



Chapter Charter

This Charter is made this _____ day of _____, 20____, by and between the Preventive Cardiovascular Nurses Association and the _____ Regional Chapter (herein referred to as "Chapter") of the Preventive Cardiovascular Nurses Association (PCNA).

WHEREAS, the PCNA wishes to grant to Chapter a Charter pursuant to which PCNA and Chapter shall become affiliated;

WHEREAS, the PCNA and Chapter wish to set forth mutual understandings and agreements pertaining to the grant of the Charter and the mutual rights and responsibilities created thereby.

THEREFORE, in consideration of the foregoing and of other mutual promises and agreements hereinafter set forth, the PCNA and Chapter agree as follows:

Notification of Chapter Program. Chapter leaders should notify the National Office with intent to host a PCNA program before the program is marketed. Leaders should provide the title, topics presented, speakers, and the names of any sponsoring companies.

Rights of Chapter. Chapter shall have the right to utilize the name of PCNA in the name of the Chapter, to acknowledge affiliation with PCNA, and to receive all other benefits bestowed by PCNA upon its affiliated Chapters.

Relationship. PCNA and Chapter are and shall be considered joint ventures, partners, legal representatives, and agents of each other. Chapters are a division of the Preventive Cardiovascular Nurses Association, Inc.

Bylaws. Chapter shall abide by and promote the purposes and objectives of PCNA as set forth in the most current version of the PCNA Bylaws.

Membership. Chapter shall admit only those members identified by PCNA as members of PCNA. Chapter members must join PCNA in order to become members of Chapter.

Dues. Chapter may not set and impose Chapter dues.

Annual Report. Chapter is required to submit an Annual Report at year-end. This report will be sent to the Chapter Leader at year-end by the national office along with a year-end financial report.

PCNA Logo Use. The use of the PCNA logo, the name "Preventive Cardiovascular Nurses Association" and the PCNA acronym by the Chapter must always include the name of the Chapter so as not to confuse communications from PCNA with those of Chapter.

Format of Chapter Name. The distinction between Chapter and PCNA, especially in communications with the general public, must be maintained. Communication by a Chapter and Chapter Officers or members, in correspondence, advertising, or other promotional material, must always identify the Chapter by name. Example: Midwest Regional Chapter of PCNA

Publications. Chapter information can/will be included in the monthly PCNA eNewsletter and on the Chapter and Calendar of Events pages of www.pcna.net. It is the responsibility of chapter leaders to communicate this information to the national office.

Incorporation. Chapter will not incorporate. Chapters are and will be seen as an extension of the national organization. Chapters will not have to file state incorporation papers, state annual reports, or pay any fees associated with incorporation.

Meetings.

1. Chapters are encouraged to hold business/educational meetings anytime during the year; however, in order to keep Annual Symposium attendance strong and growing, we ask that no CE program be held within 2 months before or after the meeting.
2. Funds for programs may be accepted in numerous ways including sponsorship from a local or national vendor and exhibit fees to cover costs associated with meeting planning, meals, and speaker honoraria.
3. Attendees should not be charged a registration fee.
4. The National Office is available to assist in planning the event/meeting.
5. The National Office can/will pay bills and this cost will be deducted from Chapter finances. When receiving sponsorship funds, a **20% overhead charge** will be incurred to cover costs associated.
6. Chapters shall not associate PCNA's chapter name or logo with any program hosted by a pharmaceutical or device company, regardless of whether or not continuing education is offered. These programs are typically very commercial in nature and can be identified as such if a sponsor pays expenses directly to the vendor, recommends and secures a speaker, and asks to handle RSVPs.
7. Chapter Meeting Content Disclaimer. While PCNA supports the efforts of its regional chapters, the National Offices does not control the content of regional meetings. If you have any questions or comments, please contact the National Office at 608-250-2440.

Termination. Either party may terminate this Charter with thirty days written notice. In the event of breach by a party, the other may terminate immediately by written notice. Upon termination by either party for any reason, Chapter shall cease utilizing the name "PREVENTIVE CARDIOVASCULAR NURSES ASSOCIATION", the acronym "PCNA," and the logo of PCNA (all of which are owned completely and exclusively by PCNA) and may no longer claim any affiliation with PCNA.

Preventive Cardiovascular Nurses Association

Date: _____

Name: _____

Title: _____

Chapter of Preventive Cardiovascular Nurses Association

Date: _____

Name: _____

Title: _____