



## NFI Policy for the Establishment of NFI Chapters

- (1) Applications to establish an NFI Chapter must be submitted in writing to the President of the NFI Board of Directors.
- (2) Applications to establish an NFI Chapter must be approved by the Board of Directors.
- (3) Annual NFI Chapter fees to the NFI are set by the NFI Board of Directors.

*The following requirements must be met by all NFI Chapters:*

1. NFI Chapters must abide by all NFI policies.
2. NFI Chapter bylaws must follow the NFI by-laws.
3. NFI Chapters must incorporate as not-for-profit entities, in compliance with the laws of the government entity of incorporation, and must communicate their terms and a copy of the pertinent documentation of incorporation to the President of the NFI within seven (7) days of incorporation.
4. Chapter board directors must be NFI members in good standing.
5. A newly to be established NFI Chapter must include at least one NIDCAP Training Center and therefore at least one NIDCAP Trainer or the Director affiliated with that center, who agrees to serve as a Charter Member(s).
6. A minimum of eight (8) NFI members are necessary aside from at least one Charter NIDCAP Trainer or Center Director for the initial charter of a chapter. The continued maintenance of active Chapter status depends on the continued active Chapter membership status of a minimum of one NIDCAP Training Center, one NIDCAP Trainer or Director, and eight (8) NFI members. Membership of fewer than the required members changes active Chapter status into inactive status, unless the Chapter is dissolved with the mutual agreement of the NFI Board of Directors and the Chapter's Officers. Responsibility for communication as to the loss of required membership rests with the Chapter.
7. Chapters shall be named NIDCAP Federation International \_\_\_\_ Chapter
8. Chapter applicants must elect a Board of at least five (5) members and establish at minimum the following three Chapter Offices: The offices of Chair, Treasurer, and Secretary. Election of Chapter Officers must be annual; other Chapter Board Member terms must be for three years, in keeping with the bylaws as established for the NFI.

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9. **Obligations:** All Chapters and Chapters-in-Formation shall promote the mission, objectives and goals of the NFI. They shall also a) meet at least once each year; b) keep the NFI Secretariat informed of any events or developments in its geographic region of interest; c) promptly reply to all inquiries and questionnaires of the NFI; and d) identify in their bylaws and electronic and written materials that the organization is an NFI Chapter (or equivalent term in other languages).
  10. **Limitations:** Neither a Chapter nor Chapter-in-Formation as a whole may enter into a contract or agreement binding the NFI or purport to speak on behalf of the NFI. Such actions may only be taken upon a resolution adopted by the NFI Board. The NFI Board may take action to decertify a Chapter for failure to comply with the requirements of the Organization's bylaws and policies.
  11. Applicants must define unambiguous geographic or other well established, commonly recognized Chapter boundaries. Chapter boundary overlay must be avoided.
  12. Applicants must establish specific application criteria and an application process for Chapter membership.
  13. An up-to-date list of active Chapter members must be communicated to the NFI Board each year.
  14. Chapter dues and other specific chapter membership requirements must be established by initial qualifying Chapter member vote;
  15. The Chapter applicants must describe the value gained by the chartering of a new chapter: (1) For prospective Chapter members; and (2) For the NFI as a whole.
  16. Applicants must charter a Chapter within a one-year period from NFI approval of the application. Failure to do so results in the requirement of submission of a new application.
  17. Chapter activities must be in the best interest of the NFI's goals and mission.
  18. Chapter lobbying activities are governed by the respective chapters' incorporation jurisdictions.
  19. Public (face book, twitter, blog etc) evaluation of the NFI, any of its members, activities, or other Chapters presents a violation of NFI professional standards.
  20. Propaganda and competitive advertising as to NFI or other Chapter activities, benefits etc. presents a violation of NFI professional standards.
  21. Dissolution of a Chapter may occur due to failure to meet required membership numbers for a period of a year or more; mismanagement of Chapter Activities; failure to comply with NFI established Chapter polices; and/or violation of professional standards. Due process will be followed in the event of motion to dissolve a Chapter Charter.