Chapter Financials

Is my chapter required to file an annual return in the United States?

Yes, all U.S. chapters must comply with all federal nonprofit filing requirements. Current federal regulations are as follows:

2010 Tax Year and later (Filed in 2011 and later)	Form to File	Instructions
Gross receipts normally ≤ $50,000 **Note**: Organizations eligible to file the *e-Postcard* may choose to file a full return	990-N	n/a
Gross receipts < $200,000, and Total assets < $500,000	990-EZ or 990	Instructions
Gross receipts ≥ $200,000, or Total assets ≥ $500,000	990	Instructions

All 990s (EZ, N, or regular 990) must be filed every year by the 15th day of the 5th month after the close of your tax year. Note that you should file your forms directly with the IRS. A copy must be provided to SfN, with a statement verifying that it has been submitted to the IRS.

The chapter is also required to comply with state and local reporting requirements. It is the responsibility of the chapter representative to know the requirements and ensure the chapter is complying with these requirements. While SfN does not request a copy of these records, the chapter representative must verify that these requirements have been met when submitting the annual report.

I lead an international chapter, what are our reporting requirements?

SfN requires international chapters to follow all applicable national/regional/local laws in their country. Furthermore, SfN requests a copy of any tax submissions to be included in the Annual Report.

How can my chapter get a federal EIN?

Your chapter will need to apply for a federal EIN if either the old federal EIN is no longer valid (from disuse) or your chapter has never had one. Chapter leadership is responsible for applying for a federal EIN from the IRS. Directions can be found on their website. When selecting 'organization type', please select 'Other Non-Profit/Tax Exempt Organizations'. Once your chapter has received your federal EIN, submit it to chapters@sfn.org with a request to be added to SfN's 501c3 as a subordinate to receive non-profit status with your EIN.

Can my chapter file under another institution's federal EIN?

No, chapters may not file under a different institution's federal EIN. The chapter must file under the federal EIN that is a subordinate to SfN. If your chapter has previously filed under a different federal EIN, provide a copy of this tax submission to chapters@sfn.org and request a new federal EIN.

What financial records are my chapter required to maintain?

The chapter representative is responsible for maintaining, keeping on file, and passing along all records when there is a change in leadership. While some of these records may be available from the SfN chapters department, it is not guaranteed. Chapters are responsible for maintaining these records within their chapter. This includes all applications to become an organization in your state, bylaws, organization returns (all years' Form 990s), the Chapter Agreement with the Society for Neuroscience.

The chapter representative is responsible for submitting the [chapter annual report](#) to SfN. One requirement is completing the section regarding chapter finances. The chapter is responsible for reporting: all income to the chapter, including grants from SfN (to learn more about the Chapter Grant Award click [here](#)); fundraising; member dues; in-kind support; all expenses for chapter-sponsored events; and the remaining balance.

What if the chapter has been inactive?

If you are reactivating a chapter, complete the chapter reactivation form, located [here](#), and request the federal EIN from chapters@sfn.org to restart your chapter's financial records. The chapter representative will be responsible for gathering state and local information and beginning the process complying with all requirements.

Chapter Funding FAQ

What grants and awards are available for chapters?

There are a number of grants and awards for chapters. These are funded through various SfN departments. To learn about them, visit our Chapters Grants and Awards page by clicking [here](#).

How many awards can the chapter apply for?

There is a maximum dollar amount for each award. However, a chapter may apply for each grant and award.

How do I apply for an award?

The application process varies for each award. Application instructions, criteria, and information are available on the Chapter Awards and Grants page [here](#). Select the award the chapter is interested in for instructions on how to apply for that particular award.

The criteria for chapter grants seem broad. What types of proposals typically receive funding?

The Global Membership Committee (GMC) will consider any proposal in the following areas:

- **Helping new chapters succeed and/or reinvigorating older, dormant chapters.**
    - o   New or reactivating chapters can apply for support to get chapter off the ground,including buying equipment and funding the first annual meeting and start-up activities.
- **Promoting goals of the SfN strategic plan.**
    - o   Activities that engage members, contribute to the organizational values, and contribute to professional development all promote these goals.
- **Promoting novel initiatives linked to neuroscience literacy, education, or training.**
    - o   These initiatives include Brain Awareness Week activities, Brain Bees, advocacy, lectures, and outreach.

What should my grant application include?

When reviewing applications, the GMC looks for proposals that provide detail regarding desired outcomes, an outreach/advertising strategy for events, chapter capacity to host the event, a detailed budget, and strategy to raise outside funds and/or in-kind donations.

Who should I contact if I have any questions while writing a proposal?

Please reach out to the SfN chapters department at chapters@sfn.org.

Letter of Agreement Template

Dear **Company Representative**,

 On behalf of The Society for Neuroscience **local chapter** Chapter, we would like to thank you for **company's** generous contribution to financially support the **award/social/event.** This letter of agreement will provide our agreed terms regarding **award/social/event**. We appreciate this support and look forward to a long-lasting working association with **company**.

 The sponsorship shall be for **award/social/event** with the duration of the sponsorship beginning on **beginning award/social event date** and ending on **ending award/social event date**. The sponsorship amount shall be **$X dollars** paid by **sponsorship due date**.

 During **award/social/event**, The Society for Neuroscience **local chapter** Chapter will recognize **company** as the sponsor. The Society for Neuroscience **local chapter** Chapter agrees to the following sponsorship terms, **sponsorship terms**.

        For the recognition and acknowledgments noted, **company** permits The Society for Neuroscience **local chapter** Chapter a nonexclusive, royalty-free license to use the name and logo of **company**.

        The Society for Neuroscience **local chapter** Chapter shall retain all aspects of the **award/social/event**. **Company** gains no rights other than the sponsor rights set forth in this letter of agreement.

Both parties agree to the liability terms of **liability terms**. If **award/social/event** is canceled or delayed, the terms of **liability terms** has been agreed upon by both parties.

 Company shall have, in its sole discretion, an **exclusive/inclusive** option to extend its sponsorship of **award/social/event** starting **date**. Terms of canceling or renewing this sponsorship are **cancel/renew terms**.

 We are very grateful to **company** for its support of our program. If the above terms are found to be agreeable, please sign and date a duplicate copy of this letter to be returned.

Sincerely,

 SfN **Local Chapter** Chapter Representative

Acknowledged and Agreed:

_____   _____

Company Representative Signature   Date

_____   _____

Chapter Representative Signature   Date

Recruitment

This portion would prompt the viewer to read different recruitment-related scenarios (reviewing applications, spousal hiring, etc.) and select the correct answer from a list of options. The different answer choices – correct and incorrect – will be followed by a brief explanation that may link to additional resources.

a. Inappropriate questions

You are at dinner with a faculty candidate. A senior colleague in your field addresses the candidate, "I know that we are not supposed to ask these things, but do you have a spouse or partner who will need a position? Or do you have any children and want to know about the New York City schools? Is there anything that I can do to help?"

Which of the following statements best characterizes this situation?

- ☐ Questions that are unrelated to the job should be avoided.
- ☐ Questions about schools are OK, but asking about the spouse might be a problem.
- ☐ It's fine to ask these types of questions and let the candidate answer, as long as nothing important is done with the answers

☐ It's a good idea to ask questions like this because it helps the candidate more realistically think about the pros and cons of position.

Feedback: (shown after the learner makes a selection)

Any question that is not related to the job, such as the ones asked and those listed below, should invariably be avoided -- some are illegal.

* Are you married?
* How many children do you have living at home?
* Do you plan to have children? Or, do you plan to have more kids?
* What work does your spouse/partner do?
* Have you ever been arrested (an arrest is different than a conviction)?
* When did you graduate from high school?
* Where were you born? Are you a U.S. citizen?
* Is Spanish your first language?
* Do you have any disabilities?
* Will you require days off for religious holidays that UA does not observe?

For more information, refer to:
http://www.eeoc.gov/laws/practices/index.cfm
http://www.eeoc.gov/laws/types/religion.cfm

b. Search committee

After reviewing 136 applications for your department's one open position, your committee now has a short list. There are no female or minority candidates on the short list. You were planning to revisit the applications, but an influential senior faculty member on the committee feels very strongly about one of the candidates on the short list. This white male candidate fits a narrow niche about which the senior faculty member feels very strongly. Although the committee previously recognized the benefits and importance of diversity in the faculty, after a brief discussion, the committee followed the senior member's recommendation and hired the white male.

Which of the following statements regarding this scenario is/are true?

☐ It's generally best to follow a senior member's recommendation, because their perspective invariably recognizes higher value.
☐ The diversity problems generally work themselves out, so this was clearly the best move.
☐ Even if the white male is more qualified in some areas, a minority or female candidate should have been hired because diversity is the better long-term value.
☐ Criteria / guidelines around how the applications are to be evaluated should be established before any applications are reviewed.

Feedback:

Although some of the statements might be debatable, this scenario exposes a potential gap in the committee's commitment to diversity and perhaps unintended bias. Clear guidelines and targets that are based on big-picture views of real data should be in place to crystalize such a commitment to diversity, represent the consensus and make it difficult for the committee to deviate away from a critical-path diversity initiative. Prior to reviewing any applications, general discussions about bias and how it affects everyone can help align the committee. It is essential for individuals on the search committee to reach out to and invite qualified female and URM candidates to apply for the position early in the search process. This will reduce the chances of scenarios such as the one above occurring. If there are still no women or URM candidates on the short list after these committee efforts, a discussion of why there are no such applicants is appropriate. If the pool is small and limited the department may want to consider forming a committee to invite promising individuals to visit and present their research before they apply for a position, so that a relationship is established and bridges built to the future. Another alternative would be to initiate a new, "open" search with a broadly defined position.

c. Letters of Recommendation

You notice that one of the candidates in the applicant pool whose work you think is promising has several strong letters in addition to a couple of short, unconvincing letters in her file. Based on your knowledge of her subfield and her own file, you think she is a candidate worth considering.

- ☐ Reach out directly to the candidate and recommend that she remove the unconvincing letters from her portfolio.
- ☐ Early in the process, create a compelling and objective case, based on criteria listed on the evaluation form, for why this candidate is worth considering and present it to the committee. Remind the committee that letters of reference for women tend to be shorter and raise more doubts than letters for men.
- ☐ Identify similar flaws in other applications to help even out the playing field
- ☐ Argue that it's necessary to include at least one woman on the short list to avoid the appearance of bias.

Feedback: We know that letters of recommendations on behalf of women and URM candidates tend to be shorter, raise more doubts, bring up personal issues and are perceived as less supportive for a candidate than letters on behalf of white male candidates. A discussion of the data that demonstrate this bias should be engaged in prior to review of candidates. Occasionally it is necessary to remind reviewers of this during the review process.
Make sure that criteria are objectively stated prior to candidate review, and consider using an appropriate candidate evaluation form for this purpose. When the criteria are not clearly and objectively stated we are more likely to fall back on schemas that result in selection of majority candidates.

- ▯ Sample Candidate Evaluation Form
  http://www.advance.iastate.edu/pdfs/fac_search_resources/EFinitial%20screening%20form.pdf

d. CV review

At the first meeting of the search committee you notice that two of the members of the committee have given good evaluations only to candidates from Ivy League Institutions who have articles published in Cell, Nature, Science and other "highly ranked" journals. Because the sum of scores from committee members was used to select the short list of candidates for interview, the process of evaluation has excluded qualified women and diverse candidates from the shortlist. What can you do?

Check any or all of the following that are appropriate or correct:

- ☐ Remind the committee that candidates are to be rated based on the sum of the objective criteria that were agreed upon previously, not just one criterion.
- ☐ Prior to reviewing applications, the committee should discuss the criteria to be used in judging candidates.
- ☐ Nothing – if they are not publishing in those journals they are not very good and probably won't get funded anyway.
- ☐ Give their candidates low scores to get even.

Feedback:

Many prominent universities have only recently started graduating women and minorities in some fields. A system of evaluation that excludes individuals from minority serving institutions, or individuals not from certain institutions, introduces biases that discourage diversity.

Remind the committee to rank candidates separately on several different criteria, rather than using a single aggregate ranking. This helps reduce the tendency for impressions of excellence based solely on one or two criteria, such as journal impact factor, rather than evidence based judgments of multiple, specific criteria and engagement with the candidate's scholarship.

BYLAWS
Oregon Chapter
Society for Neuroscience

Bylaw I. Name.
The name of this organization shall be the Oregon Chapter of the Society for Neuroscience.

Bylaw II. Purpose.
The purpose of the Oregon Chapter shall be a) to advance the understanding of nervous system, including the part the nervous system plays in determining behavior, by bringing together scientists of various backgrounds and by facilitating the integration of research directed at all levels of biological organization; b) to promote education in the neurosciences; and c) to inform the general public of the results and implications of current research in this area.

Bylaw III. Membership.
Section I. Regular Membership.
Regular membership in the Oregon Chapter shall be open to any person holding advanced degree(s), residing in the State of Oregon, who is interested in the nervous system. In special cases persons not holding advanced degrees may be eligible for Regular Membership in the Oregon Chapter, if approved by a majority vote of the Council. Membership in the Chapter must be renewed annually.

Section II. Student Membership.
Student membership in the Oregon Chapter shall be open to any person studying for undergraduate or graduate degrees and sponsored by a Regular Member. Membership in the Chapter must be renewed annually. Student members can vote for, but cannot hold the office of President or Secretary/Treasurer.

Section III. Partner Membership.
Individuals and organizations that have an interest in the nervous system can become Partner Members, with the approval of the Council. Partner Members cannot vote or become Officers or Councilors of the Chapter. Membership in the Chapter must be renewed annually.

Section IV. Dissolution of the Chapter.
The Oregon Chapter shall be dissolved after a maximum period of one (1) year immediately following such time as it may have fewer than ten (10) Regular Members. Upon dissolution of the Chapter any remaining assets shall be conveyed to a registered charitable organization decided by the majority vote of the members.

Section V. Eligibility to Hold Office.
Only Regular members of the Chapter are eligible to hold office in the Chapter and to represent it in the affairs of the Society for Neuroscience.

Section VII. Dues and Assessments.
Council shall set annual dues and special assessments for the members of the Chapter according to the needs of the Chapter.

Bylaw IV. Officers.

Section I. President.

The President shall be the chief executive of the Chapter, shall preside at meetings of Council and Business Meetings of the Chapter, shall be responsible for executing policies determined by Council, shall act as spokesperson for the Chapter, and shall see that all Orders and Resolutions of the Council are carried into effect. The President shall also serve as chairperson of the Nominating Committee.

Section II. Coordinating Secretary/Treasurer.

The Coordinating Secretary/Treasurer, to be appointed by the President with approval of the Council, shall be responsible for everyday operations of the Chapter, arrangements for visiting speakers, seminars and contacts with the Society for Neuroscience, all moneys and valuable effects in the name and to the credit of the Chapter and for full and accurate accounting of receipts and disbursements in books belonging to the Chapter and any other duties assigned by the President. The Secretary/Treasurer shall have signatory powers, shall disburse the funds of the Chapter as may be ordered by the President, shall render to the President and Council at its regular meetings or when Council so requires, an account of the financial transactions and status of the Chapter. The Secretary/Treasurer will attend Council meetings and must be a Regular Member of the Chapter.

Section III. Election and Succession of the President.

The President shall be elected for a two year term by a mail vote and may be re-elected for another term. Election shall be by simple plurality of votes received thirty days after the mailing of ballots to all Regular and Student Members. The Council will serve as Nominating Committee; candidates may also be proposed in writing by the members of the Chapter.

Bylaw V. Council.

Section I. Composition of the Council.

Chapter affairs shall be conducted through a Council consisting of six elected Councilors, the President, and the Secretary/Treasurer. The Council can appoint up to six addition Councilors in order to assure appropriate representation across the Chapter. At least one of the appointed Councilors shall be a Student Member.

Section II. Election of Councilors.

The Councilors shall be elected for a two-year term and may be re-elected for another term.

Section III. Nomination of Councilors.

A slate of Regular and Student Member candidates for Councilor positions shall be prepared by the Nominating Committee. Additional candidates for Councilor may be nominated by letter to the President by Regular and Student Members.

Section IV. Voting.

Councilors shall be elected by a simple plurality of votes on mail ballots received.

Bylaw VI. Meetings and Quorum.

Section I. Annual

The Chapter shall hold an annual business meeting at a place and time designated by the Council.

Section II. Special Meetings.

A special business meeting may be called at any time by the President, or in case of his/her absence or disability, by the Council or at the request of at least ten (10) members. A notice specifying the purpose of such a meeting shall be mailed to each member at least ten (10) days previously thereto.

Section III. Quorum.

A quorum shall consist of not less than ten (10) regular members or 25% of membership, whichever is greater, at the business meetings of the Chapter, but in the absence of a quorum any number of attendees shall be sufficient to move adjournment to a fixed date.

Section IV. Non-business meetings.

Meetings for the purpose of scientific presentations or discussions, may be sponsored by the Chapter after they have been approved by the Program Committee. It is the duty of the President to notify all members of the Chapter in advance of non-business meetings.

Bylaw VII. Committees.

Section I. Standing Committees.

(1) Nominating Committee. The Nominating Committee shall consist of four Members. The President shall be chairman of the committee. The committee may appoint one Student Member to the committee. The Council shall nominate more than four members to the committee and elect four.

(2) The Program Committee.

The Program Committee, composed of four Regular Members appointed by the Council, a Student Member appointed by the Council, and the President, shall be responsible for the preparation of the annual program and for any special scientific sessions sponsored and authorized by the Council. All proposals from the members for speakers or programs must be approved by the Program Committee before any action is taken. The Program Committee shall elect its own chairperson.

Section II. Special Committees.

Committees as necessary for the proper operation of the Chapter shall be established by the President and ratified by the Council.

Bylaw VIII. Amendments.

A proposed amendment to the Bylaws must be submitted in writing to the President who will furnish all members of the Chapter with copies of the proposed amendment at least one month before either special or annual business meetings at which the amendment is to be discussed. Not more than one (1) week after the amendment has been discussed by the members at the business meeting, the President shall conduct a mail ballot of members. The amendment will be adopted if it receives an affirmative vote by two-thirds of the members voting.

Bylaw IX. Fiscal Year.

The fiscal year of the Chapter shall be the academic year commencing on the 1st day of July and ending on the 30th day of the following June.

Technology Services Offered by SfN

E-newsletter:

SfN sends a quarterly chapters e-newsletter to all chapter representatives.

Email chapters@sfn.org to have your chapter news published in this resource.

Chapter E-mail Blasts

Chapter E-mail Blasts are distributed by SfN using a general template that is tailored using your chapter message. We are able to assist chapters with distributing information about chapter events to Society members via e-mail. E-mail Blasts traditionally include annual chapter meeting details, chapter lectures, and chapter outreach activities. Please note that all requests must be submitted by an official chapter representative or chapter officer with chapter representative approval.

Requests should include the text for the body of the e-mail message, a subject line for the message, a contact person for the information in the e-mail, any relevant attachments (e.g. a PDF), and the zip codes or range of zip codes in which the members who are to receive the message reside. Please note the text and attachments are subject to approval. Chapter E-mail blast requests can be sent to chapters@sfn.org.

Submission Formatting

- Submit text in an **attached Word document**.
- Provide a suggested **subject line** for your email blast.
- Provide a **reply-to email address** affiliated with your institution or organization. Mass emails dispatched from Gmail, Yahoo, and other domains often filter as spam. As a result, all subsequent correspondence sent by SfN may be filtered as junk mail.
- Provide a **sender name**, usually is the name of your Chapter.
- Images can be inserted into the body of text, though we may edit this copy for clarity, length, and structure. Please attach the image files to your email request. Do not append them to the attached Word document.
- You will receive one preview of the email to review.
- We **cannot** transmit any attachments in our email blasts, such as PDF files.
- We **can** include hyperlinks to your event page, program, or website. Include them in the Word document.
- If possible, please provide a branded header measuring 600 pixels long and 100 pixels high. This will be positioned at the top of the email blast. See the example below. Note, an SfN header will not be used.
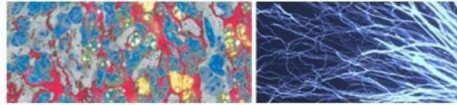
• Identify your specific SfN geographic region and/or target audience. Include the **postal codes** for the areas you would like to reach.

Submission timing

• Provide a **five-day date range** within which you would like your email sent. You **may** also select a particular send date within this time frame. While we strive to fulfill all requests, please understand that SfN may adjust your communication date if it conflicts with our internal email calendar. We will notify you with necessary changes as soon as possible.

• Please send email requests at least **five business days** prior to the earliest desired send date.

• **Blackout dates:** SfN **cannot** send member messages **four weeks preceding** or **one week following** our annual meeting.

• SfN will not send more than one Chapter message within a two week period and may need to adjust the timing if multiple requests are received. We will accommodate Chapters on a first come, first served basis.

Chapter Quick Links

Chapters Main Page: https://www.sfn.org/Membership/Chapters

Chapters Directory: https://www.sfn.org/Membership/Chapters/Chapter-Directory

Chapter Resources: https://www.sfn.org/Membership/Chapters/Resources-for-Chapters

Start A Chapter: https://www.sfn.org/Membership/Chapters/Start-or-Reactivate-a-Chapter

Chapter Grant: https://www.sfn.org/Membership/Chapters/Chapter-Grants-and-Awards

Next Generation Award: https://www.sfn.org/Outreach/Awards/Next-Generation-Award

Chapter of the Year Award: https://www.sfn.org/Membership/Chapters/Chapter-Grants-and-Awards/Chapter-of-the-Year-Award

NeurOnLine:
https://www.sfn.org/Initiatives/Neuronline

Chapters Website Map

Resources for Chapters: https://www.sfn.org/Membership/Chapters/Resources-for-Chapters
- Best Practices for Chapters
- Chapter Financial and Funding Administration
- Chapter Representative Responsibilities
- Chapter Management Workshop Presentation
- Guidelines for Chapter Governance
- Member Communications
- Member Recruitment and Engagement
- Contact

Chapter Directory: https://www.sfn.org/Membership/Chapters/Chapter-Directory

Chapter Grants and Awards:
https://www.sfn.org/Membership/Chapters/Chapter-Grants-and-Awards
- Annual Chapter Grants
- Chapter of the Year Award
- Contact

Submit Annual Report: https://www.sfn.org/Membership/Chapters/Submit-Annual-Report
Start or Reactivate A Chapter:
https://www.sfn.org/Membership/Chapters/Start-or-Reactivate-a-Chapter
- Start a Chapter
- Reactivate a Chapter
- Contact