**DOCUMENT CHECK LIST FOR AFFILIATE LEADERS**

There are several documents that are due to the ACNM National Office by March 31, 2016. Here’s a checklist with directions to help you. Read the whole checklist before beginning.



Getting to the document list “the easy way” - First go to the ACNM Home Page. In the upper right hand corner above Member Login, click on “Affiliates”. When you see the page with the map, click on “Affiliate Governance Resources”. This is a list of all the possible documents you may need.

Click on each hyperlink:

**Governance Policies** – in the list, go to **Policy Acknowledgements Form** (next to the last in the list)

All voting Members of the Affiliate Board of Directors or Executive Committees MUST read the policies identified and complete the Policy Acknowledgements Form every year. You may need to check your Affiliate Bylaws to see who is on your Board or Executive Committee, as it can vary from affiliate to affiliate.

The Affiliate Secretary should keep a copy and then fax a copy to the ACNM National Office attention Sal Chairez at 240 – 485-1818 or scan and send electronically to Sal Chairez [schairez@acnm.org](mailto:schairez@acnm.org)

**New Leader Orientation** – If you have had new officers in the past year, be sure to have them review the Responsibilities of Non-Profit Board Members. There is nothing to sign for this document.

**Affiliate Annual Financial Disclosure** – This is a two page excel spread sheet that an Affiliate Officer (likely the Affiliate Treasurer) should complete. The Affiliate Treasurer or Secretary should keep a copy and then fax a copy of both pages to the ACNM National Office attention Sal Chairez at 240 – 485-1818 or scan and send electronically to Sal Chairez [schairez@acnm.org](mailto:schairez@acnm.org)



**IRS 990-N** – Google “file 990N” and click on the IRS link. It will take you to the page where you need to register. This is new this year, but you will only have to do it this once. You are prompted to create a username and password along with a unique phrase, image, and 4 questions with personal answers. Then you continue to file the 990N. You will need your Employer Identification Number (EIN). This is also know as you Tax ID. File electronically and print your receipt. You should do this before filling out the Affiliate Annual Financial Disclosure form.



**Affiliate Agreement** – This needs to be reviewed and completed this year by the Affiliate President and Secretary. Once yours is up-to-date, it will be due again in 2019. The Affiliate Secretary should keep a copy and then fax a copy to the ACNM National Office attention Sal Chairez at 240 – 485-1818 or scan and send electronically to Sal Chairez [schairez@acnm.org](mailto:schairez@acnm.org)



**Affiliate Incorporation** – Check your state’s “Secretary of State” web site to see the requirements for keeping your affiliate’s not-for-profit’s status and to make sure your incorporation is up to date. The requirements vary from state to state and may change from year to year. You will want to make sure your Affiliate is still compliant.



**Changes** – Officers, dues, and banks can be changed at any time. If your Affiliate has had no changes in the past year, there is nothing that you need do. If your affiliate has had changes in the following areas in the last year, then complete:

**Officer Change Form** if there has been any change in your officers or the affiliate legislative contact.



**Affiliate Dues Form** if you desire to change the dues. Invoices for dues are sent 4 months in advance, so you will not see the change for 4-5 months.



**Dues Remittance Form** - If you have any change banks or the contact information of the officers on the bank account, complete this form and then fax a copy to the ACNM National Office attention Sal Chairez at 240 – 485-1818 or scan and send electronically to Sal Chairez [schairez@acnm.org](mailto:schairez@acnm.org)This helps the National Office send communications to the correct person. Notifying the National Office of changes in dues or banks assures that your affiliate will receive the proper dues to the correct account.



**Affiliate Bylaws** – This is a good time to review your Bylaws and make changes needed to support the way the affiliate is currently functioning or you may have made changes during the year. Bylaws changes must be sent to the ACNM Bylaws Committee [Connie Swentek, CNM, MSN, FACNM](mailto:Connie%20Swentek,%20CNM,%20MSN,%20FACNM) at [swentekcnm@cox.net](mailto:swentekcnm@cox.net) to assure that they are congruent with the national organization’s Bylaws.



If you have any questions, please contact your Region Representative, or Salvador Chairez at schairez@acnm.org.