



Transcultural Nursing Society(TCNS) Networking Chapter General Policies and Procedures:

1. Transcultural Nursing Society Networking Chapters all fall under the same policies and procedures and come under the TCNS Board of Trustees .
2. Transcultural Nursing Society (TCNS) Networking Chapters are formed to serve the best interests of the organization overall and to support the organizations mission, values and goals. Chapters are not independent entities and do not have any legal status as an entity outside of TCNS.
3. Chapter members must be members of the Transcultural Nursing Society International. Only active members of TCNS may participate in a Chapter.
4. Chapters do not have financial independence. All funds are raised in the name and legal identity of the TCNS and therefore fall under its supervision and control. If a Chapter wishes to do any type of fund raising, a detailed plan must be brought to the TCNS Operations and then to the Board of Trustees for review.
5. All matters must go to the TCNS Operations first, and they will be taken to the Board of Trustees as required. Review of requests may take up to 30 to 90 days to go through the decision process. Decisions will be sent out by the Operations when they are available, but within two weeks of the decision. Chapters must plan accordingly.
6. Chapters may not institute or give Scholarships or Awards of any kind. Chapters are encouraged to donate to the already established awards through the TCNS Foundation Division.
7. Chapters may have annual conferences or programs using the TCNS Regional Program Process which is managed through TCNS Operations. TCNS Director of Operations and/or TCNS Executive Director serve on the planning committee as advisors. If participation fees are to be charged, all finances must be run directly through TCNS Central Office. Budgets for events must be approved through TCNS Operations and must cover all expenses. A management fee of up to \$2,500 per event may be charged to cover the TCNS management expenses. The management fee will be adjusted as needed for smaller programs or programs where there are no fees being charged. The management fee is based on actual costs and we will work with you to ensure costs are covered and find methods to cover expenses. Please email Lisa Dobson ldobson@tcns.org to discuss options. We work diligently to make programs happen, please be sure to inquire as options are available. Additional policies may apply and will be provided during the planning process as needed.
8. Chapters may have speakers and events at their meetings when no fees are charged. They must submit information regarding speakers, date of meeting/event details to the TCNS Operations at least two weeks prior to the event.

9. Chapters must seek approval for all activities and submit meeting minutes to the TCNS Central Office to remain in good standing. All approvals from TCNS Operations are given based on Board approved policies and applicable guidelines. All requests must be reviewed by TCNS Operations prior to being submitted to the TCNS Board of Trustees for review. If Board policies are in place then operations will facilitate that response.
10. Chapters do not charge membership dues. If you would like to collect monies at each meeting on a voluntary basis that is acceptable but will not be considered a membership charge. Individuals will not receive a letter of acknowledgement from the TCNS organization for monies collected, and they are not considered membership dues or donations.
11. Chapters must seek approval for the use of the TCNS name/identity or logo. Use of logo form is posted to our website: www.tcns.org
12. Chapters may post meeting/event information to the TCNS website. Please allow two weeks for information to be posted to the website. If a Chapter seeks to have a separate website or use Social Media applications of any kind they must first seek permission from TCNS.
13. The Transcultural Nursing Society does not acknowledge Chapter by-laws or Chapter Policies. The Transcultural Nursing Society functions under the Board of Trustees and the approved by-laws and policies/procedures of that entity along with all applicable state and federal guidelines.
14. Chapters may set up an internal structure for their functioning but must submit that information to TCNS to ensure they are in alignment with all current and applicable policies of the TCNS.
15. Chapters should direct all questions and inquiries regarding their functioning to the TCNS Operations at staff@tcns.org .