

## Chapter-SfN Relationship

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### Overview:

Membership of an SfN Chapter is independent of any membership with SfN. Being a chapter member does not grant SfN membership. Being an SfN member does not grant local chapter membership.

### Chapter Petitions:

All Chapters must petition the Global Membership Committee (GMC) to activate a new chapter. An inactive chapter may petition the GMC to re-activate. Chapter petitions are available online. The Chapters Subcommittee of the GMC reviews petitions twice a year (March and September/October) and makes a recommendation to the GMC for how to proceed. A petition that is submitted between the two meetings is saved for the next meeting. The subcommittees recommendations are sent to the GMC twice per year. The subcommittee can make three recommendations - 1. Approve, 2. Approve w/ conditions 3. Reject.

### Tax Subordinates:

Upon approval as a chapter, the chapter must get an EIN from the IRS and provide it to SfN. On an annual basis (usually in February) SfN submits to the IRS a list of chapters that should be considered subordinates of SfN.

### Annual Chapter Report:

All chapters are required to submit an Annual Chapter Report every two years to maintain active status and continue as a tax subordinate of SfN. Submission of the chapter report opens in December and is due by mid-January of the next calendar year. Annual Chapter Reports are submitted via an online submission site. SfN notifies all chapter representatives when the submission portal is open, and reminds chapters who need to submit to retain their active status. A chapter has a two-year grace period to be re-activated w/o petitioning with a submission of an annual report. A chapter that wants to re-activate after that two-year period needs to submit a petition to do so.

### Funding Opportunities:

SfN does not currently provide grants or funds to chapters. Prior to soliciting external funds, chapters must check-in with SfN before accepting any funds.

### Chapter Eblasts:

Chapters are able to request SfN to distribute information regarding chapter news and events to local SfN 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.