



Local Chapter Policies & Best Practices

Introduction

In an effort to strengthen our partnerships with local professional groups, we have created a more unified and streamlined approach to the management of local chapter activities. The intention is to increase support and collaboration as we work toward our common goal of improving the care and health of kidney patients.

A local chapter resources website can be found at www.kidney.org/professionals/LocalChapterResources.

Becoming an Affiliated Local Chapter

Upon chartering, and then every other year (CRN in even years, CNSW in odd years), local chapters are required to complete a Chapter Affiliation application online, and submit it to the NKF Membership Services Department at HQ, along with a copy of their current membership roster. Please see the [Guidelines for Affiliation](#), found on the Local Chapter Resources website, for details.

It is understood that local chapters are representing NKF. Accordingly, it will be requested every other year on the affiliation application that Chapter Chairs read, affirm, and comply with the policies set forth by NKF.

Chapter Membership vs. National Organization Membership

Affiliated local chapters are strongly encouraged to promote National membership amongst their members. Membership in a local Chapter does not give a person membership in the National Council, however all National members qualify for membership in a local chapter at no extra charge (NKF HQ staff will provide monthly National membership reports to chapter chairs). Local chapters should ensure that members are aware of the differences between local membership and national membership dues and benefits. Please contact the NKF Professional Membership Manager to obtain materials for your local chapter meeting (these include membership brochures, booth display materials and information on national programs or resources).

Affiliated local chapters agree to adhere to the following standards:

- Meet no less than two (2) times per year (example: conference calls, networking events, CEU events, etc.)
- Work with NKF HQ or a local NKF office in the management of all finances (see additional information regarding financial policies below).
- Work directly with the National NKF CE office, and abide by NKF's CE policies in the planning and implementation of any CE-accredited programs.
- Work with NKF to enter into any contracts with vendors or sponsors.
- Adhere to NKF's use of logos and [branding policies](#).
- Collaborate with NKF local office(s) to develop, promote, and execute local patient and professional programming.

- Promote National NKF Membership among local chapter members.
- Positively represent the National Kidney Foundation and the National Council
- Adhere to all National [CNSW Rules and Regulations](#) or [National CRN Rules and Regulations](#)

Role of the NKF Division or Affiliate in Your Area

It is the goal to have a point-person for local chapter activities at each NKF division or affiliate. For those local chapters where there is no NKF division or affiliate, there may be instances where they will need to work directly with the HQ. Please see [the listing of NKF divisions and affiliates](#) for local office contact information.

Best practices to collaborate with the NKF division or affiliate in your area include:

- Meet annually to discuss opportunities for collaboration, communication, and strategic planning.
 - Examples of how local chapters can collaborate with local NKF offices and communities:
 - Advise in the design, implementation and evaluation of programs that will support stronger and healthier communities
 - Serve as subject matter experts in the development of resources and programs
 - Assist in networking as needed with other experts, societies, government agencies, and potential funders
 - Review and edit documents and educational materials submitted by NKF staff or volunteers to assure content accuracy, validity, and cultural sensitivity etc.
 - Participate in NKF local Medical Advisory Board or other professional committee meetings.
 - Examples of how local NKF offices can support local chapters:
 - Attend and promote local events
 - Provide presentations on NKF priorities and long-term objectives to local chapter membership
 - Provide the opportunity for local chapter members to present at regional programs and symposia
 - Provide assistance in the logistical planning of local chapter events.
 - Manage local chapter budgets/finances; provide regular updates and reports.

Role of the Council Executive Committee Region Representatives

The Council Executive Committees have [Region Representatives](#) for each of the five NKF Regions. Region Reps are responsible for maintain triannual contact with the local chapter chairs in their respective regions to discuss leadership changes, upcoming educational programming, and provide any necessary support.

The Region Rep is the Chapter Chair's ongoing point of contact to their Council's Executive Committee and HQ. Chapter Chairs may also contact the Professional Membership Director at HQ for additional support.

Local Chapter Financial Policies

NKF volunteers, including local chapters, may not use the national NKF's 501(c)3 tax exempt number, or that of an NKF affiliate, for any purpose. The IRS dictates that only authorized officers and key personnel of the NKF may be in possession of and use this number.

Local chapters may charge membership dues, program fees and fundraise for patient assistance, however, the funds will need to be maintained by the NKF division or affiliate in their area. NKF is required by the

Internal Revenue Service (IRS) to collect and report all fundraising dollars. A local chapter may not maintain an independent bank account or Federal Tax ID number under any circumstances. In most cases, chapters are not incorporated and are fundraising in the name of the NKF; from an audit and ethical perspective, the funds need to be accounted for by the HQ

The local chapter's funds will be accounted for as a line item within the division or affiliate budget, restricted for chapter use only. Statements will be provided quarterly or upon request to chapter chairs or chapter treasurers. For those local chapters who cannot be geographically matched with an NKF division or affiliate, there may be instances where funds are maintained directly by HQ.

For NKF affiliates only: local chapters who are successfully partnering with an affiliate can continue to use the affiliate's tax ID, per any existing agreement between the groups. However, all fiscal activities need to be recorded in the affiliate's accounting records. If the chapter has a bank account separate from the affiliate, the affiliate must be listed as the owner and signatory on the account, the account must be listed at the affiliate's address and all bank statements are to be reviewed by the affiliate's accounting staff. A reversion of funds provision must cover the account directing funds to the affiliate in the case of dissolution of the local chapter.

For more information on local chapter financial policies, [click here](#).

Planning Local Chapter Continuing Education Activities

Many local chapters serve as providers of educational services and resources for professionals in the division/affiliate territory. To maximize consistency and quality assurance of all NKF-supported programs, all accredited educational programming by local chapters must be approved through HQ. Information on how to plan and apply for Continuing Education credits can be found [here](#).

Use of Logos

Local chapters can use the national logo on their websites and materials, and can place their Chapter name below the national logo. In using the logos, local chapters are representing NKF. Local chapters should not have their own logo that differs from the national logo. Please see [the branding guide](#) for more guidance.

Example:



New York City

For questions or concerns, please contact membership@kidney.org.

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