

# Document Checklist for Affiliate Leaders

There are several documents that are due to the ACNM National Office by April 2, 2018. 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 HYPERLINK:**

<input type="checkbox"/>	<b>Governance Policies</b> – Please complete the <a href="#">Policy Acknowledgment form</a> and email or fax it to Anisa Yusuf– <a href="mailto:ayusuf@acnm.org">ayusuf@acnm.org</a> or <b>240-845-1818</b> .
<input type="checkbox"/>	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.
<input type="checkbox"/>	The Affiliate Secretary should keep a copy and fax or email a copy to ACNM national office; attention: Anisa Yusuf– <a href="mailto:ayusuf@acnm.org">ayusuf@acnm.org</a> or <b>240-845-1818</b> .
<input type="checkbox"/>	<b>New Leader Orientation</b> – If you have had new officers in the past year, be sure to have them review the <a href="#">Responsibilities of Nonprofit Board Members</a> . There is nothing to sign.
<input type="checkbox"/>	<b>IRS 990-N</b> – You may also choose to file electronically which would require you to <b>register</b> . If you already did so last year, you do not have to register again. Please use your existing login. If this is your first time, you will be prompted to create a username/password along with a unique phrase and a series of 4 questions to make sure your login is secure. Please note, you will need your Employer Identification Number (EIN); it is also known as your Tax ID. Once you complete filing, make sure to print and keep your receipt and email or fax a copy to ACNM national office; attention: Anisa Yusuf– <a href="mailto:ayusuf@acnm.org">ayusuf@acnm.org</a> or <b>240-485-1818</b> . This process should be completed before you filling out the Affiliate Annual Financial Disclosure form.
<input type="checkbox"/>	<b>Affiliate Annual Financial Disclosure</b> – This is a two tab Excel spread sheet that an affiliate officer (treasurer) should complete. The affiliate treasurer or secretary should keep a copy and fax or scan/email a copy of both pages to the ACNM national office; attention: Anisa Yusuf– <a href="mailto:ayusuf@acnm.org">ayusuf@acnm.org</a> or <b>240-845-1818</b> .
<input type="checkbox"/>	<b>Affiliate Agreement</b> – This must be reviewed and completed every 3 years by the affiliate President and Secretary. Please make sure your forms were submitted in 2016. The next one will be due in 2019. The affiliate secretary should keep a copy and also fax or email a copy to ACNM national office; attention: Anisa Yusuf– <a href="mailto:ayusuf@acnm.org">ayusuf@acnm.org</a> or <b>240-845-1818</b> .
<input type="checkbox"/>	<b>Affiliate Incorporation</b> – 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:

<input type="checkbox"/>	<b>Officer Change Form</b> if there has been any change in your officers or the affiliate legislative, send completed form to Anisa Yusuf at <a href="mailto:ayusuf@acnm.org">ayusuf@acnm.org</a> .
<input type="checkbox"/>	<b>Affiliate Dues Form</b> This is to be submitted if you desire to change your dues. Invoices for dues are sent 4 months in advance therefore you will not see the change to renewing members between 4-5 months. However, it will affect new and reinstating members immediately. Send the completed form to the ACNM national office; attention: Anisa Yusuf– <a href="mailto:ayusuf@acnm.org">ayusuf@acnm.org</a> or <b>240-845-1818</b> .
<input type="checkbox"/>	<b>Dues Remittance Form</b> - If you have any changes with bank information or the name of the officer on the bank account, please email or fax updated form to ACNM national office; attention: Anisa Yusuf– <a href="mailto:ayusuf@acnm.org">ayusuf@acnm.org</a> or <b>240-845-1818</b> . This will enable us to send communications and dues to the appropriate officer and account respectively.
<input type="checkbox"/>	<b>Affiliate Bylaws</b> – 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 <b>Connie Swentek, CNM, MSN, FACNM</b> at <a href="mailto:swentekcnm@cox.net">swentekcnm@cox.net</a> 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](mailto:SCHAIREZ@ACNM.ORG).**