

Healthy Brains for Children Chapter Start-up Manual

This manual is designed to give guidance to the start-up chapter board through the first several meetings. It has been organized to walk you through the process of getting started to conducting meetings and finally on how to get members signed up in the chapter. The manual has sample documents, agendas and action plans that can be used to complete all chapter application requirements. The action plans can be used to start conversations about the mission and focus of the chapter in the first year of development.



Introduction

The goal of the chapter initiative is to provide a mechanism to establish community-based groups across the world with a singular focus on preventing prenatal exposure to alcohol.

Membership in your chapter is vital to your health and the health of the parent organization. Special focus must be maintained on increasing chapter membership.

Remember to have an official record of every board meeting. Start a three ring binder with hardcopies of all official papers and records. After the initial start-up chapter meetings, separate board meetings from membership meetings. Membership meetings are designed to increase the knowledge of members and plan future activities.

Due diligence of financial responsibilities is required for continued use of the tax exempt status provided by Healthy Brains for Children, Inc.

Jody Allen Crowe can be invited to the start-up meetings either in person or via web-cam, depending on the feasibility/cost of travel.

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Become a Chapter of Healthy Brains for Children (HBC)

Healthy Brains for Children strives to multiply the message of healthy brains in a way that will have the greatest impact in your community. In order to do this, HBC relies on the leadership and participation of volunteers. Volunteers, organized as chapters of HBC, raise awareness and financial support from individuals, service organizations, foundations and corporations in the communities in which they live and work. Chapters are spearheaded by volunteer steering committees. Membership in Healthy Brains for Children, Inc. provides needed funding to the organization to facilitate continued operation and growth.

- Healthy Brains for Children, Inc. is one organization with a single mission.
- Within this mission, Chapter boards have the authority to use their resources and implement programs and activities within nationally approved policies and standards of Healthy Brains for Children, Inc.
- Healthy Brains for Children, Inc. is one incorporated non-profit entity with chartered chapters authorized to use the name, logo, etc., and to represent Healthy Brains for Children, Inc. within their community.
- Chapters carry out the work of Healthy Brains for Children, Inc., within their community.
- All chapter members must be members of Healthy Brains for Children, Inc.
- All funds received by chapter will be the responsibility of the chapter up to disseminate under the authority of their individual boards, to include the annual chapter dues.
- The portion of funds paid in dues will be used to support Healthy Brains for Children, Inc. educational programs as well as the investment in chapter infrastructure.
- Where financially viable, Healthy Brains for Children, Inc. will deploy staff to accelerate the growth of chapters.
- Chapters will choose a name that reflects their community and recognizes the relationship to Healthy Brains for Children, Inc. Ex. My City Chapter of Healthy Brains for Children.

Healthy Brains for Children Chapter Requirements

- Recognize and encourage current best practices in the prevention of prenatal exposure to alcohol within the community.
- Establish, support, and mentor a Student Chapter of Healthy Brains for Children.
- Petition your school board to approve delivery of prenatal exposure to alcohol prevention curriculum to fifth or sixth grade students by trained community and student members of the Student Chapter of Healthy Brains for Children.
- Solicit and procure a service organization sponsor.
- Fund HBC approved training for adults and students in the Chapter and Student Chapter.
- Conduct an awareness event on Sept. 9 each year in conjunction with FAS day (9th day, 9th month to recognize 9 months of sobriety when pregnant), as well as other awareness events throughout the year.
- Implement an awareness booth at community-wide events such as county fairs.
- By collaborating with area agencies, fund a continuing awareness campaign using radio, billboards, etc.,
- Establish an annual fundraising event.
- Advocate and whenever possible, fund training for professionals in the community.
- Provide regular training at meetings for members to develop community experts.
- Whenever possible, apply for grants to fund awareness and prevention.
- Adhere to all Healthy Brains for Children by-laws, policies, guidelines, procedures and practices and all applicable federal state and local requirements.
- Use the Healthy Brains for Children mission statement, logos, and slogans only in appropriate manner and in accordance with HBC policies.
- Procure, allocate and disseminate all funds and property received in accordance with the policies of HBC, including yearly dues to the organization.
- Collaborate with every agency that is focused on healthy pregnancies.

Steps for Starting a Local Chapter

Chapters can be started in many different ways. One person can start bringing people together and start the process, an organization can bring a representative of Healthy Brains for Children to your community for a presentation as a catalyst to convene a steering committee, or a current group can sponsor the startup of a chapter. However the chapter begins, the end result will be a chapter of volunteers focused on preventing prenatal exposure to alcohol.

Organize a Steering Committee

An initial target of 10 active Steering Committee members is essential to the development and success of a local chapter. Steering Committee members must embrace and commit to raising awareness, participation and fundraising revenue locally on behalf of their local chapter of Healthy Brains for Children. Leadership, direction, and growth are developed initially through the steering committee, and subsequently through the Board of Directors. Various professional skills should be sought for membership on the steering committee, including people from the medical field, human services field, psychology field, education field, business and government.

What you should consider when recruiting a steering committee:

- Clear understanding of prenatal exposure to alcohol and the mission of HBC.
- Willingness to reach out to personal and/or business contacts
- Willing to contribute time and financial resources
- Ability to work as a team member for a cause.

Develop Initial Goals

The steering committee or board of directors, if established, will have initial targets of establishing a board of directors, applying for a chapter charter and raising the funds to pay the chapter charter dues that are required to start a chapter of Healthy Brains for Children. The Board of Directors will be responsible to ensure every member has paid membership dues to Healthy Brains for Children, Inc. Once the chapter is chartered, the board will be responsible for meeting the required goals of HBC.

The Board of Directors, along with all the members, will develop a mission statement that reflects a positive attitude and singular focus on what can be done to stop prenatal exposure to alcohol.

The Start-up Chapter will petition Healthy Brains for Children, Inc. for charter recognition. The petition should include a tentative plan consisting of a mission statement, the fundraising plan, the plan to meet the required goals of the chapter, planned frequency of meetings, expected meeting places, an estimate of the potential membership and the geographic area it will serve.

The Chapter will consist of a Chairperson, Vice Chair, Treasurer, Secretary, Membership Chairperson, Public and Professional Education Chairperson, Fundraising Chairperson, Events Chairperson, committees, and members. All members should be assigned to a committee. It is important to identify people who have the professional skills and experience that will allow them to be successful in each of

these areas (i.e. a treasurer with accounting skills). Most importantly, these folks need to make a commitment of their time and energy to getting the chapter off the ground.

Organize Your Chapter Finances

Chapter Member Dues – dues are used to offset chapter expenses. Example: postage, printing or refreshments for chapter meetings. Dues should be priced to meet your chapter's necessary expenses, but so high that they will not discourage anyone from joining. Chapter dues may not exceed 75% of Healthy Brains for Children, Inc. national dues.

Once you begin collecting dues, open a bank account under the chapter's name (preferably interest bearing or, at least, without a maintenance fee). Many banks waive account fees for non-profit organizations. Healthy Brains for Children and its chapters are a non-profit organization, under Section **501(c) 3**.

Accurate records are essential. Develop a simple financial sheet to track the flow of funds to and from the treasury. Healthy Brains for Children, Inc. recommends the use of financial management software (i.e. *Quicken* or *QuickBooks*), to maintain chapter financial records.

Apply for Your Chapter Charter

All chapters must be chartered by Healthy Brains for Children, Inc. You need to apply for your Charter. The Charter Agreement, along with the Healthy Brains for Children Bylaws, are the governing documents for the chapter. The purpose of the Chapter Charter Agreement is to clearly identify the expectations and obligations of both the chapter and of Healthy Brains for Children, Inc. The Charter is designed to protect the interests and non-profit tax status of both parties.

All officers should review the Charter Agreement and the President and Treasurer need to sign it. (Additionally anytime you have new officers, the charter should be reviewed with them as part of their orientation to their new role.)

Charter Fee - \$500.00 for the first year term. \$100 per year renewal

Develop Policies to Manage Finances

You will be officially recognized as a chapter when your chartered chapter status is approved by the board of directors of Healthy Brains for Children, Inc. Healthy Brains for Children, Inc. organizational 501 (c) 3 number does not apply to non-chartered chapters that have no official standing with the National Organization. You will be expected to use this tax-exempt number after you are awarded charter status.

Revenues for the chapter may be obtained through donations, gifts, grants, memberships, merchandise sold, investment income, and providing services, such as training and speaking, provided that the services meet the mission of the organization.

Expenses for the chapter must be related to the mission of the organization. No chapter director can be compensated for any reason, other than chapter board authorized travel and expenses. Rent, utilities, insurance, meeting expenses, contracted services, such as speakers and trainers, professional fees, printing, postage, supplies, and board authorized purchase of merchandise that meets the mission of the organization and is used for training and/or fund raising, is allowed.

Connect with Service Organizations

If your community has service organizations, we recommend approaching each service organization with a request to assist you to develop a chapter in your community. This mission will resonate with most, if not all, and you most likely will recruit members for the chapter when you present to the organizations. Service organizations historically have supported efforts such as this, and some of them have prenatal care as a focus. Contact your local Rotary, Kiwanis, or Exchange Club and request a meeting with their board so you can ask them to sponsor some or all of your startup costs. You will have more success if you know a member of one of these service organizations and can work with that member in bringing your proposal to the organization. When possible, bring a representative of Healthy Brains for Children to your community to speak to the service organization you are asking to sponsor your start-up. Better yet, have the organization invite Jody Allen Crowe to speak about his research. Another option is to purchase “The Fatal Link” to give to the service organization president as an introduction to the urgency of need in your community for a community group with a focus on prenatal exposure to alcohol.

Start a College Campus Chapter

Start-up of college campus charters will require an additional step of procuring a sponsoring community chapter and two college employees as advisors for the chapter. If the college is located in a geographic area that does not have a community chapter, the national organization will sponsor the college chapter.

Obtain State Business Registration and Federal Tax ID

All chapters need to register as a non-profit in their respective states and apply for an Employee Identification Number from the IRS. Check the website of your Secretary of State for your state’s non-profit corporation application process.

EIN Application - <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

Startup registration for Minnesota - <http://www.sos.state.mn.us/index.aspx?page=1089>

Chapters from locations outside of the United States are welcome as affiliates of Healthy Brains for Children until such time as the international corporate registrations have been made.

First Meeting: Chapter Start-up Steering Committee

Agenda

1. Introductions (Connect with Jody Allen Crowe on webcam if travel is not feasible)
2. Identify recorder for first meeting
3. Mission of steering committee – Jody Allen Crowe (webcam if travel is not feasible)
4. Complete all the steps of the chapter application
5. Discussion of what is currently happening in your community to stop prenatal exposure to alcohol?
(Led by Jody Allen Crowe)
6. Identifying current practices
7. Current organizations that are similar in focus or will be part of the continuum of healthy children.
8. Any knowledge of prenatal exposure to alcohol curriculum at high schools
9. Next steps – Action Plans (see Charter Action Plan and Financial Requirements Action Plan)
10. Identify potential future members of Healthy Brains for Children to recruit for next meeting. Set goal of ___ additional potential members for each person attending.
11. Next meeting date

Chapter Action Plan

GOAL: Be chartered by Healthy Brains for Children, Inc.

Objective	Strategies	Person(s) Responsible	Benchmark (Dates)	Evidence of Completion/Evaluation
Establish founding board Elect founding board officers Establish meeting times and place Establish name of organization Establish organization as corporation that meets requirements of national board				

Chapter Action Plan

GOAL: Meet financial requirements of Healthy Brains for Children, Inc.

Objective	Strategies	Person(s) Responsible	Benchmark (Dates)	Evidence of Completion/Evaluation
Establish non-profit business name Non-profit corporation Articles of Incorporation Apply for Employer Identification Number (EIN) Raise \$80 cost of registration Board action to identify the official bank of the organization Establish bank account (Need EIN#) Raise \$500 chapter membership fee Find service organization sponsorship Book fundraiser \$20 donation – book \$10 to local chapter- \$10 to HBC	See sample			

Sample
ARTICLES OF INCORPORATION
OF
(Name), INCORPORATED

ARTICLE I – NAME OF CORPORATION

The name of this corporation shall be
(Name), INCORPORATED.

ARTICLE II – REGISTERED OFFICE ADDRESS

The place in Minnesota where the principal office of the
corporation is to be located at
(Address)

ARTICLE III – PURPOSE

This corporation is organized exclusively for charitable purposes as specified in Section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

The purpose of **Name**, Inc. is to promote the healthy practice of refraining from drinking alcohol during and immediately after each pregnancy in order to provide the optimum fetal development of the brain.

Our goals are to:

1. Educate our communities about the brain damage from prenatal exposure to alcohol and how that impacts our classrooms, communities and nation.
2. Educate all students of the dangers of drinking during pregnancies.
3. Educate the medical profession, the education profession, and all service professions of the impact prenatal exposure to alcohol is having on our society.
4. Lower the number of children coming to early education and kindergarten with learning and behavioral difficulties brought on by brain damage from prenatal exposure to alcohol.
5. Contribute to the body of research regarding the impact of prenatal exposure to alcohol on our society.

ARTICLE IV — EXEMPTION REQUIREMENTS

At all times the following shall operate as conditions restricting the operations and activities of the corporation:

1. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the purpose clause hereof.
2. No substantial part of the activities of the corporation shall constitute the carrying on of propaganda or otherwise attempting to influence legislation, or any initiative or referendum before the public, and the corporation shall not participate in, or intervene in (including by publication or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.
3. Notwithstanding any other provisions of this document, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code, or by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future tax code.

ARTICLE V — MEMBERSHIP/BOARD OF DIRECTORS

This corporation shall have members. The eligibility, rights and obligations of the members will be determined by the organization's bylaws. The management of the affairs of the corporation shall be vested in a board of directors, as defined by the corporation's bylaws. No director shall have any right, title, or interest in or to any property of the corporation. The number of directors constituting the initial board of directors is **four (4)**; their names and addresses are as follows:

Members of the initial board of directors shall serve until the first annual meeting, at which their successors will be duly elected and qualified, or removed as provided in the bylaws.

ARTICLE VI — PERSONAL LIABILITY

No member, officer, or director of this corporation shall be personally liable for the debts or obligations of this corporation of any nature whatsoever, nor shall any of the property of the members, officers, or directors be subject to the payment of the debts or obligations of this corporation.

ARTICLE VII — CIVIL RIGHTS

The Corporation shall comply with Title I of the Civil Rights Act of 1964, whereby no person, on the grounds of race, color, sex, religion, age, national origin, marital status or sexual preference, be excluded from participation in, be denied the due benefit of equal opportunity, or be subjected to discrimination under any program or activity conducted by the Corporation.

ARTICLE VIII — DURATION/DISILLUSION

In the event of disillusionment of the Corporation, any monies held by the Corporation shall be given to a charitable non-profit corporation or organization that has as its purpose education and/or scientific research. Funds will be distributed to any non-profit corporation organization that meets these criteria and may be selected by a democratic vote of the Board of Directors, provided such corporation or organization qualifies for Federal Income Tax Section 501c(3) status.

ARTICLE IX — INCORPORATORS

In witness whereof, we, the undersigned, have hereunto subscribed our names for the purpose of forming the corporation under the laws of the State of Minnesota and certify we executed these Articles of Incorporation this ____ day of _____, 20__.

(Typed name can be used instead of signature if submitted via email.)

Name: _____

Name: _____

Name and Address:

Name and Address:

Name: _____

Name: _____

Name and Address:

Name and Address:

Sample By-Laws for Healthy Brains for Children, Inc. Chapters

ARTICLE I: MEMBERSHIP

Membership will be conferred on any person who applies for membership and pays the yearly dues as determined by the Board of Directors. Chapters will be considered members upon receipt of chapter membership start-up and yearly dues as determined by the Board of Directors following the official authorization of a charter in the name of the chapter. Individual members will be considered voting members at the chapter level.

ARTICLE II: FISCAL YEAR

The fiscal year of the Corporation shall begin on the 1st day of January and end on the 31st day of December of every year, except that the 1st year shall begin on the date of Incorporation.

ARTICLE III: MEETINGS

Section 1 - Annual Meeting

An annual meeting of the membership shall be held each year. An annual report and election of directors will take place at the Annual Meeting.

Section 2 - Special Meetings

Special meetings shall be called by the Board President, Executive Committee, or one fourth of the voting members. Written notice of such meetings of the members shall be given at least 15 days prior to the meeting. Such notice shall specify the place, day, and hours and, in the case of a Special meeting, the purpose of the meeting.

ARTICLE IV: BOARD OF DIRECTORS

Section 1 - Number

The Board of Directors shall consist of not more than five (5) members of the corporation and the non-voting Executive Director.

Section 2 - Term of Office

At the organizational meeting, four members shall become the Board of Directors. At the first Annual meeting the membership shall elect two (2) Directors for a term of one (1) year, three (3) Directors for a term of two (2) years. Thereafter, Directors are elected for a term of two (2) years. All Directors must be members of the corporation.

Section 3 - Vacancies

Vacancies on the Board of Directors shall be filled through appointment by the President of the Board of Directors, subject to the approval by a majority of the Board of Directors. Any appointee must be a member of the corporation.

Section 4 - Removal

Any Board Director may be removed from the Board, with or without cause, by a majority vote of the members of the Corporation. In the event of death, resignation or removal of a Board Director, the position shall be filled through appointment by the President of the Board of Directors, subject to the approval by a majority of the Board of Directors and shall serve for the un-expired term of their predecessor. Any Board Director may resign from the Board at any time by giving a written notice to the Secretary.

Section 5 - Compensation

No Board Director shall receive compensation for any services they may render to the Corporation in performance of Board duties. However, any Board Director may receive a per diem and be reimbursed for their actual expenses incurred in the performance of their duties. A board member may accept an honorarium for speaking engagements that pertain to the functions of the organization.

Section 6 - Absences

Any Board Director properly notified and not properly excused from attending a meeting shall after three (3) consecutive absences be replaced by appointment by the Board.

ARTICLE V: NOMINATION AND ELECTION OF DIRECTORS

Section 1 - Nomination

A nominating committee shall make nomination for election to the Board of Directors. The nominating committee shall consist of two (2) members of the Board of Directors appointed by the President of the Board, and approved by the board. Any nominee must be a member of the corporation.

Section 2 - Election of Directors

Election of nominated Board Directors shall take place by the Board of Directors by ballot at the Annual Meeting of the Corporation. Public announcement of election results and seating of the elected Board Directors will occur at the Annual Meeting of the Corporation. Election of Board members at the chapter level will be accomplished by a vote of the chapter members.

ARTICLE VI: MEETING OF THE BOARD OF DIRECTORS

Section 1 - Regular Meetings

Regular meetings of the Board of Directors and Executive Director shall be held, at such place and hour as may be fixed from time to time by resolution of the Board. Notice need not be given to the Directors. A Board Director will be considered present at a meeting if the Board Director is communicating through the use of any communication device or system that allows real time conversation and transfer of data.

Section 2 - Special Meetings

Special meetings of the Board of Directors and Executive Director shall be held when called by the President, or by any two Board Directors, after not less than three (3) days notice to each Board Director.

Section 3 - Quorum

A quorum of the Board of Directors and Executive Director shall be in attendance through the use of any communication device or system that allows real time conversation and transfer of data to transact business of the Corporation. A quorum shall consist of a simple majority of said Board of which the President is a member. Every act or decision made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board. The President may declare a quorum upon unanimous vote of the Board of Directors present providing the Executive Director is present or has provided a proxy.

**ARTICLE VII:
DUTIES OF THE BOARD OF DIRECTORS**

It shall be the duty of the Board of Directors to:

1. Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting or upon written request by a majority of the members of the Corporation,
2. Supervise all officers agents, contracted entities of the Corporation and to see that their duties are properly performed,
3. Procure and maintain adequate liability and hazard insurance,
4. Cause all officers or contracted entities have fiscal responsibilities to be bonded as deemed appropriate.

**ARTICLE VIII:
OFFICERS AND THEIR DUTIES**

Section 1 - Officers

The officers of this Corporation shall be a President, Vice President, who shall at all times be members of the Board of Directors, a Secretary and a Treasurer, which may be combined, and such other officers as the Board may from time to time create by resolution.

Section 2 - Election of Officers

The Board shall elect officers immediately upon the seating of the newly formed board.

Section 3 - Term

The board shall elect the officers of the Board annually and each shall hold office for two years unless they shall sooner resign or shall be removed or otherwise be disqualified to serve.

Section 4 - Resignation and Removal

The Board may remove an officer from office with or without cause. Any officer may resign at any time giving written notice to the Board, the President or the Secretary. Such resignation shall take effect on the date or receipt of such notice or at any later time specified and acceptance shall not be necessary to make it effective.

Section 5 - Vacancies

A vacancy in any office may be filled by elected process by the Board. The officer elected to such vacancy shall serve for the remainder of the term of the officer they replace.

Section 6 - Duties of Board Officers

The duties of the officers are as follows:

President shall:

1. Preside at all meetings of the Corporation, the Board of Directors, and Executive Committee.
2. Appoint the Board members as liaisons to each committee
3. Serve as Ex-Officio to those committees and delegate assignments not otherwise provided for.
4. Shall report at the annual meeting of the membership on the activities of the Corporation.
5. See that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments.
6. Serve as a member of Executive Committee

Vice President shall:

1. Assume the duties of the President in the event of absence, incapacity or resignation of the President, shall become the Interim President until elected process as noted in Section 5.
2. Serve as a member of Executive Committee

Secretary shall:

1. Record the proceedings of all meetings of the Corporation, the Board of Directors and the Executive Committees.
2. Serve as a member of Executive Committee
3. Be custodian of all these records in a book provided for this purpose.
4. Give notice of meetings, both regular and special.
5. Sign all Corporate documents when requested to do so by the Board.
6. Shall keep the Seal of the Corporation if said corporation adopts a Seal.
7. Maintain a current list of all members and their current mailing addresses and e-mail addresses.
8. Have a copy of the By-Laws available at all meetings for reference.

Treasurer shall:

1. Receive all grants, pledges, contributions, proceeds of fund-raising activities, and monies from any and all other sources whatsoever.
2. Be custodian of all funds of the Corporation
3. Maintain adequate financial records.
4. Deposit all monies received for the Corporation in an account or accounts opened at the direction of the Board.
5. Make financial reports at each meeting of the Board and Annual membership meeting.
6. Make all financial reports as required to governmental bodies and agencies;
7. The treasurer, with the Finance committee, shall also develop an annual operating budget. Such budget shall be approved by the Board prior to December 31st of each year.
8. Serve as a member of Executive Committee.

***ARTICLE IX:
COMMITTEES***

The Board of Directors shall appoint Membership, Public and Professional Education, Fundraising, and Events committees. All committee members must be members of the corporation and all members of the corporation must be assigned to a committee.

***ARTICLE X:
BOOKS AND RECORDS***

The books, records and papers of the Corporation shall at all times, during reasonable business hours, be subject to inspection by any member.

***ARTICLE XI:
AMENDMENTS***

These By-Laws may be amended, at a regular or Special Board meeting by a vote of a majority of a quorum of Board

In the case of any conflict between the Article of Incorporation and these By-Laws, the Articles of Incorporation shall supersede.

**ARTICLE XII:
CHAPTERS**

Healthy Brains for Children, Inc. is incorporated in the state of Minnesota as a non-profit charity. Chapters of Healthy Brains for Children are authorized by an action of the Healthy Brains for Children Board of Directors, upon which a charter is issued to the chapter. Upon receipt of the charter, the chapter is authorized to use the non-profit status determined by the Internal Revenue Service for Healthy Brains for Children. The chapter must use the words Healthy Brains for Children, along with their community identification, in their organizational name as long as the chapter remains in good standing with the parent organization. The chapter must use the parent organizational by-laws as a guide for organizing their local organization. Failure to follow the by-laws of the parent organization, guidelines and policies of the parent organization, or non-payment of dues will result in the closure of the chapter. Closure of a chapter will be result in removal of the chapter from the group exemption list submitted to the Internal Revenue Service.

By-Laws revisions approved at the meeting of the Board of Directors held on this ____ day of _____, 20__.

By-Laws revisions approved by the parent organization of Healthy Brains for Children on the ____ of _____, 20++

_____ President

_____ Vice President

_____ Secretary

_____ Treasurer

_____ Director

Second Meeting: Agenda

1. Call Meeting to order
2. Introductions
3. Minutes of last meeting
4. Action Plan agenda items
5. Elect Founding board officers
6. Recommendation for official bank
7. Complete application
8. Determine committee needed (suggested committees)
9. PR – local media, public service announcements, meeting announcements
10. Membership - Membership drive
11. Events-Upcoming event possibilities
12. Schools – long term strategies to support strong curriculum and student chapters
13. Grants – Immediate grant possibilities, long term grant possibilities
14. Next meeting

Sample Documentation

Sample Press Release

Date: _____

Jody Allen Crowe, the founder and Executive Director of Healthy Brains for Children, Inc. (HBC), and author of *"The Fatal Link"*, has been working with several (City) area volunteers to complete the application process to be chartered as a chapter of HBC. The official name of the chapter selected by the founding board is Healthy Brains for Children (City), Inc. The founding board officers are: (President Mary, Vice President Bill, Treasurer Jean, and Secretary Bill.) The founding board will lead the organization through the application, charter, and first year of development.

HBC (City) Chapter has a mission of stopping prenatal exposure to alcohol in the geographical areas that include the (Name of) School Districts. This mission reflects the national organizational mission at a local level. Prenatal exposure to alcohol can result in brain damage known as Fetal Alcohol Spectrum Disorder, a disability that is manifested in lower reading and math abilities, social and behavioral difficulties, and, in many cases, Fetal Alcohol Syndrome, a condition where both the body and brain are damaged.

As a chapter of HBC, the local organization will recognize and encourage all current prevention efforts and be responsible to raise community awareness of the dangers of drinking alcohol during and after pregnancies. The awareness campaign will include petitioning school boards to mandate and/or strengthen prenatal exposure to alcohol curriculum in the area schools. The local chapter will sponsor student chapters of Healthy Brains for Children and work with the school districts to have high school students who are certified through the organization to speak to upper elementary students about the dangers of drinking alcohol when pregnant.

Awareness events will be sponsored by the chapter throughout the year, including a booth at community events and the county fair. The local chapter will join with people across the world on FASD Awareness Day, September 9th each year with an event to recognize nine months of alcohol-free fetal development. As the chapter develops, grants will be pursued to aggressively pursue strategies to give prospective mothers the motivation to have alcohol-free pregnancies.

HBC (Name of) Chapter is a membership based organization. The local chapter encourages individual, organizational, and corporate membership. The founding board invites anyone who wants to be involved in this important mission to contact any one of the founding board officers or email at localemail.net and local telephone number. More information can on HBC and chapters can be found at www.healthybrainsforchildren.org. The next meeting of the chapter will be held at (Location) on Wednesday, October 7, at 6:30 p.m.

Name

Address

Phone

Sample Ongoing Meeting Agenda

1. Call Meeting to order
2. Introductions-welcome guests
3. Upcoming events/plans/committee reports
4. Member led training - one member assigned per meeting to bring
 - a. current research or significant research abstracts
 - b. book on prenatal exposure to alcohol
 - c. blogs
 - d. news story
 - e. local awareness story
 - I. Members should use Google Alert or other such program to continually access new information
 - II. Websites linked to www.healthybrainsforchildren.org provide a wealth of training material.
5. Local invited professional asked to speak for 30 minutes with time provided for questions
 - a. Press release inviting community

Goal: Developing experts in within your membership to serve your community.

Make sure the invited professional has significant knowledge on prenatal exposure to alcohol or has knowledge of prevention strategies that can be applied or is being applied. Ex: social services explaining state laws that address drinking when pregnant. This component of the meeting is designed to continually train the membership so the initiatives undertaken are fully informed. Remember, many professionals only have a cursory knowledge base on prenatal exposure to alcohol and this time with them might be as informative for them as for the members. Encouraging each visiting professional to become a member of the chapter should be a goal of the chapter.

Examples of visiting professional fields are:

- b. Medical field
- c. Social services
- d. Find out what is happening at the local government level

- e. Psychological field
- f. Chemical Dependency field
- g. Educational field
- h. Law Enforcement

What types of interventions are occurring in the county?

How often are interventions being utilized?

What can lawfully be done when a pregnant woman is found drinking?

- 6. Next meeting
- 7. Adjourn

Chapter Action Plans

Chapter Action Plan: Student Chapter

GOAL: Establish a Student Chapter of Healthy Brains for Children.

Objective	Strategies	Person(s) Responsible	Benchmark (Dates)	Evidence of Completion/Evalu ation

Chapter Action Plan: Educate Students

GOAL: Every High School student within our geographical area knows the danger of prenatal exposure to alcohol.

Objective	Strategies	Person(s) Responsible	Benchmark (Dates)	Evidence of Completion/Evaluation

Chapter Action Plan: Community Awareness

GOAL: Community-wide awareness of Healthy Brains for Children Grand Rapids Chapter, Inc.

(Vital component of membership drive)

Objective	Strategies	Person(s) Responsible	Benchmark (Dates)	Evidence of Completion/Evaluation
Schedule speaking events for Jody Allen Crowe, Ex. Director of HBC and author of The Fatal Link Identify community events for booth exposure Plan booth display	Schools Colleges Service organizations Churches			

Chapter Action Plan: Train Community

GOAL: Advocate and provide training for professionals in the community

Objective	Strategies	Person(s) Responsible	Benchmark (Dates)	Evidence of Completion/Evaluation
Schedule ongoing trainings Mental Health Medical field Social Service Probation Officers/Law Enforcement Education				

Healthy Brains for Children Chapter Application Form

Contact Information

Date of Application: _____

Name:

Last	First	Middle	Profession
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Address:

Street	(Apt)	City, State	Zip
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Phone:

Home	Cell	Email
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Your Interest

Please tell us why you are interested in starting a chapter of Healthy Brains for Children and how you were made aware of this opportunity.

Proposed Chapter Name: (Must include Healthy Brains for Children and location of chapter)

Steering Committee Members

(Please give the following information for each steering committee member)

Name: _____
Last First Middle Profession

Name: _____
Last First Middle Profession

Name: _____
Last First Middle Profession

Name: _____
Last First Middle Profession

(Please insert a narrative for each of the following)

Mission Statement (Must reflect parent organization mission statement and geographic location)

Fundraising Plan

Plan and Timeline to Meet Chapter Requirements

Frequency of Meetings and Meeting Place

Expected Number of Members within One Year

Geographic Location Served

School Districts within the Geographic Area Served

Chapter Members

(Healthy Brains for Children requires 10 paid memberships to charter a chapter unless a waiver is obtained. The chapter retains the membership information and forwards the individual membership dues to Healthy Brains for Children. National individual membership dues are \$60. The chapter can charge additional dues to provide for chapter expenses.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ (Chapter Name) authorizes Healthy Brains for Children to include our chapter on the roster for a IRS 501 (c) (3) group exemption. We understand we need to operate under the policies and bylaws of Healthy Brains for Children to remain in good standing for continued yearly placement on the roster.

I, _____ (print name) am an authorized signatory for _____ (Chapter Name)

Authorized Signature _____ (Signature)

Send completed application to jodyallencrowe@healthybrainsforchildren.org or mail it to:

Healthy Brains for Children
14412 Laurian Lane
Brainerd, MN 56401

Chapter Memberships

Individual Membership

The benefits of Individual Membership in Healthy Brains for Children are both personal and philanthropic. Individual membership fees are paid at either the chapter level or the central organizational level. If there is not a chapter in your community, your entire membership fee of \$100 is used at the central organizational level to help seed chapters in communities across the country. If you are a member of a chapter, your membership fees support both the chapter and central organization. As a member, your benefits are:

You will be building your Leadership role:

- Be eligible to serve on Chapter Boards and participate fully in decision-making in Chapter meetings.
- Be eligible to serve on the Healthy Brains for Children Board of Directors.

You will be strengthening your own Prenatal Exposure to Alcohol Prevention efforts:

- Significantly discounted workshop registration fees
- Free one-on-one prevention advice conversations using email, phone, or Skype.
- Free or discounted participation in Prenatal Exposure to Alcohol Prevention Leadership groups via meetings, conference calls or webinars.
- Invitations to Healthy Brains for Children events and annual meetings.
- Recognition in Healthy Brains for Children newsletters.

You will be promoting Volunteerism in your circle of influence:

- Participate fully in Chapter events in your community.
- Promote Healthy Brains for Children wherever you are through the use of our membership pin, website, posters, and literature.
- Advocating for every child to have an alcohol-free fetal development.

You will be helping Healthy Brains for Children Engage Communities:

- Support awareness activities in your community and other communities.
- Help seed Healthy Brains for Children chapters in communities across the nation.
- Help students in High Schools and Elementary Schools learn about the devastation of prenatal exposure to alcohol.
- Celebrate success each and every time our message has resulted in a child having an alcohol-free fetal development.

Community Partner Membership

With the support of businesses and organizations, Healthy Brains for Children will help local chapters form and grow, and engage the greater community in awareness and prevention efforts. As a benefit for Sponsor level donors and above, Healthy Brains for Children will provide reduced cost or free workshops, keynotes, and/or seminars on prenatal exposure to alcohol that are tailored to your audiences. Community Partner Memberships are offered at the following four levels of support:

Friend - \$250

- One person is recognized as an individual member of Healthy Brains for Children and is eligible to serve in any capacity in the chapter or central organization.
- Significantly discounted workshop and event registration fees.
- Invitations to Healthy Brains for Children events and annual meetings.
- Member Profile in the Healthy Brains for Children Newsletter.

Sponsor - \$500

- One person is recognized as an individual member of Healthy Brains for Children and is eligible to serve in any capacity in the chapter or central organization.
- All Friend level benefits listed above.
- Sponsor link added to Healthy Brains website, if desired.
- Discounted workshop provided for your employees or an audience of your choice. Travel charged over 200 miles.
- Listing in Annual Meeting event brochure.

Silver Sponsor- \$1000

- One person is recognized as an individual member of Healthy Brains for Children and is eligible to serve in any capacity in the chapter or central organization.
- All Sponsor level benefits listed above
- Spotlight article in the Healthy Brains for Children Newsletter.
- Up to four hour workshop provided for your employees or an audience of your choice free of charge. Travel charged over 200 miles.

Gold Sponsor - \$5000 and above

- One person is recognized as an individual member of Healthy Brains for Children and is eligible to serve in any capacity in the chapter or central organization.
- All Silver Sponsor level benefits listed above.
- Up to four workshops, keynotes, or full day seminars provided for your employees or audiences of your choice free of charge. Facilities excluded. Travel charged over 200 miles.
(Workshops, keynotes, seminars must be coordinated with Healthy Brains for Children for best use of time and travel.)

Healthy Brains for Children Membership Form

Thank you for your interest in becoming a member of Healthy Brains for Children. Membership in our organization means you are involved in stopping prenatal exposure to alcohol in our communities, either through actively participating in events, presentations, student chapters, public relations, organization functions, organizational operations, or through fundraising. If you are unable to actively participate, we welcome you as a member who will be supportive in other ways, such as recruiting other members, supporting our efforts in the community, or contributing money through your membership dues.

DATE OF APPLICATION: _____

Name: _____
 Last First Middle Profession

Address: _____
 Street (Apt) City, State Zip

_____ Home Phone Mobile E-mail Address

Chapter: _____
 (leave blank if there is no chapter in your community)

 Signature

Membership Levels (the desired membership)

- Individual Membership \$100
- Friend \$250
- Sponsor \$500
- Silver Sponsor \$1000
- Gold Sponsor \$5000 and above

Send the Complete Form & Dues to:

Healthy Brains for Children
 14412 Laurian Lane
 Brainerd, MN 56401

MEMBERSHIP DUES SUBMITTED \$ _____