



# CHAPTER START-UP BOOKLET

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# The Society for Vascular Nursing

## OVERVIEW

Founded in 1982, the Society for Vascular Nursing (SVN) is a professional national nursing organization dedicated to promoting excellence in the compassionate and comprehensive care of individuals with vascular disease and their families by providing quality education, fostering clinical expertise, supporting nursing research in the specialty field of vascular nursing, and contributing to the prevention of vascular disease.

### **Benefits of SVN Membership:**

- Resource for networking with nurses in similar roles and with similar interests
- Active committee participation
- Subscription to the *Journal of Vascular Nursing*
- The Society newsletter, *SVN...prn*
- Reduced registration fee for the regional meeting and annual convention
- Research grant funding
- Cardiac/Vascular nursing certification at a reduced fee through American Nurses Credentialing Center (ANCC).

### **The Goals of SVN are to:**

- Assume the leadership role in defining the vascular component of nursing education
- Establish and implement research-based standards of practice for vascular nursing
- Collaborate with other professions to address the unique needs of the individual with vascular disease
- Enhance public awareness of vascular disease

## PURPOSE OF SVN CHAPTERS

Chapters are an important way to collaborate at the local level; it is in chapters where enthusiasm and interest in vascular nursing come alive. SVN chapters serve as a vital link between people within the chapter, as well as between the chapter and the National Office. Involvement in a local chapter is a very exciting way to collaborate and use the talents/expertise of people. In addition, it creates collegial relationships in which individuals can share ideas and concerns. Also, the link with SVN provides a positive partnership with members internationally.

### **Benefits of Chapter Membership:**

- Professional growth within the specialty of vascular nursing
- Networking with people of similar interests
- Potential for leadership at the local level
- Communication network at the local level
- Awareness of disease prevention and health promotion
- Participation in educational programs at the local level
- Partnership with the National Office and other SVN chapters
- Camaraderie with others in a geographic area

## **REQUIREMENTS FOR ESTABLISHING SVN CHAPTERS**

- A sincere interest and enthusiasm on the part of the SVN members to establish a chapter.
- A minimum of five individuals (all must be SVN members) are needed to start a chapter. Non-SVN members are welcome to participate but are not eligible to vote or hold office.
- Chapters must be financially independent (See “Chapter Start Up Information” on how to achieve this). Each chapter can set its own membership dues as necessary.
- Chapters will select a name that includes “Chapter” in the title, and develop local bylaws based on model bylaws that the national organization will provide for local chapters to adopt/adapt. Chapters have autonomy with respect to their mission, goals, objectives, and activities as long as there is no conflict with the national organization’s mission, goals, objectives, and activities.
- Chapters will pay an application fee of \$60.00 to the National Office; a plaque and certificate will be given to each chapter. Chapters will pay an annual renewal fee of \$30.00 to help offset postage and miscellaneous costs.

## **CHAPTER START UP INFORMATION**

- The SVN National Office will provide a list of SVN members in a specific geographic area.
- Plan a strategic method of recruitment: this can either be a mailed questionnaire or personal contact. Explain the purpose and benefits of forming a chapter. Contact vascular nurses as well as local hospital departments such as OR, PACU, ICU, Non Invasive Lab, surgical units, medical units, outpatient departments, family medical centers, and directors of nursing to solicit interest. Take advantage of local bulletin boards to advertise as well. Additionally, contact members of local related organizations such as Society of Vascular Technology (SVT), critical care nurses (AACN), and operating room nurses (AORN).
- Once interest is established, schedule an organizational meeting with adequate advance notice in a centrally located site for interested people. Some sites may include hospital meeting rooms, restaurants, or local clubs.
- Draft and mail invitations or flyers to interested people and various institutions. Be sure to include an RSVP phone number or reply card for responses (see enclosed sample).
- Appoint a program chairperson to help organize a brief educational session on vascular disease or any vascular topic. A guest speaker can be a helpful drawing card.
- Consider using attractive name tags for the meeting to facilitate networking.
- Set initial meeting agenda such as:
 

1. Call to order	5. Questions and answers
2. Introductions & Welcome	6. Elect or ask for volunteers for officers
3. Educational presentation	7. Plan next meeting/future education
4. Plans for chapter development	8. Adjourn for refreshments/networking
- Obtain a supply of SVN membership applications from the National Office to distribute at the meeting.
- Develop a plan for financial independence. This can be accomplished by charging local chapter membership, sponsors from local hospitals and pharmaceutical companies, and charging minimal meeting fees. Each chapter will decide how to achieve financial independence (See page 6, Planning for Financial Independence)
- Develop chapter bylaws. The national organization will provide model bylaws for local chapters to adopt/adapt. Chapters have autonomy with respect to their mission, goals, objectives, and activities as long as there is no conflict with the national organization’s mission, goals, objectives, and activities.

## COMITTEE FORMATION

The group chairperson is responsible for appointing working committees of the group. The number of people on each committee will have to be determined by the objectives and the size of the chapter. Following are suggestions for officers/committees and their responsibilities:

### Chairperson/President

- Serve as the official representative of the chapter
- Preside at all official meetings of the chapter
- Act as a liaison and mentor for all members of the chapter
- Serve as the link to the National Office

### Co-chairperson/Vice-President

- Assist Chairperson in above responsibilities
- Chair Program Committee
- Serve as Chairperson if current Chairperson is unable to continue

### Secretary/Treasurer

- Record and circulate to all members the minutes of all meetings
- Send notice of all meetings to all members
- Conduct official correspondence
- Be in charge of all funds of the chapter
- Deposit all monies in the name of and to the credit of the chapter
- Render a statement of financial condition of the chapter at all meetings

### Nominating Committee

- Nominate eligible candidates for the Executive Board and Nominating Committee

### Bylaws Committee

- Develop/review the bylaws of the local chapter
- Prepare requisite amendments
- Present amendments to the members for action

### Program Committee

- Develop and promote educational sessions
- Design and send flyers/announcements of all planned sessions
- Obtain and distribute handouts and evaluations for each program
- Obtain contact hour approval for each program (see Obtaining Contact Hours)

### Publicity/Membership

- Advertise the chapter by creating a newsletter, web page, using bulletin boards, media, newspapers, the *Journal of Vascular Nursing*, and *SVN...prn*
- Welcome and promote membership into the group (see membership Development)

### Fundraising

- Organize all activities related to fundraising (see also Planning for Financial Independence). Some ideas for raising funds include:
  - half or full day seminars;
  - raffles;
  - membership fees;
  - corporate sponsorship

## CHAPTER RESPONSIBILITIES

Chapters of SVN agree to:

- ❖ Understand, uphold, and support the philosophy and objectives of SVN
- ❖ Use the SVN logo in all advertising and communication
- ❖ Provide the required fees and annual reports to SVN
- ❖ Provide SVN with a copy of bylaws whenever revisions are made
- ❖ Promote recruitment and retention of membership
- ❖ Provide an annual roster of officers to SVN

### **THE APPLICATION PROCESS**

Complete the application form enclosed and return it with the following information to: Chapter Services Specialist, SVN National Office, 203 Washington St., PMB 311; Salem, MA 01970.

- ◆ Roster of current officers and terms of office
- ◆ Chapter membership list
- ◆ Chapter bylaws (include “Chapter” in your title and reflect in the bylaws)
- ◆ Chapter mission, goals, and objectives
- ◆ Narrative description of how the chapter will be financially independent
- ◆ An outline of plans for the next year
- ◆ Application fee (\$60.00 – payable to SVN)

When the application arrives at the SVN office, it will be checked for completeness. It will be verified that chapter members are also members of SVN. Copies are then sent to the Chapter Sub-Committee for review and recommendations to the Board of Trustees for approval. Upon approval, the chairperson of the chapter will receive a written response and a plaque. Recognition will also be given in *SVN...prn*.

### **GUIDE FOR MAINTAINING A LOCAL CHAPTER**

Once a chapter is chartered, adherence to the national requirements for maintaining the charter and continued membership and retention are necessary. SVN educational programs, reports of activities within the SVN organization, and updates of national SVN policies need to be communicated to local chapter members.

In addition, local SVN chapter activities, elections, plans, and goals need to be communicated to the SVN National Office through an Annual Chapter Report (see form enclosed) which is due on the anniversary of the charter date. Chapters will be renewed upon receipt of this report and the \$30.00 annual chapter renewal fee.

### **A CHARTERED CHAPTER**

- ☞ Ensures an open line of communication with the regional and national organization.
- ☞ Directs the national organization through communication of needs, suggestions, concerns, and opinions.
- ☞ Facilitates the acquisition and recording of continuing education credits (contact hours) for approved programs.
- ☞ Provides an avenue for professional growth within the specialty.
- ☞ Provides an opportunity for members to share thoughts, learn, and attempt to solve common problems.
- ☞ Maintains financial independence.
- ☞ Reports annually to the National Office and submits renewal fee.

## **PLANNING FOR FINANCIAL INDEPENDENCE**

In order to be a stable and active chapter, the chapter must have a constant source of funds and a small cushion of savings. There are several options for gathering funds. Sponsorships and donations are an excellent source to tap. Vendor support can be solicited by contacting local sales representatives in the area. Larger prosthetic graft and pharmaceutical companies are most familiar with the needs of a new chapter. One thing to keep in mind: most vendors would prefer you do not solicit their competitors. Try to decide on one vendor for a specific product line. A “Vendor Fair” is another source of money. Ask vendors with whom you work on a regular basis if they would be interested in participating in a fair. This idea usually works best if it is conducted in conjunction with another event (e.g., educational meeting, inservice class, local conference). Charge each vendor an admission fee to exhibit. Other options include fashion shows, bake sales, craft fairs, and car washes. If you need ideas, contact the president of another chapter to find out what has worked for them.

## **FINANCIAL RECORD-KEEPING**

Once the chapter is established, a bank account will need to be opened. A dual-savings and checking account is typically the best choice. Chapters must obtain an EIN to be a non-profit tax-exempt organization, even if you do not have employees. You can apply for your EIN (form SS-4) by contacting the IRS Service Center listed for your area in the SS-4 instructions. If you call the Tele-TIN listed, they will give you your EIN over the phone and help you to fill out the form. Any chapter normally having annual gross receipts of not more than \$5,000 is automatically considered by the IRS to be a tax-exempt entity. Chapters having annual gross receipts of less than \$25,000 per year are not required to file a tax return. Make sure the chapter treasurer keeps detailed records of all financial transactions to avoid future problems or questions. The chapter can use outside audits; however, these can be costly and time-consuming.

## **OBTAINING CONTACT HOURS**

Chapter programs can be used to fulfill contact hour requirements. In order for the chapter to obtain contact hours, you must submit an application describing of your program to an agency, such as a state nurses association, that is a provider of contact hours; preferably, one that has been accredited by the American Nurses Credentialing Center (ANCC).

To complete the application for contact hours, do a “needs assessment” to determine the type of program you will hold and the makeup of your attendees. You will need this later to prove to the provider that the material presented in the educational forum is based on the needs of recipients. Second, decide on one or two topics to be discussed by the program. Third, contact speakers who are highly qualified in that area. Try to find speakers in your geographic area. This helps avoid travel expenses as well as focuses attention on the medical attention and experience in your region. Last, submit a detailed layout of the program and the “needs assessment” to the provider you have chosen. Contact the National Office to obtain an example of a chapter “needs assessment.” Be prepared to provide the documentation in the following areas:

- Purpose/goals of the educational program
- Target audience and how it was identified
- Accommodation of physical facilities
- Curriculum vitae of the speakers
- Objectives, content, time frame, teaching methods
- Evaluation criteria and method

## **PUBLICITY**

- ✉ Add to a chapter's mailing list by collecting names from peer organizations. During the first year, it pays to send mailings to a large list to inform potential members about the new chapter.
- 📄 Take advantage of the meeting or calendar of events in the local newspaper to publicize meetings. If the chapter covers a large geographic area, send announcements to newspapers in all of the areas in which members may reside or work. Use available bulletin board space in area hospitals to post informational flyers. The *Journal of Vascular Nursing*, *SVN...prn*, and *BRIDGES* can also be used as an advertising medium. Announcements of upcoming meetings can be sent to the SVN National Office.
- 📄 Develop a chapter newsletter to announce member promotions and moves and share helpful tips. Offer space for positions and/or business card advertising (either free or reduced rate members, higher rate for non-members) to support the newsletter and even generate additional revenue for the chapter treasury. Some typesetters and printers will produce the newsletter either free or at a reduced charge if they receive a credit line in the publication. Ask other chapters in the region to send meeting announcements too.
- 🗨 Try to find someone with some public relations knowledge in the chapter membership to serve as publicity chair and write the newsletter and generate news releases at no charge. The Publicity/Public Relations Committee should write and place stories about chapter activities in local newspapers, and other media outlets in the area.



## **MEMBERSHIP DEVELOPMENT**

Publicity efforts should create interest in membership. Introduce the membership chair at each meeting to address the benefits of membership. Make membership benefits obvious by charging non-members slightly more to attend meetings. Use different colored nametags to identify non-members, and encourage members to greet non-members and make them comfortable.

Acknowledge new members (and the members who recruited them) in the chapter newsletter. Consider giving an annual award to the member who recruits the most new members. Ask members to encourage others in their organization to become SVN members.

## **MISCELLANEOUS INFORMATION**

Avoid burnout! As quickly as possible, recruit members to assist committee chairpersons. Otherwise, a small group of people will end up doing all the work and will quickly burn out. Say thanks to officers and committee members often and sincerely. Consider generating sufficient funds from chapter activities to partially or fully fund a chapter member's attendance at the national symposium or other leadership training programs. Send out thank you card to members who did something extraordinary.

- ✉ **Surveys.** As soon as possible after start-up, survey the entire mailing list to solicit opinions on meeting topics and program locations (provide a variety of choices). The survey can also be used to recruit committee volunteers and provide membership information. This data will provide solid direction for chapter activities and will encourage non-members to join the chapter
- ✉ **Chapter address.** If at all possible, chapters should have published, permanent chapter addresses and phone numbers to:
  1. Increase assurance that communications will be received and responded to in a timely manner
  2. Ease administrative functions such as establishing legal and tax-exempt status
  3. Foster a sense of identity and permanence

**HELPFUL SAMPLES*****Sample Invitational Letter to Prospective Members***

Dear (name):

We would like to extend an invitation to you and your co-workers to attend a special meeting on (date & time) at (place) to organize a local Chapter of the Society of Vascular Nursing (SVN). Such a chapter can make a valuable contribution to improving your professional knowledge and abilities in vascular nursing.

During this organizational meeting, we will discuss the purpose and goals of the chapter, as well as some of the programs and activities planned. I'm sure you will find it an informative and worthwhile meeting.

Even if you are not currently working exclusively in vascular nursing, we welcome you to join us. Additionally, please share this letter with your co-workers and associates, so that we may reach all individuals involved in vascular nursing.

Please return the enclosed reply card or contact me at the phone number listed below to confirm your attendance at this meeting. We look forward to your participation!

Sincerely,

(name)

(phone number)

***Sample Reply Card for Invitational Letter***

\_\_\_ Yes! I plan on attending the SVN Chapter meeting on (date/time)

\_\_\_ Unfortunately, I cannot attend this meeting, but please advise me of future SVN Chapter meetings

Comments:

Name:

Address:

City/State/Zip:

Job Affiliation:

*Please return this reply card to: (address & phone number)*

## **SVN ANNUAL CHAPTER REPORT**

The following information is required to be submitted electronically every year with the annual chapter renewal fee of \$30.00.

The Annual Chapter Report form can be found under the Chapter Tab on the SVN website [www.svnnet.org](http://www.svnnet.org).

**Remember, all Annual Chapter Reports are due every year on January 31<sup>st</sup>.**

The following information is asked on the Annual Report:

- SVN Annual Chapter Report for calendar year
- SVN Chapter Name
- Chapter Address
- City/State/Zip
- Contact Person
- Officers & Dates of Term
- Meetings and programs held
- Goals and accomplishments
- Future directions and activities planned
- Membership totals (please attach a current membership list with annual report)
- Number of new chapter members
- Current total chapter membership
- Number of chapter members who are also national members of SVN

# **CHECKLIST FOR SVN CHAPTER FORMATION**

- ***Call the SVN National Office!***  
Keep the toll-free number handy: 1-(888) 538-4SVN.
- ***Stimulate Interest!***
  - Speak with Chapter Development Committee Representative and identify target dates for chapter.
  - Hold a meeting of all people interested in forming a SVN chapter.
- ***Recruit Members!***
  - Compile a membership list of at least five (5) individuals to charter the chapter. Each member must perform the following:
    - Complete the **Chapter Member Biography form**
    - Become a **National SVN member** by paying the current annual dues.  
*(Required prior to receiving SVN Chapter Status)*
- ***Define Leadership!***
  - Appoint chairperson/committees
- ***Create a budget!***
  - Develop a plan for financial independence
  - Find commercial/vendor support
- ***Create/Establish Chapter Governance!***
  - *Write* your chapter charter/bylaws (utilize reference “Starting a Local Chapter Manual”)
  - *Submit* chapter charter/bylaws to the SVN Office for review by the Chapter Development Committee.
  - *Revise* document based on Chapter Development Committees recommendations
- ***Define the Chapter!***
  - Create a mission statement, goals, and objectives for the chapter
- ***Submit entire application to the SVN National Office!***
  - Chapter Application Form
  - **Application fee \$60.00**
  - Chapter Member Biography Forms (one for every member)

## **The Society for Vascular Nursing**

Attn: Chapter Services Specialist  
 203 Washington St., PMB 311; Salem, MA 01970  
 978-744-5005  
 (Toll Free) (888) 536-4SVN  
 FAX 978-744-5029  
[SVN@administrare.com](mailto:SVN@administrare.com)  
[www.svnnet.org](http://www.svnnet.org)



# NEW CHAPTER APPLICATION

Name of Chapter: \_\_\_\_\_  
 (Chapter name must include SVN in title. Geographical location is recommended to be used.)

Contact Person (include credentials/title): \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Phone: (daytime) \_\_\_\_\_ (evening) \_\_\_\_\_

FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Chapter Address: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Chapter will be affiliated with an institution:

NO       YES, List affiliation: \_\_\_\_\_  
 (Check the most appropriate:  Physician practice  School  Hospital)

***Please attach a brief one to two-page summary of the Chapter's vision including the following topics:  
 Overall mission of chapter, short and long term goals, proof of financial independence, leadership roster and upcoming activity plans for the next year.***

Please attach the following information:

- ◆ New Chapter Application
- ◆ Application fee (\$60.00 - payable to SVN)
- ◆ Chapter Charter/bylaws
- ◆ Chapter Member Biography Forms
- ◆ 1-2 page summary including the following: (Chapter mission, goals, verification of financial independence, roster of current officer and terms of office and proposed activities/plans for the next year)

Mail to:

## **Society for Vascular Nursing**

Attn: Chapter Services Specialist  
 203 Washington St., PMB 311; Salem, MA 01970

[SVN@administrare.com](mailto:SVN@administrare.com)

[www.svnnet.org](http://www.svnnet.org)

**Questions? Contact the Chapter Services Specialist, toll free at (888) 536-4SVN.**



**SOCIETY FOR VASCULAR NURSING** **CHAPTER MEMBER BIOGRAPHY FORM**

EW  RENEWAL

**PLEASE LIST YOUR NAME, CREDENTIALS, INSTITUTION, ADDRESS, AND PHONE NUMBER. PLEASE PRINT OR TYPE. ZIP CODES AND AREA CODES ARE VERY IMPORTANT - PLEASE INCLUDE YOURS.**

1. NAME(Include name and title as you wish them to appear):
  
2. CURRENT POSITION:
  
3. INSTITUTION:
  
4. PREFERRED MAILING ADDRESS:
  
5. PHONE NUMBER (Include EXT):
  
6. E-MAIL ADDRESS:
  
7. IF YOU WOULD LIKE YOUR MAIL SENT TO AN ADDRESS OTHER THAN THE ONE ABOVE, PLEASE LIST :
  
8. SPECIALTY AREA:
  
9. TYPE OF SETTING:
  - Academic  Private Hospital  Free Standing Clinic  Other (Specify)
  
10. WOULD YOU LIKE TO HELP ON A COMMITTEE?  YES  NO
  
11. DO YOU KNOW ANYONE INTERESTED IN BECOMING A MEMBER?  
(Please list name and address):