is at the discretion of the chapter. Minimally, the chapter must elect a President/Chairperson, Vice President/Vice Chair, Secretary, and Treasurer. Initial responsibilities are to organize and promote the chapter and to assure communications with the RNO international office.
 - **Identify the chapter contact person.** The chapter must identify the person who will serve as the chapter contact person for the international RNO office. Ideally, this would be the President or Secretary.

After the Charter meeting

Whether the scope of your planned chapter is to be local, regional, or statewide, establishing a RNO chapter requires the following:

- **Notify RNO** of your interest in starting an RNO chapter. Look on the Chapter page of the RNO website to see who the contact for all correspondence is related to Chapter development.
- **Within 30 days after the Charter meeting**, submit the following forms (Appendix B) to the international RNO office and the designated RNO Board of Directors Chapter Liaison. The forms can be downloaded from the

Chapter page on the RNO website (<https://www.rno.org/Start-an-RNO-Chapter>).

- **Chapter Application** (Form A1)
- **Chapter Charter Petition** (Forms A2 and A3)
- **Chapter Responsibility Agreement** (Form B)
 - Responsibility for the use of the Rural Nurse Organization (RNO) as it relates to chapter business and interests and assurance of confidentiality of all association-related data and information.
- **Conflict of Interest Statement** (Form C)
 - Pertains to the prevention of inappropriate or undue influence upon operations of the association and to the protection of the tax-exempt interest of the RNO.
 - **NOTE:** Each Chapter Officer/Representative must review and sign a separate Conflict of Interest statement; make multiple copies.
- **Dissolution Agreement** (Form D)
 - Identifies action to be taken if the chapter disbands in the future.
- **Chapter Organizational Report** (Form E)
 - Attach a list of 5 RNO members (or individuals who are interested in becoming RNO members) who plan to be active in the chapter.
- **Signed Acknowledgement of RNO Chapter Bylaws** (Form F)
 - Indicates formal adoption of the RNO Chapter Bylaws by the chapter; Bylaws govern chapter operations and functions.
- **Completed copy of the Bylaws.**
 - Download fillable form from Chapter page on the RNO website and complete the blanks where indicated.

Chapter Induction

Upon satisfactory submission and review of all chapter application documents, a letter confirming acceptance of your chapter's application will be sent. After review and examination by the RNO Board, the local group will be notified in writing regarding the decision to grant chapter status. Should the application materials not comply with the Chapter Policy guidelines; the international office of the RNO will request revisions. The RNO reserves the right to withhold approval until final revisions are submitted and all questions are answered.

Ongoing Chapter Responsibilities

- ❖ Inform the RNO international office (membership@ruralnurseorg.org) of any changes in officers, contact person(s), chapter status as changes occurs.
- ❖ Identify projects the chapter will pursue to promote the goals of the RNO.
- ❖ The chapters are encouraged to identify a chapter leader to attend the RNO international conference.
- ❖ Quarterly
 - Review and forward to the designated individual any updates to the chapter's webpage on the RNO website.
- ❖ Annually-by February 1
 - Submit a Chapter Organizational Report (Form E)

Appendix A – Checklist for Steps for Establishing and Maintaining a Rural Nursing Organization Chapter

I. Development of Chapter Membership

Gather a group of at least five RNO members who are interested in starting a RNO Chapter in your place of employment, city, state, or region.

Have a minimum of five (5) voting members that meet the requirements for membership as outlined in the RNO Bylaws.

All chapter members have an active RNO membership

Reviewed all components of this “RNO Chapter Handbook” also available on the RNO website (<https://www.rno.org/Start-an-RNO-Chapter>)

Explain the objectives of the RNO and the step/plans for starting a chapter.

Select officers to serve. The initial term of office for each officer is at the discretion of the chapter.

Elect a President/Chairperson

Elect a Vice President/Vice Chair

Elect a secretary

Elect a Treasurer

II. After Charter Meeting

A voting member to serve as the Chapter Liaison to RNO needs to be identified. The Chapter Liaison will serve as the primary contact for the chapter to conduct communications with the RNO office. Ideally, this would be the President or Secretary.

After the charter meeting:

Notify RNO of your interest in starting a RNO chapter.

Within 30 days after the Charter meeting, submit the following forms to the international RNO office and the designated RNO Board of Directors Chapter Liaison:

Chapter Application (Form A1)

Chapter Charter Petition Part 1 (Form A2) **A minimum of two (2) active members of the Rural Nurse Organization must sign this petition. Each name and address must be typed or printed below the signature. Additional signatures may be added to an attached sheet.)**

Chapter Charter Petition Part 2 (Form A3)

Chapter Responsibility Agreement (Form B)

Conflict of Interest Statement (Form C)

NOTE: Each Chapter Officer/Representative must review and sign a separate Conflict of Interest statement; make multiple

copies.

Dissolution Agreement (Form D)

Chapter Organizational Report (Form E)

Attach a list of 5 RNO members (or individuals who are interested in becoming RNO members) who plan to be active in the chapter.

Signed Acknowledgement of RNO Chapter Bylaws (Form F)

III. Chapter Induction

Receive letter confirming acceptance of your chapter's application. Your chapter will then be officially inducted into RNO at the next RNO conference. Prior to the RNO conference, please:

Submit the name(s) and contact information of the person(s) who will represent the chapter at the RNO conference and participate in the Chapter Induction. The chapter representative(s) must attend the Chapter Induction at the conference to assure the chapter's formal induction into the RNO.

IV. Finance

Appoint a chapter member responsible for the financial accounting: Chapter liaison, president, or treasurer.

Make sure that the RNO international office is aware of the amount of Chapter dues and chapter name to be added to RNO membership.

Establish a Chapter Employer Identification Number (EIN). Apply online at <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

Establish a chapter checking account

Notify the RNO Office to who the check from chapter dues and membership information should be sent. Chapters will receive quarterly updates on membership and if there are new or renewing members of the Chapter, a check will be sent reflecting the amount due to the chapter.

V. Ongoing Chapter Responsibilities

Inform the RNO international office (membership@ruralnurseorg.org) of any changes in officers, contact person(s), chapter status as changes occurs.

Identify projects the chapter will pursue to promote the goals of the international RNO.

Chapters are encouraged to send a chapter leader to attend the RNO international conference.

Quarterly:

Review and update the chapter's webpage on the RNO website

Annually (due February 1)

Submit a Chapter Organizational Report including renewal of Conflict-of-Interest Statement (Form D) when a new chapter leader is elected to

the Chapter Board.

Annual Report

Complete list of membership.

Elected officers for the next fiscal year.

Summary of chapter activities and accomplishments for the past year.

Report of fundraisers

Report of volunteer activities

Reports required as a part of receiving grant funding from the international office.

Budget of revenue and expenses for the year.

VI. Relationship with the RNO

Develop Chapter's name

Place a request to the RNO Board of Directors for a Chapter logo to be developed for Chapter use.

VII. Social Media

Develop social media accounts (Facebook, Google, Twitter, etc.)

VIII. Things to Think About:

Encourage chapter members to attend the Bi-annual International Rural Nurse Conference

Nominate a chapter member for RNO Awards.

Nominate a member for the RNO Board of Directors

Nominate a member for a professional society award or board member

Identify a member that would benefit from financial assistance to attend the RNO International Rural Nurse Conference or another RNO sponsored event

Encourage chapter members to participate in community engagement activities

Encourage chapter members to organize and participate in events and activities where participants can learn about the RNO

Appendix B – Charter Application Forms

All forms are found in a zip file that can be downloaded and completed. The documents must be submitted electronically as PDF files. Please look at the Chapter webpage on the RNO website for instructions of where to send the completed forms.

FORM AI - RNO CHAPTER CHARTER APPLICATION

Chapter Name: _____ **Chapter of RNO**

Chapter Contact Information:

- Contact Person(s) Name: _____
- Address: _____
- City/State/Zip Code: _____

Phone Numbers:

- Home: _____
- Work: _____
- Cell: _____
- E-mail Address _____ *Required

Please check the contact information you want published in the RNO Newsletter.

Proposed *geographic area* to be served: _____

Charter Meeting Location: _____

Charter Meeting Date: _____

Chapter Correspondence Address _____

Proposed Frequency of Meetings: _____

Dates/Location of Next 2 Meetings (if known)

1. _____

2. _____

Comments or Additional Information:

FORM A2 - RNO CHAPTER CHARTER PETITION

PETITION FOR CHARTER from the Rural Nurse Organization (RNO) for a local chapter to be known as the _____ Chapter of the RNO.

We whose signatures appear below are active members of the RNO, represent the above-named Chapter, and are sincerely interested in advancing the mission and goals of the Rural Nurse Organization; and,

We represent the geographic area of rural nurses living and working in

(city)

(counties and state)

We whose signatures appear below pledge to abide by the Bylaws of the Rural Nurse Organization and all the rules and regulations promulgated by the Organization; and will plan at least one chapter activity per year to maintain our chapter charter; and,

THEREFORE, be it resolved that we whose signatures appear below formally petition the Board of Directors of the Rural Nurse Organization to grant a charter with all appropriate privileges to the _____ Chapter of RNO.

Respectfully submitted.

Signature

Date

Name (print)

RNO Membership No. & Expiration Date

Signature

Date

Name (print)

Rural Nurse Organization

RNO Membership No. & Expiration Date

Signature

Date

Name (print)

RNO Membership No. & Expiration Date

Signature

Date

Name (print)

RNO Membership No. & Expiration Date

Signature

Date

Name (print)

RNO Membership No. & Expiration Date

Signature

Date

Name (print)

RNO Membership No. & Expiration Date

FORM A3 - RNO CHAPTER CHARTER PETITION FINANCIAL DISCLOSURE

Regarding the <insert Name of Chapter>Chapter of RNO

Whereas we are petitioning to become a voluntary, non-political, non-profit 501(c)(3) chapter of the Rural Nurse Organization, we hereby disclose that as of <insert date>, the total amount of our available funds is <insert amount>. These funds are being maintained at <insert name of bank, city, state>.

We understand that these funds may be used as determined by the Chapter as long as the chapter’s activities do not violate federal regulations regarding the association’s tax-exempt state. (Reference: Chapter Bylaws).

We understand that RNO’s tax exempt status may be extended to chapters at no cost upon request to the international organization.

We understand to establish a checking account, we need to apply for and obtain an Employer Identification Number (EIN)

We will not as a Chapter function, permit the solicitation of funds from a source available to the international organization.

Disclosed by

Date

Disclosed by

Date

FORM B - RNO CHAPTER RESPONSIBILITY AGREEMENT

Official Chapter Name: _____

City/State/Region of Chapter: _____

Chapter Correspondence Address-Include address/city/state/zip code:

As the representative of record for chapter, I take responsibility for the Chapter; I take responsibility for the use of the name of the Rural Nurse Organization (RNO) as it relates to Chapter business and interest.

- I agree that any information received from the RNO international office is private and must be maintained in a manner that assures confidentiality.
- I agree that any RNO member data is strictly the property of RNO and may not be shared or released to any outside entity without the expressed, written permission of RNO.
- I fully realize and accept that should I breach any part of this agreement; I will be subject to ethical and legal action.
- I further agree that this RNO Chapter will be subject to any and all chapter-related policy restrictions/requirements placed upon it by the Rural Nurse Organization.

Signature of Chapter Representative

Date _____

Printed Name of Chapter Representative

Type of Nursing License & State
Nursing License Number

Rural Nurse Organization

FORM C - RNO CONFLICT OF INTEREST STATEMENT

Official Chapter Name: _____

City/State/Region of Chapter: _____

Chapter Correspondence Address-Include address/city/state/zip code;

The purpose of this acknowledgement is to prevent inappropriate or undue influence upon operations of the organization and to protect the tax-exempt interest of the Rural Nurse Organization (RNO).

I have a duty to disclose the existence of any actual or possible conflict of interest that may exist. Failure to disclose any actual or possible conflict of interest will result in disciplinary and corrective action by RNO.

I acknowledge as a Chapter Officer/Representative I am an *Interested Party* and subject the rules and bylaws governing a conflict of interest. As such, I agree to disclose any actual or possible conflict of interest that may exist in accordance with Article--- of the RNO by-laws. I fully realize and accept that if I should breach any part of this agreement, I will be subject to ethical and legal action.

_____ Date _____

Signature of Chapter Representative

Printed Name of Chapter Representative

Type of Nursing License & State
Nursing License Number

FORM D - RNO DISSOLUTION AGREEMENT

Should this Chapter desire to relinquish its Charter, the Chapter shall send to the RNO Chapter Liaison, a statement signed by the Chapter President and Treasurer stating that it wishes to relinquish its Charter.

Within 30 days of dissolution, this Chapter will submit a statement to RNO certifying that all financial obligations of every sort have been discharged and declare the amount of any surplus in its treasury, and include a check made payable to RNO in that amount.

This statement shall be accompanied by the Chapter's Charter from RNO, the Chapter meeting records, and financial reports/statements.

The Chapter Liaison shall notify the RNO Board of Directors of the receipt of the complete records and maintain a copy of these records at the international office.

WE, THE UNDERSIGNED OFFICERS of the _____ Chapter of RNO hereby accept the dissolution as outlined above and as a condition for obtaining a chapter's charter for the Rural Nurse Organization.

Signature-President or Chapter Chairperson

Date

Signature-Treasurer

Date

Signature-Secretary

Date

Signature-Other Chapter Officer(s)

Date

Signature-Other Chapter Officer(s)

Date

FORM E - RNO CHAPTER CHARTER ORGANIZATIONAL REPORT

RNO requires each Chapter to submit an annual report to maintain timely communication with RNO concerning each Chapter's status. This will enable RNO to effectively support a close affiliate relationship with each Chapter. Each Chapter is also strongly encouraged to directly contact RNO concerning any significant Chapter status and/or leadership changes as they occur.

Please provide all the information requested. You may open this Report form in Microsoft Word and type in the information in the spaces provided.

Chapter Name: _____ Chapter of RNO
(Insert name of State and/or area covered by Chapter)

Number of Members: _____

Chapter Contact Person: *(this person essentially serves as the Chapter office and receives information for the Chapter from RNO, sends Chapter information to RNO, including quarterly RNO newsletter submissions, and is the referral contact for any Chapter inquiries)*

Name:

Mailing address:

City/State/Zip:

Phone number:

Email address:

Please list the phone number and email address to be published in RNO newsletter, if different than above:

Name: _____

Phone number: _____

Email address: _____

Office/ Position	Name of Individual	Member of RNO	RNO Membership Number & Expiration Date	Is this person a new officer since last report?
President		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
President- Elect (leave blank if NA)		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Vice- President		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Secretary		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Treasurer		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Chapter Liaison		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Chapter Contact		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Other		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>

Chapter Meetings & Events: (For more space, use an additional piece of paper)

Meeting Schedule (*check one*): ___ Monthly ___ Quarterly ___ Annually ___ Other

Meeting Location: _____

Do you offer education programs at meetings? Yes _____ No _____

Does your Chapter offer an annual education conference? Yes _____ No _____

If there is an annual education conference, which month is it typically scheduled?

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Is your Chapter working on any special projects?

Yes _____ No _____

If so, please describe.

Does your Chapter sponsor attendance at the international RNO bi-annual conference for any members or students?

Yes _____ No _____

Other information you would like to share.

FORM F - ACKNOWLEDGEMENT OF RNO BYLAWS

Chapter's Name: _____ Chapter of RNO

This statement indicates that the _____ Chapter of RNO has reviewed and formally adopted the established RNO Bylaws for the association, which govern the operations and functions of this chapter, its membership, and its officers.

To meet legal requirements, all articles, and sections of the RNO Bylaws have been adopted by this chapter *as written* and without modification.

Further, the Chapter acknowledges that once adopted, this chapter may not amend or revise any section of the bylaws without authorization from RNO.

WE, THE UNDERSIGNED OFFICERS of the _____ Chapter of RNO, serving as representatives of same, hereby accept and adopt the Rural Nurse Organization Bylaws *as* _____ *written* and without modification.

Signature: _____
President or Chapter Chairperson

Date

Signature: _____
Treasurer

Date

Signature: _____
Secretary

Date

Signature: _____
Other Chapter Officer(s)

Date