

It's Time to Start a Chapter

For questions on any of the following, feel free to ask us, your Membership Co-Chairs, for support, help, advise, suggestions, and comments.

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Why start a chapter?

- Network with [your local chapter's midwifery community](#) to find jobs, preceptorships, and midwifery happenings. A chapter is a great place to share ideas, get information, discuss practice issues, find preceptors, make announcements, and offer each other solidarity and support.
- Effectively [advocate for midwifery](#) in your home legislative district.
- Build and strengthen your relationship with our [statewide midwifery community](#).
- And, so much more. Check out our [Mission Statement](#).

Is it a lot of work?

Each chapter decides how much, or little, it wants to be active. Some chapters meet in person, some meet online, and some do a combination of both. Do whatever is easiest and the most fun.

What does it take to become a bona fide CNMA chapter?

Forming a chapter is now easier than ever with the following resources.

Caveat: Please note that the following resources are not an endorsement by the CNMA but are being provided simply to offer a few possibilities. We welcome additional recommendations... thanks in advance for sending us an email. We'll try to keep this information up to date.

1. [Prepare your Standard Rules and Operating Procedures \(SROPs\)](#).

Here is the CNMA's [template](#) for your SROPs.

The primary reason for getting your SROPs in place is to help your chapter think about how you want to organize. The SROPs provide a structural foundation for your group's existence. Also, for accounting and logistical reasons, the CNMA Board of Directors cannot financially support

your chapter until your chapter's SROPs are in order.

Apart from the CNMA/ACNM membership requirements detailed within this [SROPs template](#), your chapter has a lot of flexibility on how you decide to organize. There is no requirement that there be a certain number of officers or roles-- all that can be decided by your chapter members based on your chapter's needs. With this template, it should be fairly easy to get the paperwork in order and approved.

Feel free to ask us if you need any help with your SROPs. *We are also happy to review your SROPs and offer comments & suggestions **before** you submit your document to the CNMA Board of Directors.*

2. [Submit your SROPs](#) to the CNMA Board of Directors.

3. [Solicit nominations and hold elections](#). [Survey Monkey](#) works well and is free. Or, you can do paper ballots by mail.

4. [Get your finances in order](#).

Bank: [U.S. Bank](#) has been recommended as a good bank for your chapter's finances because they have low fees for non-profit organizations. To open an account with them, they will require the name of your chapter, the date it began, and a copy of your chapter's minutes showing the election of the officers. If you have a good experience with another bank or credit union, let us know so that we can share this information with others-- thanks!

Do you still have funds in an account under an older chapter's name? Simply close out the account under your old chapter's name and transfer the funds to the account in your new chapter's name.

We also recommend that you organize as an [unincorporated not-for-profit professional/business organization 501\(c\)6](#) (*not* a 501c3) with the state of California.

Taxes: If your chapter brings in less than \$50,000 a year, you will only need to file a simple electronic postcard for the federal (990-n) and state (199) forms. Please talk with an accountant if your finances are over \$50,000/year (congratulations!). [Here is the Internal Revenue Services \(IRS\) page which details how to e-file for nonprofits.](#)

Accounting:

[Dugan Tax Services](#)

Jocelyn Dugan, MBA

(559) 492-0829

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5. Start meeting!

- Reach out to members/potential members. [Evite](#), [MailChimp](#), and online discussion forums such as [Yahoo Groups](#) are all free. Let us know if you have questions or need help setting these up.
- Consider online ways to reach out to your members at a distance or for convenience. Both [Skype](#) and [Google+ Hangouts](#) are free, are easy to set up, and work well on all platforms. Other options are [GoToMeeting](#) and [Cisco WebEx](#), both of which *may* have a free option but usually cost \$. However, they may have more options for a greater number of participants.
- If you have suggestions for other ways to communicate and reach out to members, let us know-- we'd like to share this information with others.

Remember, your Membership Co-Chairs are here to help you reach out to the CNMA members in your community. If you have any questions, feel free to give us a call or send us an email. *We have access to all the current CNMA members' contact information so **we can help you** set up your chapter with this contact information and these communication outreach tools.*

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